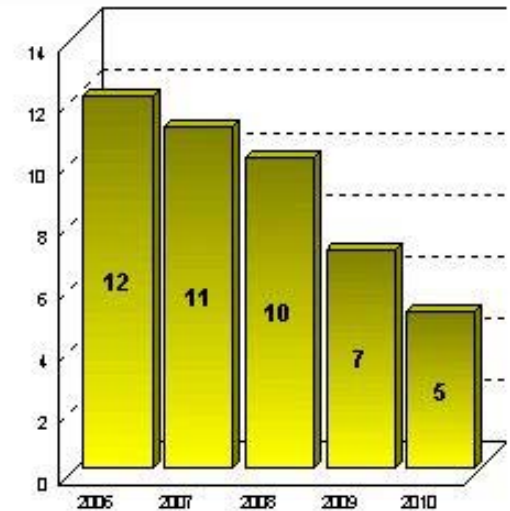


# Administration

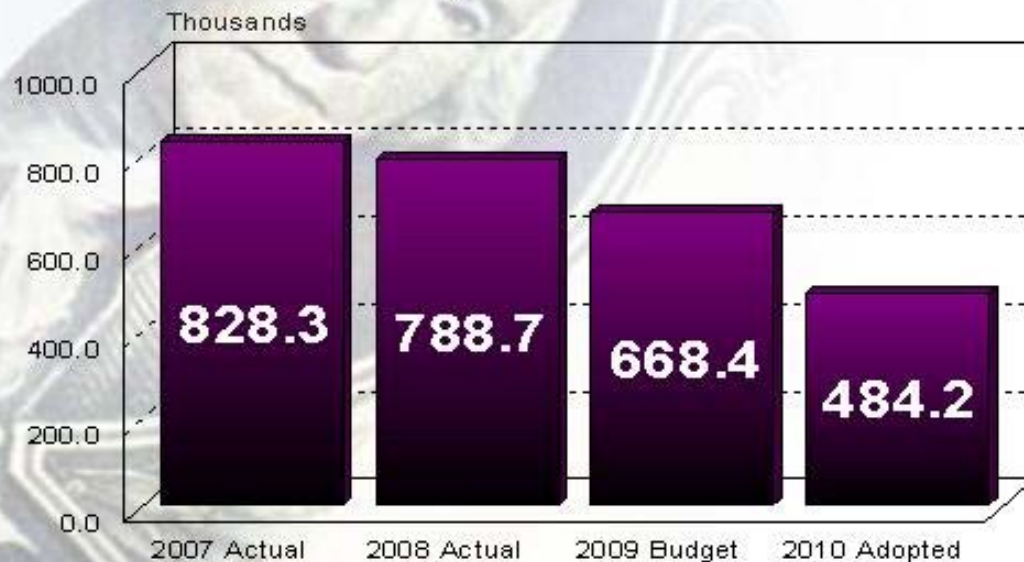
Description	2008-09	2009-10	% of GF
Expense	668,352	484,237	0.2%
Recov'd Co	368,525	270,962	
Revenue	-	-	
Net Exp	299,827	213,275	

**Cuts \$184K = -28%; 2 positions**

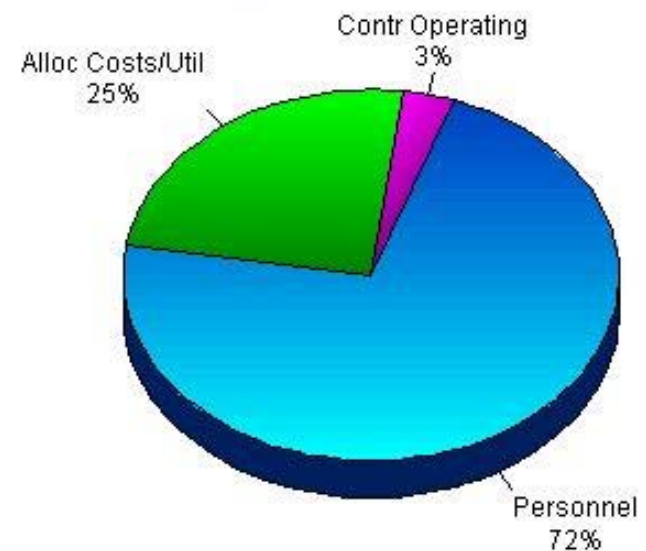
## Staffing



## Expense History



## Budget Allocation



## Expenditure History

	FY 2007-08 Actuals	FY 2008-09 Budget	FY 2009-10 Adopted
City Manager	788,662	668,352	484,237

## Changes from Prior Year

- Eliminates one Asst to the City Manager & one Administrative Assistant Position
- Miscellaneous operational reductions

## Mission Statement

It is the mission of the Administration Department to provide municipal services in a professional, innovative and cost effective manner. This department strives to achieve the goals and objectives of the City Council of Pomona by properly allocating resources and coordinating citywide programs and projects in order to maximize the quality of life for the community. The City Manager is appointed by the City Council to implement the policies and programs of the Council and to carry out the many responsibilities specified in the Pomona City Charter and City Code.

## Department Description

The City Manager serves as the chief administrative officer of city government and, as such, is responsible to the City Council for the efficient and effective administration of City functions. The City Manager also serves as the Executive Director of the Redevelopment Agency. The City Administration staff formulates policy and budgetary recommendations for City Council action and implements Council directives. The Department coordinates City Council activities with other governmental agencies and outside organizations. Additionally, the responsibility for overseeing specific contracts such as animal control, cable television, and the Los Angeles County Fire Department rests within the City Administration program.

CITY OF POMONA

09/23/09  
14:49

Revenue / Expenditure Report - 3 Year History

	2006-2007 ACTUALS	2007-2008 ACTUALS	2008-2009 ADOPTED BUDGET	2008-2009 ACTUALS THRU JUN	% ACTUALS/ BUDGET	2008-2009 YEAR-END ESTIMATE	% YR END/ BUDGET	2009-2010 ADOPTED BUDGET	% PROPOSED/ ADOPTED
-----									
101 General Fund	<b>ADMINISTRATION</b>								
-----									
REVENUE									
Total Fees	0.00	0.00	0	12,794.26	0 %	11,687	0 %	0	0 %
Total Charges for Services	37.88	0.00	0	67.50	0 %	68	0 %	0	0 %
Total Transfers In	0.00	129,054.52	0	0.00	0 %	0	0 %	0	0 %
<b>Total Revenue</b>	<b>37.88</b>	<b>129,054.52</b>	<b>0</b>	<b>12,861.76</b>	<b>0 %</b>	<b>11,755</b>	<b>0 %</b>	<b>0</b>	<b>0 %</b>
-----									
EXPENSE									
Total Personnel	669,393.61	672,958.90	538,108	471,759.82	88 %	498,323	93 %	349,913	65 %
Total Controllable Exp	35,296.51	21,811.63	32,050	10,838.88	34 %	15,700	49 %	15,592	49 %
Total Required Exp	4,400.50	3,825.46	5,100	2,846.33	56 %	2,947	58 %	0	0 %
Total Utilities	15,577.92	6,268.43	12,687	6,097.16	48 %	5,731	45 %	5,731	45 %
Total Alloc Costs & Self Ins	103,665.00	83,797.48	80,407	73,150.50	91 %	75,228	94 %	113,001	141 %
<b>Total Expense</b>	<b>828,333.54</b>	<b>788,661.90</b>	<b>668,352</b>	<b>564,692.69</b>	<b>84 %</b>	<b>597,929</b>	<b>89 %</b>	<b>484,237</b>	<b>72 %</b>
-----									
Net	828,295.66-	659,607.38-	668,352-	551,830.93-		586,174-		484,237-	

CITY OF POMONA

REPORT NO. 619

PROPOSED REVENUES FOR FISCAL YEAR ENDING 06/30/2010  
FUND 101 General Fund

DEPARTMENT REVENUE

	2006-2007 YEAR-END ACTUALS	2007-2008 YEAR-END ACTUALS	2008-2009 ADOPTED BUDGET	ACTUALS: 100% ----- THRU 06/30/2009	2008-2009 YEAR END ESTIMATE	% BUD VS EST	2009-2010 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 1300 All City Administration								
0842 Ins Recovery	\$ 0.00	\$ 0.00	0	\$ 12,794.26	11,687	N/A	0	N/A
Total Fees	0.00	0.00	0	12,794.26	11,687	0 %	0	0 %
0380 All Other Revenues	\$ 37.88	\$ 0.00	0	\$ 67.50	68	N/A	0	N/A
Total Charges for Services	37.88	0.00	0	67.50	68	0 %	0	0 %
0763 Trsf from Post Empl Bene Fund	\$ 0.00	\$ 129,054.52	0	\$ 0.00	0	N/A	0	N/A
Total Transfers In	0.00	129,054.52	0	0.00	0	0 %	0	0 %
DEPT/PROG TOTAL	37.88	129,054.52	0	12,861.76	11,755	0 %	0	0 %

PROPOSED EXPENDITURES FOR FISCAL YEAR ENDING 06/30/2010  
FUND 101 General Fund

EXPENDITURES AT DEPARTMENT LEVEL

Total General Services

DEPT 1300 All City Administration

	2006-2007 YEAR-END ACTUALS	2007-2008 YEAR-END ACTUALS	2008-2009 ADOPTED BUDGET	ACTUALS: 100% ----- THRU 06/30/2009	2008-2009 YEAR END ESTIMATE	% BUD VS EST	2009-2010 ADOPTED BUDGET	% BUDGET CHANGE
101-1300-51001 Salaries-Mgmt/Confidential	\$ 461,997.59	\$ 380,286.21	388,210	\$ 325,705.65	352,619	91 %	254,630	34-%
101-1300-51037 Overtime - Hourly	640.98	0.00	0	0.00	0	N/A	0	N/A
101-1300-51040 Hourly	30,325.38	427.24	7,500	3,762.00	3,738	50 %	5,000	33-%
101-1300-51055 Temporary Agency Svcs	0.00	12,121.95	10,000	0.00	0	0 %	0	100-%
101-1300-51059 Retirement/Termination Payout	794.55	134,252.82	0	44,183.40	44,183	N/A	0	N/A
101-1300-51075 Sick Leave/Vac Buyback	4,924.76	2,574.92	8,500	4,818.82	4,818	57 %	6,500	24-%
101-1300-51076 Comp Time/Exec Leave Buyback	0.00	1,540.44	0	0.00	0	N/A	0	N/A
101-1300-51800 Benefits-Non Sworn	170,261.33	141,749.13	123,789	93,235.40	92,856	75 %	83,783	32-%
101-1300-51860 Benefits-Hourly	449.02	6.19	109	54.55	109	100 %	0	100-%
Total Personnel	669,393.61	672,958.90	538,108	471,759.82	498,323	93 %	349,913	35-%
101-1300-52060 Office Supplies	\$ 6,798.63	\$ 4,837.07	2,000	\$ 3,361.70	3,000	150 %	3,000	50 %
101-1300-52063 Postage	869.18	760.46	1,400	211.51	200	14 %	1,000	29-%
101-1300-52064 Printing & Copying	2,994.48	3,026.94	3,000	537.11	750	25 %	1,392	54-%
101-1300-52080 Other Expense	1,518.24	1,041.78	1,600	694.87	1,600	100 %	0	100-%
101-1300-52090 Mileage Reimbursement	331.48	256.74	500	53.85	150	30 %	500	0 %
101-1300-52130 Prof Development - Training	5,922.53	1,637.27	3,000	1,039.46	2,000	67 %	2,000	33-%
101-1300-52140 Dues & Subscriptions	3,925.29	3,597.65	6,000	2,888.60	3,500	58 %	3,500	42-%
101-1300-52170 Building and Yard Repairs	750.00	0.00	0	0.00	0	N/A	0	N/A
101-1300-52285 Controllable Contract Services	0.00	2,242.76	0	0.00	0	N/A	0	N/A
101-1300-52350 Departmental Expense	4,708.72	3,218.91	6,000	669.71	1,500	25 %	1,200	80-%
101-1300-52402 Small Tools & Equipment	696.71	7.03	1,250	288.50	1,000	80 %	1,000	20-%
101-1300-52403 Computer Related Acquisitions	2,117.90	87.27	1,000	0.00	0	0 %	500	50-%
101-1300-52581 Office Equip Maint/Repair	594.36	542.15	1,700	1,047.25	1,700	100 %	1,200	29-%
101-1300-52670 Photographic Expense	229.46	555.60	800	46.32	300	38 %	300	63-%
101-1300-52800 Equipment Rental	3,839.53	0.00	3,800	0.00	0	0 %	0	100-%
Total Controllable Exp	35,296.51	21,811.63	32,050	10,838.88	15,700	49 %	15,592	51-%
101-1300-52081 Off-Site Storage	\$ 117.50	\$ 68.20	100	\$ 0.00	100	100 %	0	100-%
101-1300-52160 Pub, Print Ord/Res/Legals	23.00	0.00	0	0.00	0	N/A	0	N/A
101-1300-52461 Tuition Reimbursement	4,260.00	0.00	5,000	2,500.00	2,500	50 %	0	100-%
101-1300-52572 Lease Equipment-Citywide	0.00	3,757.26	0	346.33	347	N/A	0	N/A
Total Required Exp	4,400.50	3,825.46	5,100	2,846.33	2,947	58 %	0	100-%
101-1300-52121 Telephone Service Expense	\$ 11,266.65	\$ 3,066.73	5,687	\$ 4,414.62	3,231	57 %	3,231	43-%
101-1300-52126 Tel Moves/Changes/Equip	563.08	0.00	2,000	0.00	0	0 %	0	100-%
101-1300-52128 Cellular/Pagers	3,748.19	3,201.70	5,000	1,682.54	2,500	50 %	2,500	50-%
Total Utilities	15,577.92	6,268.43	12,687	6,097.16	5,731	45 %	5,731	55-%
101-1300-52185 Info Systems Allocation	\$ 27,931.00	\$ 28,161.35	21,444	\$ 18,765.17	15,294	71 %	5,999	72-%
101-1300-52235 Claims Exp - Liab	0.00	131.07	0	0.00	0	N/A	45,027	N/A
101-1300-52236 Claims Exp - Unemployment	0.00	0.00	9,548	5,052.00	19,621	205 %	26,161	174 %
101-1300-52237 Claims Exp - WC	0.00	7,408.06	10,694	16,313.16	8,624	81 %	4,546	57-%
101-1300-52245 Ins - Liability	9,718.00	23,857.00	18,534	16,113.72	15,001	81 %	15,484	16-%
101-1300-52246 Ins - Unemployment	1,073.00	1,684.00	999	828.66	989	99 %	998	0-%

CITY OF POMONA

REPORT NO. 601

PROPOSED EXPENDITURES FOR FISCAL YEAR ENDING 06/30/2010  
FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 YEAR-END ACTUALS	2008-2009 ADOPTED BUDGET	ACTUALS: 100% ----- THRU 06/30/2009	2008-2009 YEAR END ESTIMATE	% BUD VS EST	2009-2010 ADOPTED BUDGET	% BUDGET CHANGE
01-1300-52247 Ins - Workers' Compensation	57,885.00	17,431.00	14,886	11,775.79	11,397	77 %	11,777	21-%
01-1300-52420 Fleet Operation	7,058.00	5,125.00	4,302	4,302.00	4,302	100 %	3,009	30-%
Total Alloc Costs & Self Ins	103,665.00	83,797.48	80,407	73,150.50	75,228	94 %	113,001	41 %
DEPT/PROG TOTAL	828,333.54	788,661.90	668,352	564,692.69	597,929	89 %	484,237	28-%