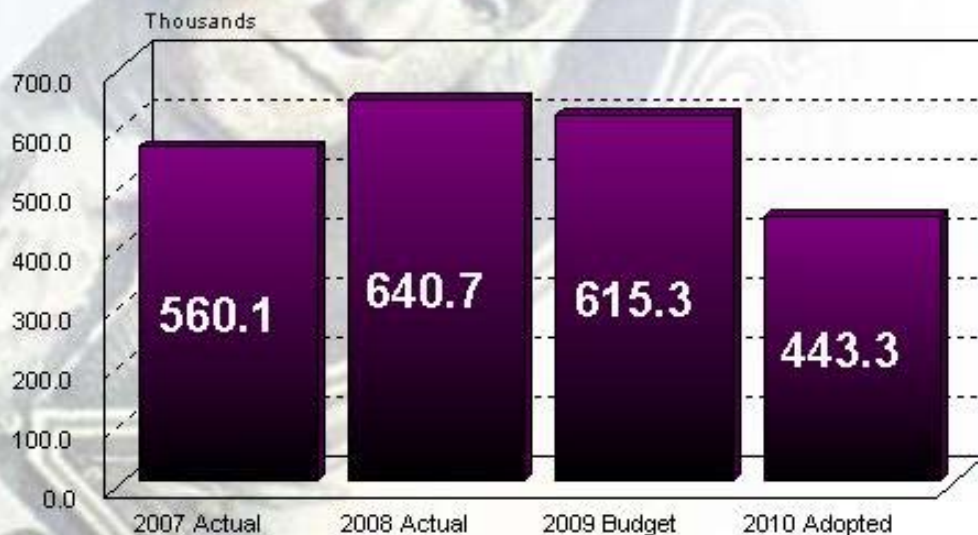


City Clerk

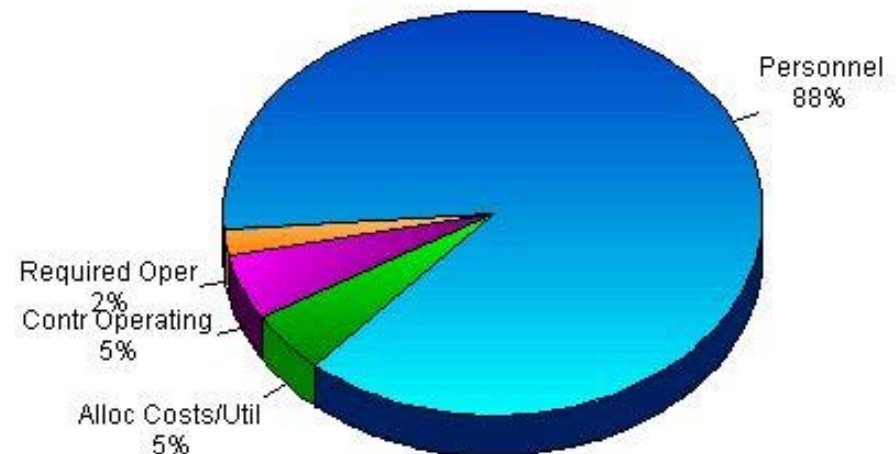
Description	2008-09	2009-10	% of GF	Staffing
Expense	615,266	443,298	0.2%	
Recov'd Costs	372,167	269,099		
Revenue	9,231	1,500		
Net Exp	233,868	172,699		

Cuts \$186K = -17%

Expense History



Budget Allocation



Expenditure History

	FY 2007-08 Actuals	FY 2008-09 Budget	FY 2009-10 Adopted
City Clerk	633,678	489,020	442,298
Election Activities	7,052	126,426	1,000
Dept Total	640,730	615,446	443,298

Changes from Prior Year

- Reduced part-time staffing

Mission Statement

The City Clerk is committed to providing professional service and support to the City Council, city departments and citizens through education, communication, and modern technology.

Department Description

The City Clerk serves as the Elections Official for the City and is responsible for conducting City elections. The City Clerk administers Federal, State and Local procedures through which City Councilmembers are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From Election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government. The City Clerk serves as the Legislative Administrator and plays a critical role in the decision-making process of the local legislature. The City Clerk prepares the City Council Meeting Agenda, verifies legal notices have been posted or published and completes necessary arrangements to ensure an effective meeting. The City Clerk is responsible for recording the decisions that constitute the building blocks of our government. As Records Manager, the City Clerk oversees the preservation and protection of the public record, and is required by statute to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk ensures that other municipal records are accessible to the public.

CITY OF POMONA

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	CITY CLERK								

REVENUE									
Total All Fines	200.00	0.00	0	100.00	0 %	0	0 %	0	0 %
Total Other Intergovernmental	987.00	0.00	0	0.00	0 %	0	0 %	0	0 %
Total Fees	0.00	0.00	0	200.00	0 %	0	0 %	0	0 %
Total Other Misc Revenue	750.12	589.48	400	53.61	13 %	200	50 %	200	50 %
Total Charges for Services	23,461.25	1,660.47	8,831	7,430.94	84 %	8,374	95 %	1,300	15 %

Total Revenue	25,398.37	2,249.95	9,231	7,784.55	84 %	8,574	93 %	1,500	16 %

EXPENSE									
Total Personnel	433,084.36	471,496.65	406,380	420,609.59	104 %	405,781	100 %	388,591	96 %
Total Controllable Exp	29,297.60	94,719.51	33,760	21,775.54	65 %	28,658	85 %	23,417	69 %
Total Required Exp	68,352.62	19,252.49	134,687	105,142.95	78 %	103,265	77 %	8,910	7 %
Total Utilities	2,465.47	2,776.21	1,738	1,627.61	94 %	1,669	96 %	1,669	96 %
Total Alloc Costs & Self Ins	26,917.00	52,484.81	38,701	42,780.65	111 %	38,158	99 %	20,711	54 %

Total Expense	560,117.05	640,729.67	615,266	591,936.34	96 %	577,531	94 %	443,298	72 %

Net	534,718.68-	638,479.72-	606,035-	584,151.79-		568,957-		441,798-	

CITY OF POMONA

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 0300	All City Clerk								
0230	Fines	\$ 200.00	\$ 0.00	0	\$ 100.00	0	N/A	0	N/A
	Total All Fines	\$ 200.00	\$ 0.00	0	\$ 100.00	0	0 %	0	0 %
0389	Mandated Cost Reimb	\$ 987.00	\$ 0.00	0	\$ 0.00	0	N/A	0	N/A
	Total Other Intergovernmental	\$ 987.00	\$ 0.00	0	\$ 0.00	0	0 %	0	0 %
0053	Processing Fees	\$ 0.00	\$ 0.00	0	\$ 200.00	0	N/A	0	N/A
	Total Fees	\$ 0.00	\$ 0.00	0	\$ 200.00	0	0 %	0	0 %
0382	Other Taxable Revenue	\$ 750.12	\$ 589.48	400	\$ 53.61	200	50 %	200	50-%
	Total Other Misc Revenue	\$ 750.12	\$ 589.48	400	\$ 53.61	200	50 %	200	50-%
0380	All Other Revenues	\$ 23,461.25	\$ 1,660.47	8,831	\$ 7,430.94	8,374	95 %	1,300	85-%
	Total Charges for Services	\$ 23,461.25	\$ 1,660.47	8,831	\$ 7,430.94	8,374	95 %	1,300	85-%
DEPT/PROG TOTAL		25,398.37	\$ 2,249.95	9,231	7,784.55	8,574	93 %	1,500	84-%

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
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EXPENDITURES AT DEPARTMENT LEVEL

Total General Services

DEPT 0300 All City Clerk

101-0300-51001	Salaries-Mgmt/Confidential	\$ 266,314.06	\$ 296,256.70	258,129	\$ 268,498.93	258,129	100 %	266,404	3 %
101-0300-51038	Overtime-Mgmt/Conf	2,835.10	3,072.58	3,500	2,355.01	2,000	57 %	2,500	29-%
101-0300-51040	Hourly	37,687.47	62,604.89	51,000	42,288.19	40,000	78 %	24,000	53-%
101-0300-51059	Retirement/Termination Payout	29,978.38	0.00	0	15,048.99	15,049	N/A	0	N/A
101-0300-51060	Bilingual Pay	500.16	502.24	500	29.18	30	6 %	0	100-%
101-0300-51075	Sick Leave/Vac Buyback	0.00	6,678.62	7,627	5,382.54	5,109	67 %	5,500	28-%
101-0300-51800	Benefits-Non Sworn	95,222.71	101,473.86	84,884	86,393.57	84,884	100 %	89,839	6 %
101-0300-51860	Benefits-Hourly	546.48	907.76	740	613.18	580	78 %	348	53-%
	Total Personnel	433,084.36	471,496.65	406,380	420,609.59	405,781	100 %	388,591	4-%
101-0300-52060	Office Supplies	\$ 5,684.62	\$ 8,255.24	7,800	\$ 3,381.41	3,500	45 %	3,500	55-%
101-0300-52063	Postage	636.06	933.74	2,600	813.51	1,000	38 %	1,000	62-%
101-0300-52064	Printing & Copying	4,519.74	8,300.44	2,000	6,272.84	7,700	385 %	6,217	211 %
101-0300-52090	Mileage Reimbursement	243.00	0.00	100	0.00	0	0 %	0	100-%
101-0300-52130	Prof Development - Training	6,845.43	5,575.76	4,140	1,322.00	1,400	34 %	1,400	66-%
101-0300-52140	Dues & Subscriptions	1,205.53	1,515.52	1,500	1,382.60	1,500	100 %	1,500	0 %
101-0300-52280	City Code Update/Printing	4,988.94	6,280.48	6,000	5,631.69	6,000	100 %	6,000	0 %
101-0300-52285	Controllable Contract Services	151.80	51,552.61	5,700	1,755.67	4,755	83 %	2,000	65-%
101-0300-52402	Small Tools & Equipment	755.17	984.19	1,000	0.00	1,000	100 %	1,000	0 %
101-0300-52403	Computer Related Acquisitions	4,003.09	1,461.95	1,720	450.00	1,003	58 %	0	100-%
101-0300-52580	General Maint & Repairs	0.00	9,115.76	0	0.00	0	N/A	0	N/A
101-0300-52581	Office Equip Maint/Repair	264.22	743.82	1,200	765.82	800	67 %	800	33-%
	Total Controllable Exp	29,297.60	94,719.51	33,760	21,775.54	28,658	85 %	23,417	31-%
101-0300-52081	Off-Site Storage	\$ 2,094.96	\$ 1,894.92	1,550	\$ 1,483.55	2,000	129 %	0	100-%
101-0300-52160	Pub, Print Ord/Res/Legals	247.20	0.00	300	0.00	0	0 %	0	100-%
101-0300-52275	Registrar Services	60,379.23	0.00	115,000	85,635.62	85,636	74 %	0	100-%
101-0300-52572	Lease Equipment-Citywide	4,787.54	10,305.95	10,306	10,306.41	7,912	77 %	7,910	23-%
101-0300-52690	Election Expense	843.69	7,051.62	7,531	7,717.37	7,717	102 %	1,000	87-%
	Total Required Exp	68,352.62	19,252.49	134,687	105,142.95	103,265	77 %	8,910	93-%
101-0300-52121	Telephone Service Expense	\$ 2,249.07	\$ 1,567.80	738	\$ 844.11	669	91 %	669	9-%
101-0300-52126	Tel Moves/Changes/Equip	0.00	450.74	0	0.00	0	N/A	0	N/A
101-0300-52128	Cellular/Pagers	216.40	757.67	1,000	783.50	1,000	100 %	1,000	0 %
	Total Utilities	2,465.47	2,776.21	1,738	1,627.61	1,669	96 %	1,669	4-%
01-0300-52185	Info Systems Allocation	\$ 22,553.00	\$ 29,074.81	25,894	\$ 22,659.27	24,751	96 %	5,554	79-%
01-0300-52236	Claims Exp - Unemployment	0.00	6,750.00	2,551	1,350.00	5,243	206 %	6,991	174 %
01-0300-52237	Claims Exp - WC	0.00	4,950.00	352	10,507.81	284	81 %	696	98 %
01-0300-52245	Ins - Liability	2,549.00	6,501.00	5,333	4,636.59	4,316	81 %	4,093	23-%
01-0300-52246	Ins - Unemployment	282.00	459.00	287	238.06	284	99 %	264	8-%
01-0300-52247	Ins - Workers' Compensation	1,533.00	4,750.00	4,284	3,388.92	3,280	77 %	3,113	27-%
	Total Alloc Costs & Self Ins	26,917.00	52,484.81	38,701	42,780.65	38,158	99 %	20,711	46-%

CITY OF POMONA

PORT 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
DEPT/PROG TOTAL	560,117.05	640,729.67	615,266	591,936.34	577,531	94 %	443,298	28-%