

GENERAL SERVICES

Mission Statement

The General Services program mission is to account for municipal expenditure items not directly attributable to individual departmental operations and / or items benefiting all departments.

Department Description

The General Services program accounts for municipal expenditure items not directly attributable to individual departmental operations and / or items benefiting all departments. As a general rule, these activities represent contractual obligations approved by the City Council for the benefit of the City. Included in this budget is the contract for animal control (Humane Society), lobbying services, and dues and subscriptions for various organizations. Also included in this budget is the contingency line item used for non-budgeted items based upon the recommendation of the City Manager.

Department Summary

Program	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
General Service	4,293,222	1,539,722	1,065,381	(474,341)
TOTAL	\$4,372,592	\$1,539,722	\$1,065,381	(\$474,341)

Fiscal Year 2008 - 09 Service Level Changes

Lobbyists: Eliminate all funding for federal and state lobbyists that provide services to the City of Pomona.

Postage (Citizen Newsletter): Beginning in FY 2008-09 the Citizen newsletter will be mailed out to residents 4 times a year. In prior years these newsletter were mailed out 6 times per year.

Operational Expenses: The General Services department has made significant reductions in several operational accounts.

Property Tax Admin Fee: Currently reviewing the property administration tax and the impacts it may have on the Fiscal Year 2008-09 budget.

Department Supplemental Requests

The General Services Department has requested no supplemental requests for this fiscal year.

City Council Strategic Goals

Goal #	Goal Description
2	Provide quality city services to all residents.
6	Develop mutually beneficial relationships with external organizations.
7	Develop a marketing strategy that enhances the image and perception of the City of Pomona.

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0100 All General Services						
101-0100-59995 Salary Savings-Turnover	0.00	0	0	N/A	(416,000)	N/A
Total Personnel	0.00	0	0	0%	(416,000)	0%
101-0100-52970 Interest Expense	221,250.00	225,000	225,000	100%	0	100-%
Total Debt Service	221,250.00	225,000	225,000	100%	0	100-%
101-0100-52063 Postage	31,154.06	50,000	42,000	84%	35,000	30-%
101-0100-52064 Printing & Copying	38,263.74	54,000	54,000	100%	54,000	0%
101-0100-52080 Other Expense	10,917.71	10,000	9,000	90%	8,000	20-%
101-0100-52140 Dues & Subscriptions	64,449.44	75,000	65,000	87%	65,000	13-%
101-0100-52190 Community Programs	2,007.52	12,500	6,000	48%	6,000	52-%
101-0100-52191 Advertising	64.80	0	0	N/A	0	N/A
101-0100-52192 Youth Commission	24,978.75	0	0	N/A	0	N/A
101-0100-52197 Public Relations/Info	0.00	25,000	25,000	100%	10,000	60-%
101-0100-52282 Special Programs	500.00	12,000	7,000	58%	500	96-%
101-0100-52285 Controllable Contract Services	161,354.85	141,500	114,000	81%	0	100-%
101-0100-52402 Small Tools & Equipment	3,962.11	4,500	4,000	89%	1,000	78-%
101-0100-52430 Other Supplies/Materials	263.96	0	10,000	N/A	1,500	N/A
101-0100-52580 General Maint & Repairs	11.96	0	0	N/A	0	N/A
101-0100-53920 Debt Svc Admin Alloc	43,255.65	0	24,284	N/A	19,228	N/A
101-0100-59900 Contingency-General	0.00	224,556	150,000	64%	100,000	55-%
Total Controllable Exp	381,184.55	609,056	510,284	83%	300,228	51-%
101-0100-52181 Department Review	7,875.00	31,000	25,000	81%	50,000	61%
101-0100-52200 Legal Expense	31,902.81	0	420,000	N/A	0	N/A
101-0100-52274 Required Contract Services	28,224.46	13,000	13,000	100%	13,000	0%
101-0100-52324 Humane Society Contract	371,226.00	386,075	383,476	99%	421,518	9%
101-0100-52771 Tri-City Mental Health	43,675.00	43,675	43,675	100%	43,675	0%
101-0100-52952 Bond/Note Issuance Exp	0.00	0	25,000	N/A	0	N/A
101-0100-53915 Property Tax Admin Fee-AB2557	382,128.07	420,340	406,063	97%	425,000	1%
Total Required Exp	865,031.34	894,090	1,316,214	147%	953,193	7%
101-0100-52185 Info Systems Allocation	6,000.00	33,333	33,333	100%	35,333	6%
101-0100-52235 Claims Exp - Liab	0.00	0	0	N/A	40,828	N/A
101-0100-52245 Ins - Liability	330,042.00	0	0	N/A	0	N/A
Total Alloc Costs & Self Ins	336,042.00	33,333	33,333	100%	76,161	128%
101-0100-59970 Recovered Costs-Admin Svc Chg	(101,461.89)	(263,742)	(239,836)	91%	(182,171)	31-%
Total Recovered Cost	(101,461.89)	(263,742)	(239,836)	91%	(182,171)	31-%
101-0100-89922 Transfer to Capital Outlay	1,512,330.00	0	0	N/A	250,000	N/A
101-0100-89923 Transfer to Debt Service	0.00	41,985	41,895	100%	83,970	100%
101-0100-89930 Transfers To Other Funds	1,850.00	0	0	N/A	0	N/A
101-0100-89961 Transfer to CDBG	1,156,366.00	0	0	N/A	0	N/A
Total Transfer Out	2,670,546.00	41,985	41,895	100%	333,970	695%
TOTAL All General Services	4,372,592.00	1,539,722	1,886,890	122%	1,065,381	31-%

GENERAL SERVICES - General Services (101)

Department: 100 Fund: General - 101

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
General Funds	1,247,552	-	1,247,552	0.00
Recovered Costs	(182,171)	-	(182,171)	
Total	\$1,065,381	-	\$1,065,381	0.00

Program Description

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Program Responsibilities

- No detailed responsibilities to report for this program. The monitoring of these expenditures are handled by the Administration Department.

Service Level Changes

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