



# *City of Pomona*

## 2012-13 ADOPTED OPERATING BUDGET

### CITY COUNCIL

Elliott Rothman	Mayor
Danielle Soto	Councilmember – District 1
Freddie Rodriguez	Councilmember – District 2
Cristina Carrizosa	Councilmember – District 3
Paula Lantz	Councilmember – District 4
Ginna Escobar	Councilmember – District 5
Stephen Atchley	Councilmember – District 6

### COUNCIL APPOINTED CITY OFFICIALS

City Manager	Linda Lowry
City Attorney	Arnold Alvarez-Glasman
City Treasurer	Doug Peterson
City Clerk	Marie Macias

### EXECUTIVE MANAGEMENT TEAM

Community Development	Mark Lazzaretto
Community Services	Mark Lazzaretto
Finance	Paula Chamberlain
Fire (County)	Dave Stone
Human Resources	Susan Paul
Information Technology	John Depolis
Library	Bruce Guter
Police	Dave Keetle
Public Works	Daryl Grigsby



## ACKNOWLEDGEMENTS

### DEPARTMENT BUDGET COORDINATORS

---

Mark Gluba	Administration
Pam Perkins	City Clerk
Debbie Wittenbrock	City Attorney
Illona Arends	Community Develop/Svcs
Andrew Mowbray	Finance
Sandra Piva	Human Resources
John Depolis	Information Technology
Muriel Spill	Library
Brad Vanderheyden	Police
Missi Kay	Public Works
Meg McWade	Public Works – Utilities
Joaquin Wong	Vehicle Parking District

### FINANCE DEPARTMENT BUDGET TEAM

---

Paula Chamberlain	Finance Director
Andrew Mowbray	Budget Officer
Karen Zane	Assistant Finance Director
Doug Peterson	Revenue Manager
Jane Rich	Principal Accountant
Nancy Garcia	Principal Accountant

# TABLE OF CONTENTS

Strategic Plan–Mission–Vision–Motto–Values–Goals.  
 Organizational Chart.....  
 Maps .....

## Budget Message

Budget Message.....  
 Addendum to the Budget Message..... 1  
     Fiscal Sustainability  
     2012-13 Budget Guiding Principles

## User’s Guide

Overview / Government / Location ..... 1  
 General Statistics and Demographics ..... 2  
 Boards & Commissions ..... 3  
 Budget Process..... 3  
 Basis of Accounting & Budgeting ..... 5  
 Budget Structure & Funds ..... 5  
 Annual Audit of Financial Records ..... 13  
 Debt Administration..... 13  
 Debt Obligations..... 14  
 Policy Guidelines..... 17  
 Allocated Costs ..... 19  
 Gann Limitation..... 20  
 Adopted Resolutions..... 21

## Financial Summaries

Budget Overview – All Funds..... 1  
 Revenue Summary by Fund..... 5  
 General Fund Revenue By Category ..... 7  
 History of Expenditures by Dept/Fund Type..... 8  
 Appropriations by Category – All Funds..... 9  
 General Fund – Revenue & Approp Detail..... 13  
 Capital Equipment Requests ..... 17

Annual Debt Service by Payment Sources ..... 18

## Revenues

Major Revenue Narrative ..... 1  
 General Fund Revenue Detail ..... 4

## Authorized Staffing

Fiscal Year Comparisons of Positions ..... 1  
 Authorized Staffing Change Reconciliation ..... 2  
 Authorized Staffing by Fiscal Year..... 3  
 Current Salary Schedule ..... 9

## Capital Improvement Program (CIP)

CIP Introduction ..... 1  
 CIP Overview ..... 2  
 CIP List of Revenue Sources / Terms ..... 4  
 Schedule of New Appropriation By Category ..... 8  
 Schedule of Work plan by Category ..... 9  
 Annual Needs Assessment ..... 10  
 CIP Graphs & Summaries ..... 11  
 CIP List of Projects..... 14

## Detailed Departmental Budgets

General Fund – Rev and Approp Detail Rollup..... i  
 General Fund ..... 1  
 Special Revenue Funds..... 1  
 Debt Service Funds ..... 1  
 Capital Project Funds..... 1  
 Enterprise Funds..... 1  
 Internal Service Funds..... 1  
 Successor Agency ..... 1  
 Housing Authority..... 1

## STRATEGIC PLAN

---

Strategic planning is the process by which an organization defines its strategy or direction for making decisions on the allocation of resources, including capital and people. Strategic planning at the City of Pomona is a dynamic and continuous process. The City Council and the City's Executive Team meet every six months to review the City's strategic plan. These bi-annual meetings include an organizational strengths, weakness, opportunities, and threats (SWOT) analysis, a review of the accomplishments of the previous six months and the development of work plans for the following six months. To further the City's efforts in achieving its mission, vision, and goals, the following elements have been developed through the strategic planning process.

## MISSION STATEMENT

---

The City of Pomona improves the quality of life for our diverse community.

## VISION STATEMENT

---

Pomona will be recognized as a vibrant, safe, and beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business and industry.

## MOTTO

---

Pomona – Vibrant – Safe - Beautiful

## CORE VALUES

---

The City of Pomona values . . .

- Cultural diversity
- Fiscal responsibility
- Focusing on the Future
- Excellent Customer Service
- Leadership
- Quality of life
- Clear and Open Communication

## THREE YEAR GOALS (2010 – 2013)

---

- Improve the city's image
- Increase organizational effectiveness and efficiency
- Support and expand business and economic development
- Achieve and maintain financial stability and sustainability
- Improve and maintain all infrastructures

**ORGANIZATIONAL CHART**

---



