

CITY OVERVIEW

The City of Pomona derived its name as the result of a community-wide contest held in 1875 to select a name for the City. Solomon Gates submitted the winning name, Pomona, the Roman Goddess of Fruit. Reverend Charles F. Loop had a 5½ foot statue of the goddess made in Italy at a cost of \$9,800 and donated it to Pomona. In 1889, John C. Fremont, a famous U.S. soldier and explorer, unveiled the statue of the goddess amid great fanfare. Over the years, Pomona has nobly represented the meaning of its name. The Pomona Valley has been a fruitful valley in the past and is now fruitful from the strength and efforts of its people. Pomona has been a



source of strength and inspiration to the surrounding communities for many years. As the Goddess appears to be looking to the future, we are reminded of the past – our successes and challenges, the present – a review of our talents and opportunities, and the future – the hopes and dreams of the community members of this City. Many have passed this way and have given much. We would not have expected less. As those who have come before us gave so much, we pledge to give no less than our forefathers expected when they saw the vision of Pomona’s destiny. We are Pomona...Vibrant, Safe, and Beautiful.

GOVERNMENT

Pomona was founded on January 6, 1888 and became a Charter City in 1911. The City operates under a Council-Manager form of municipal government. The Mayor is the presiding officer of the Council and is elected at-large. The Council selects the Vice-Mayor on a rotating basis. Councilmembers are elected for overlapping four-year terms. Each is elected by district electoral votes and represents the district where he or she resides.

The Mayor and City Council appoint the City Manager who serves as the City’s Chief Administrative Officer. The Council also acts as the

Board of the Successor Agency to the former Redevelopment Agency and the Housing Authority. City Council / Agency meetings are typically held on the 1st and 3rd Monday of each month. All meetings begin at 7:00 p.m. in the City Hall Council Chambers and are open to the public. Closed Session, if necessary, is typically held at 5:30 p.m. Study Sessions are scheduled as deemed necessary and are appropriately noticed.

LOCATION

The City of Pomona is located at the southeast end of Los Angeles County, borders San Bernardino County’s western boundary, and is just five miles north of Orange County. Pomona covers an area of approximately 23 square miles and enjoys a dry sub-tropical climate with an average temperature of 63° Fahrenheit with an average annual rainfall of 17.3 inches.



GREAT PLACE TO LIVE, WORK AND PLAY

City Hall is located in the Civic Center complex in downtown Pomona. Pomona is a full service city with fire services provided by contract with the County of Los Angeles. Through the contract, the County of Los Angeles Consolidated Fire District staffs seven stations which are supported by fire prevention, community relations, state-of-the-art communications systems, and county command, control and administrative personnel.

The City provides parks, recreation and cultural activities, community development programs, parkways, medians, tree maintenance, water, sewer and refuse utilities, public safety, and general administrative services. The Neighborhood Services Department, Community Services Division operates 28 parks, 13 community centers, 2 senior citizen centers, 2 public pools, a portable stage, 9 lighted tennis courts, 22 basketball courts and 31 ball fields (19 lighted). The City of Pomona Public Library’s

resources and services include a circulating book collection in English and other languages of over 300,000 volumes; newspapers and magazines; adult reference and information services; Internet access; audio-visual materials; a large genealogy collection; and programs for children, young adults, and adults.

Although the City of Pomona is best known as the site of the Los Angeles County Fair, where more than 1.3 million people visit each year, the 543 acre Los Angeles County Fairplex in Pomona has quickly become the venue of choice for national and international consumer shows, trade shows and conventions. The Sheraton Fairplex Hotel & Conference Center has helped drive business even further with 244 rooms and meeting space for up to 1,000 people. Overall, the City boasts over 1,400 hotel rooms. The Fairplex Conference Center offers state of the art meeting, conference, and banquet facilities. Pomona also offers two renowned medical facilities: the Pomona Valley Hospital Medical Center, recognized as one of the top 100 hospitals nationwide, and the nationally known Casa Colina Hospital and Centers for Healthcare.

Pomona is a city of hidden treasures. Not only is it the home of the National Hot Rod Association (NHRA) Motorsport Museum, but it also lays claim to owning a grove of Redwoods in Southern California. Pomona has nearly 3,000 historically significant buildings, a budding artists' colony, and renowned collector's fairs. Among the most precious of Pomona gems is the Ganesha Hills neighborhood. Tucked into rolling hills, Ganesha Hills' Spanish-style homes have won universal acclaim from developers and residents alike.

Pomona offers a workforce that is among the most diverse, well-trained, and skilled in the region. With a combined resource of more than 95,000 students at Cal Poly Pomona, DeVry University Pomona Campus, Western University of Health Sciences and other nearby colleges and universities, Pomona has an array of professional and skilled workers.

GENERAL STATISTICS & DEMOGRAPHICS

General

Date of Incorporation January 1888

Charter Date	March 10, 1911
Charter Amendment Date	November 1964 April 1999 November 2022
Form of Government	Council - Manager
Officials	Mayor & six Council Members
Elections	First Tuesday in November of odd-numbered years

Demographic Profile

Area (square miles): 22.8

Land Use Mix

Residential:	35%
Office/Commercial:	5%
Industrial:	8%
Public Lands:	24%
Streets & Other Right of Way:	24%
Open Space/Vacant Land:	4%

Historic Sites

The Palomares Adobe	La Casa Primera
Phillips Mansion	Wilton Heights
Lincoln Park Historic District	Hacienda Park
Fox Theater	

Recreation Facilities & Points of Interest

L.A. County Fairgrounds/Fairplex
 Mountain Meadows Golf Course
 Downtown Farmers Market
 Pomona's Antique Row
 Cal Poly Pomona University Theater
 NHRA Motorsports Museum
 28 Parks/13 Community Centers

Transportation

Accessible Freeways:	I-210, I-10, 71, 57, & 60
Bus and Rail Service:	Get About, 2 Metrolink Stations, Union Pacific, Amtrak, Silver Streak, MTA Metro, Omnitrans, Foothill Transit
Ontario International Airport	12 miles
Brackett Field	3 miles
John Wayne International Airport	30 miles
Long Beach Airport	35 miles
Los Angeles International Airport	45 miles

Service Providers

Water / Sewer	City of Pomona
Natural Gas	The Gas Company
Electricity	Southern California Edison Company
Pomona Choice Energy (PCE)	City of Pomona

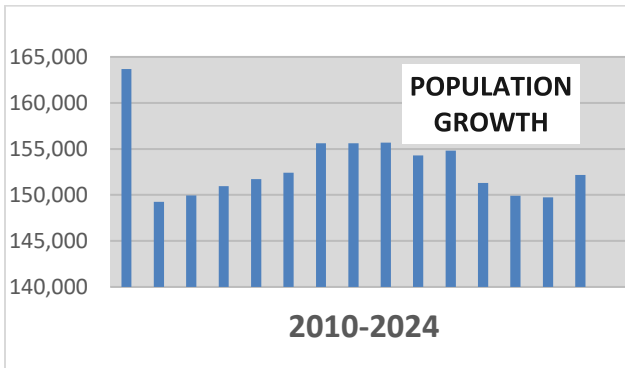
Telephone Verizon
 Refuse Athens Services
 Internet Frontier Communication

Population Trend (per Dept. of Finance)

Year	Census	Original May Est.
2010	149,058	163,683
2011		149,243
2012		149,950
2013		150,942
2014		151,713
2015	153,266	152,419
2016		155,604
2017		155,604
2018		155,687
2019		154,310
2020	151,713	154,817
2021		151,319
2022		149,908
2023		149,721
2024		152,166

board/commission and the City. Each board/commission is comprised of seven members. Each member of the Council nominates a person from such council member’s respective district for a two-year term. The following are our current boards and commissions:

- Board of Parking Place Commission VPD
- Citizens Oversight Committee
- Community Life Commission
- Cultural Arts Commission
- Cultural Arts Commission-Citizens Advisory Committee
- Ethics Commission
- Fairplex Mitigation Fund Advisory Committee
- Historical Preservation Commission
- Library Board of Trustees
- Parks & Recreation Commission
- P.R. Assessment District Oversight Committee
- Planning Commission
- Police Oversight Commission
- Youth Commission



If you are interested in serving on one of these boards/commissions or would like more information, please contact the City Clerk or your City Council representative.

BOARDS & COMMISSIONS

To provide a systematic process for community participation, as well as serving as advisory bodies to the City Council within the confines of their respective responsibilities, the City Council, by ordinance, may create boards and commissions within the City government. Each commission is composed of Pomona residents who serve on a volunteer basis. Anyone who has been a resident of Pomona for a minimum of six-months, is a registered voter, and is interested in serving on a commission may obtain an application from the City Clerk.

Currently, thirteen boards/commissions exist whereby each member serves in honorary trust to its

BUDGET PROCESS

Pomona operates on an annual budget cycle. The one-year operating budget is adopted each June and becomes effective July 1st. The City Council annually reviews and revises the Five-Year Capital Improvement Program. This approach to financial planning gives the City Council the opportunity to set policy and provide direction for operational and capital budgets in an efficient and productive manner.

Sections 1002 through 1011 of the Pomona City Charter sets forth the legal requirements for the preparation and adoption of the City Budget and Capital Improvement Program. The Charter requires that the City Manager submit to the City Council a proposed budget at least 45 days prior to the beginning of the fiscal year. It further requires that the Council set a time for a public hearing and that a notice of such hearing be published in a local newspaper no

less than two weeks prior to the hearing date. In the event the budget is not adopted prior to the first day of the fiscal year (July 1), the amounts appropriated for current operations for the prior fiscal year will be deemed adopted for the current fiscal year on a month-to-month basis until such time as the new budget is adopted.

The City Manager is also required to submit to the City Council the Five-Year Capital Improvement Program at the same time or prior to submission of the Operating Budget.

Pomona uses a combined program and line-item budget format. This is designed to provide for a comprehensive management control and fiscal planning system and is aimed at achieving goals and objectives at operational levels which are consistent with the needs and wants of the community. The budget process is generally an incremental one, which starts with a historical base budget. Requests for more or fewer appropriations are made at the departmental level. Throughout the entire budget process, staff continues to remain cognizant of public safety and legal requirements, as well as, providing the most efficient and economical service levels possible.

Budget Calendar: Altogether, budget preparation takes approximately nine months. Work typically begins in December (in the year prior to the first fiscal year of the budget) when staff prepares the Budget Guide and culminates in August with the publication of the Adopted Budget. The following schedule outlines the major steps and dates involved in preparing and processing the annual budget and covers one complete budget cycle:

December – The Budget Guide and related materials are distributed and reviewed in a training session. Salary allocation distribution percentages are due to Finance by January.

January/February – Preliminary revenue estimates are projected and departments submit preliminary expenditure budget requests to the Finance Department.

February through April – Budget requests are analyzed by the Finance Department and

preliminary revenue estimates are reviewed and adjusted as appropriate. A Mid-Year Review of the Current Budget and Preliminary Preview of the Proposed Budget is presented to the Community and participation from the Community is encouraged. The City Manager and Finance staff meet with individual Department Directors to review their budget estimates and requests. Revenues are compared with expenditures to determine the budget planning direction. The Executive Team is then briefed on the Proposed Budget and balancing efforts are developed as necessary. The Five-Year Capital Improvement Program Budget is also prepared during this same period.

May – The Proposed Budget is printed and distributed. A City Council Study Session(s) is held and the City Council makes final recommendations to the City Manager. Revisions are made to the final budget document per City Council direction.

June – The Public Hearing notice for the Proposed Budget is published and the final Proposed Budget documents are prepared and submitted to the City Council. The public hearing of the budget is conducted and the budget is adopted. Additionally, the required GANN calculation is prepared and submitted to the City Council for adoption.

August – The final Adopted Budget is published and distributed.

Amending the Adopted Budget: Once the Budget is adopted by the City Council, the responsibility of implementing each departmental budget lies with each department director with ultimate responsibility resting with the City Manager. Department Directors are expected to operate their departments within the appropriations established in the Budget. Budget transfers or budget amendments should be the exception rather than the rule. In certain cases, however, requests are considered where unforeseen events have occurred. In such cases, the Department Director and Finance Director may approve transfers within the same division and expenditure category.

Transfers moving funds from one division or department to another or one category to another requires the approval of the Department Director, Finance Director, and City Manager. To amend or supplement the Budget by the transfer of all or any part of unused and unencumbered balances appropriated for one purpose to another purpose, to appropriate available funds not included in the budget, or to cancel in whole or in part any appropriation not expended or encumbered, requires an affirmative vote of the City Council.

Amending the Capital Improvement Program Budget requires City Council action, which is usually sought at time of bid award for the new or revised capital project.

Budget Documents – The Adopted Budget sets forth approved programs, operations, and the estimated revenues to support these efforts for the fiscal year. Three documents serve as the key for planning the type and level of service the City provides its residents and businesses:

1. **The Budget Guide** is an internal document that provides the basic instructions and assistance necessary for each department to prepare its budget submissions.
2. **The Policy Budget and Summary** document contains summary tables and graphs, descriptive narratives, and reports on each department and fund. The document is organized into several sections. The first five sections serve as both an introduction and overview of the budget.

INTRODUCTORY SECTION

The City Manager's **BUDGET MESSAGE** summarizes revenues, expenditures, and sets forth the major projections and budgetary issues for the upcoming fiscal year.

The reader will find a wide variety of general information including a City overview, fund descriptions, the budget structure, definition of revenue sources, and an explanation of the budget process, among other information in the **USER GUIDE** section.

The **FINANCIAL SUMMARIES** section provides various charts and graphs including projected available balances, revenue and appropriation summaries, and planned transfers in and out. The **REVENUES** section contains information on major General Fund revenue sources along with a line-item detail of historical and estimated revenues for all funds.

The **AUTHORIZED STAFFING** section includes a comprehensive listing of full-time personnel with historical staffing trends.

A summary of the **CAPITAL IMPROVEMENT PROGRAM Budget** is included within this section.

The **FUNDS/DEPARTMENTAL BUDGET SECTION** gives details on all departments within the City. This section is divided by Fund or Fund type and includes Special Revenue Funds, Debt Service, Capital Projects, Enterprise Funds, Internal Service Funds, and Housing Authority Funds.

3. **The Five-Year Capital Improvement Program (CIP)** provides a detailed description of the project detail, cost, status, and funding source for capital/construction improvement projects scheduled to take place over the next five years. CIP budget preparation deadlines and publication dates parallel those prescribed dates for the operating budget.

BASIS OF ACCOUNTING & BUDGETING

The City of Pomona's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). The basis for budgeting is also in accordance with GAAP virtually without exception. Since the implementation of GASB 34, governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Principal and interest on long-term debt are recorded as fund liabilities when due or when amounts have been

accumulated in the debt service fund for payments to be made early in the following year.

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures/expenses are tracked and used as intended. These controls are designed to provide reasonable, but not necessarily absolute, assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements, as well as accountability for all City of Pomona assets. The concept of reasonable assurance recognizes the cost of control should not exceed the benefits, and the evaluation of costs and benefits likely to be derived requires estimates and judgments by management.

BUDGET STRUCTURE & FUNDS

The City's accounts are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which it is to be spent and the means by which spending activities are controlled. The various funds are grouped into generic fund types and broad fund categories:

General Fund is the general operating fund of the City. It is used to account for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of general services by the City. This is the largest operating fund in the City.

Special Revenue Funds are used to account for revenues derived from specific sources, which are required by law or administrative regulation to be accounted for in separate funds.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, the City's general long-term debt obligations, including principal, interest, and related expenses.

Capital Projects Funds are used to account for financial resources used for the acquisition or construction of major capital facilities, which are not financed by proprietary (enterprise) funds.

Enterprise Funds are used to account for City operations financed and operated in a manner similar to private business enterprises. The costs of providing these services to the general public on a continuing basis are financed or recovered primarily through user charges. The City of Pomona has four Enterprise Funds – Water, Sewer, Refuse, and the Pomona Choice Energy Authority.

Internal Service Funds are used to account for financing of goods and services provided by one department to other departments within the City on a cost reimbursement basis. The City of Pomona has five Internal Service Funds – Pension Obligation Bonds, Equipment Maintenance, Self-Insurance, Information Technology, and Printing/Mail Services.

Housing Authority Funds are used to account for Low/Mod Housing assets, Section 8 and Continuum of Care. Disbursements from these funds are made in accordance with fiscal agreements or the applicable legislative requirements for each fund.

The **General Fixed Assets Account Group** is used to account for and control all City general fixed assets, other than those in the proprietary funds. An item qualifies as a general fixed asset if it has a useful life greater than one year and a value in excess of \$5,000.

The **General Long Term Debt Account Group** is used to account for the City's outstanding long-term liabilities that are expected to be paid from future revenues of the governmental funds.

Following is a list of currently or recently used funds within the City of Pomona –

- **GENERAL FUND**

- **Fund 101 – General Fund**

The general operating fund of the City. It is used to account for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of general services by the City.

- **SPECIAL REVENUE FUNDS**

- **Fund 120 – Opioid Settlement Fund**

In 2023, state and local government received about \$1.5 billion in settlement funds from more than a dozen companies that manufactured, sold, or distributed prescription painkillers and were sued for their role in fueling the opioid crisis. Funding awarded to states and localities must be spent on funds on “opioid remediation efforts” defined in the settlement agreement as “Care, treatment, and other programs and expenditures designed to (1) address the misuse and abuse of opioid products, (2) treat or mitigate opioid use or related disorders, or (3) mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic.”

- **Fund 124 – Neighborhood Stabilization Program (NSP 1)**

Funded by HUD, the Neighborhood Stabilization Program (NSP1) was established by HUD for the purpose of stabilizing communities that have suffered from foreclosures and abandonment of housing. NSP1 provides emergency assistance to local governments to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. The program is authorized under Title III of the Housing and Economic Recovery Act of 2008.

- **Fund 128 – Measure R**

Measure R Local Return was approved by the voters of Los Angeles County in November 2008 to help meet transportation improvement needs. The specific areas targeted for the improvements include streets and roads, traffic control measures, bikeway and pedestrian upgrades, public transit services, transportation marketing, and congestion management programs.

- **Fund 129 – COPS Technology Grant**

This fund accounts for the \$3.4M Community Oriented Policing Services (COPS) Technology Grant for radio equipment replacement from the U.S. Department of Justice. Under the sponsorship of the U.S. Department of Justice, the COPS Equipment and Technology Grant provides funding for the continued development of technologies and automated systems that help state and local law enforcement

agencies prevent, respond to, and investigate crime. This funding allows local law enforcement agencies to purchase equipment to advance communications interoperability, information sharing, crime analysis, intelligence gathering, and crime prevention in their communities.

- **Fund 130 – Neighborhood Stabilization Program (NSP 3)**

Funded by HUD, the Neighborhood Stabilization Program (NSP3) is a one-time appropriation authorized by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 to continue to address and mitigate the negative impacts of the nation’s foreclosure crisis and housing market collapse and to stabilize and revitalize communities with the greatest needs. Properties may only be acquired in HUD approved target areas of the City.

- **Fund 132 – Fee Analysis Rate Review**

This fund accounts for revenues collected per each Building Permit issued and is to be used for future reviews of the fee rate structure as approved by the City of Pomona City Council on July 7, 2008.

- **Fund 133 – Public Art Fee**

This fund accounts for revenues received per the Public Art Policy as approved by the City of Pomona City Council on November 11, 2011.

- **Fund 136 – Operation Porchlight Rapid Re-Housing Grant**

The Operation Porchlight Rapid Re-Housing Grant is a Homelessness Prevention and Rapid Re-Housing Program, funded through HUD’s Continuum of Care that will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. Operated in collaboration with Volunteers of America, the program also provides housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, moving cost assistance, and case management.

- **Fund 138 - Measure M**

The Los Angeles County Traffic Improvement Plan, Voter approved on the election ballot on November 8, 2016 imposes a retail transaction and use tax at

the rate of one-half of one percent (.5%) within Los Angeles County. Funding is to improve freeway traffic flow/safety; repair potholes/sidewalks; repave local streets; earthquake-retrofit bridges; synchronize signals; keep senior/disabled/student fares affordable; expand rail/subways/bus systems; improve job/school/airport connections; and create jobs.

Fund 139 – Measure H Homeless Initiative

Measure H funds are the result of the passage of an L.A. County Ballot raising the sales tax by ¼ of a cent. The revenues go to provide services for the homeless, including funding for: mental health services, substance abuse treatment, health care, job training, transportation, outreach, and homelessness prevention. The City has received several grants from this Measure, including capital cost and interim housing grants to help build and provide shelter services at the Hope for Home Service Center. Other grants under this fund assist to facilitate a coordinated entry system, a planning grant, and a grant to encourage landlords to rent to homeless persons.

Fund 142 – Measure W

The Safe Clean Water (SCW) Program was created with the passage of the Los Angeles Countywide Measure W in 2018, which provides local, dedicated funding to increase water supply, improve water quality, and provide community enhancements throughout Los Angeles County. The City of Pomona receives 40 percent of the direct funding via the Municipal Program proportional to the revenues generated within the city boundaries. The Municipal Program is designed to maximize the ability to address local stormwater and urban runoff challenges and opportunities. The Regional Program receives 50 percent of the revenue for the implementation of projects and programs that will increase water supply, improve water quality, and provide community enhancements throughout Los Angeles County. Ten percent of the funds are for the Los Angeles County Flood Control District to implement the program.

Fund 143 – Permanent Local Housing Allocation Healthy Homes Production Grant

The Permanent Local Housing Allocation (PLHA) Program was established by Senate Bill 2, known as

the Building Homes and Jobs Act. Its goal is to provide a permanent and on-going source of funding for housing-related programs and projects that assist in meeting the community's unmet housing needs. The City uses this Grant to fund the ADU/JADU Program, homebuyer assistance program, and to leverage funding with the San Gabriel Valley Regional Housing Trust for the City's affordable housing projects.

Fund 144 – Cannabis Community Benefit

The Cannabis Community Benefit Fund is used to account for contributions by the cannabis business operators in the City of Pomona. The funding is used to benefit community programs and/or projects as outlined in the permit application package submitted by each business.

Fund 145 – Refuse Administration

Effective July 1, 2023, the City of Pomona has outsourced its residential and commercial solid waste services to an exclusive hauler. The Refuse Administration Fund accounts for illegal dumping and payments received from the exclusive hauler such as the housing grants and vehicle impact fees. In addition, the fund also accounts for the various State recycling grants such as Used Oil, Tire, AB939, Curbside Beverage and SB1383.

Fund 188 CalVIP Grant

This fund accounts for the \$5.1M award from the Board of State and Community Corrections through the California Violence Intervention and Prevention (CalVIP) Grant Program Funds. The Pomona Partnership for Violence Prevention and Neighborhood Wellbeing will work to reduce violence in the City of Pomona by establishing an Office of Violence Prevention and Neighborhood Wellbeing (OVP).

Fund 189 – Healthy Homes Production Grant

This is a Federal Grant award that funds the "Keeping Pomona Homes Healthy" Program. The program provides financial assistance to help families address housing and environmental – related hazards in their homes. The program targets low income families with elderly persons, persons with disabilities, and young children. This is a 3 ½ - year grant amounting to \$2.0 million.

Fund 190 HOME Investment Partnerships American Rescue Plan Program (HOME-ARP)

The HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) is for affordable rental housing and homeless assistance. These funds provide cities with flexible funding to: reach populations experiencing homelessness; those currently at risk of homelessness; addressing local affordable housing; non-congregate shelter; and supportive service needs within respective communities. HOME-ARP funds are not the traditional HOME Program funds, but are also administered through the U.S. Department of Housing and Urban Development (HUD) and intended to address homelessness. Eligible uses of HOME-ARP funds include the following activities: 1) Administration and Planning; 2) Development and Support of Affordable Rental Housing; 3) Tenant-Based Rental Assistance; 4) Supportive Services for Qualifying Populations; and 5) Acquisition and Development of Non-Congregate Shelter (NCS).

Fund 191 – American Rescue Plan

The American Rescue Plan (ARP) fund was established to account for the American Rescue Plan funds received by the Department of Treasury. This assistance provided needed relief to state, local, and Tribal governments to enable them to continue to support the public health response and lay the foundation for a strong and equitable economic recovery. The city was allocated \$45.37M in ARP funds.

Fund 197 – Community Development Block Grant

The Community Development Block Grant (CDBG) is allocated to local public jurisdictions through HUD to provide opportunities for low-to-moderate income persons and areas in 1) development of viable urban communities, 2) preservation of existing housing stock, 3) the elimination of slums and blight, and 4) expanding economic opportunities for eligible persons. The CDBG program requires that funds be targeted at households who earn less than 80% of the area median income. Eligible activities include infrastructure improvements, rehabilitation, economic development programs, code enforcement, administration, fair housing, and public services. Fund 197 is a 'roll-up' of Funds 111-117, and 213.

Fund 194 – Community Development Block Grant (COVID-19) Funds (CDBG-CV)

Funded by HUD through the CARES Act, CDBG-CV funds are used to prevent, prepare for, and address the negative impacts of the Coronavirus (COVID-19). Funds are used for public service activities that meet the needs of low income persons, including: rental assistance; business assistance; food service; and purchases of protective equipment.

Fund 195 – Fairplex Mitigation

This fund is used to account for obligated contributions by the Fairplex to the Mitigation Fund. The funding is used to mitigate adverse impacts on surrounding properties from Fairplex operations.

Fund 196 – PEG Fee

Public, Educational, and Governmental Access Support Fees (PEG) are granted under California Public Utilities Code Section 5870. These fees are only used and related to the production of educational and governmental programming and making the community cable channel available to the public.

Fund 206 – State Gas Tax - RMRA/SB-1

The Road Repair and Accountability Act of 2017, also known as the Road Maintenance and Rehabilitation Account (RMRA) or SB-1 (Chapter 5, Statutes of 2017), was signed by Governor Brown on April 28, 2017. The bill provides an estimated \$52.5 billion for transportation purposes throughout the State over the next ten years, with investments targeted towards fix-it-first purposes on local streets, roads, highways, transit operations and maintenance, capital investments, and active transportation. There is no sunset on the revenue sources included in the bill, with many of the taxes and fees to be indexed for inflation in order to keep pace with rising costs. Revenues generated from RMRA/SB-1 are generated from increases to the gasoline excise tax, diesel sales tax, loan repayment (2017-2020), transportation improvement fees, a reset of price-based gas tax, and zero emission vehicle registration fees.

Fund 208 – State Gas Tax

The State Gas Tax is revenue received by the City from the State of California. These funds include Gas Tax revenues under Sections 2106 and 2107 of the Street and Highway Code, which can be used for

either street maintenance or construction. In 1990/91, additional revenues were allocated by the State under Section 2105 (Proposition 111).

Fund 212 – Emergency Solutions Grant (ESG)

Funded by HUD, the Emergency Solutions Grant (ESG) funds the City's strategic goals to address homelessness as outlined in the Consolidated Plan. The strategic goals for this purpose are: Strengthening the City's Continuum of Care by addressing gaps in residential and non-residential services, and/or developing and implementing a plan of homeless prevention that emphasizes "housing stabilization."

Fund 193 – Emergency Solutions Grant (COVID-19) Funds (ESG-CV)

Funded by HUD through the CARES Act, ESG-CV funds are used to address the negative impacts of the Coronavirus (COVID-19). Funds are used to address homelessness issues and protect those at risk of homelessness through rental eviction prevention, street outreach, and rapid re-housing.

Fund 214 – HOME Grant

The HOME Investment Partnerships Program (HOME) is allocated to local public jurisdictions through HUD to create affordable housing. HOME funds are awarded annually as formula grants, with the goal of expanding the supply and improving the condition of affordable housing for very low and low income families. Eligible activities include: the acquisition of properties; new construction; and rehabilitation. Eligibility is limited to 80% of median income and below. The City funds a variety of programs including: the substantial rehabilitation program for owner-occupied housing; multi-unit housing rehabilitation program for rental units; down payment assistance for first time homebuyers; tenant based rental assistance; as well as assistance to Community Housing Development Organizations (CHDOs).

Fund 215 – Miscellaneous Grants

The Miscellaneous Grants fund is home to several Federal, State and local grants awarded to the City. The Police Department received grant funding from the Office of Traffic and Safety (OTS) for DUI Checkpoints and other various Police Department programs. Public Works received a Tree Planting

grant to help beautify the City. The Housing Department received a grant for Tri-City Mental Health Center to purchase beds to combat homelessness and serve the community. The fund accounts for the various grants which impact the residents and community in many different ways.

Fund 216 – Proposition A

Proposition A funds are a result of the County one-half cent sales tax increase approved by voters in 1980 which is allocated to cities based on population. The revenue can only be used for transit or transit-related projects. The City has three years in which to use its annual allocation or the money must be returned to the Los Angeles Metropolitan Transportation Authority. This funding supports the City's Get About paratransit services for the elderly and disabled.

Fund 217 – Proposition C

Proposition C Funds are a result of the 1990-91 increase in the County sales tax. These funds may only be used for transit or transit-related projects. The Los Angeles Metropolitan Transportation Authority must approve all projects.

Fund 219 – Traffic Offender Program

The primary goal of the Traffic Offender Program is to promote greater highway safety through specialized enforcement programs focusing on individuals suspected of Driving Under the Influence (DUI), as well as non-licensed drivers and individuals driving on a suspended and/or revoked driver's license. The grant requires to be accounted for in its own stand-alone fund.

Fund 226 – Elderly Nutrition Program Grant

The Elderly Nutrition Program Grant provides hot nutritious meals to individuals 60 years of age and older and their spouses. The meals are served Monday through Friday, excluding holidays, at Emerson Village, Washington Park, and Palomares Park. The Elderly Nutrition Program collaborates with a variety of agencies/organizations to provide low to no cost services which include: health; legal; adult education; tax assistance; transportation; case management; and a variety of recreational programs including special events for its participants.

Fund 229 – Lead Based Paint Grant

The City's Lead Education Awareness and Control (LEAC) Program is funded under the American Recovery and Reinvestment Act of 2009, through HUD's Office of Healthy Homes and Lead Hazard Control. The LEAC Program provides lead testing and remediation, focusing on properties built prior to 1978 that may contain dangerous levels of lead-based paint materials usually found in paint and tile products. It prioritizes families with children under the age of six where lead poisoning can cause serious health issues. The City uses these funds to address lead hazards, as well as to educate and create community awareness regarding the dangers posed by lead. A Lead-Safe Housing Registry is also produced so properties that are cleared of lead hazards are identified and tracked within the City.

Fund 230 – Vehicle Parking District

The Vehicle Parking District is responsible for the administration, operation, maintenance, and capital improvements of parking lots in the downtown business area.

Fund 239 – U.S. Dept. of Justice Edward Byrne Memorial Assistance Grant (JAG)

In fiscal year 2004-05, the Justice Assistance Grant (JAG) program was established by the U.S. Department of Justice, Office of Justice Programs to replace the former Local Law Enforcement Block Grant (LLEBG) program. As with the predecessor LLEBG program, the JAG program provides funds to municipalities to assist with local law enforcement agency programs and initiatives to reduce crime and improve public safety.

Fund 241 – Supportive Housing (L.A.) Grant

Provides street outreach to homeless individuals and those at-risk of homelessness. Supportive services provided include: outreach; case management; and transportation.

Fund 245 – Air Quality Management District

Pursuant to provisions of Section 44220, et. seq. of the California Health and Safety Code, and the adoption of Assembly Bill 2766 in September of 1990, certain fees have been added to motor vehicle registrations in order to implement the California Clean Air Act of 1988. These fees, which are presently \$4.00 per vehicle registration (in

those areas which come under the jurisdiction of the SCAQMD), are subvended to the District net of administrative costs borne by the DMV, which may not exceed more than 1% of total fees collected. The City of Pomona adopted Ordinance Number 3600 on June 3, 1991 to support the SCAQMD's imposition of the fee which was required in order to receive the revenue for City programs.

The City of Pomona annually receives funds generated by the Department of Motor Vehicles' registration fee, which may be used to assist local government on qualifying projects designed to help reduce motor vehicle emissions. The City presently receives \$0.40 of each \$4.00 collected by the DMV -- to total approximately \$1.60 per vehicle registration -- which is subsequently distributed to Pomona in a prorated share, based upon current population data.

Fund 247 – Low/Mod Ser AQ Projects

The 2005 Series AQ Taxable Housing Tax Revenue Bonds were issued to finance qualified housing improvements in the City. Series AQ was refinanced in 2018 and is now part of Series BI.

Fund 253 – South Garey Maintenance District (Zones D, E & F)

The South Garey Maintenance District includes landscaping facilities located within and along public streets and sidewalks. The Median, Parkway, and Landscaped Area Maintenance Program is maintained by an outside landscape contractor and administered by Public Works. The primary responsibility of the contractor is to maintain all landscaping in the medians and parkways along South Garey Avenue, Rio Rancho Road, Auto Center Drive, and Lexington Boulevard which 'roll' to fund 135.

The program involves two different levels of maintenance activity. Turf maintenance includes watering and fertilizing, mowing and edging, aerifying, verticutting, controlling weeds and disease, and repairing vandalism damage to all turf. Slope, shrub, and ground cover maintenance includes hand weeding, fertilizing and watering, pruning, controlling insects and disease, removing and replacing plant material as needed, and repairing vandalism damage to trees, shrubs, and ground cover.

Fund 254 – University Corporate Center Landscape Maintenance District

Lighting and landscape improvements located within and along the streets and sidewalks of the University Corporate Center are maintained by an outside landscape contractor and administered by Public Works.

Fund 255 – Garey Ave Maintenance Dist. (Zone C)

The Garey Avenue Maintenance District includes lighting improvements and landscape maintenance which 'roll' to Fund 135 (F135) for reporting purposes.

Fund 256 – Phillips Ranch Lighting & Landscape Maintenance District (Zones A and B)

The Park and Landscaped Area Maintenance Program in Phillips Ranch is maintained by an outside landscape maintenance contractor and is administered by the Public Works Department. The primary responsibility of the contractor is to maintain all landscaped areas in Phillips Ranch at a quality level.

Fund 257 – CalHome Reuse Grant

The CalHome Reuse Program is funded by proceeds/pay-offs from projects funded out of the City's CalHome Grant. The State Department of Housing Community and Development requires a separate reuse account be established by the grant's recipients. The funds are similarly used to provide deferred loans of up to \$25,000 to low or very low income owner-occupants of mobile home units within Pomona.

Fund 260 – Asset Forfeiture

Asset seizure proceeds represent cash, assets or other items of market value that are alleged to have been used in the commission of and/or derived from the proceeds of illicit drug trafficking activity. Assets seized in this manner by law enforcement agencies must be processed through State or Federal asset seizure authorities before actual forfeiture of ownership to the requesting agency can be made. For investigations involving multiple agencies, the State or Federal asset seizure authority determines the amount of distribution or entitlement for each participating agency. Depending upon which processing authority is involved, the time frame for processing of such claims can range between 6 - 18

months. As intended by enabling legislation, the proceeds from illegal narcotics' asset seizures are to be exclusively devoted to the enhancement of law enforcement capabilities. In addition to this requirement, the controlling statute specifically prohibits supplanting of funds as a safeguard to ensure that asset seizure funds are not comingled with general funds.

Fund 263 – Domestic Prep/Homeland Security Grant

Funds from this grant source consist of federal pass through monies awarded to the State of California for distribution to county and city governments in order to assist with local Domestic Preparedness and Homeland Security efforts and concerns.

Fund 264 – CalHome Grant

The CalHome Program is funded with Proposition IC, the Housing and Emergency Shelter Trust Funds Act of 2006, which is designed to provide homeownership and rehabilitation assistance for low or very low income families. The City's CalHome Mobile Home Rehabilitation Program provides deferred loans of up to \$25,000 for repairs and improvements to owner-occupied mobile home units throughout eligible parks in Pomona. Homeowner's income limit may not exceed 80% of the area median income as established by the California Department of Housing and Community Development.

Fund 272 – TDA Article 3 Grant

The Bike Trail grant is distributed by the Los Angeles Metropolitan Transportation Authority for sidewalks, bike trails, and similar projects that encourage transportation methods other than vehicle-related.

Fund 281 – Supplemental Law Enforcement Services

Assembly Bill 3229, which took effect with the passage of the State's fiscal year 1996-97 Budget, established the Citizens' Option for Public Safety (COPS) program. Pursuant to the COPS program, a Supplemental Law Enforcement Services Fund (SLESF) of \$100 million has been established for "front line" law enforcement, and for district attorneys' and local sheriff's offices to assist in the prosecution and incarceration of local offenders. Based on population figures furnished by the California Department of Finance, specific allocation

amounts for SLESF have been established for all eligible agencies in the State. The COPS program is not a competitive grant program and, therefore, the City of Pomona is automatically entitled to receive SLESF monies subject to adherence to established COPS program compliance criteria.

Administered through the counties, the COPS program provides that local police departments must submit an annual fiscal year expenditure plan to the County's SLESF oversight committee outlining how the agency intends to spend its SLESF allocation.

Fund 291 – Pomona OATH Initiative

The Pomona OATH (Officers Assisting the Homeless) Initiative funds were awarded to the City by the State of California in an effort to address homelessness. Funding for this initiative is on a one-time basis and is to be utilized in full by July 1, 2021 (three years). This funding provides for: annual training for police officers-focusing on interaction with homeless individuals; dedicated full-time homeless liaison officer positions; mental health clinician positions; equipment; and annual reporting requirements and data collection.

• **DEBT SERVICE FUNDS**

Fund 320 – Debt Service Fund

Fund 320 is used as a “roll-up” for all City debt service funds. The City Debt Service Fund is used exclusively to account for the receipt and disbursement of monies for the payment of general long term debt principal and interest, and transfer from other funds.

Fund 360 – Pomona Public Financing Authority

The Pomona Public Financing Authority was created by a Joint Powers Agreement between the City of Pomona, the Redevelopment Agency of the City of West Covina, and the Redevelopment Agency of the City of Pomona. The purpose of the Authority is to provide, through the issuance of debt, financing necessary for the construction of public improvements.

• **CAPITAL PROJECTS FUNDS**

Fund 418 – Capital Outlay

This fund majorly contains revenues from sales of City capital assets originally purchased with lease proceeds, AB 1379 revenues collections and the

Council Districts' carryover Discretionary CIP Funds to be allocated to Capital projects in the future.

Fund 419 – Assessment District Improvement

This fund is used to account for capital improvements funded through special charges levied against the properties benefited.

Fund 422 – Series AN Capital Project

The Series AN Capital Project Fund contains the accumulated costs of capital projects that originally were funded with Series AN Bond Proceeds resulting from the issuance of lease revenue bonds in 2005 that provided funds for the City to finance certain public improvements.

Fund 423 – Series BC Capital Projects

The Series BC Capital Project Fund maintains refunded bonds proceeds from the lease revenue bonds issued in 2016 to refund Series AG, AN, and AP bond issues that previously provided for infrastructure improvements in the City.

Fund 428 – Capital Improvement Projects

The fund was established in 2012-13 to account for all Capital Improvement Projects (CIP), with the exception of projects funded with Enterprise Funds which are accounted for within the respective Enterprise Fund.

Fund 431 – Permit System Improvement/Upgrade

This fund accounts for revenues collected per each Building Permit issued and is to be used for future improvements to the permit processing system as approved by the City of Pomona City Council on July 7, 2008.

Fund 432 – Fee Analysis Review

This fund accounts for revenues collected for each building permit issued and is to be used for future upgrades and improvements to the planning and engineering software.

Fund 434 – Building and Equipment Replacement

This fund is used to account for funds accumulated to purchase fixed assets and equipment. Funding may come from transfers from other funds and earnings on investments.

Fund 435 – Series BG Capital Projects

The Series BG Capital Project Fund maintains refunded bonds proceeds from lease revenue bonds issued in 2017 to refund Series AU and AV bond issues that previously provided for infrastructure improvements in the City.

Fund 436 – Work Order System Improvement

This fund accounts for revenues collected for each building permit issued and is to be used for future upgrades and improvements to the planning and engineering software.

Funds 437, 438, 439, 443 – Development Impact Fees

Impact fee revenue from the roadway, traffic signals, public safety facilities, parks and recreation facilities and storm drain facilities' fees must be spent on new facilities or expansion of current facilities to serve new development. Impact fee revenue can be spent on capital facilities to serve new development, including, but not limited to, land acquisition, construction of buildings, construction of infrastructure, the acquisition of vehicles or equipment, information technology, software licenses, and equipment.

- **ENTERPRISE FUNDS**

Fund 501 – All Water Funds

The Water Department provides safe, high quality water and delivers this water upon demand in an efficient manner at a reasonable cost to the residents and businesses within the City of Pomona. The Department maximizes locally produced groundwater and locally collected surface water to minimize reliance on more expensive purchased water through the efforts of production, distribution and construction, water quality, and water treatment operations. In addition, the Department operates and maintains the City's water treatment facilities, air stripping towers, anion exchange plants, and the recycled water system. The Department also provides engineering services, financial oversight, grant administration, as well as customer service and utility billing for approximately 30,000 accounts. Furthermore, the Department manages the Recycling Water Fund and Watershed Management Fund.

Fund 503 – All Sewer Funds

The Sewer Division provides for the safe, effective, and efficient operation of the wastewater collection and conveyance system through maintenance services, engineering services, customer service, and financial oversight. The Division also provides twenty-four hour emergency service in order to respond to system failures, minimize sanitary sewer overflows, comply with regulatory mandates, and ensure the public's health and safety.

Fund 551 – Pomona Choice Energy Authority

The Renewable Energy program is better known as Pomona Choice Energy. Pomona Choice Energy supplies power to homes and businesses with an opportunity to opt up to 100% renewable energy. Our partner, Southern California Edison (SCE), continues to do the billing, maintains the power lines, and handles all new service requests and emergencies. Pomona Choice Energy is an alternative to SCE, the local investor-owned utility and previously the only power provider available in the City. The new program is locally-managed, not-for-profit and offers clean energy at low, competitive rates. Additionally, revenue from the program will be reinvested into the community through local programs and benefits.

Fund 582 – Refuse Operations – Residential Collection

The Solid Waste Division within the Refuse Fund performs a citywide residential solid waste collection service in a professional, safe and efficient manner, and provides effective oversight and administration of used oil, and tire recycling programs.

Fund 587 – Refuse Operations – Franchise Fee Funded Programs

The Franchise Funded Programs within the Refuse Fund provides effective oversight of the Commercial Refuse Franchise system; the fund also administers community clean-up programs (stationary events, illegal dumping abatement, and shopping cart retrieval program); as well as administers the recycling program in focused areas.

- **INTERNAL SERVICE FUNDS – Also see Allocated Costs Section**

- **Fund 660 – Self Insurance**

The Self Insurance Fund was established to administer and manage all costs related to the workers' compensation program (employee injuries, illnesses, and safety programs) F671, the liability program (claims and lawsuits) F672, and the unemployment program F673. These programs operate as an internal service fund with budgeted expenses offset by charges to departments. Funds 671, 672, and 673 expenses are tracked by division within the funds. Additionally, these funds account for claims expense only as administrative expenses are allocated to departments.

- **Fund 669 – Equipment Maintenance**

The Equipment Maintenance Division provides maintenance and repair for City vehicles and equipment efficiently and effectively by operating as a self-supporting internal service fund with budgeted expenses offset by charges to departments.

- **Fund 675 – Information Technology**

The Information Technology Department provides support services for all technology related department needs. Departments are allocated a portion of the costs to support the services provided by the Information Technology Department. The Department also supports department specific software contracts and other technology services outside the standard level of service such as the City's Geographic Information System (GIS).

- **Fund 676 – Printing/Mail Services**

Printing and Mailing Services within the Finance Department provides departments with postage and printing/copying services. The Mail Services Program provides effective and efficient mail room service while the Printing Services division provides printing services to all City departments. Department Allocations for postage are charged to departments based on the actual expense of postage. Operational expenses for these services, such as equipment maintenance and supplies, are allocated based on a percentage of actual costs. Printing service costs are allocated to departments based on actual usage.

- **Fund 678 – Pension Obligation Bond**

The Pension Obligation Bond (POB) was issued to fully fund the City's Pension Liability. Employees at the City are eligible to receive pension benefits and the POB fund was established to collect monies from the various funding sources of the employees in order to pay the debt service obligation.

- **HOUSING AUTHORITY**

- **Fund 205 – HUD Voucher**

This fund supports the Housing Choice Voucher Program as operated by the Pomona Housing Authority (PHA). The PHA offers expanded opportunities for rental assistance to very low income families by utilizing existing housing units. The program is funded by the federal Department of Housing and Urban Development (HUD).

- **Fund 131 – Low and Moderate Housing Asset**

This fund is used to account for the financial activities of the former Redevelopment Agency Low and Moderate Housing Fund. Funding primarily comes from rentals and payoff of loans.

- **Fund 218 – Permanent Supporting Housing Grant**

The Permanent Supporting Housing Grant (PSH) is funded through HUD's Continuum of Care that provides permanent housing services for homeless persons with disabilities and their families. Participants are primarily disabled with serious mental illness, chronic problems with alcohol and/or drugs, and/or acquired immunodeficiency syndrome. The Pomona Housing Authority assists 100 households by utilizing S+C rental assistance coupons and contracting with community partners to secure the supportive services necessary for participants to retain housing on a permanent basis.

- **Fund 249 – Housing Authority Administration**

This fund was established in June 2008 to account for activity related to the operation of the Housing Authority.

● **FIDUCIARY FUNDS**

Private Purpose Trust Funds

- 315 – RDA Successor Agency
- 316 – RDA Successor Agency Low/Mod
- 350 – RDA Debt Service
- 450 – RDA Capital Projects
- 757 – Deferred Compensation

● **FIXED ASSET & LTD ACCOUNT GROUP**

800 – General Fixed Assets Rollup

All non-Enterprise Fund fixed assets are held within the General Fixed Assets Account Group as follows:

- 801 City General Fixed Assets
- 802 RDA General Fixed Assets (closed)
- 803 Housing Authority Gen Fixed Assets
- 804 Successor Agency General Fixed Assets

850 – General LTD Rollup

All non-Enterprise Fund long term debt is held within the General Long Term Debt Group as follows:

- 851 City General LTD
- 852 PFA General LTD
- 870 RDA General LTD (closed 2011-12)
- 853 Housing Authority LTD

ANNUAL AUDIT OF FINANCIAL RECORDS

All cities are required to retain the services of an independent Certified Public Accounting (CPA) firm to conduct an annual audit of the year’s financial transactions. The City’s auditors are selected on a competitive basis through a formal, public Request for Proposal (RFP) process every three years as set forth in Section 1016 of the City Charter. The resulting report is an Annual Comprehensive Financial Report (ACFR) that includes an introductory section, the independent auditor’s report, Management’s Discussion and Analysis (MD&A’s), government-wide financial statements, fund financial statements, notes to the financial statements, and a statistical section. The reports are prepared in conformity with Generally Accepted Accounting Principles (GAAP) for governments and are usually available in late January.

The City of Pomona has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of

the United States and Canada for the last twenty-eight consecutive years (1993-2021).

DEBT ADMINISTRATION

Debt management is an important component of a city’s financial management practice. Cities use the option of debt financing to fund large projects at a time when paying for these projects out of current revenues would be impractical. On May 2, 2011, the City Council adopted a Fiscal Sustainability Policy, Resolution #2011-49, which also sets forth a debt policy. As part of the City’s on-going debt management program, the City periodically reviews all outstanding debt to evaluate the cost/benefit of restructuring or retiring any outstanding debt. All debt service payments are budgeted and are anticipated to be covered by current revenues each year. Additionally, the City is well below its annual debt limit as calculated below.

Under the City Charter, **General Obligation Debt** pledging City general revenues require voter approval by two-thirds majority. With this difficult electoral requirement, such debt obligations are rarely issued. Any attempted effort to issue general obligation debt would have to be for projects of special significance and of community-wide benefit. Debt limit for any general obligation debt is 15% of the City’s assessed valuation. The City has not issued any general obligation bonds.

Total assessed value of all real and personal property at 6/30/23	\$14,626,166,574
Debt limit percentage	<u>15.00%</u>
Total debt limit	\$ 2,193,924,986
Amount of debt applicable to debt limit	_____ -
Legal debt margin	\$ 2,193,924,986

Capital Leasing can be used to acquire tangible assets where there is a pledge to pay the debt from current annual receipts and where the acquired assets can be placed under a lien until the debt obligation is paid off. The City of Pomona has used capital leasing to acquire equipment and currently has outstanding issues.

Special Revenue Debt can be used to finance capital projects where there is a pledge to pay the debt from a stream of revenue accruing to the City. This form of debt is used to finance facilities and improvements from Enterprise Fund activities, which generate ongoing revenues. The City of Pomona has used this type of debt for its water and sanitation enterprises.

Special Assessment Districts can be used to finance infrastructure for a limited area of the City. With this kind of debt, special assessments or special taxes are levied against the property owners in a defined district who directly benefit from the infrastructure improvement. The City of Pomona has used this type of debt to finance infrastructure for new development in the City.

Under prior redevelopment law, **Tax Increment Financing** could be used for redevelopment activities. Property tax receipts from a defined redevelopment project area (above a base level set when the area is created) are restricted to the payment of debt. This incremental revenue can then be pledged for redevelopment debt. Repayment of the debt is the sole obligation of the Redevelopment Agency. The City of Pomona, through its Community Redevelopment Agency, has used this mechanism numerous times. However, with the dissolution of Redevelopment Agencies in California, this type of financing is limited to refinancing of existing debt to lower debt service which cannot extend repayment terms.

The City of Pomona has also issued **Short-Term Debt**, such as Tax Revenue Anticipation Notes, or TRANS. Such borrowing is used to supplement the cash balances in the General Fund during the low points between the peaks when property tax receipts are received. Because of the “spread” on interest rates between taxable and non-taxable debt, the City can earn net income on such short-term borrowing.

Debt Service

A major portion of the long-term obligations listed herein is debt which is directly or indirectly related to activities of the Pomona Redevelopment Agency. This debt is serviced primarily from tax increment revenues. Another portion of the City’s debt includes Water and Sewer Enterprise debt which is

funded through user rates. All principal and interest payments due during the current fiscal year have been budgeted in the appropriate funds.

DEBT OBLIGATIONS

The following section summarizes the debt service obligations of the City as of July 1, 2022. These obligations represent the City’s annual installment payments of principal and interest for previous capital improvement plan projects, acquisitions funded through debt financings, and redevelopment activity.

County Deferred Tax Loan:

Los Angeles County

- July 1, 2024 Estimated Outstanding Balance: \$63,669,498
- Interest Rate: 7% Compounding
- Funding Source: Successor Agency’s future excess funds

Bonds:

1998 Revenue Bonds, **Series X**

Partially refunded by 2006 Series AT

- Purpose: to finance improvements in the Mountain Meadows Redevelopment Project Area
- Maturity Date: 12/01/2024
- Original Principal Amount: \$5,055,000
- July 1, 2024 Principal Outstanding: \$ 70,000
- Interest Rate: 3% - 5.1%
- Funding Source: tax revenue from Mountain Meadows Redevelopment Project Area

1998 Tax Increment Revenue Bonds, **Series Y**

Partially refunded by 2006 Series AT

- Purpose: to finance improvements in the West Holt Avenue Redevelopment Project Area
- Maturity Date: 05/01/2032
- Original Principal Amount: \$8,980,000
- July 1, 2024 Principal Outstanding: \$3,680,000
- Interest Rate: 3% - 5%
- Funding Source: tax revenue from West Holt Avenue Redevelopment Project Area

2006 Pension Obligation Refunding Bonds,
Series AR

Partially Refunded by 2017 Series BG (COP)

- Purpose: to refinance 2004 Series AJ/AK Pension Obligation Refunding Bonds and convert prior obligations to a fixed interest rate
- Maturity Date: 07/01/2030
- Original Principal Amount: \$4,241,233
- July 1, 2024 Principal Outstanding: \$2,257,115
- Interest Rate: 5.24% - 5.832%
- Funding Source: City General Fund

2016 Revenue Refunding Bond, Series BB

- Purpose: To refinance & defease 2002 Series AF
- Maturity Date: 12/01/2042
- Original Principal Amount: \$8,425,000
- July 1, 2024 Principal Outstanding: \$8,425,000
- Interest Rate: 4.0%
- Funding Source: Sewer Fund

2016 Lease Revenue Refunding Bond, Series BC

- Purpose: To refinance and defease 2003 Series AG and 2005 Series AN
- Maturity Date: 06/01/2036
- Original Principal Amount: \$26,645,000
- July 1, 2024 Principal Outstanding: \$18,480,000
- Interest Rate: 2.000% - 4.000%
- Funding Source: Lease payments from City to PFA

2016 Revenue Refunding Bond, Series BD

- Purpose: To refinance & defease 2002 Series AF
- Maturity Date: 06/01/2029
- Original Principal Amount: \$4,185,000
- July 1, 2024 Principal Outstanding: \$1,715,000
- Interest Rate: 1.125% - 3.0%
- Funding Source: Sewer Fund

2017 Refunding Revenue Refunding Bonds,
Series BE

Refunding of 2007 Series AY and Series AZ

- Purpose: to refund 2007 Series AY and Series AZ Bonds Maturity Date: 05/01/2047
- Original Principal Amount: \$32,355,000
- July 1, 2024 Principal Outstanding: \$32,355,000
- Interest Rate: 5.000%
- Funding Source: Water Fund

2017 Refunding Revenue Refunding Bonds,
Series BF

Refunding of 2007 Series AY and Series AZ

- Purpose: to refund 2007 Series AY and Series AZ Bonds Maturity Date: 05/01/2047
- Original Principal Amount: \$55,555,000
- July 1, 2024 Principal Outstanding: \$42,180,000
- Interest Rate: 1.530% - 3.750%
- Funding Source: Water Fund

2017 Refunding Revenue Refunding Bonds,
Series BG

Refunding of 2006 Series AR, Series AU, Series AV

- Purpose: to refund 2006 Series AR COP bonds, Series AU and Series AV
- Bonds Maturity Date: 04/01/2045
- Original Principal Amount: \$50,475,000
- July 1, 2024 Principal Outstanding: \$44,045,000
- Interest Rate: 1.844% - 3.356%
- Funding Source: General Fund & Successor Agency Fund

2018 Taxable Refunding Revenue Bond, **Series BH**
Refunded 2007 Series BA

- Purpose: To refund 2007 Series BA
- Maturity Date: 12/01/2046
- Original Principal Amount: \$13,390,000
- July 1, 2024 Principal Outstanding: \$12,040,000
- Interest Rate: 2.300% - 4.100%
- Funding Source: Sewer Fund

2018 Taxable Tax Allocation Refunding Bond,
Series BI

Refunded 1998 Series W, 2001 Series AD, 2003 Series AH, 2005 Series AQ, 2006 Series AS/AT/AX, 2007 Series AW

- Purpose: To refund outstanding Redevelopment bonds (Series W, AD, AH, AQ, AS, AT, AX, AW)
- Maturity Date: 02/01/2041
- Original Principal Amount: \$128,885,000
- July 1, 2024 Principal Outstanding: \$84,315,000
- Interest Rate: 2.300% - 4.100%
- Funding Source: Sewer Fund

2020 Taxable Pension Obligation Refunding Bonds,
Series BJ

- Purpose: to finance a portion of the rolled forward Pension Liability as of 06/30/20 and

prepay the remaining portion of Fiscal Year 2021.

- Maturity Date: 08/01/2046
- Original Principal Amount: \$219,890,000
- July 1, 2024 Principal Outstanding: \$204,400,000
- Interest Rate: 2.474%-4.00%
- Funding Source: City General Fund

POLICY GUIDELINES

The Program and Financial Plan (Budget) for the City of Pomona is based upon certain financial policies and priorities as set forth formally or informally. These financial guidelines and policies lay out the framework for not only the development of the budget, but the ongoing operations of the City as a whole. It is important to continue developing these policies as they are the financial foundation that supports the services to the community.

- **GUIDELINES**

Operating Budget Guidelines

The City's annual budget is a plan of operation, complete with revenue estimates to ensure ability to finance that plan. The budget determines the quality and quantity of governmental services and the method of distributing costs to various segments of the community through collection of taxes and fees. A budget should be regarded as a tool to aid management in operating an organization more effectively. The budget is the department's proposed spending plan, and the primary responsibility for its development and accuracy rests at the department level.

Presentation of the budget provides the City Manager the opportunity to explain existing and proposed programs to the City Council and to focus attention on services and programs that may require City Council direction, legislative action and/or support for the City Council's creation, continuance, or problem resolution.

Adoption of the budget is one of the City Council's most important policy decisions and provides the legal basis for the expenditure of funds to accomplish those policies.

If a non-sworn position has been vacant for more than 2 years, the position will be eliminated unless specifically requested to be retained and approved by the City Manager. To retain these types of positions, a Personnel Related Budget Request form, including a justification for retaining a position that has not been utilized in 2+ years, must be submitted.

Revenue Guidelines

Historical trends are the basis for developing virtually all forward-looking City revenue estimates. A number of key line-items are tracked, comparing the current pace of revenues received with prior years, adjusting for anomalies.

Changes in both national and local economics are factored in on top of the trends discussed above, such as forecasts for a slowing or rising real estate market which could have an eventual effect on related revenues, i.e. Documentary (Property) Transfer Tax.

Known or strongly anticipated external events are also considered, as new major local businesses (or closures of existing ones) will impact Sales Tax receipts, while rate changes and market factors can have a significant impact upon the amount of Utility Users' Tax collected, just to name two examples.

Forecasts from other governmental entities are actively sought and overlaid upon our local models. Unfortunately, these forecasts – which encompass such variables as County estimates of Property Tax growth – are often not available within the required time frame for budget development, but are a valuable tool when received in a timely manner.

- **POLICIES**

Operating Budget Policy

The Charter requires that the City Manager submit to the City Council a proposed budget at least 45 days prior to the beginning of the fiscal year.

Debt Policy

Under the City Charter, General Obligation Debt pledging City general revenues require voter approval by two-thirds majority. Debt limit for any general obligation debt is 15% of the City's assessed valuation.

The City has not issued any general obligation bonds.

Purchasing Policy

Centralized Purchasing shall provide efficient procedures for the purchase of goods, services, professional services, equipment and other personal property and services at the lowest possible cost commensurate with quality needed; to exercise positive financial control over purchases. Centralized procurement shall operate as a division of the Finance Department.

The procurement of goods and services, equipment and professional service with an estimated annual value of \$5,000 and up to \$100,000 to one supplier inclusive of taxes, licenses, freight charges, installation charges, fees, and other considerations may be made by the Procurement Officer in the open market. Generally, procurement in excess of \$100,000 requires formal bidding.

Public projects for the amount defined in Public Contracts Code §22032(a) of \$60,000 or less may be performed by the Public Works Director and Water Resources Director. Public projects for the amount defined in Public Contracts Code § 22032(b) of \$200,000 or less may be made by the City Manager to award informal contract.

The purchasing information listed above is consistent with the Purchasing procedures, definitions, and requirements in the City of Pomona's Municipal Code, Section 2-992:1005.

Cash Management/Investment Policy

The Statement of Investment Policy is intended to provide guidelines for the prudent investment of the City's and Agency's temporary idle cash, and outline the policies for maximizing the effectiveness and efficiency of Pomona's treasury management system. The goal is twofold; one is to enhance the economic status of the City while preserving its capital resources, the second is to provide guidelines for authorized investments.

All monies entrusted to the City Treasurer are pooled in an actively managed portfolio. This investment policy applies to all financial assets and investment activities of the City of Pomona and includes, but is not limited to, the following funds: General, Special

Revenue, Debt Service, Capital Project Funds, Enterprise Funds, Internal Service, Agency Funds, and any new fund, unless specifically exempted. This policy, however, specifically excludes the employees' retirement and deferred compensation funds. Additionally, monies held by a trustee or fiscal agent pledged to the payment or security of bonds or other indebtedness, shall comply with CGC Section 53601 (L).

Accounting, Auditing and Financial Reporting Policy

An independent audit will be performed annually. An interim audit will be performed mid-way through the Fiscal Year to ensure correct accounting and internal control procedures are being followed.

The City will produce an Annual Comprehensive Financial Report (ACFR) each year in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). This report is submitted annually to the Government Finance Officers Association of the United States and Canada for their Excellence in Financial Reporting Awards Program. (The City has received this award for numerous consecutive years.)

The City will maintain a strong internal audit capability.

Capital Improvement Program Budget Policy

The City will construct all capital improvements in accordance with an adopted capital program.

The City will develop a five-year plan for capital improvements to be updated annually. Future capital expenditures will be projected annually for a five-year period based on changes in the community population, real estate development, or replacement of the infrastructure.

The City will coordinate preparation of the Capital Improvement Program Budget with preparation of the Operating Budget. Future operating costs associated with new capital improvements will be projected and included in Operating Budget forecasts.

The City will identify the estimated costs and potential funding sources for each proposed capital project before it is submitted to Council for approval.

Fiscal Policies

On February 6, 2023, the Pomona City Council adopted, via Resolution 2023-06, City of Pomona's Updated Consolidated Fiscal Policies and Administrative procedures. These policies are intended to foster and support the continued financial strength and stability of the City as reflected in its financial goals. The consolidated policy document is designed and structured to develop principles that guide the financial administration of the City. Annual amounts will be presented for City Council approval as part of the Proposed Budget process.

The [Consolidated Fiscal Policies and Administrative Procedures](#) are available on the City's website.

Some of the notable changes that were adopted are as follows:

- Update of General Fund Economic Reserves at 22% of operating expenses, eventually increasing to 25%.
- Setup a Catastrophic Events Reserve at \$300k initially and increasing for 10 years to reach \$5 million.
- Establish a Pension 115 Trust funding at \$1.5 million initially and \$500k annually thereafter.
- Capital Improvement Projects (CIP) Funding from General Fund initially at 3/4% of adopted revenues, with an eventual goal of 1% of adopted revenues.
- Equipment Replacement Funding from General Fund at \$100k, increasing annually to \$400k at the end of 10 years.
- Other Post Employment Benefit (OPEB) will remain pay-as-you-go and there will be no prefunding at this time.
- Unassigned Fund Balance (Surplus).

ALLOCATED COSTS

The Annual Budget includes allocated costs in a number of line-items which are common to most of the City's departments. These line-items include Information Systems, Workers' Compensation,

Unemployment, Liability Administrative functions, and the maintenance and operation of the City's Fleet. In addition, costs are recovered for City Telephone Service, Administrative Support, and Mailing and Printing Services. These costs, which include both the actual service expense(s) as well as related personnel expenditures, are recovered from those departments making use of the respective service in proportion to the extent the provided services are actually used as described below.

- **PENSION OBLIGATION BONDS (POB)**

On August 2020, the City of Pomona issued the Fiscal Year 2020 Taxable Pension Obligation Bonds. The bonds are issued to finance a portion of the rolled forward Pension Liability as of June 30, 2019 as projected by CalPERS and to prepay the remaining portion of the Fiscal Year 2021 Unfunded Actuarial Liability. The total debt service is allocated between Miscellaneous (37%) and Safety (63%), based on the CalPERS Actuarial Valuations as of June 30, 2019. The Debt Service portion for Miscellaneous is allocated to Miscellaneous employees according to their salary account distribution and the same method is performed to allocate the debt service for Safety employees.

- **INFORMATION SYSTEMS**

Each Department is allocated a portion of the costs to support the services provided by the Information Technology Department. These costs are allocated using a formula that is based on each department's technology inventory and Full-Time Equivalent (FTE) positions. Each department's inventory is verified and then assigned a percentage based on the total amount of information system technology items factored into the total inventory citywide. Once that figure is established, the amount is further allocated based on the number of FTE, including hourly positions allocated to various funds. Using these percentages, departments are allocated a set cost each fiscal year to support the services that are provided by the Information Technology Department. Also taken into consideration and applied to the respective department allocation are department specific software contracts and other technology services outside the standard level of service such as the City's Geographic Information System (GIS).

- **SELF-INSURANCE**

Three self-insurance internal service funds (liability, workers' compensation, and unemployment insurance) are utilized to account and pay for annual claim expenses. Actual claims are paid for and tracked within these three self-insurance internal service funds.

Liability (F672) – Actual expenses are tracked by department/division within F672. These expenses are then charged back to departments/divisions based on a three-year rolling average.

Workers' Compensation (F671) – Beginning in 2014-15, Workers' Compensation costs are allocated through the benefitted position allocation process just as if the City were not self-insured. Claims expense is tracked by department through F671 in order to make necessary adjustments to future rates. Additionally, for those operations with excessive workers' compensation claims (based on actual expense), an "excess workers' compensation" charge may be assessed.

Unemployment (F673) – Based on current expenses, an annual amount is estimated for the coming year's budget which is then allocated on a 'cost per employee' basis to funds/departments as part of the benefitted position cost allocation.

In addition to the direct claims expense, the Risk Management administrative operating costs, special insurance and insurance premiums, are factored into a separate allocation entitled: Liability Admin Allocation, Workers' Comp Admin Allocation, and Unemployment Admin Allocation within the allocated costs and self-insurance category. These costs are allocated to each operating department based on their division's total Full-Time Equivalent (FTE), including hourly positions, versus the City's overall FTE. The percentage determined using this formula is then applied to the overall amount estimated for these annual services.

- **EQUIPMENT MAINTENANCE/FLEET**

All departments that utilize City vehicles are allocated costs for the maintenance of the vehicles. The methodology used to estimate the fiscal year expenses is based on several factors including; the number of labor hours spent working on the

department specific vehicles in the prior year, replacement parts, sublet costs, and fuel. These components are combined to create a vehicle charge and then consolidated by division or department to get a division/departmental charge. Once this has been established, a division/departmental percentage of the total fleet operations expense is calculated. This percentage of the fleet is then multiplied by the estimated cost of the coming year's operations to determine the fleet allocation. The charges are assessed on a monthly basis and appear as revenue in the Equipment Maintenance internal service fund.

- **COST OVERHEAD ALLOCATION**

Administrative, Support and Legislative Departments receive a cost overhead allocation for the services provided to other funds. This Cost Overhead Allocation funds services such as City Council oversight, City Administration, City Clerk and Legal functions, as well as support functions such as Human Resources, Finance, and Facilities Maintenance. These support services include operations related to hiring and monitoring personnel, processing accounts payable and payroll checks, purchasing, accounting, cashiering, benefit administration, and technology. The total amount allocated to other funds is allocated back to the legislative and support services for the cost of each service.

- **PRINTING AND MAILING SERVICES**

Printing and Mailing Services are recovered from departments that use these services. Departments are responsible for estimating the amount needed for postage and printing/copying costs that will be incurred during the fiscal year. Printing costs are based on use of the City's common-use printers and cost of services by outside vendors. The cost of copies on the two main copiers includes an overhead factor to recoup operational expenses such as paper, toner, and machine maintenance. Postage is charged to departments based on the actual expense of postage. Operational expenses for these services, such as equipment maintenance, and supplies, are allocated based on a percentage of actual costs.

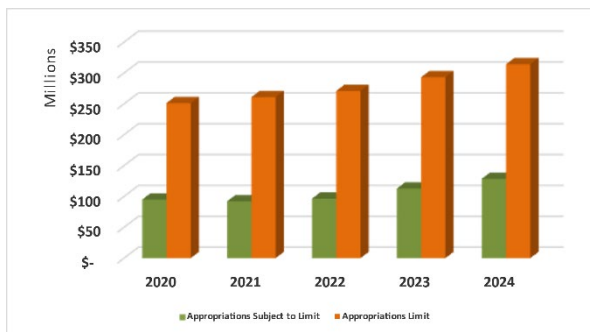
GANN LIMITATION

In November 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government from the “proceeds of taxes.” Proposition 4 became effective for the 1980-81 fiscal year, but the formula for calculating the limits was based on the 1978-79 “base year” revenues.

In 1980, the State Legislature added Section 9710 to the Government Code providing that the governing body of each local jurisdiction must establish, by resolution, an appropriations limit for the following year. The appropriation limit for any fiscal year is equal to the previous year’s limit adjusted for population changes and changes in the US Consumer Price Index (or California per capita personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

The original Article XIII B (Proposition 4) and its implementing legislation were modified by Proposition 111 and SB 88 by the voters in June 1980. Beginning with the 1990-91 Appropriations Limit, a city may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income, or the growth in the non-residential assessed valuation due to construction within the City and the population growth within the county or the city.

The Appropriations Limit for fiscal year 2023-24 was \$305,828,577 and the appropriations subject to limitations was \$136,040,551; therefore, the City of Pomona was \$169,788,066 below its Appropriations Limit. The following chart displays 5 years of GANN data.



ACRONYMS

This is a listing of commonly used acronyms found within the budget document. A more complete listing of acronyms used by all departments may be found in a separately produced document.

ABC – Alcoholic Beverage Control

ACFR – Annual Comprehensive Financial Report

ADA – American Disabilities Act

AQMD – Air Quality Management District

ARP - American Rescue Plan

ARRA – American Recovery and Reinvestment Act

CALTRANS – California Dept. of Transportation

CalPERS – California Public Employees’ Retirement System

CDBG – Community Development Block Grant

CDBG-CV – Community Development Block Grant – COVID-19 Funding

CHDOs – Community Housing Development Organizations

CIP – Capital Improvement Program

CNG – Compressed Natural Gas

COLA – Cost of Living Allowance

COP – Certificate of Participation

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

DIF – Developer Impact Fee

DMV – Department of Motor Vehicles

DOF – Department of Finance

DOJ – Department of Justice

EMS – Emergency Medical Services

EOC – Emergency Operations Center

ERAF – Educational Revenue Augmentation Fund

ESG – Emergency Solutions Grant

ESG-CV – Emergency Solutions Grant – COVID-19 Funding

FAA – Federal Aviation Administration

FBI – Federal Bureau of Investigation

FEMA – Federal Emergency Management Agency

FTE – Full-Time Equivalent

FY – Fiscal Year

FMS – Financial Management System

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GDP – Gross National Product

GFOA – Government Finance Officers Association

GIS – Geographic Information System

HazMat – Hazardous Material

HRPR – Homelessness Prevention and Rapid Re-Housing Program

HOME – Home Investment Partnership Program

HUD – Housing and Urban Development

ICSC – International Council of Shopping Centers

ISTEA – Intermodal Surface Transportation Efficiency Act

IT – Information Technology

LAIF – Local Agency Investment Fund

LEAC – Lead Education Awareness and Control Program

LED – Light Emitting Diode

L.F. – Linear Foot/feet Measurement (12 inches) term different from cubic foot and square foot

MDC – Mobile Data Computer

MGD – Millions of gallons per day

MHZ – Megahertz is a designation of the broadcast capability of a local government radio system

MOUs – the result of labor negotiations between the City of Pomona and its various bargaining units

MWD – The Metropolitan Water District utilizes a system of water transmission systems for collection of water for the City and County of Los Angeles

NCS – Non-Congregate Shelter

NPEDS – National Pollutant Discharge Elimination System

NSP – Neighborhood Stabilization Program

O&M – Operations and Maintenance

OPEB – Other Post Employer Benefits

OSHA – Occupational Safety and Health Administration

PCI – Pavement Condition Index

PERS – Public Employees Retirement System

PFA – Pomona Public Financing Authority

PLHA – Permanent Local Housing Allocation Grant

PSH – Permanent Supporting Housing Grant

PUD – Plan Unit Development

RDA – The Redevelopment Agency of the City of Pomona

RMS – Records Management System

ROPS – Recognized Obligation Payment Schedule

ROW – A Right-of-Way

RPTTF – Redevelopment Property Tax Trust Fund

SB – Senate Bill

SCADA – Supervisory Control and Data Acquisition

SCAG – So Cal Association of Governments

SCE – Southern California Edison

TCRP – Transit Cooperative Research Program

TOT – Transient Occupancy Tax

VLF – Vehicle License Fee

GLOSSARY OF TERMS

Account Number: A numeric identification of an account, typically a unique number or series of numbers. The City's number structure is comprised of four number fields. The first field is three digits and identifies the Fund. The next field contains four digits and identifies the Department/Division. The third field contains five digits and identifies the expenditure/revenue account. The last field contains five digits and identifies the project number, if needed. General Fund operations do not use project numbers.

Accrual Basis: The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the period in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Actual: Represents the actual costs/revenues for the period stated.

Ad Valorem Taxes (Aka Property Taxes): Taxes levied on all real and certain personal property (tangible and intangible) according to the property's assessed value.

Adopted Budget: Represents the budget as approved by the City Council.

Amended Budget: Represents the adopted budget including changes made during the year.

Appropriation: An authorization by the City Council, which permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation: A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Assessment Improvement District: A designated area receiving services for common grounds benefiting property owners such as median landscaping.

Asset: Anything having commercial or exchange value that is owned by a business, institution or individual.

Audit: Conducted by an independent Certified Public Accounting (CPA) firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

Balanced Budget: A budget in which total budgeted resources, including revenues, transfers in from other funds, and unallocated fund balance from previous years meet or exceed total budgeted use of resources including expenditures and transfers out to other funds.

Balance Sheet: A financial statement reporting the organization's assets, liabilities, and equity activities.

Beginning Balance: Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond: A funding tool representing a written promise to pay a specific sum (face value or principal amount) in the future (maturity date), plus interest. In local California government, bonds are only used to finance capital improvements.

Budget: A financial plan for a specific period of time that matches planned revenues and expenditures to municipal services.

Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

Capital Improvement Program (CIP): The CIP authorizes expenditures for tangible, long-term physical improvements or additions of a fixed or permanent nature (e.g., an additional police or fire

station, a new street). It is updated annually with estimated project costs, sources of funding, and timing of work over a five-year period.

Capital Improvements: Expenditures related to the acquisition, expansion or rehabilitation of an element of the City's physical plant; sometimes referred to as infrastructure; one of the five major expense categories defined in the financial plans.

Community Development Block Grant Funds - (CDBG): Funds established to account for revenues from the Federal government and expenditures as prescribed under the Community Development Block Grant Program.

Consumer Price Index (CPI): A measure used to reflect the change in the price of goods and services.

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as natural emergencies, Federal mandates, shortfalls in revenue, and similar events.

Contractual Services: Services rendered to City activities by private firms, individuals, or other governmental agencies. Examples of these services include engineering, fire protection, and City Attorney services.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

Debt Service Fund: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Defeasance: The removal of debt and related assets from the balance sheet prior to the actual redemption of the debt. Used to refinance bonds to take advantage of more favorable interest rates.

Deficit: An excess of expenditures over revenues (resources).

Department: A major organizational division of activity that indicates overall management

responsibility for an operation or a group of related operations within a functional area.

Divisions: Organizational component of a department, possibly sub-divided into programs and program elements.

Encumbrance: The commitment of appropriated funds to purchase goods which have not yet been received or services that have yet to be rendered.

Enterprise Fund: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Entitlements: Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the State or the Federal Government.

Expenditure / Expense: The term 'expenditure' refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received regardless of when the expenditure is actually paid. This term applies to Governmental Funds. The term 'expense' is used for Enterprise and Internal Service Funds.

Fees for Services: Charges paid to the City by users of a service to help support the costs of providing that service.

Financial Plan: The document created by staff and approved by City Council which establishes broad policy guidance on the projection of revenues and the allocation toward various types of expenditures.

Financial Plan Calendar: A schedule of key dates which the City follows in the preparation, adoption, and administration of the budget.

Financial Report: A comprehensive annual document providing a snapshot of the City's financial position on the final day of the fiscal year. A formal

audit performed by an independent CPA firm supports the report's financial information.

Fiscal Year: The beginning and ending period for recording financial transactions. The City of Pomona has specified July 1 to June 30 as its fiscal year.

Fixed (Capital) Assets: Assets of a long-term nature such as land, building, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

Franchise: The right or license granted to an individual or group to market a company's goods or services in a particular territory.

Fund: An accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City are: General, Special Revenue, Capital Project, Enterprise, and Internal Service Funds.

Fund Balance: The excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. This term applies to governmental funds only.

Fund Type: Any one of the seven commonly used funds in public accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GAAP: Generally Accepted Accounting Principles: The uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provides a standard by which to measure financial presentation.

GANN Appropriations Limit: This term refers to Article XIII B of the California State Constitution that places limits on the amount of proceeds from taxes

that state and local government agencies can receive and spend each year.

General Fund: The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Goal: A statement of broad direction, purpose, or intent.

Grant: Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant allocated by the Federal Government.

Infrastructure: The City's basic system of its physical plant, i.e., streets, waterlines, sewerlines, public buildings, and parks.

Interfund Transfers: During the course of normal operations, the City records numerous transactions between funds including expenditures and transfers of resources to provide services, subsidize operations, and debt service.

Internal Service Fund: A fund, which provides services to other City divisions and bills the various other funds for services rendered. Currently, the City is using the concept for the operation of Equipment Maintenance and Insurance Services.

Investment Revenue: Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Liability: A claim on the assets of an entity.

Line-Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category. The City of Pomona publishes a line-item budget in the proposed stage only. Once the budget has been approved, line-item detail is available to departments on the City's computer system.

Long-term Debt: Debt with a maturity of more than one year after the date of issue.

Memorandum of Understanding (MOU): Negotiated contract agreements for wages, benefits, and working conditions between the City and City employee associations and/or recognized labor unions.

Modified Accrual Basis: The method of accounting under which revenues and other resources are recognized when they become susceptible to accrual, which is when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are recognized when the liability is incurred.

Municipal: In its broadest sense, an adjective that denotes the state and all subordinate units of government. In a more restricted sense, an adjective that denotes a city or village as opposed to other local governments.

Objective: The necessary steps that need to be accomplished to achieve a desired goal.

Operating Budget: The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, materials, and capital assets required to maintain service levels.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

Performance Indicators: A public oriented measure which, whether stated in terms of effectiveness or efficiency, quantitatively describes how well a service is being performed.

Personnel Services: Costs associated with providing the staff necessary to provide the desired levels of service. Included are both salary and benefit costs.

Policy: A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principle.

Program: A grouping of activities organized to accomplish basic goals and objectives.

Property Tax: A statutorily limited tax levy that may be imposed for any purpose.

Public Financing Authority: Pomona Public Financing Authority (PPFA) is a component unit of the City of Pomona and the Pomona Community Redevelopment Agency formed for the purpose of issuing bonds to provide financial assistance to the City and Agency.

Redevelopment Agency: An organization formed in 1966 as a separate agency of the City to assist and facilitate the revitalization of certain areas of the City and to promote economic development within the City. The RDA was abolished in accordance with ABX1 26 and ABX1 27 signed June 29, 2011.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution: A special order of the City Council which has a lower legal standing than an ordinance.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained and are not reserved for any specific purpose.

Revenue: Funds that the government receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Risk Management: A managed approach to protecting an organization's assets against accidental loss in the most economical manner.

Sales Tax: A tax on the purchase of goods and services.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Funds: Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

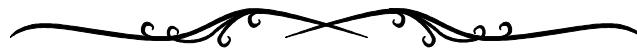
Subventions: That portion of revenues collected by other government agencies on behalf of the City.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons for property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

Transient Occupancy Tax: A tax that has been imposed on occupants of hotel and motel rooms in the City of Pomona, often referred to as a "Bed Tax."

Trust and Agency Funds: Also known as Fiduciary Funds, are used to account for assets held by the City in a trustee capacity or as an agent on behalf of private individuals, organizations, or other governmental agencies.

User Charges/Fees: The payment of a fee for direct receipt of a service by the party benefiting from the service.



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