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# CITY OF POMONA COUNCIL REPORT

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August 4, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

**SUBJECT: RESOLUTION TO AMEND THE FY 2025-26 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY UNAPPROPRIATING FUNDING FROM “MEMORIAL PARK BUILDING RENOVATION AND RETROFITTING,” AND APPROPRIATING FUNDING TO “POMONA LIBRARY FACILITY IMPROVEMENTS” TO PROVIDE OFFICE SPACE FOR COMMUNITY SERVICES STAFF**

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## **RECOMMENDATION:**

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2025-96 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, TO AMEND THE FY 2025-26 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY UNAPPROPRIATING \$448,244 OF GENERAL FUNDS FROM “MEMORIAL PARK BUILDING RENOVATION AND RETROFITTING,” PROJECT NO. 428-2590-XXXXX-71084, AND APPROPRIATING THIS \$448,244 OF GENERAL FUND TO “POMONA LIBRARY FACILITY IMPROVEMENTS,” PROJECT NO. 428-2590-XXXXX-74120**

## **EXECUTIVE SUMMARY:**

City Council adoption of Resolution No. 2025-96 (Attachment No. 1) will unappropriate \$448,244 from “Memorial Park Building Renovation and Retrofitting,” Project No. 428-2590-XXXXX-71084, and appropriate it to “Pomona Library Facility Improvements,” Project No. 428-2590-XXXXX-74120 to provide office space for Community Services staff temporarily housed at Mendoza.

## **SB1439/GOVERNMENT CODE §84308 APPLICABILITY:**

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or

proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

### FISCAL IMPACT:

The table below summarizes the fiscal impact of this action:

<b>Project / Funding</b>	<b>“Memorial Park Building Renovation and Retrofitting,” Project No. 428-2590-XXXXX-71084</b>
Beginning Budget	\$600,000
Unappropriation of General Fund*	(\$448,244)
<b>Revised Budget</b>	\$151,756
Expenses/Encumbrances as of July 17, 2025	(\$151,756)
<b>Ending Available Budget</b>	<b>\$0</b>

\*Original funding for office space project was from several years of operational savings within the Community Services General Fund budget.

<b>Project / Funding</b>	<b>“Pomona Library Facility Improvements,” Project No. 428-2590-XXXXX-74120</b>
Beginning Budget	\$6,829,103
Appropriation of General Funds from CIP 71084	\$448,244
<b>Revised Budget</b>	\$7,277,347
Expenses/Encumbrances as of July 17, 2025	(\$6,748,789)
<b>Ending Budget</b>	<b>\$528,558</b>

### DISCUSSION:

Several years ago, Community Services Staff outgrew the office space at Palomares Park due to staff expansion from grant funding and expanding program needs. Community Services Outdoor and Active staff were temporarily assigned to work out of *Mendoza*, a former Pomona Unified School District (PUSD) elementary school site. Community Services staff have been at the Mendoza location for about 13 months. However, staff must relocate to another site as their occupancy deadline is December 2025.

The initial plan involved setting aside General Fund programmatic/budget savings from Community Services for several fiscal years to fund a project to develop additional office space. The first location identified was the building at Memorial Park. The plan development process was started and revealed foundational, structural, and roof framing issues for the unreinforced masonry building. Unfortunately, costs to improve Memorial Park’s building and make it structurally sound to safely occupy, were well beyond the original estimates and funding available in “Memorial Park Building Renovation and Retrofitting,” Project No. 428-2590-XXXXX-71084.

After determining Memorial Park was not economically viable, Staff looked at several options for Community Services office space. Improvements to the basement in the Library, where the Community Services Recreation Team is currently located, will include Outdoor and Active team members to collocate, enabling almost the entire Community Services youth-serving team to be in the same location, increasing teamwork and communication. This solution has been made possible with the partnership of the Library Team who are sharing space, the Police Department Internal Affairs who will be relocating within the building, and Community Services. Potential improvements include renovations to the basement to allow for more organization and functional work areas for both the Police Department Internal Affairs staff and Community Services staff. These basement improvements include new efficient lighting, ceiling tiles, door updates for ingress/egress, office furniture/fixtures, flooring, and the proper removal and disposal of old materials.

Approval of Resolution No. 2025-96 will provide additional funding to “Pomona Library Facility Improvements,” Project No. 428-2590-XXXXX-74120 offering additional office space for Community Services staff from the Outdoor and Active Program as intended with the original project.

Prepared by:

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Public Works Fiscal and Project Manager

**ATTACHMENT(S):**

Attachment No. 1 – Resolution No. 2025-96