

**REGULAR MEETING MINUTES OF  
THE YOUTH COMMISSION**

**CITY OF POMONA  
TELECONFERENCE VIA "ZOOM"**

**THURSDAY, FEBRUARY 4, 2021  
6:00 P.M.**

**I. CALL TO ORDER**

Chair Arias-Pulido called the Youth Commission meeting to order at 6:02 p.m.

**II. FLAG SALUTE**

Chair Arias-Pulido led the flag salute.

**III. ROLL CALL**

Chair Arias-Pulido asked staff to take roll call for Commissioners.

**Present:**

Orlando Arias-Pulido, Chairperson	District 1
Natalie Alvarado, Vice Chairperson	Mayoral Appointee
Victor Tessier, Commissioner	District 2
Javier Rodriguez-Rivera, Commissioner	District 3
Mario Portillo, Commissioner	District 4
Ryan Houston, Commissioner	District 5
Roman Macias, Commissioner	District 6

**Staff present:**

Benita DeFrank, Neighborhood Services Director  
Andrew Mowbray, Finance Director/City Treasurer  
Mike Osoff, Community Services Manager  
Adrian Valdez, Recreation Supervisor  
Mary Sinclair, Recreation Coordinator

**IV. APPROVAL OF MINUTES**

Chair Arias-Pulido made a motion to approve the meeting minutes of January 7, 2021, seconded by Commissioner Houston. The motion passed with a vote of 7-0-0-0.

**V. COMMISSIONER COMMUNICATION**

Commissioner Rodriguez-Rivera stated he attended the Philadelphia and Washington Park Community Meeting. He stated it was great to see parents involved and that having a language barrier is not enough to stop people from wanting to see their community improved. He gave a shout-out to Day One for hosting a Youth Leader Panel featuring two Youth Commissioners in sharing their experiences as youth leaders.

Chair Arias-Pulido said the Latino & Latina Roundtable is hosting its annual Cesar Chavez Breakfast virtually on March 26, 2021 at 9:00 a.m. and provided the e-mail [info@latinolatinaroundable.com](mailto:info@latinolatinaroundable.com) for anyone that wants more information. He stated that the Latino & Latino Roundtable is offering a scholarship opportunity; the social justice application is due March 5, 2021. High school and college students are eligible to apply. He stated that he met with District 1 City Commissioners i.e., Cultural Arts,

Community Life, and Parks and Recreation, to survey the parks and to talk about how parks can be improved for youth.

## **VI. PUBLIC COMMENT**

None.

## **VII. UNFINISHED AND/OR NEW BUSINESS**

### **1. Presentation on City of Pomona Youth Programs, Services, and Budget**

Community Services Manager Mike Osoff began the discussion by stating that staff had provided a presentation on youth programming and budget in October 2020. Following that meeting, the Commission requested that staff present again on youth programming and budget. Mr. Osoff provided an overview of pre COVID-19 Community Services programming and events, including current programming that Community Services is providing during the pandemic (Attachment 1).

Finance Director/City Treasurer Andrew Mowbray presented a PowerPoint slideshow of the City's budget specifically related to youth funding (Attachment 2). In his overview, Mr. Mowbray stated that the adopted budget of Fiscal Year 2020-21 allocated approximately \$17M for youth-related services and programs to various City Departments i.e., Library, Neighborhood Services, Police Services, and Public Works.

Mr. Mowbray further explained the City's overall budget in Fiscal Year 2020-21 and described the various funds that make up the City's \$272M budget. Mr. Mowbray then provided general fund expenditures by City Department and Quarter 1 summary of revenue, deficit, and surplus. Mr. Mowbray stated approximately 75% of the general fund revenue is made up of property tax, sales tax, and utility users tax. Mr. Mowbray spoke on the sales tax measure that passed in November 2018 and the Citizens Oversight Committee that serves as an advisory committee to the City Council.

Mr. Mowbray proceeded to explain the budget process and timeline, beginning with a January 4<sup>th</sup> budget kick-off meeting. Following, a 10-year Financial Forecast and update on the City's Fiscal Sustainability Policy is provided to City Council and City Departments. There are a number of budget session meetings in March, April, and May, including several document previews and opportunities for community input. In May, the City Council reviews proposed documents and budget options. In June, the City Council has a public hearing for budget adoption. Mr. Mowbray spoke on the Fund Balance Policy that requires 17% of the budget must be kept for reserves. Mr. Mowbray spoke on additional key information:

- FY 2020-21 – The General Fund Adopted Budget projected a \$5.9M deficit and now is projecting a surplus of \$276,000. Significant actions include \$1.5M assistance from the Coronavirus Relief Fund (CRF) and \$5M related to financing Pension Obligation Bonds (POBs).
- The Public Arts Fee has a dedicated \$600,000 allocation as part of the FY 2020-21 Budget and 50% of future funds received will go towards youth programming.
- A Request for Proposal (RFP) for Grant Writer is currently out for bid.
- The General Fund Departments including Library and Community Services will mostly likely have significant savings in FY 2020-21 due to the pandemic, which limits services to the public at this time.

Mr. Mowbray concluded the budget presentation and asked if Commissioners had questions.

Mr. Osoff stated the Request for Proposals for a Grant Writer has been created and will be closing soon.

Vice Chair Alvarado thanked staff for presenting a presentation that was clear and easy-to-understand.

Commissioner Rivera-Rodriguez asked if budget meetings will have Spanish translation. Mr. Mowbray responded yes.

Chair Arias-Pulido asked how much money has the City received through Measure A. Mr. Mowbray stated the City has received approximately \$1.4M.

Chair Arias-Pulido opened up Public Comment for this item. There were no public comments.

Ms. DeFrank touched on the \$1M that has been dedicated to youth programming and reiterated that Mr. Mowbray covered \$600,000 in the budget presentation, and if there are any remaining funds from the \$400,000, it will be expended in the following fiscal year and will continue to go toward youth programming.

#### **VIII. STAFF COMMUNICATION**

Mr. Osoff reported that staff has working on building the web interface for the recreational software, creating agreements, receiving proposals, and interviewing potential virtual class instructors.

Ms. Sinclair asked the Commission to help spread the word on recreation programming and classes to increase participation.

Commissioner Houston asked if there are Zoom meetings scheduled for Black History Month. Mr. Osoff stated that proposals have not been received for this and asked that if the Commissioners have any recommendations for speakers, to please share with staff.

Mr. Osoff stated that Park and Recreation Commissioners and staff are undergoing park walk-throughs to select potential locations for art. Mr. Osoff reported that Community Services will be launching its own Instagram account this month.

#### **IX. MATTERS INITIATED BY CITY COMMISSIONERS**

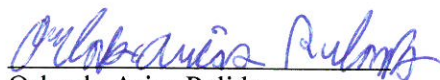
Commissioner Rodriguez-Rivera requested a discussion item on collaborating with [PUSD] to engage students.

Chair Arias-Pulido requested a discussion item on collaborating with [Pomona Unified] to bring youth art to parks.

**X. ADJOURNMENT** There being no further business, Chair Arias-Pulido adjourned the meeting at 7:10 p.m. The next regular meeting of the Youth Commission will be Thursday, March 4, 2021 at 6:00 p.m. via teleconference.



Michael Osoff,  
Community Services Manager



Orlando Arias-Pulido  
Youth Commission Chairperson



# Youth Programming (Pre COVID-19)

- 13 After School Programs
  - Youth Sports Leagues
  - Youth Employment
  - Youth Orchestra
  - Specialty Camps
  - Pools
  - Sports / Field Rentals
  - Youth Commission
- Events
  - Easter Egg Hunts
  - Movies in the Park
  - Summer Concerts
  - Haunted House
  - Holiday at the Plaza
  - Tree Lighting

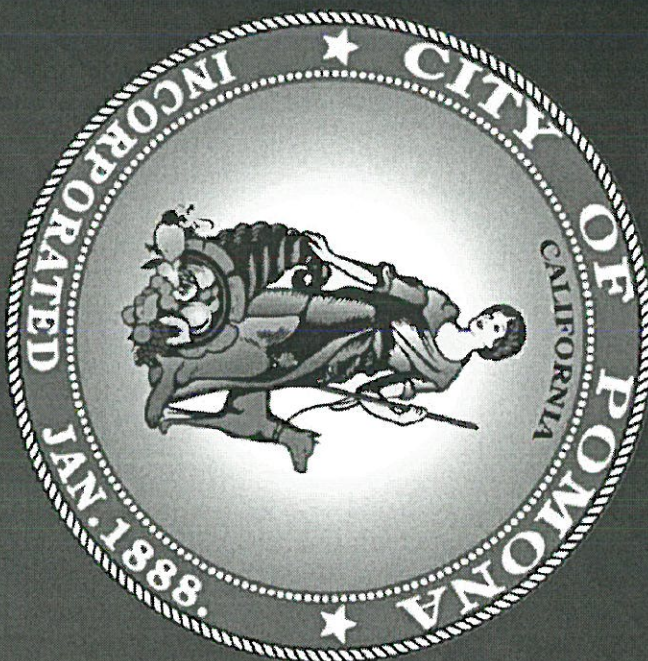




# Youth Programming (During COVID-19)

- Youth Commission
- Virtual Recreation
- Pomona Recreation Live
- Virtual Community Center
- Spooky Treats and Eats









# CITY OF POMONA

## Budget Overview for the City of Pomona's Youth Commission February 4, 2021





# YOUTH PROGRAM FUNDING

CITY YOUTH RELATED BUDGET FUNDS	FY 18-19	FY 19-20	FY 20-21
<b>LIBRARY SERVICES</b>			
Library Operation	\$ 976,437	\$ 1,069,427	\$ 1,087,553
Library Facility Improvements	\$ 976,437	\$ 1,069,427	\$ 1,367,553
<b>NEIGHBORHOOD SERVICES</b>			
After school Recreation	\$ 735,814	\$ 935,753	\$ 970,757
Athletic Fields	\$ 540,687	\$ 578,388	\$ 540,687
Community Services Admin	\$ 914,088	\$ 1,043,692	\$ 1,113,191
Ganesha and Washington Pools	\$ 250,483	\$ 282,379	\$ 219,086
Prop A - Youth Trip Transportation	\$ 4,906	\$ 3,959	\$ 4,500
Recreation Facility Custodial	\$ 504,922	\$ 563,786	\$ 567,972
Special Youth Programs	\$ 186,214	\$ 176,205	\$ 170,185
CDBG - Community Organization Youth Services	\$ 47,088	\$ 45,125	\$ 23,250
CDBG - City Youth Services	\$ 105,363	\$ 81,370	\$ 80,840
PHA - Households w/Children Rental Assistance	\$ 5,048,859	\$ 5,735,955	\$ 6,392,448
Healthy Homes	\$ 300,000	\$ 427,780	\$ 450,000
	\$ 8,638,425	\$ 9,874,392	\$ 10,532,916
<b>POLICE SERVICES</b>			
Every 15 Minutes	\$ 1,000	\$ 1,000	\$ 1,000
Great Campout	\$ 15,000	\$ 15,000	\$ 15,000
National Night Out	\$ 3,500	\$ 3,500	\$ 3,500
Santa Cop	\$ 7,000	\$ 7,000	\$ 7,000
Red Ribbon week	\$ 400	\$ 400	\$ 400
Halloween Safety	\$ 300	\$ 300	\$ 300
Cops 4 Kids	\$ 16,885	\$ 16,885	\$ 16,885
Explorer Program	\$ 10,000	\$ 10,000	\$ 10,000
School Crossing Guard Contract	\$ 231,392	\$ 242,200	\$ 133,431
School Resource Officers	\$ 434,222	\$ 593,363	\$ 666,059
OTS Occupant Safety Grant - Carseat	\$ 153,000	\$ 154,000	\$ -
Cadet Program	\$ 13,900	\$ 14,884	\$ 15,455
	\$ 886,599	\$ 1,058,532	\$ 869,030
<b>PUBLIC WORKS</b>			
Park Facility Maintenance	\$ 687,211	\$ 734,188	\$ 617,287
Park Landscape Maintenance	\$ 2,101,652	\$ 2,146,333	\$ 2,262,576
Hamilton Park Renovation		\$ 2,873,248	\$ 1,500,000
Phil and Nell Soto Park Construction		\$ 29,923	
Park Light Pole Replacements			\$ 401,183
Pedestrian and Bicycle Lane Improvements	\$ 2,788,862	\$ 5,783,692	\$ 4,781,046
<b>TOTAL YOUTH RELATED BUDGET</b>	<b>\$ 13,290,323</b>	<b>\$ 17,786,043</b>	<b>\$ 17,550,545</b>

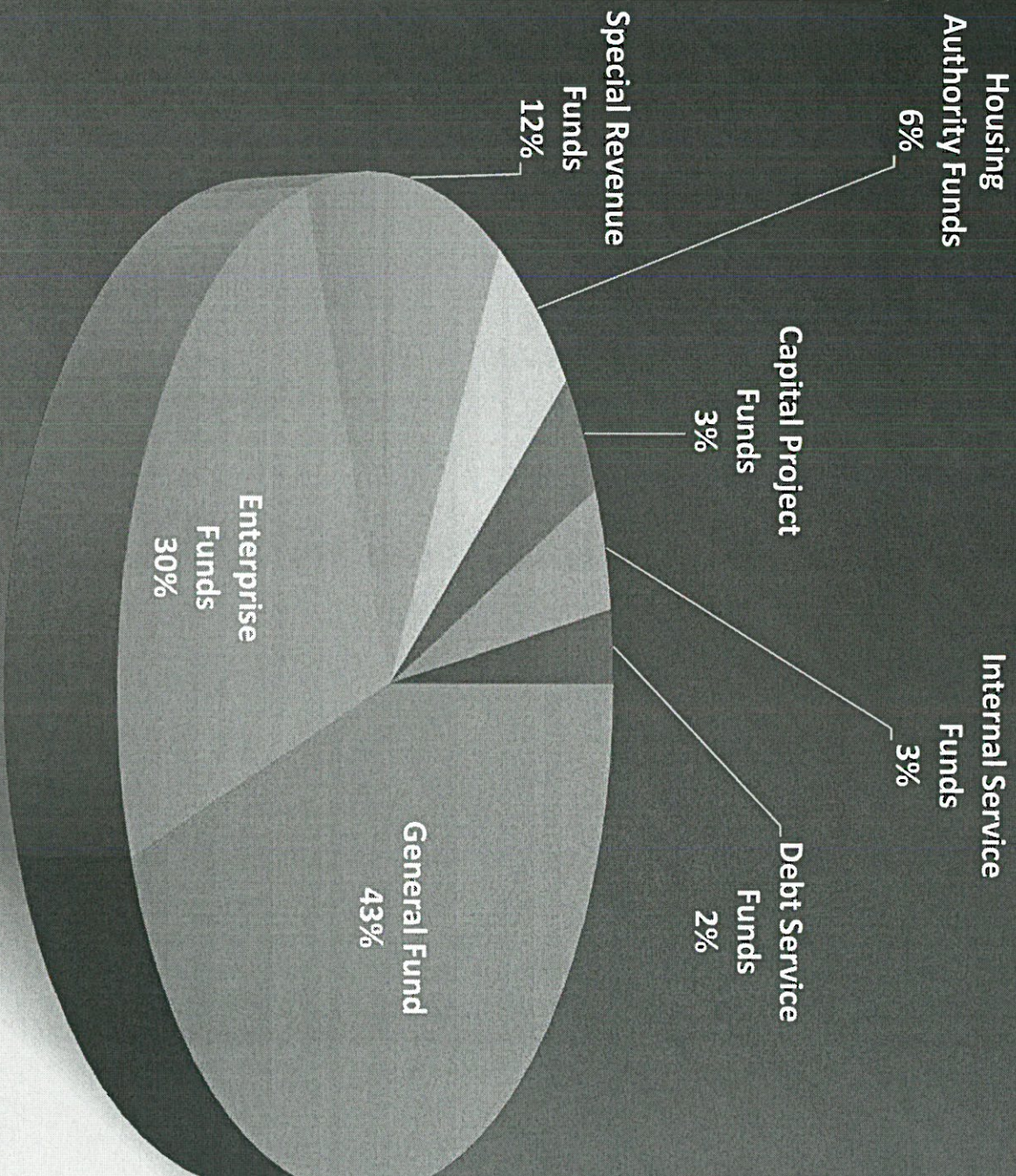




# Fiscal Year 2020-21 Overall Budget

\* Figures adopted on June 29, 2020

FUND TYPE	FY 2020-21
General Fund	\$116,690,369
Enterprise Funds	80,955,818
Special Revenue Funds	33,366,509
Housing Authority Funds	17,015,241
Capital Project Funds	8,339,557
Internal Service Funds	9,611,008
Debt Service Funds	6,256,858
Total	\$272,235,360



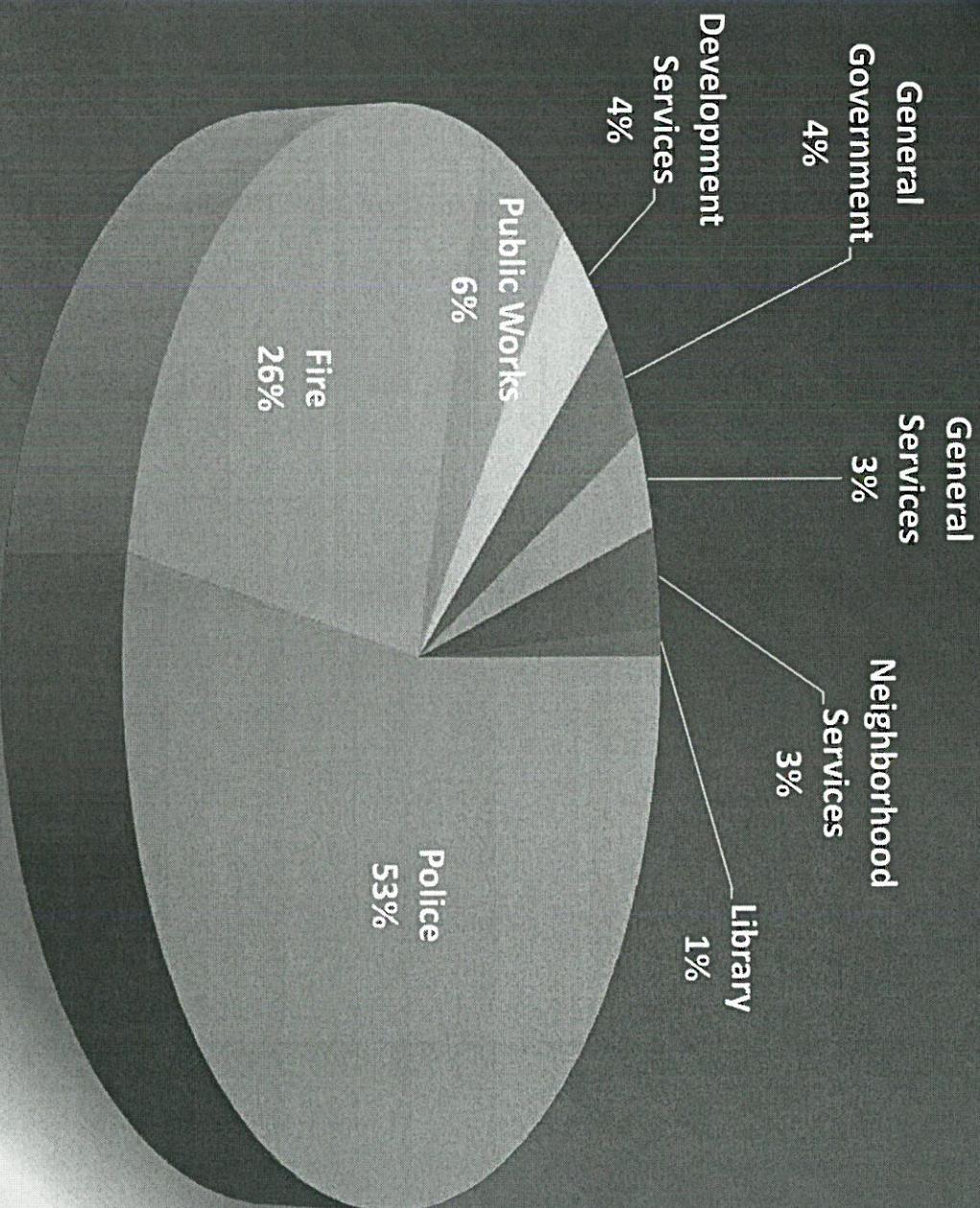




# Fiscal Year 2020-21 General Fund Budget

\* Figures adopted on June 29, 2020

General Fund Expenditures	FY 2020-21 Proposed
Police	\$61,572,267
Fire	30,648,902
Public Works	6,784,209
Development Services	4,738,441
General Government	4,487,487
General Services	3,621,627
Neighborhood Services	3,749,883
Library	1,087,553
Total	\$116,690,369







**Fiscal Year 2020-21  
1<sup>st</sup> Quarter Summary  
Reported November 16<sup>th</sup> to the  
City Council**

	2020-21		Amended 1st Quarter Proposed				
	Adopted	To Date	Date	Amendments	Budget	As of Sep 30'	% Rec'd/
							Exp'd *
Total Revenue	110,805,443	2,155,921	112,961,364	(10,850)	112,950,514	11,902,507	11%
Total Expense	116,690,369	652,155	117,342,524	(4,668,079)	112,674,445	22,744,406	20%
Net	(5,884,926)	1,503,766	(4,381,160)	4,657,229	276,069	(10,841,899)	
* Reflects percentage of Proposed Amended Budget							





# Fiscal Year 2020-21

## 1<sup>st</sup> Quarter Expenditure By Department

	2020-21 AMENDED BUDGET	% OF TOTAL	2020-21 1 <sup>st</sup> Quarter	% Expended
All General Services	\$3,945,065	3%	\$475,451	12%
All Recovered Costs	(1,545,909)	-1%	(386,477)	25%
All Mayor & Council	483,933	0%	91,329	19%
All City Clerk	860,076	1%	92,361	11%
All Human Resources	1,400,352	1%	207,975	15%
All Finance	2,176,355	2%	381,672	18%
All City Administration	754,841	1%	167,851	22%
All Development Services	4,948,470	4%	832,136	17%
All Police	61,617,569	53%	11,333,173	18%
All Fire	30,648,902	26%	7,662,225	25%
All Public Works	7,164,680	6%	1,274,234	18%
All Neighborhood Services	3,800,782	3%	477,637	13%
All Library	1,087,408	1%	134,839	12%
<b>Total Expense</b>	<b>\$117,342,524</b>		<b>\$22,744,406</b>	<b>19%</b>





# Fiscal Year 2020-21

## 1<sup>st</sup> Quarter Revenue Summary

	2019-20	2019-20	%	2020-21	2020-21	%
	ACTUALS	1st	ACTUALS/	AMENDED	1st	ACTUALS/
	TO DATE	Quarter	BUDGET	BUDGET	Quarter	BUDGET
All Property Taxes	\$38,282,284	\$621,514	2%	\$37,793,320	\$596,635	2%
All Sales & Use Tax	30,407,997	2,780,154	9%	29,391,975	2,917,072	10%
All Utility Tax	15,562,762	3,008,074	19%	16,449,543	3,110,987	19%
All Other Taxes	13,526,620	1,818,917	13%	12,760,042	1,864,858	15%
All Other Sources	17,360,227	3,399,418	20%	16,566,484	3,412,955	21%
Total Revenue	\$115,139,890	\$11,628,077	10%	\$112,961,364	\$11,902,507	11%





## **General Fund Revenues**

### ***The Big 3 Make up 75% of All GF Revenues***

- **Property Tax – 34%**
  - Includes Property Tax, Property Tax In-Lieu of VLF, and Prior Year Supplemental. Large portion of revenue received December to June.
- **Sales Tax – 27%**
  - Three sources; a 1.0% share of local sales, the recently approved Transactions and Use Tax at .75% (Measure PG) and allocations of Public Safety Augmentation Fund (PSAF) sales tax from the County.
- **Utility Users Tax (UUT) – 15%**
  - Collected on water, gas, electricity & telephone services
  - UUT Telecom is less for FY To Date





## **Transaction and Uses Sales Tax Measure and the Citizens Oversight Committee**

- Sales Tax Measure passed in November 2018 to bring .75% more sales and use tax to City of Pomona (Est. \$11M-\$12M annually)
- The Citizens Oversight Committee (COC) serves in an advisory capacity to the City Council with respect to the City's Measure PG – Transactions and Use Sales Tax.
- COC members purpose is to serve as advisors to the City Council in regards to the Measure PG TUT Sales Tax Revenues.





# Budget Schedule FY 2021-22 Process

Who	What	When
City Council and All Departments	City Council Meeting – Budget Kickoff	January 4
Finance and COC	COC February meeting – Preview of Mid-Year	February 18
City Council and All Departments	City Council Meeting – 10 Year Financial Forecast and Update on The City's Fiscal Sustainability Policy	March 15
City Council and All Departments	Budget Study Session City Council Meeting FY 2020-21 General Fund Mid-Year Budget Review and FY 2021-22 Preview and community input	March 22
City Council and All Departments	Budget Study Session City Council Meeting FY 2020-21 General Fund Mid-Year Budget Review and FY 2021-22 Preview and community input	April 1 (Daytime)
Finance and COC	COC April meeting – Feedback on FY 2021-22 Budget	April 15
Finance	Proposed Documents delivered to City Council Charter Deadline – May 16, 2021	May 5
City Council and All Departments	Budget Study Session – City Council Overview and Balancing options review	May 10
Council, All Departments	City Council Meeting-City Council Public Hearing for Budget Adoption	June 7





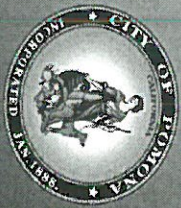
# Fund Balance Policy

**FUND BALANCE POLICY** – On June 20, 2011, the City Council adopted resolution 2011-63A approving the City's Fund Balance Policy.

The objectives of the policy are to comply with the Governmental Accounting Standards Board (GASB) Statement Number 54 – Fund Balance Reporting and Governmental Fund Type Definitions:

- Establish Formal Reserve Policies
- Build adequate reserves
- Guide the City toward meeting its short and long-term obligations
- 17% is the minimum Fund Balance Requirement





# General Fund Fund Balance

	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Estimate	Estimate
<b>Fund Balance</b>	<b>\$22,000,261</b>	<b>\$21,790,922</b>	<b>\$22,066,991</b>
<b>Change in Fund Balance</b>	<b>\$4,026,261</b>	<b>(\$209,339)</b>	<b>\$276,069</b>
<b>Total Expenditures</b>	<b>\$106,862,154</b>	<b>\$115,349,404</b>	<b>\$112,674,445</b>
<b>Percentage</b>	<b>20.6%</b>	<b>18.9%</b>	<b>19.6%</b>
<b>Benchmark Amount</b>	<b>15.5%</b>	<b>17.0%</b>	<b>17.0%</b>
<b>Difference</b>	<b>5.1%</b>	<b>1.9%</b>	<b>2.6%</b>





# Summary Points

- The FY 2020-21 General Fund Adopted Budget projected a \$5.9M Deficit and now is projecting a Surplus of \$276k. Significant actions include \$1.5M assistance from Coronavirus Relief Fund (CRF) and \$5M related to financing Pension Obligation Bonds (POBs)
- Public Arts Fee has a dedicated \$600k allocation as part of the FY 2020-21 Budget and 50% of future funds received will go towards Youth programming
- Request for Proposal (RFP) for Grant Writer is currently out for bid
- General Fund Departments including Library and Community Services will mostly likely have significant savings in FY 2020-21 due to Pandemic which limits services to the public at this time





# ANY QUESTIONS

