



City of Gracious Living
UPLAND, CALIFORNIA



ADOPTED BUDGET
FISCAL YEAR 2019-2020

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City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2019-20 operating and capital budget. The objectives used in developing this budget were to submit to the Council:

1. A balanced budget that is in compliance with the Fiscal Responsibility Act; and
2. A budget that balances the desire for enhanced services to the community with the need to ensure longterm financial stability and investment in our infrastructure.

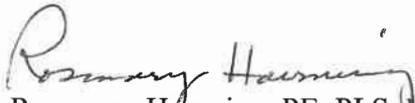
The City of Upland, like many residential communities, struggles to balance existing revenue sources with increasing expenses. As a team under the leadership of the City Council, the City of Upland has made great strides financially. Fiscal years 2012 and 2013 presented the greatest challenges with the General Fund balance having less than a million dollars both years. However, with careful recovery and prudent planning, the general fund balance is now \$14.2 million dollars and the operating reserve remains at 17.5%.

These are great strides, but there are ongoing and impending significant issues that must be addressed. First, our infrastructure has lacked proper maintenance over the long term due to lack of funding. Additional funding is needed on an ongoing basis for streets, sidewalks, and other infrastructure. While we have made many improvements in the last few years, many are still needed. Deferred maintenance not only increases liability exposure, but it also increases the cost of maintenance in the long term. Secondly, the increase in the unfunded pension liability continues to be an area of focus. In prior years, City Council had made wise decisions to continue to fund the PARS Pension Trust account. While the account balance isn't enough to cover the pension expense increases expected over the next nine years, it does provide time for staff to explore alternative options for addressing the expected increases as well as ways to reduce the overall unfunded liability.

The budget request of \$41,931,700 in the General Fund and \$148,112,140 across all funds will support the necessary operational and capital improvement project needs of each department. This budget represents a continuation of the same level of services as Fiscal Year 2018-19 and only minor changes in staffing (as notated in the attached 2019-20 Schedule of Positions). Projected revenues are \$42,911,180 in the General Fund and \$122,417,440 across all funds.

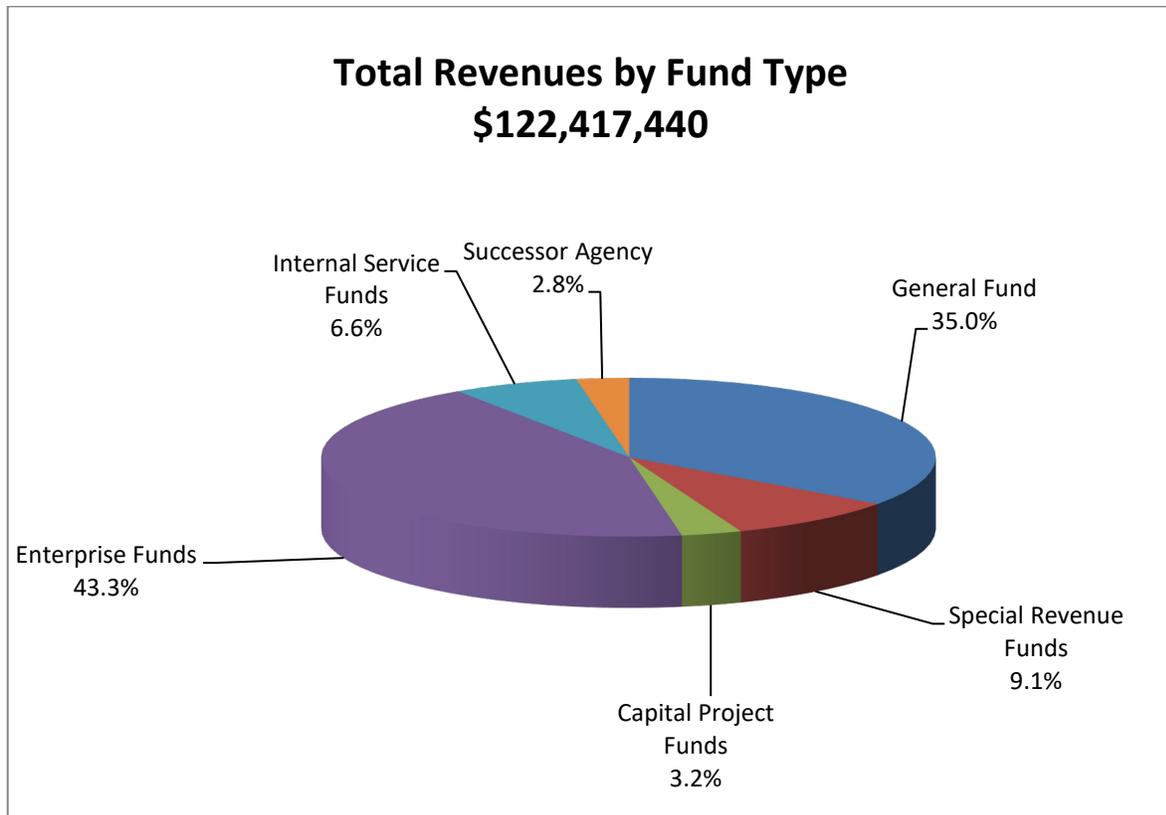
I would like to extend appreciation to the department heads and the management team for the realistic and resourceful approach to the budgeting process. I commend them for being concerned about their individual department needs while being cognizant of the overall health and wellbeing of the entire organization. I also acknowledge the dedicated finance department staff who worked tirelessly in preparing this budget. I would like to thank the City Council for their continued guidance, leadership, and trust in the City staff's ability to meet the needs of the community and provide the ongoing services appreciated by the residents of our fine community.

Respectfully submitted,

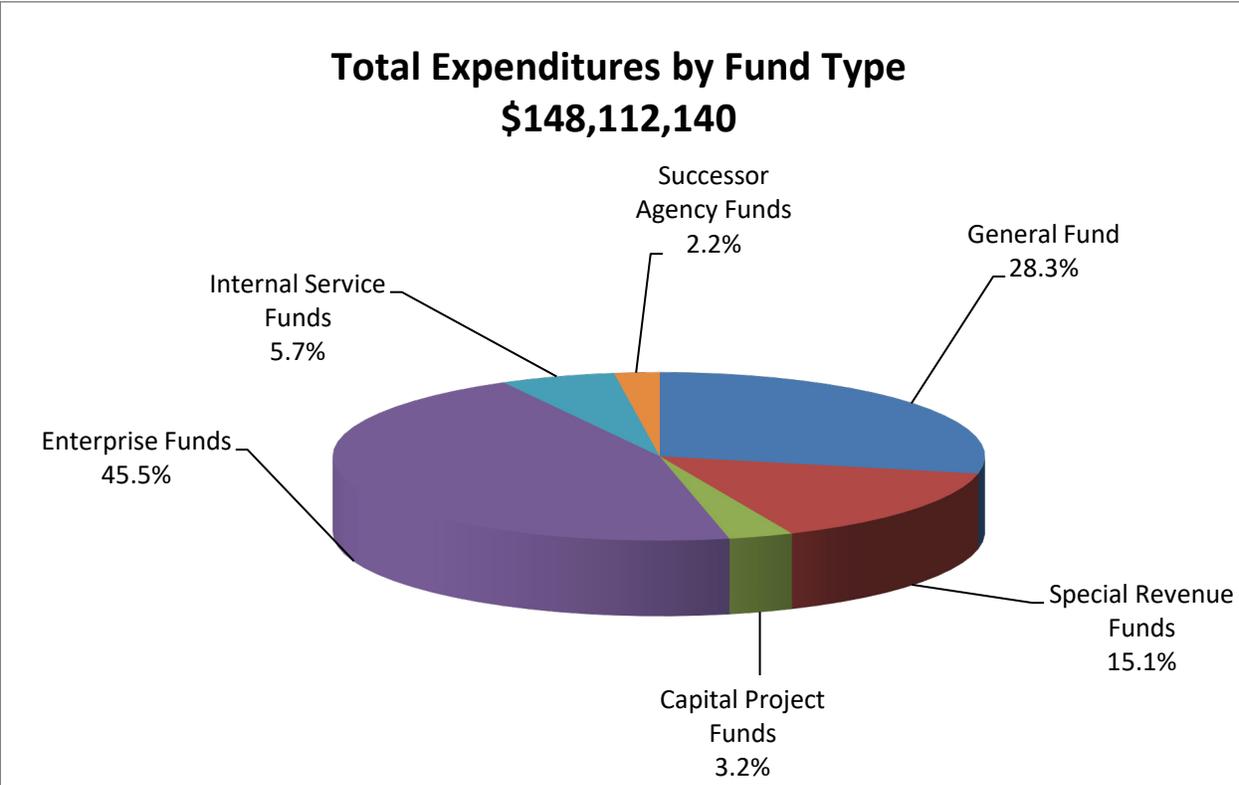

Rosemary Hoerning, PE, PLS, MPA
Interim City Manager

BUDGET OVERVIEW

Projected citywide operating revenues of \$122,417,440 represent an increase of \$11.9 million compared to the prior year. The majority of the increase is a result of an additional \$5.1 million in Water Utility Fund revenue, \$2.0 million in Solid Waste Fund revenue, \$2.1 million in development impact fees, \$1.2 million in charges for services, \$.9 million in various taxes and \$.4 million in Housing Fund rents. The funds with the highest revenues are: General Fund (\$42,911,180), Water Utility Fund (\$29,353,500), Solid Waste Utility (\$13,717,240), and Sewer Utility Fund (\$9,967,280). Revenue by fund type is depicted in the following graph:



The FY 2019-20 operating expenditure budget totals \$148,112,140, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with one of the largest being the General Fund in the amount of \$41,931,700, or 28.3% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$41,491,190), Solid Waste Utility (\$13,101,560), Sewer Utility Fund (\$12,754,150), Gas Tax Fund (\$8,924,110) and Measure I Fund (\$6,059,150). In sum, appropriations reflect a total increase of \$12,799,600 or 9.4% from the prior year. The most notable increases are: \$4.9 million in the Water Utility Fund, \$1.6 million in the Solid Waste Fund, \$1.5 million in the Sewer Utility Fund, \$2.2 million in the Gas Tax and Measure I funds, \$1.0 million in the General Fund, and \$.8 million in the capital project funds.

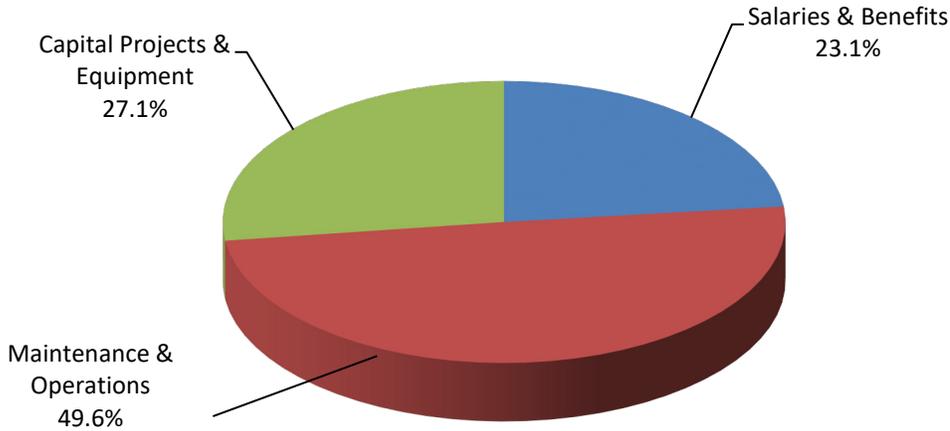


Personnel costs inclusive of all City funds are increasing by \$1.3 million from \$33.1 million to \$34.4 million. The majority of this increase is the result of PERS employer rate and unfunded liability rate increases. The number of authorized FTE positions increased by 7 to 238.50 FTEs, which account for the remaining \$.4 million increase in personnel costs.

Maintenance and operation appropriations are increasing from \$70.8 million to \$73.5 million or \$2.7 million. The majority of which is due to increases in utility funds' operations costs.

Capital Projects & Equipment appropriations are increasing by \$8.8 million from \$31.4 million to \$40.2 million. The increase is primarily due to ongoing city wide capital improvement projects and water facility/infrastructure improvements.

Total Expenditures by Category
\$148,112,140



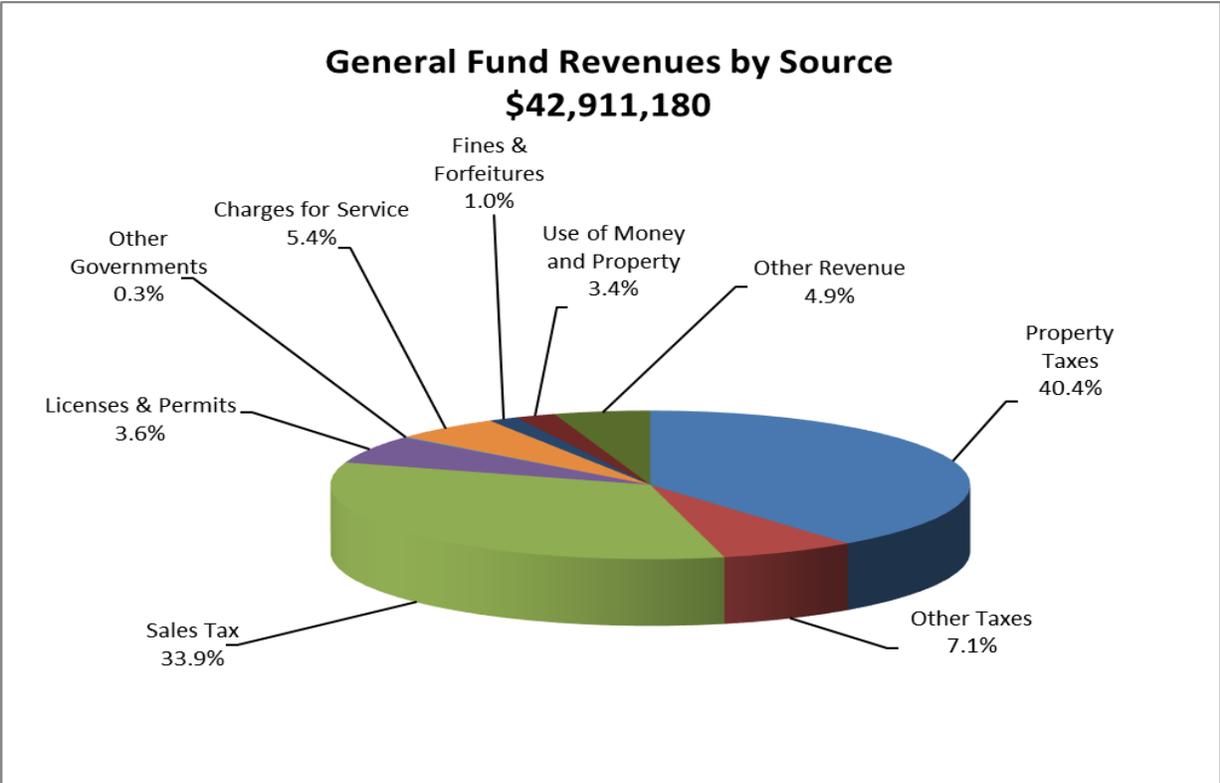
GENERAL FUND

The ending General Fund balance (net of approved committed balances) is projected to be \$7,848,700 which is in excess of the reserve policy requirement of 17.5% of operating expenditures or \$7,338,048. A summary of the General Fund balance is illustrated below:

| General Fund - Fund Balance | | |
|---|--------------|--------------------|
| Beginning Fund Balance (estimated) | | \$7,982,020 |
| Operating: | | |
| Revenues | 42,911,180 | |
| Expenditures | (41,931,700) | |
| Non-Operating: | | |
| Transfers In | 0 | |
| Transfers Out | (1,112,800) | |
| Net Change | | (133,320) |
| Ending Fund Balance | | \$7,848,700 |

General Fund Revenues:

Total General Fund operating revenues are projected to be \$42,911,180, an increase of \$1.7 million from the prior year budget. The changes to the General Fund are outlined below:



- Property Taxes

Property tax revenues are projected to be \$16,914,910. This estimate reflects an overall increase of \$237,980 over the prior year budget.

- Sales Taxes

Retail sales tax is showing signs of continued growth. Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$14,412,470, an increase of \$436,680 over the prior year budget.

- Revenue From Use of Property and Money

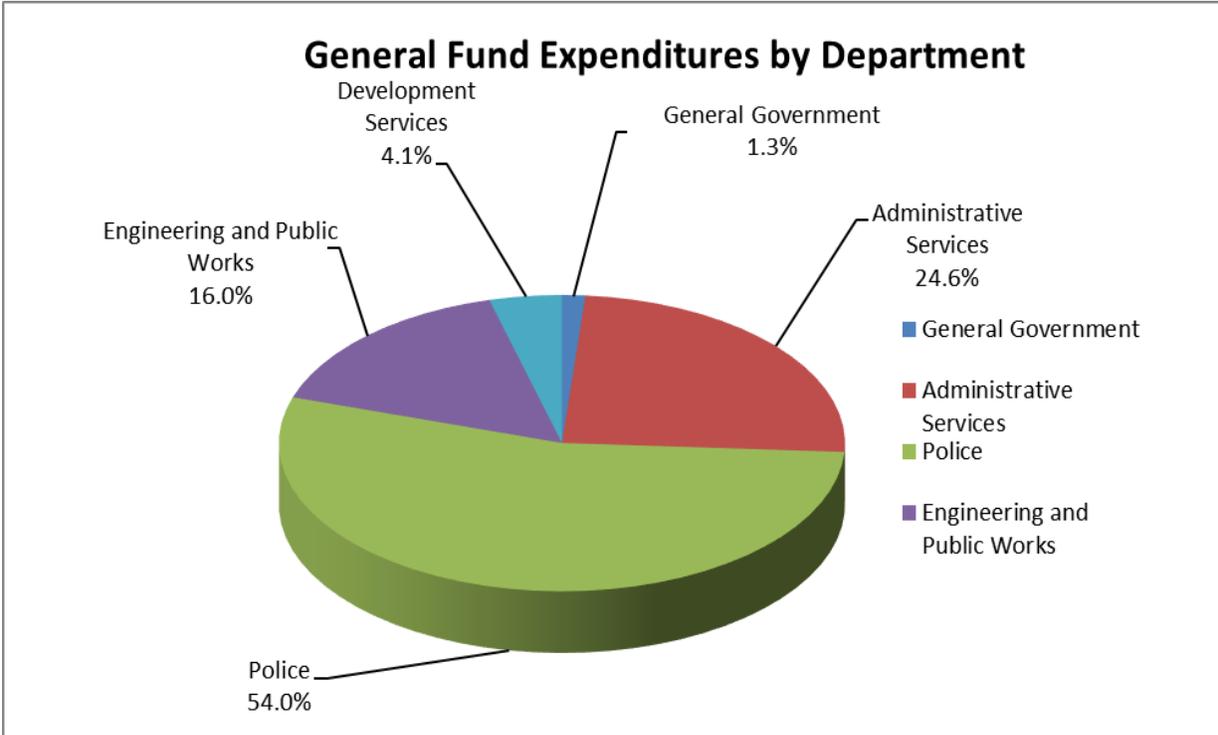
Interest rates increased during the current year but have begun to decline and are expected to continue to decrease so investment earnings are conservatively forecasted to be \$125,000. The City continues to have several city properties leased on a long-term basis to private entities. This should result in a total of \$694,340 in lease revenues for the year.

- Miscellaneous Changes

Other changes include: an increase of \$1,155,730 for licenses and permits; increases in fines and forfeitures of \$202,650; and increases in charges for services of \$139,340.

General Fund Expenditures:

General Fund operating expenditures are projected to be \$41,931,700 which is \$1,006,990 higher than the prior year’s budget. The change is due to increases in budgeted personnel services totaling \$546,830 and an increase in operations and maintenance totaling \$460,160.



• Personnel

General Fund personnel costs are projected to total \$24.5 million, an increase of \$.5 million over the prior year budget. The increase is due to increases in the employer PERS rates, the PERS unfunded liability rates and merit increases.

• Maintenance and Operations (M&O)

The maintenance and operations budget is \$17,464,000, which is an increase of \$460,160. A majority of the increase belongs to police department. The contract services account reflects an increase for a new booking service contract.

SPECIAL REVENUE FUNDS

HOUSING FUND

The Housing Division is responsible for the administration of the Low- and Moderate-Income (LMI) Housing program. Available resources provide for the development and implementation of housing programs to increase and improve or preserve affordable housing within the City’s corporate limits for persons or families of low- to moderate-income. The total appropriations for the Housing Fund are \$4,105,240.

STREET MAINTENANCE AND IMPROVEMENT FUNDS

The City receives two sources of funds for street infrastructure improvements. The Gas Tax Fund accounts for gasoline taxes received from the State of California, and the Measure I Fund accounts for revenue received from the State of California from a special 1/2% sales tax. For FY 2019-20, the total budget for street improvement projects from these sources is \$15 million. Some of the projects of interest include: Arrow Highway Rehabilitation (Benson Avenue to San Antonio Avenue); Campus Avenue Rehabilitation (South City Limit to Foothill Blvd); and Grove Avenue Rehabilitation (Foothill Blvd. to 15th Street).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program and CALHOME 2019-20 budgets are \$205,000 and \$210,000 respectively. These funds revenues are received from the State of California and the U.S. Housing and Urban Development Department. They are required to be used to assist limited income individuals and families in the purchase of their first home or to make needed improvements and repairs to their current homes.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

This year's CDBG program allocation totals \$636,410. The recommendations for these funds have been processed and approved by the CDBG Committee, and the City Council has reviewed and supports the recommendations. These funds continue to address many important community needs that may not otherwise be possible. Programs such as Code Enforcement, Graffiti Removal, and Homeless Services are examples of how these funds directly benefit the Upland community.

AIR QUALITY MANAGEMENT DISTRICT

This fund accounts for the receipt of funds generated by AB2766, which sets forth requirements for the reduction of air pollution from mobile sources as promulgated by the South Coast Air Quality Management District. The total appropriations are \$195,210, and total estimated revenues are \$100,000. The proposed capital improvements funded from accumulated fund balance are City Hall Green Energy Transportation Enhancements.

CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS)

This fund is used to account for the receipt of funds generated by AB3229 and expenditures must be used for front-line police activities. The total appropriations are \$626,870 and total revenues are anticipated to total \$123,000.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, Street & Traffic Facility Development, General Capital Projects, Street & Alley Repairs and Energy Efficiency Capital Improvement. The total budget is \$4,733,990. Projects of interest include: Magnolia Recreation Center Rehabilitation, SP/PE Trail Storm Drain Improvements, Traffic Signal Upgrades, and

Arrow Route Widening (Monte Vista to Central). The revenues for these funds are derived mostly from development impact fees and are projected to be \$3,860,260.

ENTERPRISE FUNDS

WATER UTILITY FUND

The Water Utility Fund budget includes the cost of delivering water and service to City customers and maintaining the system. Total Water Utility appropriations are \$41,491,190. Proposed capital improvement projects of interest for FY 2019-20 include: 19th Street Water Main Replacement (Mountain Avenue to San Antonio); Arrow Highway Water Main Replacement; Reservoir 16 repairs; 13th Street Water Main Replacements (Euclid Avenue to Campus) and Pressure Reducing Valve Stations. Revenues are projected at \$29,353,500 and year-end fund balance is projected to be \$7,741,670.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$13,717,240 and appropriations and transfers out are \$13,366,560. The Solid Waste fund balance is projected to be \$1,721,130.

SEWER UTILITY FUND

The Sewer Utility Fund operating budget includes the cost of providing sewer services to City customers and to maintain the system. Total appropriations are \$12,754,150, an increase of \$1,508,650 from the prior year. Significant capital improvement projects include Citywide Sewer Rehabilitation and Landfill Flare Modifications. Revenues and transfers in are projected to be \$10,232,280, leaving an estimated year-end fund balance of \$9,912,720.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$4,177,530, an increase of \$80,840 from the prior year budget. For FY 2019-20, Self-Funded Insurance expenses have been allocated to other funds based on the fund's percentage of salary cost.

FLEET MAINTENANCE AND REPLACEMENT FUND

The Fleet Maintenance and Replacement Fund provides for the operation of the City's Fleet Management division, which accounts for repairs, routine maintenance and replacement of City vehicles. In FY 2019-20, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$1,328,460, revenues are generated from charges to other funds. The fund is projected to have a balance of \$1,001,690 at year-end, which will be used to purchase replacement vehicles in future years.

INFORMATION SYSTEMS FUND

The Information Systems Fund provides for the operation of the City's Information Systems Division, including maintenance of the City's communications network, computer network and hardware infrastructure. In FY 2019-20, Information Systems expenditures are expected to be \$1,677,510. Revenue of an equal amount will be generated from charging other funds. The projected fund balance at year end is \$2,050,610 and will be used for information technology upgrades and replacements in future years.

BUILDING MAINTENANCE & OPERATIONS FUND

The Building Maintenance & Operations Fund provides for the operation of the City's Building Maintenance & Operations Division which maintains the City's facilities. In FY 2019-20, operations costs and maintenance of all city facilities are expected to total \$1,156,300 while revenues (charges to other departments/funds) are expected to total \$1,078,670. Fund balance is projected to be \$1,120,960 at the end of the year.

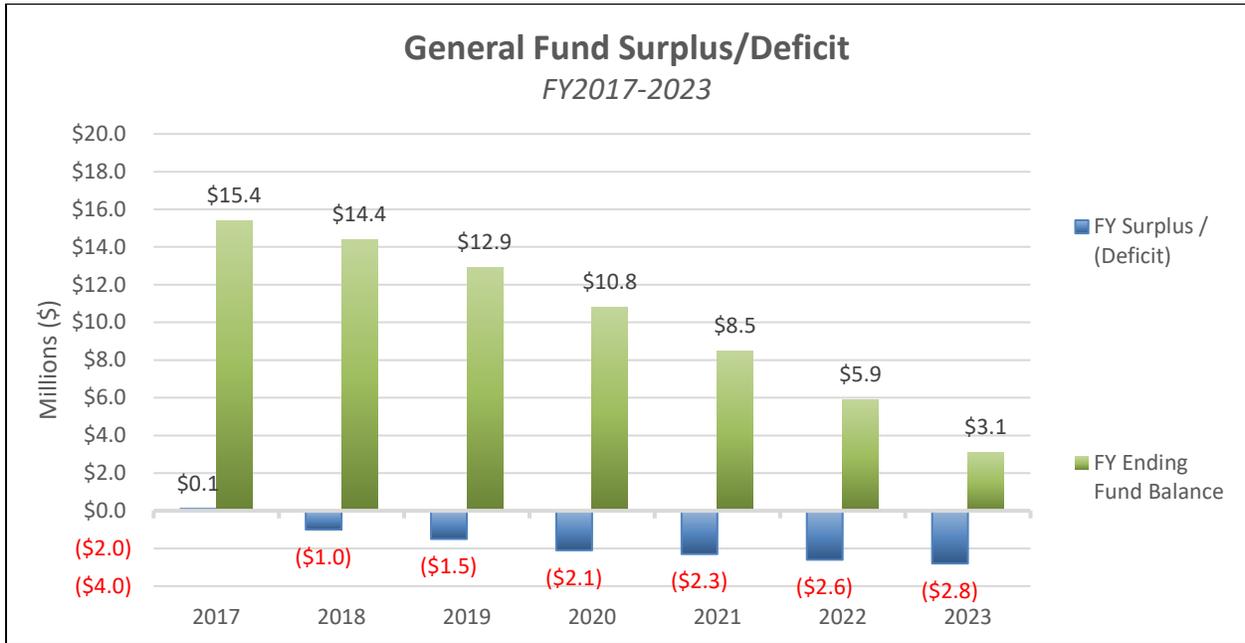
LONG TERM FINANCIAL PLANNING

A budget is a fiscal plan that establishes anticipated revenue and expenditures for accomplishing a variety of services over a given time frame. While the City of Upland prepares a one-year budget, we cannot lose sight of our long term needs. It is critical to safeguard our operating reserves, address any fiscal weaknesses, and make strategic financial decisions to ensure we have a resilient City over the long-term. It is important that we continue to refine our financial strategy with the goal of being a resilient and fiscally responsible City. How well we are able to define our strategy now will enable us to more proactively address our financial concerns and prevent the need for less desirable reactionary approaches in the future.

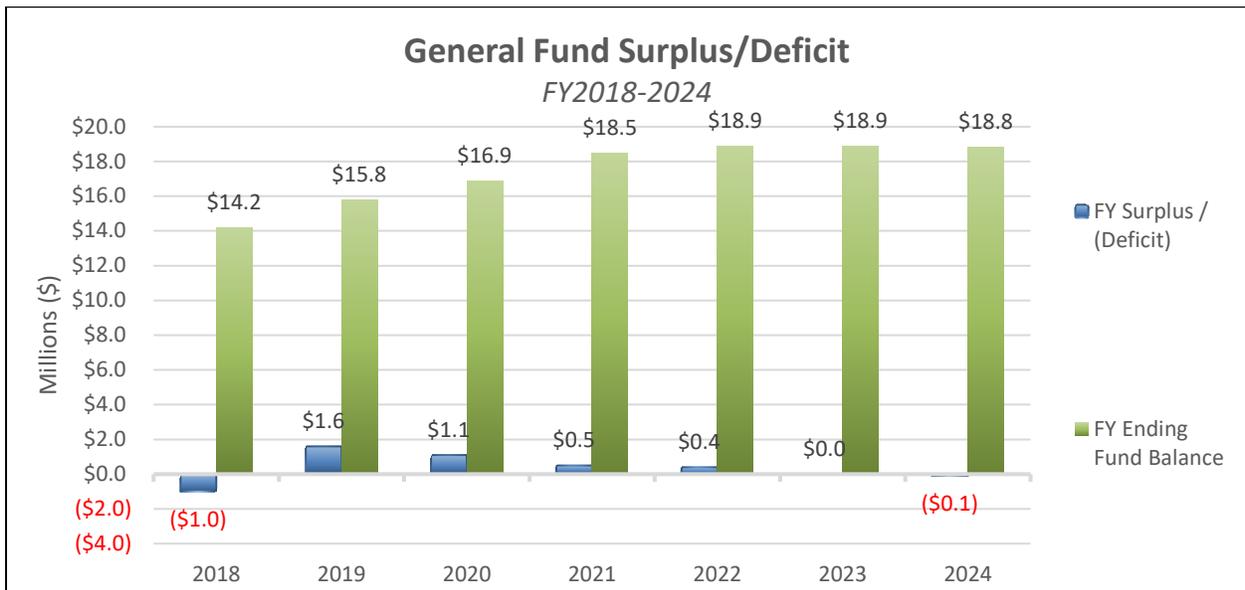
Addressing long term financial concerns has been a priority for the City of Upland for at least ten years. The long term priorities are:

1. Maintain a balanced operating budget in order to avoid dipping into existing reserves.
2. Increase operating reserves with an ultimate goal of 25% of budgeted operating expenditures. We are currently up to a 17.5% reserve.
3. Address unfunded liabilities for CalPERS pension and other postemployment benefits (OPEB). At 6/30/2019, pension and OPEB trust balances were \$6,705,413 and \$1,119,235 respectively. We are currently considering payment to CalPERS of a lump sum amount to be applied directly to the unfunded pension liability.
4. Provide necessary funding for infrastructure maintenance and improvements. Prior year surpluses have allowed us to start making a dent in improving the health of our deteriorating infrastructure. We have been focusing on improvements that will save the city money in future years and on revenue generating facilities.
5. Provide funding for additional public safety services. We are currently in negotiations with the public safety groups. The goal is to negotiate reasonable but competitive salaries and benefits with the goal of slowing and/or eliminating exodus from the department. We are also focusing on the training and safety of our officers.

In recent years the City has made significant progress in addressing these goals; however, much more attention is needed. The most significant action taken to address the ongoing financial needs of the City was the annexation to the San Bernardino County Fire Protection District (County Fire) on July 22, 2017. Prior to the annexation, financial projections as presented using the PFM Model depicted imminent deficit spending in the 2017-18 fiscal year and a dwindling general fund balance through 2023.



After completing the annexation process the City has a clearer understanding of its impact on the operating budget. As depicted in the actual results for 2018 and projections using the PFM model, annexing fire services to the San Bernardino County Fire District has extended an estimated balanced operating budget to 2024 with a growing General Fund balance.



The annexation was the first step in financial stability. This provided the basis for a “status quo” budget or same level of services and basic complement of staffing as in previous years. This does provide stability, but it doesn’t provide for additional needs such as addressing deteriorating infrastructure or enhancing existing police services.

In order to continue to increase the operating reserve, provide additional funding for police services, and infrastructure maintenance and improvements, additional steps are necessary. The first step is to determine if there is any way to stabilize the increasing pension costs. In 2016, the City established a PARS account with funds specifically identified for pension and OPEB liabilities. These funds are intended to be used as a stabilization mechanism to assist the City in paying the annual increase of the unfunded liabilities. Establishing this asset was an important step in addressing the unfunded liability; however, it may be possible to restructure the unfunded pension and OPEB debt. Options will be explored in fiscal year 2019-20. Reducing the annual cost of unfunded pensions will assist in addressing other long term financial goals.

Finally, in order to address additional funding for infrastructure maintenance and enhancement to police services, the City will need to either further reduce spending or continue consideration of a revenue enhancement measure. Staff is evaluating alternatives on an ongoing basis for reorganization, cost savings measures, and other efficiencies that will result in reduced spending; however, given the years of ongoing cost reductions the potential for a great savings impact is limited.

While there is still a distance between the City’s current position and the long-term financial goals, it is clear that progress has been made and the current direction addresses both current and long-term needs.

CONCLUSION

A budget is a fiscal plan that establishes anticipated revenue and expenditures for accomplishing a variety of services over a given time frame. While the City of Upland prepares a one-year budget, we cannot lose sight of our long term needs. It is critical to safeguard our operating reserves, address any fiscal weaknesses, and make strategic financial decisions to ensure we have a resilient City over the long-term. It is important that we continue to refine our financial strategy with the goal of being a resilient and fiscally responsible City. How well we are able to define our strategy now will enable us to more proactively address our financial concerns and prevent the need for less desirable reactionary approaches in the future.

BUDGET PROCESS

Purpose of the Budget Document

The Budget sets forth a strategic resource allocation plan that is distinctly aligned with community goals, preferences, and needs. The Budget is a policy document, financial plan, operations guide, and communication device all in one.

The Budget:

- ◆ Determines the quality and quantity of City programs and services
- ◆ States expenditure requirements for the allocation plan and estimated available revenues to finance it
- ◆ Sets targets and provides a means of measuring accomplishments against goals, actual versus planned outcomes
- ◆ Serves as a communication device for elected officials, the public, and the City organization that promotes the City's vision and direction, fiscal health and vitality, and what the public is getting for its tax dollars.

Through the Budget document, the City demonstrates its accountability to its residents, customers, and community.

The Relationship Between the Operating Budget and Capital Improvement Program

The Budget document is comprised of both the Annual Operating Budget and the Capital Budget. The development of the two budgets, however, takes place on two separate, albeit interrelated, tracks.

The Operating Budget is the complete budget used to finance all day-to-day operations and obligations of the City. The budget includes general government administration and operations, debt service, capital expenditures, and transfer payments for a particular fiscal year. The funding for this budget is derived from taxes, fees, licenses, fines, and inter-governmental revenues (state and federal).

The Capital Improvement Program (CIP) is a multi-year instrument that drives the identification, evaluation, and financing of capital infrastructure that is in need of renovation, repair and/or construction. Capital projects range from road maintenance or construction to the renovation of municipal buildings, recreation centers, and water main and sewer system replacement. The CIP relates these capital project needs to the financial sources that will support their realization and the timeframe in which both the financial and work will take place. Capital improvement projects typically carry considerable future impact, meaning, they have a life span of at least five years or more. They are usually financed over a longer period of time, in effect spreading the cost of the project across a generation of users.

Guide to the Budget

The City of Upland's fiscal year begins each July 1st and concludes on June 30th. The development of the annual budget is comprised of distinct phases. First, the City Council identifies the priority service requirements for the community, during the Strategic Goals workshop. Second, is the planning and assessment that includes both strategic plan development and data gathering, such as performance measurements. A select group of performance measures used in the development process are featured in the budget document.

The budget kickoff begins in mid-January at a meeting to which the City Manager, Finance staff, and all Department Heads and their budget staff attend. The City Manager briefs the participants on policy directives and general budgeting guidelines and Finance staff follows with a discussion on the technical and procedural aspects of preparing the budget. Departments have approximately two months to prepare their budgets.

Subsequent to budget submittals, the City Manager, Finance staff, and Department Heads hold meetings to discuss proposed budgets. Participants discuss the budget, including reductions or other significant changes, goals and objectives, and performance measures.

Once the City Manager reviews have taken place and all departmental budget issues are resolved, the Finance staff prepares the preliminary budget. The Finance Officer presents the proposed budget at a special meeting. Following the Committee review, the Finance Officer presents the proposed budget to the City Council, at which time the City Manager will recommend to the City Council the adoption of the budget with any necessary revisions made between the time of publication of the preliminary budget and the date of adoption.

The budget plays a crucial role in communicating to elected officials, City employees, and the public, the City's plans for the use of its resources. Budgets are complex documents that can be difficult to grasp at first hand. Although the City has made every effort to make the document as easy to navigate as possible, some discussion as to how the book is organized is deemed warranted. This section provides the reader with some basic understanding of the constituent components of a budget document.

Organization of the Budget Document

The Budget document is comprised of the following sections:

City Manager's Budget Message

The City Manager's Budget Message is a transmittal letter addressed to the Mayor and City Council that introduces the FY 2019-20 annual budget. The Budget Message outlines the organizing principles of the budget and the assumptions on which the budget was developed. The City Manager's Budget Message aims to provide the reader with highlights of the operating and capital budgets, and sufficient context to understand how and why the budgetary changes occurred between fiscal years.

Financial and Budgetary Policies

This section provides the reader an understanding of the City's financial policies and budgetary practices. It describes the purpose of the budget, its development, reading the budget, and the financial and operational policies followed in the budget development and planning process. Additionally, this section includes the resolutions for the appropriations limit and adoption of the budget and a matrix illustrating department/fund relationships.

General Information

The City Profile provides a snapshot of the City for which the Budget has been developed. The purpose of this section is to give the reader an at-a-glance look at the City's organizational structure, demographic data, and other statistics.

Budget Summaries

The budget summaries section is the nuts and bolts of the Budget. It provides the following information: Summary of Changes in Fund Balance, Schedule of Revenues by Fund and Category, Schedule of Revenue Detail by Fund, Schedule of Expenditures by Fund, Schedule of Expenditures by Fund and Category, Expenditures by Department Program and the Summary of Transfers.

Department Summaries

The Department Summaries contain detailed budget information for the basic organizational units of the City, its departments. Each department summary presents the following information:

- ◆ Mission Statement - Each department has formulated a mission statement that presents the “what, for whom, and why” the department exists.
- ◆ Expenditures by Category - The table and graph provide information on budgeted expenditures organized by the following categories: personnel, maintenance and operations, capital outlay and capital improvement projects.
- ◆ Expenditures by Funding Source - The table and graph provide information on the funding sources for the budgeted expenditures.
- ◆ Goals and Objectives - Departments are comprised of smaller organizational units that allow the department to attain its mission.
- ◆ Performance Measurements - Each department has established performance measures for assessing progress made toward achieving goals. These measures are used during the budget process to ascertain program performance, workload, and future targets.
- ◆ Major Accomplishments - This section lists a department's achievements over the past fiscal year.

- ◆ Expenditure Summary by Division – This section lists the various divisions and related expenditures which make up the department.
- ◆ Expenditure Summary by Object Code – This table provides line-item budgetary detail for the department.

Capital Improvement Program

This section looks at the City’s capital improvement program, funding sources, project highlights, and the specific projects for which funds are allocated for the budget year.

Schedule of Positions

The Schedule of Positions section includes the titles of the Full Time Equivalent (FTE) positions authorized for each department. A comparative table that provides four years of data is also presented.

Chart of Accounts

This section provides a list of the City’s funds, divisions and object codes.

Glossary of Terms

Budget documents may be difficult to read and may contain terms unfamiliar to the reader. This section covers key terms used throughout the budget document and in the budgeting process in general.

List of Acronyms

A list of acronyms used throughout the budget document is included.

**City of Upland
Operating and CIP Budget Calendar
Fiscal Year 2019-20**

| Date | Day | Responsibility | Action |
|--------------------------------------|------------|---|---|
| February 14, 2019 | Thursday | Finance | Budget Worksheets and Salary and Benefit Worksheets are distributed to Departments. |
| February 25, 2019 | Monday | City Manager, Departments | Budget kickoff meeting, City Manager and the Departments. |
| March 4, 2019 | Monday | Departments | Departments submit revisions to salary and benefit allocations and Fiscal Year 2019-20 new position/reclassification requests to Finance. |
| March 11, 2019 | Monday | Departments | Departments submit CIP and New Vehicle, Capital Purchase requests to Public Works. |
| March 21, 2019 | Thursday | Departments | Departments submit FY 2018-19 expenditure/revenue projections and 2019-20 proposed expenditure budget and revenue estimates to Finance, and complete the budget entry in Munis. |
| March 21, 2019 | Thursday | Public Works | Public Works Department submits Fiscal Year 2019-20 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis). |
| March 25, 2019 | Monday | Departments | Departments submit narratives, goals and objectives, performance measures and major accomplishments. |
| March 25 - April 11, 2019 | | Finance | Finance prepares First Draft of budget summaries. |
| April 15 - 18, 2019 | | City Manager, Assistant City Manager, Finance and Departments | First Round - City Manager, Finance Officer and staff members assigned with budget preparation meet with Departments to review revenues and operating and capital improvement project budgets. |
| April 30, 2019 | Tuesday | Finance | Finance completes a Second Draft of the budget document and submits budget summaries to the Departments for review. |
| May 1 - 7, 2019 | | City Manager, Assistant City Manager, Finance and Departments | Second Round - City Manager, Finance Officer and staff members assigned with budget preparation meet with Departments to review revenues and operating and capital improvement project budgets. |
| May 9, 2019 | Thursday | Departments | Departmental PowerPoint slides due for the budget presentation. |
| May 23, 2019 | Thursday | City Manager, Assistant City Manager, Finance and Departments | City Council Workshop Proposed Budget 2019-20. |
| June 24, 2019 | Monday | Finance Officer | Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2019-20 Budget and Appropriations Limit. |
| June 24, 2019 | Monday | Finance Officer | GANN Limit presented to the City Council for adoption of the Fiscal Year 2019-20 Appropriations Limit. |

FINANCIAL POLICIES

The City of Upland was incorporated on May 15, 1906, under the general laws of the State of California and enjoys all the rights and privileges pertaining to “General Law” cities. The City is governed by an elected five-member board. Included within the financial reporting entity of the City are the Successor Agency to the Upland Community Redevelopment Agency and the Upland Public Financing Authority.

Basis of Accounting and Budgeting

The City’s accounting system is organized on a fund basis. Each fund is a separate accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund equity, revenues, and expenditures. The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Governmental funds are classified into three broad categories: governmental (general, special, debt service, and capital improvement projects), proprietary, and fiduciary funds. Governmental funds include activities usually associated with typical or local government operations. Proprietary funds are financed and operated in a manner similar to private business enterprises, where the intent is to recover the cost of providing goods and services from user charges. Fiduciary funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent.

The City’s accounting and budgeting systems are in compliance with the Generally Accepted Accounting Principles (GAAP). This means that the modified accrual basis of accounting is used for governmental fund types and that the accrual basis of accounting is used for proprietary fund types. These funds are described as follows:

General Fund

The General Fund is the City’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund finances basic services to residents, including police, library, and recreation.

Special Revenue Funds

Housing - This fund accounts for the housing activities of the City that were previously accounted for in the redevelopment agency low and moderate income housing fund.

SB509 Public Safety Augmentation - This fund accounts for the half-cent sales tax enacted by Proposition 172 and SB509. Funds are used to cover operational expenditures of the Police Department.

Gas Tax - This fund accounts for State gasoline taxes received by the City. These funds may only be used for street maintenance, right-of-way acquisition, and street construction. Gas Tax funds are used for capital projects established within the Gas Tax Fund.

Measure I - This fund accounts for revenues which were approved by the San Bernardino County voters in a General Election in 1989 authorizing a one-half percent (1/2%) sales tax on all retail transaction within the incorporated and unincorporated territory of the County of San Bernardino. It was approved originally for a period not to exceed twenty years but in 2004, was extended through 2040. These proceeds are restricted solely for county-wide transportation improvements and traffic management programs.

Home/CalHome Investment Partnership Program - These funds account for housing rehab grants from the California Department of Housing and Community Development. These grants are then loaned to local citizens for single-family home rehabilitation, neighborhood restoration, first-time homebuyers, tenant based assistance and rental rehabilitation programs.

Community Development Block Grant (CDBG) - This fund accounts for receipt and disbursement of the Community Development Block Grant Program funding by the United States Department of Housing and Urban Development. Program accountability follows the guidelines of Office Management and Budget Circulars A102 and A87.

Parking Business Improvement Area (PBIA) - This fund accounts for revenues received from an additional levy on the general business license tax imposed on businesses located in the downtown area and is to be used for the acquisition, construction and maintenance of parking facilities for the benefit of the area.

Air Quality Management District - This fund was established to account for the receipt and disbursement of funds generated by Assembly Bill 2766 which sets forth requirements for reduction of air pollution from mobile sources as promulgated by the South Coast Air Quality Management District (SCAQMD).

Proposition 30 - This fund accounts for the financial activity related to the City's share of Proposition 30 (SB109) monies restricted for local law enforcement with a portion of a State income tax increase to be utilized for costs associated with parolees and probationers.

Citizen's Option for Public Safety (COPS) - This fund is used to account for the receipt of funds generated by AB3299 and the use of which is restricted for front-line police activity.

Debt Service Funds

Upland Public Financing Authority - The Upland Public Financing Authority is a joint exercise of powers under the laws of the State of California, authorized to issue bonds under the Mello-Roos Local Bond Pooling Act of 1985 (Article 1 through 4, Section 6500, Chapter 5, Division 7, Title 1 of the State of California Government Code). The City of Upland and the Successor Agency (formerly known as Upland Community Redevelopment Agency) formed the Financing Authority by execution of a joint exercise of powers agreement to provide financing by agreements and loans to the Agency for various project purposes.

Capital Projects Funds

Capital projects funds are established to account for acquisition and construction of capital facilities other than those financed by proprietary funds.

General Capital Improvements - This fund was established under the provision of Section 53731 of the Government Code and Section 3.44.050 of the Upland Municipal Code to account for projects for the general government, fire and police and are supported by Development Impact Fees from new development.

Park Acquisition and Development - This fund accounts for all revenue from the Dwelling Unit Construction Tax, in accordance with Section 3.44.020 of the Upland Municipal Code which must be used for the acquisition and development of park facilities within the City of Upland.

Storm Drain Development - This fund, established by Section 3.44.040 of the Upland Municipal Code, is used to account for the revenues received from fees on various building permits which are set aside to provide for the creation of a storm drain system in cooperation with the other governmental entities in the surrounding area.

Street and Traffic Facility Development - This fund is supplementary to the Gas Tax and Public Transportation Funds. This fund was established under Upland Municipal Code Section 3.44.030 to provide for improved quality of street and traffic facilities in the City. The revenue source of this fund is development impact fees.

General Capital Projects – This fund was established to account for projects of a general nature which are funded by the General Fund.

Energy Efficiency Capital Improvement Projects – This fund was established to account for the proceeds of California Renewable Energy Bonds and lease proceeds strictly to be used for the construction and implementation of energy saving improvements. These improvements include: solar panel installations on various municipal structures; the installation of energy efficient HVAC systems; and the installation of energy efficient lighting and control systems.

Proprietary Funds and Fiduciary Funds

Proprietary fund revenues and expenses are budgeted and recognized on the accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and measurable. Expenses are recognized in the period incurred, if measurable.

Fiduciary or private-purpose trust funds are reported using the economic resources measurement focus and the accrual basis of accounting.

Successor Agency - This fund accounts for the activities of the Successor Agency to the Upland Community Redevelopment Agency, including but not limited to the accumulation and disbursement of monies to meet debt service requirements.

Enterprise Funds

Water Utility - This fund accounts for the sale of water to Upland's citizens and businesses and also records expenditures for water capital improvement projects.

Solid Waste Utility - This fund accounts for the refuse pick-up services provided by private contract including billing and collection for commercial customers. Residential billing and collection is accomplished by City staff. Activities include recycling and green waste programs.

Sewer Utility - This fund records all City sewer service transactions and includes the additional services of street cleaning, tree trimming, storm drain maintenance and NPDES programs.

Internal Service Funds

Self-funded Insurance - This fund accounts for self-funded insurance. City Departments are charged for the services provided or benefits received from this fund.

Fleet Maintenance and Replacement - This fund provides for the operation of the City's Fleet Management Division, which accounts for repairs, routine maintenance and eventual replacement of City vehicles.

Information Systems - This fund provides for the operation of the City's Information Systems Division, including maintenance of the City's information technology network and hardware.

Building Maintenance & Operations - This fund provides for the operation of the City's Building Maintenance & Operations Division which is responsible for the maintenance of all the City's facilities.

Budgetary Control and Policies

Budgetary control is exercised by (1) the annual budget adoption by the City Council (2) formal budgetary integration within the accounting system (3) the mid-year review presented to the City Council in February (4) the encumbrance of estimated purchase/contract amounts prior to the release of purchase orders to vendors (5) properly and adequately documented City Council approved budget adjustments to appropriation and revenue estimates (6) monthly review of departmental expenditure reports comparing budget to actual amounts and (7) the established review process of carry-overs in which departments are requested to submit justification and funding sources for unencumbered, budgeted amounts requested for carryover. The final list of continued operations becomes part of the City's annual budget.

The City Council approves each year's budget submitted by the City Manager prior to the beginning of the fiscal year. Public meetings are conducted prior to the adoption by City Council. It is the City Council's goal to adopt a balanced annual budget, a budget in which current revenues equal recurring expenditures. The City Manager has authority to adjust the amounts appropriated between the funds and activities of a fund, provided, however, that the total appropriations for each fund may not exceed the amounts provided in the budget resolution.

The City Manager is also authorized to approve continuing appropriations at year-end for capital improvement projects and other expenditures previously approved by the City Council.

Cash and Investment Policies

The City's cash and investments are reported at fair value. Changes in fair value that occur during a fiscal year are recognized as interest revenue reported for that fiscal year. Interest revenue includes interest earnings, changes in fair value, and any gains or losses realized upon maturity, liquidation, or sale of investments.

Cash accounts of all funds are pooled for investment purposes to enhance safety and liquidity while maximizing interest earnings. Interest revenue earned by the pooled investments is allocated to the various funds based on each fund's average monthly cash balances.

Reserve Policy

In order to prudently protect the fiscal solvency of the City, it is important to maintain some minimum level of reserves. Reserves are important in order to: mitigate the negative impact to revenues from economic fluctuations; fund unforeseen expenditure requirements; provide a minimum level of cash investment interest revenue and; avoid the need to borrow for cash flow purposes. The General Fund Reserve is currently at 17.5% of operating expenditures with an ultimate goal of 25%.

Capital Assets

Capital assets (including infrastructure) greater than \$5,000 are capitalized and recorded at cost or at the estimated fair value of the assets at the time of acquisition where complete historical records have not been maintained. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets include public domain (infrastructure) general fixed assets consisting of certain improvements including roads, curbs and gutters, streets, sidewalks, medians, sewer and water lines and storm drains.

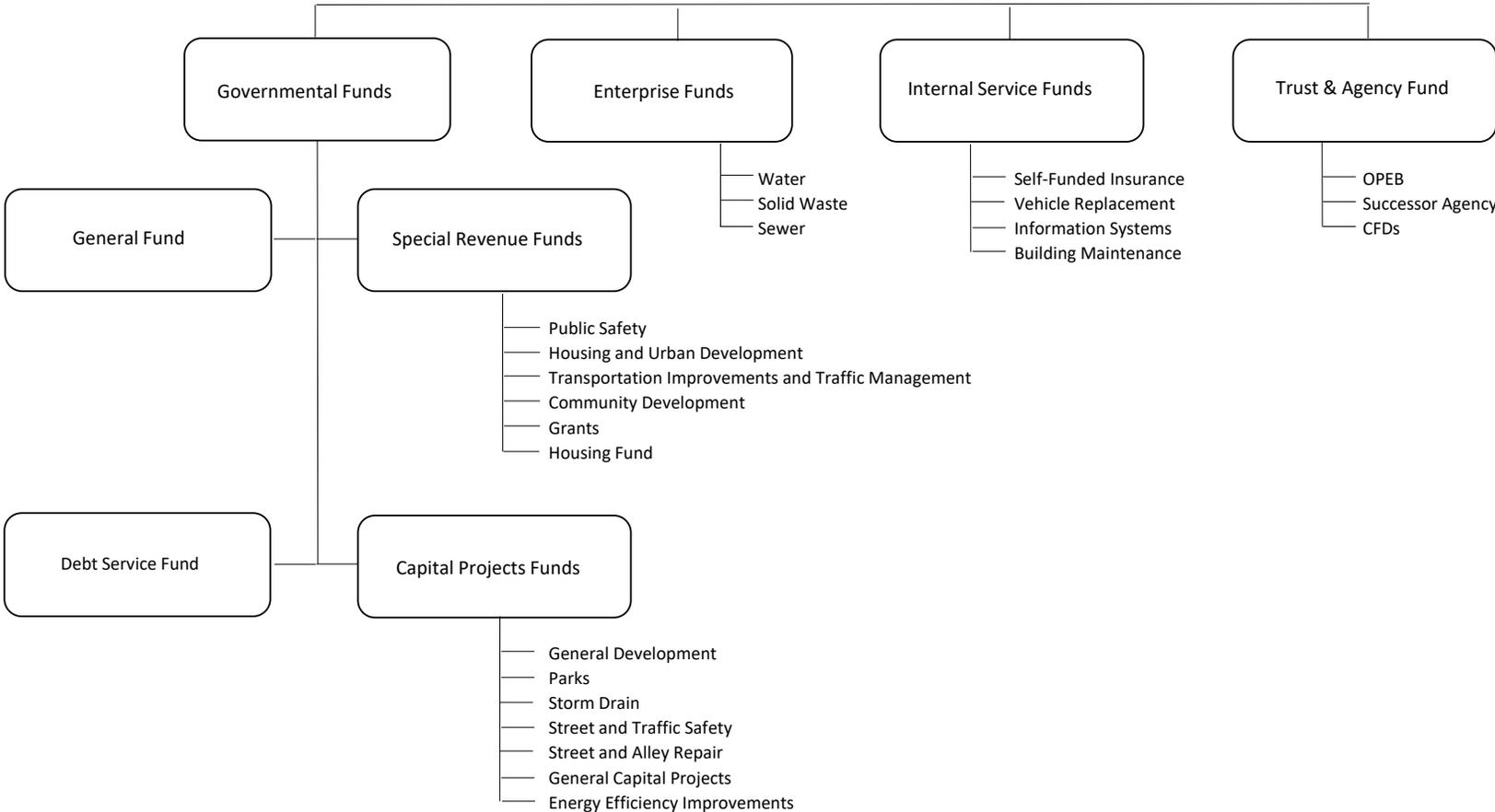
Debt Management

The California Constitution requires that long-term debt pledged by the full faith and credit of the City can only be approved by voter referendum. Currently, the City does not have any general obligation debt. However, per State of California statute, the City's debt limit is set at 15% of total assessed valuation for purposes of City taxation for all the real and personal property within the city.

Legal Debt Margin Calculation for Fiscal Year 2019-20

| | |
|-------------------------------------|------------------------------|
| Assessed Valuation | \$9,383,275,213 |
| Debit Limit (15% of assessed value) | 1,407,491,282 |
| Debt applicable to limit: | |
| General obligation bonds | <u> -</u> |
| Total net debt applicable to limit | <u>\$ -</u> |
| Legal debt margin | <u>\$1,407,491,282</u> |

FUND STRUCTURE



DESCRIPTIONS

- General Fund** is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget.
- Housing Fund** is used to account for the income activities of the City that were previously accounted for in the low and moderate income housing redevelopment agency fund.
- Special Revenue Funds** are used to account for certain funds, which are legally restricted to certain purposes.
- Debt Service Funds** are used to account for debt payments owed by the City.
- Capital Improvement Project Funds** are used to account for the purchase or construction of major capital projects, which are not financed by Proprietary Funds or Trust Funds.
- Internal Service Funds** account for a department of a governmental agency, which provides services to other departments of the agency.
The costs of all or a part of the operations and the provision of services are recovered through fees charged to the user departments
- Fiduciary (Trust and Agency) Funds** account for assets held by the City in a trustee capacity or as agency for individuals, private organizations, other governments, and/or other funds

RESOLUTION NO. 6498

A RESOLUTION OF THE CITY COUNCIL ADOPTING THE FISCAL
YEAR 2019-20 ANNUAL BUDGET

Intent of the Parties and Findings:

(i) The Acting City Manager has caused a budget document to be prepared and presented to the City Council covering the Fiscal Year July 1, 2019 through June 30, 2020; and

(ii) This budget document has been placed on file in the office of the City Clerk and made available for public examination; and

NOW, THEREFORE, the Upland City Council hereby finds, determines and resolves as follows:

Section 1. The City Council hereby adopts the Fiscal Year 2019-20 Annual Budget.

Section 2. The following funds, appropriations, and transfers, therefore, are hereby authorized for the fiscal year beginning July 1, 2019:

| | |
|---------------------------------------|--------------|
| General Fund | \$43,044,500 |
| Housing Fund | 4,105,240 |
| Public Safety Augmentation Fund | 1,002,140 |
| Gas Tax | 8,924,110 |
| Measure I | 6,059,150 |
| HOME Investment Partnership Program | 205,000 |
| Community Development Block Grant | 636,410 |
| Parking Business Improvement Area | 204,200 |
| Air Quality Management District | 195,210 |
| Homeland Security Grant | 22,940 |
| Prop 30 | 140,000 |
| COPS | 626,870 |
| CalHOME Program | 210,000 |
| General Capital Improvements | 54,850 |
| Park Acquisition & Development | 178,400 |
| Storm Drain Development | 655,420 |
| Street & Traffic Safety Development | 1,629,520 |
| General Development Capital | 1,163,930 |
| Street & Alley Repairs | 776,750 |
| Energy Efficiency Capital Improvement | 275,120 |
| Water Utility | 41,491,190 |
| Solid Waste Utility | 13,366,560 |
| Sewer Utility | 12,754,150 |
| Self-Funded Insurance | 4,177,530 |
| Fleet Maintenance & Replacement | 1,433,070 |

| | |
|-----------------------------------|----------------------|
| Information Systems | 1,677,510 |
| Building Maintenance & Operations | 1,156,300 |
| Successor Agency Housing | <u>3,323,870</u> |
| Total | <u>\$149,489,940</u> |

Section 3. The City Manager is hereby authorized to make expenditures, including capital outlay items, provided for in said budget.

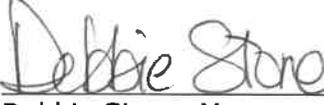
Section 4. The City Manager is hereby authorized to increase appropriations in those instances where there is an offsetting source of revenue such as when money has been received or put on deposit with the City.

Section 5. The City Manager is hereby authorized to approve continuing appropriations for capital improvement projects and other expenditures approved by the City Council but not yet expended prior to July 1, 2018.

Section 6. The City Manager is hereby authorized to redistribute allocated budgeted amounts within or between departments.

Section 7. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

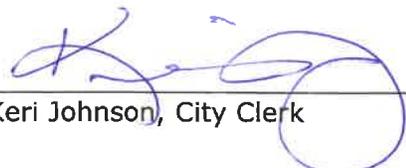
PASSED, ADOPTED AND APPROVED this 24th day of June, 2019.



 Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Upland held on the 24th day of June, 2019, by the following vote:

AYES: Mayor Stone, Councilmembers Elliott, Felix, Velto, Zuniga
 NOES: None
 ABSENT: None
 ABSTAINED: None

ATTEST: 

 Keri Johnson, City Clerk

RESOLUTION NO. 6499

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF UPLAND FOR FISCAL YEAR 2019-20

Intent of the Parties and Findings:

(i) Section 1.5 of Article XIII B of the constitution of the State of California imposes upon units of State and Local Government the obligation to limit each fiscal year's appropriations of the proceeds of taxes to the amount of such appropriations in Fiscal Year 1986-87 as adjusted for changes in cost of living and population; and

(ii) Section 7910 of the Government Code of the State of California directs the governing body of each local jurisdiction to establish its appropriation limit by resolution each year; and

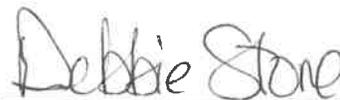
(iii) The Finance Officer of the City of Upland has determined the City's appropriations limit for Fiscal Year 2019-20 in accordance with said provisions of the Constitution and laws of the State of California and the documentation used in said determination is available in the Finance Division of the City of Upland.

NOW, THEREFORE, the Upland City Council hereby finds, determines and resolves as follows:

Section 1. Calculation of said limit for the City shall be determined by (1) Using the California population growth of San Bernardino County, and the change in CCPI, both as determined by the California Department of Finance; and (2) Based upon the above said factors, the appropriations limit of the City of Upland for the Fiscal Year 2019-20 is hereby found and determined to be \$109,691,345.

Section 2. Certification. The City Clerk of the City of Upland shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED this 24th day of June, 2019.



Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 24th day of June, 2019, by the following vote:

- AYES: Mayor Stone, Councilmembers Elliott, Felix, Velto, Zuniga
- NOES: None
- ABSENT: None
- ABSTAINED: None

ATTEST:


Keri Johnson, City Clerk

**City of Upland
Appropriations Limit Calculation
Fiscal Year 2019-20**

Part I - Calculation of Appropriations Limit

| | | |
|---|------------------------------|-------------------------------------|
| FY 2018-19 Appropriations Limit Adopted by the City Council | | \$ 104,687,292 |
| Change in County Population (.90%): | 1.0090 ^(a) | |
| Change in Per Capita Personal Income (3.85%) | <u>1.0385 ^(a)</u> | |
| Total Annual Adjustment Factor (1.0090 x 1.0385) | <u>1.0478</u> | |
| Annual Adjustment (104,687,292 X 1.0478) | | 5,004,053 |
| Appropriations Limit - Fiscal Year 2019-20: | | <u><u>\$ 109,691,345</u></u> |

Part II - Appropriations Subject to the Limit

| | | |
|--|--|------------------------------------|
| Proceeds from Taxes from Schedule B: | | \$ 33,096,319 |
| Less: Debt Service Payments | | <u>(427,880)</u> |
| Total Appropriations Subject to the Limit | | <u><u>\$ 32,668,439</u></u> |

Part III - Calculation of Appropriations Over/Under the Limit

| | | |
|--|--|------------------------------------|
| Appropriations Limit - Fiscal Year 2019-20 | | \$ 109,691,345 |
| Less: FY2019-20 Appropriations Subject to Limitation | | <u>(32,668,439)</u> |
| Total Appropriations Under the Limit | | <u><u>\$ 77,022,906</u></u> |

^(a) Source: State of California, Department of Finance, Price and Population Information, May 2019

| Department / Fund Matrix | General Government | Administrative Services | Development Services | Police | Public Works |
|--|---------------------------|--------------------------------|-----------------------------|---------------|---------------------|
| General Fund | ✓ | ✓ | ✓ | ✓ | ✓ |
| Housing Fund | | | ✓ | | |
| Public Safety Augmentation Fund | | | | ✓ | |
| Gas Tax Fund | | | | | ✓ |
| Measure I Fund | | | | | ✓ |
| HOME Investment Partnership Fund | | | ✓ | | |
| Community Development Block Grant Fund | | | ✓ | | |
| Parking Business Improvement Area Fund | | | ✓ | | |
| Air Quality Management District Fund | | ✓ | | | |
| Homeland Security Grants Fund - PD | | | | ✓ | |
| Prop 30 Fund | | | | ✓ | |
| COPS Fund | | | | ✓ | |
| Other Grants Fund | | ✓ | | | |
| Office of Traffic Safety Fund | | | | ✓ | |
| Local Law Enforcement Block Grant Fund | | | | ✓ | |
| Asset Forfeiture - Federal DOJ | | | | ✓ | |
| CalHOME Fund | | | ✓ | | |
| Asset Forfeiture - Federal/Treasury | | | | ✓ | |
| Asset Forfeiture - State | | | | ✓ | |
| Public Financing Authority Fund | | ✓ | | | |
| General Capital Improvements Fund | | | | | ✓ |
| Park Acquisition & Development Fund | | | | | ✓ |
| Storm Drain Development Fund | | | | | ✓ |
| Street & Traffic Facility Development Fund | | | | | ✓ |
| General Capital Projects | | | | | ✓ |
| Street & Alley Repairs | | | | | ✓ |
| Energy Efficiency Capital Improvements | | | ✓ | | |
| Water Utility Fund | | | | | ✓ |
| Solid Waste Utility Fund | | | | | ✓ |
| Sewer Utility Fund | | | | | ✓ |
| Self-Funded Liability Insurance Fund | | ✓ | | | |
| Fleet Maintenance and Replacement Fund | | | | | ✓ |
| Information Systems Fund | | ✓ | | | |
| Building Maintenance & Ops Fund | | | | | ✓ |
| Successor Agency Fund | | | ✓ | | |

City of Upland Strategic Goals

In the past, the City has relied on various tools to identify strategic goals for the City. The following goals have been established to meet the needs of the community:

◆ **Responsive Leadership**

To enhance the public's confidence in the City's current leadership, both elected and staff, by fostering public and private partnerships.

◆ **Sense of Community**

To ensure an excellent quality of life by facilitating continuous, open dialogue with the City's civic, non-profit, and faith-based organizations, the business community, residents and local government.

◆ **Community Oriented Public Safety**

To assure residents and their families will be safe in their homes and in their neighborhoods, as well as provide basic instructions on disaster preparation and protection of their family and property.

◆ **Economic and Workforce Development**

To be an even more economically vibrant and diverse City that is a vital commercial and cultural crossroad between the greater Los Angeles Area and the Inland Empire, while attracting creative professionals and the cutting edge organizations wishing to employ them.

◆ **Historic Preservation and Enhancement**

To enhance Historic Downtown Upland as the heart of the community where pedestrians enjoy charming shops, restaurants and cultural art attractions.

◆ **Improvement of City Infrastructure**

To maintain and manage streets, sidewalks, sewers, parks and public facilities with emphasis on the revitalization of the Foothill Corridor and Historic Downtown Upland.

Departmental goals and objectives are updated annually and are included in the Operating Budget, listed by division within each department. The following is a listing of Fiscal Year 2019-20 goals and objectives, as they relate to the City's long-term strategic goals.

Responsive Leadership

- ◆ Continue managing the City's resources in a conservative, fiscally responsible manner while maintaining a General Fund reserve of 17.5% of the current operating budget, for economic uncertainty and unforeseen expenditure requirements.

Sense of Community

- ◆ Improve City communication by producing the Upland Today newsletter and City website upgrades such that communication is found to be core in our service to Upland residents and business owners.
- ◆ Continue to nurture and promote public communications and engagement by maintaining open government ideals and developing programs/projects that support the constant pursuit of excellence in municipal services, as well as model public sector status.

Community Oriented Public Safety

- ◆ To have well-trained disaster response employees by providing training on the Incident Command System and Emergency Operations Center functions. This will result in a higher and more successful course of action when responding to, containing, controlling, and recovering from an emergency.
- ◆ Promote the safe movement of vehicles and pedestrians throughout the City by educating the motoring public and by enforcing traffic laws to reduce motor vehicle collisions.
- ◆ To protect the community from gang activity and graffiti by participating in regional enforcement of gang and graffiti violations, the Graffiti Reward Program, a graffiti/tagger database, proactive gang enforcement, and by participating in countywide SMASH operations.
- ◆ To keep pace, through ongoing training, with the technological advances in computers, servers and telecommunication devices such as smart phones.
- ◆ To operate the Animal Services Shelter such that public safety and welfare is upheld and animal adoptions are increased, as well as enhancing animal services provided to the residents of Upland.

Economic and Workforce Development

- ◆ Market the following programs designed to retain and attract retail businesses within Upland: Commercial Rehabilitation Program, Sales tax producing business Attraction/Incentive Program.

- ◆ Acquire property in the downtown area for the purpose of assembling land for development.
- ◆ Strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies. Encourage economic growth by raising public awareness of existing business and employment resources promoting job creation and retention.
- ◆ Explore and assist in the facilitation of building and site reuse opportunities to accommodate evolving retail trends and the reuse and/or expansion of existing retail spaces.

Historic Preservation and Enhancement

- ◆ Continue to market the Downtown Façade Program in order to preserve historical structures.
- ◆ Continue to acquire key commercial properties in Downtown to facilitate mixed-use developments and public parking.
- ◆ Continue implementation of the Downtown Specific Plan by facilitating development opportunities within the plan area.

Improvement of City Infrastructure

- ◆ Ensure an attractive and well maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the City-owned open space located at Baseline and the 210 Freeway.
- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively renewed, replaced, and maintained.
- ◆ To ensure City compliance with federal and state regulations pertaining to storm water and the area-wide National Pollutant Discharge Elimination System (NPDES).
- ◆ To complete the following major Capital Improvement Projects:
 1. Citywide Pavement Slurry Seal
 2. Citywide Sewer Rehabilitation
 3. Arrow Highway Rehabilitation (Benson to San Antonio)

4. Campus Avenue Rehabilitation (South City limit to Foothill Blvd)
5. Grove Avenue Rehabilitation (Foothill Blvd. to 15th Street)
6. 13th Street Water Main Replacement and Street Reconstruction (Euclid Avenue to Campus Avenue)
7. Reservoir 16 repairs
8. 19th Street Water Main Replacement (Mountain Avenue to Euclid Avenue)
9. Arrow Highway Water Main Replacement and Street Reconstruction (Mountain Avenue to San Antonio Avenue)
10. Palm Avenue Water Main Replacement
11. Citywide Sewer Rehabilitation

Officials of the City of Upland

Elected Officials

Debbie Stone, Mayor

**Janice Elliot
Ricky Felix
Rudy Zuniga
Bill Velto**

**Mayor Pro Tem
Councilmember
Councilmember
Councilmember**

Larry Kinley

City Treasurer

Executive Staff

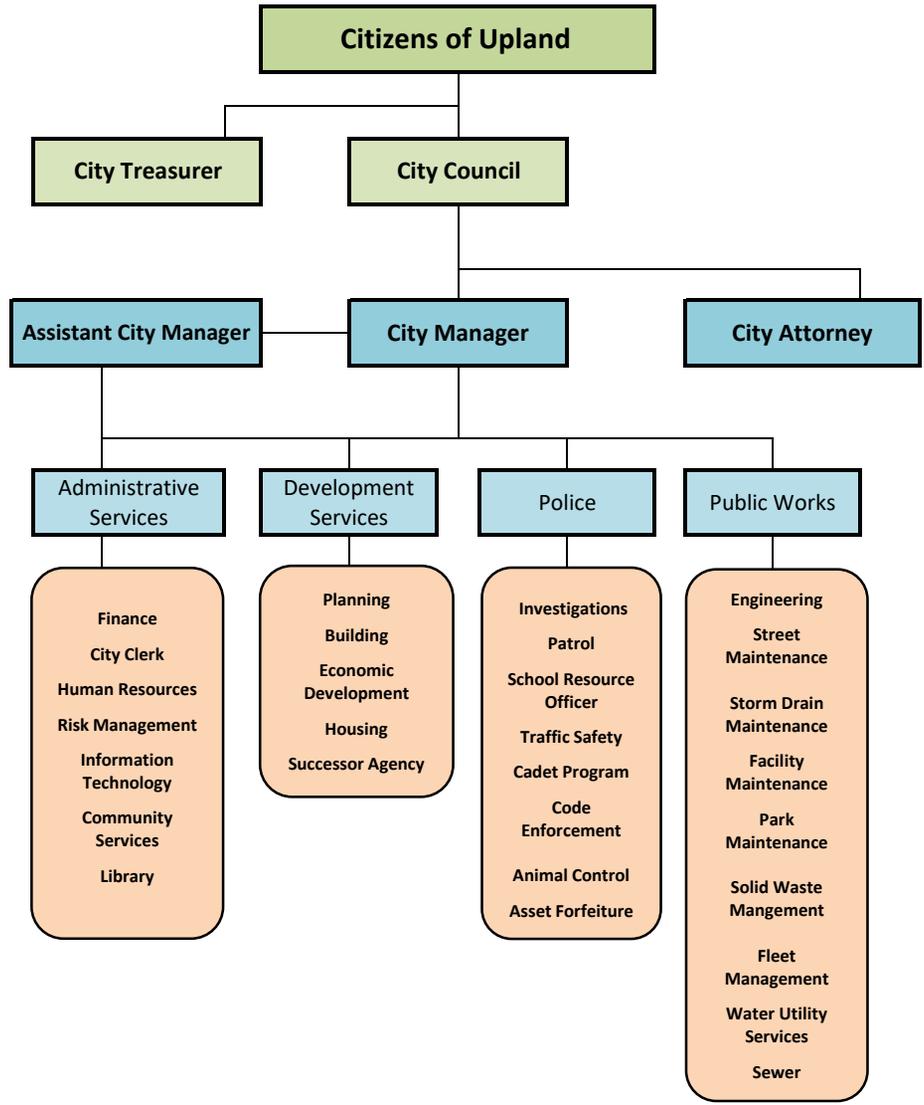
Rosemary Hoerning, Interim City Manager

Vacant, Assistant City Manager

**Robert Dalquest
Rosemary Hoerning
Londa Bock-Helms, CPA
Darren Goodman
James L. Markman**

**Development Services Director
Public Works Director
Acting Administrative Services Director
Police Chief
City Attorney**

**City of Upland
Organizational Chart
Fiscal Year 2019-20**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

History of Upland

In 1882, George Chaffey arrived in Upland, and shortly after engineered the historic Euclid Avenue. Euclid Avenue was designed to be 200 feet wide, with a spacious median, and various tree species lining the thoroughfare. Chaffey also developed a water system for the area that depended on gravity flow from the canyons of the San Gabriel Mountains to the valley below. With access to a reliable source of water, lemon grower associations were started. According to sources of the day, oranges and lemons from the Upland groves were always met with a great amount of satisfaction with buyers in the East.

In 1897, citrus grower Charles D. Adams suggested the name “Upland” for a new citrus association proposed in the rich farm area. Adams offered the name of Upland – indicating its location uphill from its more established neighbor, Ontario. It was at that time that 1,000 or so residents persuaded the San Bernardino County Board of Supervisors to rename the community.

Incorporation had not yet come for Upland by the time she received her new name and in the next few years Ontario made moves to push its boundaries northward. Upland residents could not bear to think of their railroad station and post office being within Ontario’s boundaries. In early 1906, a committee was named to appear before the Board of Supervisors and request an incorporation election. At the conclusion of that session, the Board declared the election for incorporation should take place. On May 5, 1906, Upland voters approved cityhood.

The City of Upland is situated on the western border of San Bernardino County, bordered by the cities of Claremont, Montclair, Ontario and Rancho Cucamonga. Upland, known as the "City of Gracious Living", is nestled at the base of the San Gabriel Mountains and encompasses 15.3 square miles. It has an estimated population of 78,481 as of December 31, 2018.

Upland is a general law city with a Council-Manager form of government. The City provides a wide range of traditional municipal and public enterprise services.

Services Provided by the City of Upland

Municipal Services

General Administrative Support
Highways and Streets
Planning and Zoning
Police Public Safety
Library Services
Animal Services
Recreation and Parks
Housing and Community Development
Public Improvements

Public Enterprise Services

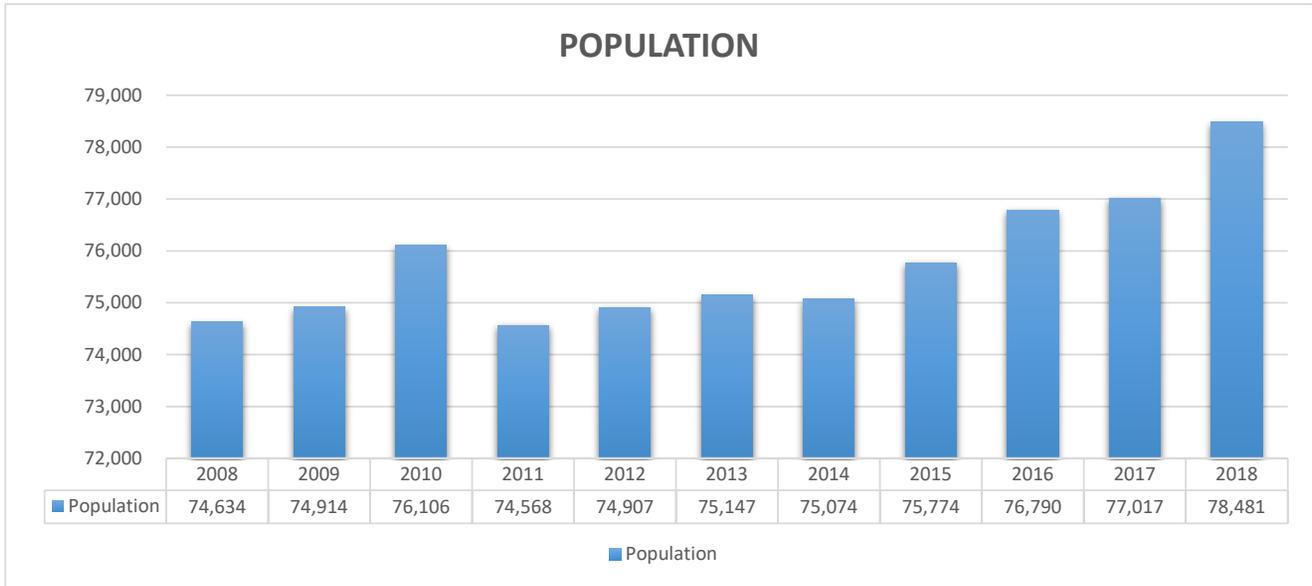
Water Utility
Solid Waste Utility
Sewer Utility

City of Upland
City Demographics

Community Profile

City Services

| | | | |
|---------------------------|---------------------|--|--------|
| Date of Incorporation | May 15, 1906 | Fire Protection Stations | 3 |
| Form of Government | General Law | Police Protection | |
| Population | 78,481 | Patrol Units | 24 |
| Number of City Employees | 238.5 | Motorcycles | 4 |
| Employees per capita | 1 per 323 residents | Sworn Officers | 75 |
| Area in Square Miles | 15.8 | Total Police Department Employees | 113 |
| Average Elevation | 1,237 feet | Library | |
| Average Temperature | 65.2 F | Facilities | 1 |
| Average Rainfall Per Year | 17.3 inches | Volumes | 82,577 |
| Number of Public Schools | 14 | Current Periodical & Serial Subscriptions | 466 |
| Miles of City Streets | 209.85 | Audio-visual items | 4,302 |
| Miles of State Highways | 6.2 | Registered patrons | 74,964 |
| Miles of Sewer Lines | 222.00 | Recreation | |
| Miles of Water Mains | 245.71 | Buildings | 4 |
| | | Parks | 13 |
| | | Soccer fields (lighted) | 6 |
| | | Baseball fields (lighted) | 8 |
| | | Softball fields (lighted) | 3 |



Population Growth

| Calendar Year | Population | Growth Per Year | Cumulative Growth |
|---------------|------------|-----------------|-------------------|
| 2008 | 74,634 | -503 | 1,486 |
| 2009 | 74,914 | 280 | 1,766 |
| 2010 | 76,106 | 1,192 | 2,958 |
| 2011 | 74,568 | -1,538 | 1,420 |
| 2012 | 74,907 | 339 | 1,759 |
| 2013 | 75,147 | 240 | 1,999 |
| 2014 | 75,074 | -73 | 1,926 |
| 2015 | 75,774 | 700 | 2,626 |
| 2016 | 76,790 | 1,016 | 3,642 |
| 2017 | 77,017 | 227 | 3,869 |
| 2018 | 78,481 | 1,464 | 5,333 |

Cumulative Growth rate is compared to the first full calendar year of 2004 (73,148).

Source: California State Department of Finance

City of Upland
Top 25 Sales Tax Producers

| <u>Business Name</u> | <u>Business Category</u> |
|-------------------------|------------------------------|
| Arco AM/PM | Service Stations |
| AT&T | Electronics/Appliance Stores |
| Bed Bath & Beyond | Home Furnishings |
| Chevron | Service Stations |
| Chick Fil A | Quick-Service Restaurants |
| Circle K | Service Stations |
| Dick's Sporting Goods | Sporting Goods/Bike Stores |
| Euclid Arco | Service Stations |
| Ford of Upland | New Motor Vehicle Dealers |
| Holliday Rock | Contractors |
| Home Depot | Building Materials |
| Kohls | Department Stores |
| Lowe's | Building Materials |
| Marshalls | Family Apparel |
| Mountain View Chevrolet | New Motor Vehicle Dealers |
| Nordstrom Rack | Department Stores |
| RV Spa | Trailers/RVs |
| Stater Bros | Grocery Stores |
| Target | Discount Dept Stores |
| TJ Maxx | Family Apparel |
| Ulta Beauty | Specialty Stores |
| USA Gasoline | Service Stations |
| Verizon Wireless | Electronics/Appliance Stores |
| Vons Gas | Service Stations |
| Walmart | Discount Dept Stores |

City of Upland
Principal Property Taxpayers

For the Fiscal Year Ending June 30, 2018

| Taxpayer | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value |
|-------------------------------------|------------------------------|------|---|
| Colonies-Pacific LLC | \$ 150,011,521 | 1 | 1.69% |
| College Park Apartment Homes LP | 59,084,647 | 2 | 0.66% |
| Bravepark Property LLC | 46,610,021 | 3 | 0.52% |
| MG Stoneridge Village Grove LLC | 44,362,307 | 4 | 0.50% |
| Rancho Monte Vista Apartment Homes | 43,035,267 | 5 | 0.48% |
| CT Retail Properties Finance II LLC | 41,353,292 | 6 | 0.46% |
| WNG Mountain Springs GP | 37,831,196 | 7 | 0.43% |
| Dee Matreyek Kurth Non Exempt Trust | 35,009,703 | 8 | 0.39% |
| Bre Paragon MF Alvista Portofino | 33,790,971 | 9 | 0.38% |
| NU-168 Apartments LLC | 33,771,016 | 10 | 0.38% |
| Totals | <u>\$ 524,859,941</u> | | <u>5.89%</u> |

Source: HdL Coren & Cone

2019-2020 SUMMARY OF CHANGES IN FUND BALANCE

| Fund No. | | Estimated Fund Balance (Unreserved) 7/1/19 | 2019-2020 Estimated Revenue | Transfers In | Available Sources | 2019-2020 Operating Expenditures | Transfers Out | Total Uses | Change in Fund Balance | Fund Balance 6/30/20 |
|--------------------|---|--|-----------------------------|------------------|--------------------|----------------------------------|------------------|--------------------|------------------------|----------------------|
| 101 | General Fund - Estimated Unreserved | 7,832,020 | 42,911,180 | - | 42,911,180 | 41,931,700 | 962,800 | 42,894,500 | 16,680 | 7,848,700 |
| | General Fund Designated - Capital Projects | 150,000 | - | - | - | - | 150,000 | 150,000 | (150,000) | - |
| | Total General Fund | 7,982,020 | 42,911,180 | - | 42,911,180 | 41,931,700 | 1,112,800 | 43,044,500 | (133,320) | 7,848,700 |
| 201 | Housing | 1,508,270 | 4,165,000 | - | 4,165,000 | 4,105,240 | - | 4,105,240 | 59,760 | 1,568,030 |
| 203 | Public Safety Augmentation | - | 1,002,140 | - | 1,002,140 | 1,002,140 | - | 1,002,140 | - | - |
| 204 | Gas Tax | 6,944,340 | 3,336,710 | - | 3,336,710 | 8,924,110 | - | 8,924,110 | (5,587,400) | 1,356,940 |
| 205 | Measure I | 5,108,940 | 1,366,800 | - | 1,366,800 | 6,059,150 | - | 6,059,150 | (4,692,350) | 416,590 |
| 208 | HOME Investment Partnership Program | 767,360 | 231,000 | - | 231,000 | 205,000 | - | 205,000 | 26,000 | 793,360 |
| 209 | Community Development Block Grant | 57,510 | 638,560 | - | 638,560 | 636,410 | - | 636,410 | 2,150 | 59,660 |
| 210 | Parking Business Improvement Area | 194,490 | 55,500 | - | 55,500 | 204,200 | - | 204,200 | (148,700) | 45,790 |
| 211 | Air Quality Management District | 244,520 | 100,000 | - | 100,000 | 195,210 | - | 195,210 | (95,210) | 149,310 |
| 214 | Homeland Security Grants - Police | - | 22,940 | - | 22,940 | 22,940 | - | 22,940 | - | - |
| 215 | Prop 30 | 146,680 | 1,900 | - | 1,900 | 140,000 | - | 140,000 | (138,100) | 8,580 |
| 216 | COPS | 739,210 | 123,000 | - | 123,000 | 626,870 | - | 626,870 | (503,870) | 235,340 |
| 217 | Other Grants | 124,810 | - | - | - | - | - | - | - | 124,810 |
| 218 | Office of Traffic Safety* | 139,780 | - | - | - | - | - | - | - | 139,780 |
| 219 | Local Law Enforcement Block Grant | 39,620 | - | - | - | - | - | - | - | 39,620 |
| 220 | Asset Forfeiture - Federal DOJ | 509,040 | - | - | - | - | - | - | - | 509,040 |
| 222 | CalHOME | 224,970 | 54,000 | - | 54,000 | 210,000 | - | 210,000 | (156,000) | 68,970 |
| 223 | Asset Forfeiture - Federal/Treasury | 11,080 | - | - | - | - | - | - | - | 11,080 |
| 224 | Asset Forfeiture - State | 174,990 | - | - | - | - | - | - | - | 174,990 |
| 225 | BSCC Budget Act | 80,300 | - | - | - | - | - | - | - | 80,300 |
| | Total Special Revenue Funds | 17,015,910 | 11,097,550 | - | 11,097,550 | 22,331,270 | - | 22,331,270 | (11,233,720) | 5,782,190 |
| 420 | General Capital Improvements | 1,385,000 | 434,300 | - | 434,300 | 54,850 | - | 54,850 | 379,450 | 1,764,450 |
| 421 | Park Acquisition & Development | 5,901,530 | 1,651,000 | - | 1,651,000 | 178,400 | - | 178,400 | 1,472,600 | 7,374,130 |
| 422 | Storm Drain Development | 3,636,640 | 820,960 | - | 820,960 | 655,420 | - | 655,420 | 165,540 | 3,802,180 |
| 423 | Street & Traffic Facility Development | 2,196,900 | 738,000 | - | 738,000 | 1,629,520 | - | 1,629,520 | (891,520) | 1,305,380 |
| 425 | General Capital Projects | 75,000 | - | 1,112,800 | 1,112,800 | 1,163,930 | - | 1,163,930 | (51,130) | 23,870 |
| 426 | Street & Alley Repairs | 815,690 | 216,000 | - | 216,000 | 776,750 | - | 776,750 | (560,750) | 254,940 |
| 427 | Energy Efficiency Capital Imp Project | 275,120 | - | - | - | 275,120 | - | 275,120 | (275,120) | - |
| | Total Capital Project Funds | 14,285,880 | 3,860,260 | 1,112,800 | 4,973,060 | 4,733,990 | - | 4,733,990 | 239,070 | 14,524,950 |
| 640 | Water Utility | 19,879,360 | 29,353,500 | - | 29,353,500 | 41,491,190 | - | 41,491,190 | (12,137,690) | 7,741,670 |
| 641 | Solid Waste Utility | 1,370,450 | 13,717,240 | - | 13,717,240 | 13,101,560 | 265,000 | 13,366,560 | 350,680 | 1,721,130 |
| 645 | Sewer Utility | 12,434,590 | 9,967,280 | 265,000 | 10,232,280 | 12,754,150 | - | 12,754,150 | (2,521,870) | 9,912,720 |
| | Total Enterprise Funds | 33,684,400 | 53,038,020 | 265,000 | 53,303,020 | 67,346,900 | 265,000 | 67,611,900 | (14,308,880) | 19,375,520 |
| 750 | Fire Annexation Worker's Comp | 452,590 | - | - | - | - | - | - | - | 452,590 |
| 751 | Self-Funded Liability Insurance | (7,946,380) | 4,177,530 | - | 4,177,530 | 4,177,530 | - | 4,177,530 | - | (7,946,380) |
| 752 | Fleet Maintenance & Replacement | 1,598,110 | 1,163,420 | - | 1,163,420 | 1,433,070 | - | 1,433,070 | (269,650) | 1,328,460 |
| 753 | Information Systems | 2,003,560 | 1,724,560 | - | 1,724,560 | 1,677,510 | - | 1,677,510 | 47,050 | 2,050,610 |
| 754 | Building Maintenance & Operations | 1,198,590 | 1,078,670 | - | 1,078,670 | 1,156,300 | - | 1,156,300 | (77,630) | 1,120,960 |
| | Total Internal Service Fund | (2,693,530) | 8,144,180 | - | 8,144,180 | 8,444,410 | - | 8,444,410 | (300,230) | (2,993,760) |
| 805 | Successor Agency Housing | (17,971,720) | 3,366,250 | - | 3,366,250 | 3,323,870 | - | 3,323,870 | 42,380 | (17,929,340) |
| | Total Private Purpose Trust Fund | (17,971,720) | 3,366,250 | - | 3,366,250 | 3,323,870 | - | 3,323,870 | 42,380 | (17,929,340) |
| Grand Total | | 52,302,960 | 122,417,440 | 1,377,800 | 123,795,240 | 148,112,140 | 1,377,800 | 149,489,940 | (25,694,700) | 26,608,260 |

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2019-2020 Adopted Budget

| Fund No. | City of Upland | Estimated Spendable Fund Balance July 1, 2019 | Estimated Spendable Fund Balance June 30, 2020 | \$ Change | % Change | Reason for Changes (greater than 10%) |
|------------------------------------|--|---|--|---------------------|----------------|---|
| General Fund | | | | | | |
| 101 | General Fund - Estimated Unreserved | 7,832,020 | 7,848,700 | 16,680 | 0.21% | |
| | General Fund Designated - Capital Projects | 150,000 | - | (150,000) | -100.00% | |
| | Total General Fund | 7,982,020 | 7,848,700 | (133,320) | -1.67% | |
| Special Revenue Funds | | | | | | |
| 201 | Housing | 1,508,270 | 1,568,030 | 59,760 | 3.96% | |
| 204 | Gas Tax | 6,944,340 | 1,356,940 | (5,587,400) | -80.46% | Use of funds accumulated over a period of time |
| 205 | Measure I | 5,108,940 | 416,590 | (4,692,350) | -91.85% | Use of funds accumulated over a period of time |
| 208 | HOME Investment Partnership Program | 767,360 | 793,360 | 26,000 | 3.39% | |
| 209 | Community Development Block Grant | 57,510 | 59,660 | 2,150 | 3.74% | |
| 210 | Parking Business Improvement Area | 194,490 | 45,790 | (148,700) | -76.46% | Use of funds accumulated over a period of time |
| 211 | Air Quality Management District | 244,520 | 149,310 | (95,210) | -38.94% | Use of funds accumulated over a period of time |
| 215 | Prop 30 | 146,680 | 8,580 | (138,100) | -94.15% | |
| 216 | COPS | 739,210 | 235,340 | (503,870) | -68.16% | Use of funds accumulated over a period of time |
| 217 | Other Grants | 124,810 | 124,810 | - | 0.00% | |
| 218 | Office of Traffic Safety* | 139,780 | 139,780 | - | 0.00% | |
| 219 | Local Law Enforcement Block Grant | 39,620 | 39,620 | - | 0.00% | |
| 220 | Asset Forfeiture - Federal DOJ | 509,040 | 509,040 | - | 0.00% | |
| 222 | CalHOME | 224,970 | 68,970 | (156,000) | -69.34% | Use of funds accumulated over a period of time |
| 223 | Asset Forfeiture - Federal/Treasury | 11,080 | 11,080 | - | 0.00% | |
| 224 | Asset Forfeiture - State | 174,990 | 174,990 | - | 0.00% | |
| 225 | BSCC Budget Act | 80,300 | 80,300 | - | 0.00% | |
| | Total Special Revenue Funds | 17,015,910 | 5,782,190 | (11,233,720) | -66.02% | |
| Total Capital Project Funds | | | | | | |
| 420 | General Capital Improvements | 1,385,000 | 1,764,450 | 379,450 | 27.40% | Accumulating resources for future capital projects |
| 421 | Park Acquisition & Development | 5,901,530 | 7,374,130 | 1,472,600 | 24.95% | Accumulating resources for future capital projects |
| 422 | Storm Drain Development | 3,636,640 | 3,802,180 | 165,540 | 4.55% | |
| 423 | Street & Traffic Facility Development | 2,196,900 | 1,305,380 | (891,520) | -40.58% | Use of funds accumulated over a period of time |
| 425 | General Capital Projects | 75,000 | 23,870 | (51,130) | -68.17% | Use of funds from General Fund transfers |
| 426 | Street & Alley Repairs | 815,690 | 254,940 | (560,750) | -68.75% | Use of funds accumulated over a period of time |
| 427 | Energy Efficiency Capital Imp Project | 275,120 | - | (275,120) | -100.00% | Use of bond proceeds for solar and energy efficiency projects |
| | Total Capital Project Funds | 14,285,880 | 14,524,950 | 239,070 | 1.67% | |

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2019-2020 Adopted Budget

| Fund No. | City of Upland | Estimated Spendable Fund Balance July 1, 2019 | Estimated Spendable Fund Balance June 30, 2020 | \$ Change | % Change | Reason for Changes (greater than 10%) |
|---|-----------------------------------|--|---|---------------------|----------------|--|
| Enterprise Funds | | | | | | |
| 640 | Water Utility | 19,879,360 | 7,741,670 | (12,137,690) | -61.06% | Use of funds accumulated over a period of time |
| 641 | Solid Waste Utility | 1,370,450 | 1,721,130 | 350,680 | 25.59% | Accumulating resources for future capital projects |
| 645 | Sewer Utility | 12,434,590 | 9,912,720 | (2,521,870) | -20.28% | Use of funds accumulated over a period of time |
| Total Enterprise Funds | | 33,684,400 | 19,375,520 | (14,308,880) | -42.48% | |
| Total Internal Service Fund | | | | | | |
| 750 | Fire Annexation Worker's Comp | 452,590 | 452,590 | - | 0.00% | |
| 751 | Self-Funded Liability Insurance | (7,946,380) | (7,946,380) | - | 0.00% | |
| 752 | Fleet Maintenance & Replacement | 1,598,110 | 1,328,460 | (269,650) | -16.87% | Use of funds accumulated over a period of time |
| 753 | Information Systems | 2,003,560 | 2,050,610 | 47,050 | 2.35% | |
| 754 | Building Maintenance & Operations | 1,198,590 | 1,120,960 | (77,630) | -6.48% | |
| Total Internal Service Fund | | (2,693,530) | (2,993,760) | (300,230) | 11.15% | |
| Private Purpose Trust Fund | | | | | | |
| 805 | Successor Agency Housing | (17,971,720) | (17,929,340) | 42,380 | -0.24% | |
| Total Private Purpose Trust Fund | | (17,971,720) | (17,929,340) | 42,380 | -0.24% | |
| Total all Funds | | 52,302,960 | 26,608,260 | (25,694,700) | -49.13% | |

2019-2020 SCHEDULE OF REVENUES BY FUND & CATEGORY

| Fund No. | | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|----------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 101 | General Fund | \$ 47,675,930 | \$ 40,634,260 | \$ 41,180,920 | \$ 41,195,220 | \$ 42,911,180 |
| | Total General Fund | \$ 47,675,930 | \$ 40,634,260 | \$ 41,180,920 | \$ 41,195,220 | \$ 42,911,180 |
| 201 | Housing | \$ 3,728,500 | \$ 18,838,750 | \$ 3,725,000 | \$ 3,725,000 | \$ 4,165,000 |
| 203 | Public Safety Augmentation Fund | 866,290 | 937,960 | 810,050 | 810,050 | 1,002,140 |
| 204 | Gas Tax | 1,500,160 | 2,403,250 | 3,233,140 | 3,233,140 | 3,336,710 |
| 205 | Measure I | 1,302,240 | 1,452,760 | 1,293,570 | 1,293,570 | 1,366,800 |
| 208 | HOME Investment Partnership Program | 119,560 | 28,030 | 115,100 | 115,100 | 231,000 |
| 209 | Community Development Block Grant | 877,920 | 310,600 | 712,760 | 712,760 | 638,560 |
| 210 | Parking Business Improvement Area | 62,150 | 61,710 | 43,600 | 43,600 | 55,500 |
| 211 | Air Quality Management District | 97,540 | 100,180 | 99,460 | 99,460 | 100,000 |
| 214 | Homeland Security Grants-PD | - | 41,310 | - | 24,240 | 22,940 |
| 215 | Prop 30 | 990 | 2,040 | - | - | 1,900 |
| 216 | COPS | 4,000 | 170,570 | 119,680 | 119,680 | 123,000 |
| 217 | Other Grants | 53,980 | 39,230 | - | 58,510 | - |
| 218 | Office of Traffic Safety | 131,960 | 135,460 | - | 235,760 | - |
| 219 | Local Law Enforcement Block Grant | 20,600 | 15,700 | - | 3,230 | - |
| 220 | Asset Forfeiture | 41,780 | 432,990 | - | - | - |
| 221 | Homeland Security Grants-Fire | 16,880 | - | - | - | - |
| 222 | CalHOME | 183,080 | 13,450 | 56,050 | 56,050 | 54,000 |
| 223 | Asset Forfeiture - Federal Treasury | - | 6,990 | - | - | - |
| 224 | Asset Forfeiture - State | - | 166,940 | - | - | - |
| 225 | BSCC Budget Act | - | 79,310 | - | - | - |
| | Total Special Revenue Funds | \$ 9,007,630 | \$ 25,237,230 | \$ 10,208,410 | \$ 10,530,150 | \$ 11,097,550 |
| 301 | Public Financing Authority | \$ 80 | \$ - | \$ - | \$ - | \$ - |
| | Total Debt Service Fund | \$ 80 | \$ - | \$ - | \$ - | \$ - |
| 420 | General Capital Improvements | \$ 509,610 | \$ 427,020 | \$ 245,790 | \$ 245,790 | \$ 434,300 |
| 421 | Park Acquisition & Development | 1,485,770 | 1,102,360 | 410,000 | 410,000 | 1,651,000 |
| 422 | Storm Drain Development | 782,000 | 872,690 | 517,190 | 517,190 | 820,960 |
| 423 | Street & Traffic Facility Development | 748,150 | 980,430 | 347,310 | 347,310 | 738,000 |
| 426 | Street & Alley Repairs | 203,430 | 206,120 | 208,000 | 208,000 | 216,000 |
| 427 | Energy Efficiency Capital Improvement Projec | - | 7,352,710 | - | - | - |
| | Total Capital Project Funds | \$ 3,728,960 | \$ 10,941,330 | \$ 1,728,290 | \$ 1,728,290 | \$ 3,860,260 |
| 640 | Water Utility | \$ 21,380,360 | \$ 29,519,400 | \$ 24,259,850 | \$ 24,259,850 | \$ 29,353,500 |
| 641 | Solid Waste Utility | 11,184,110 | 11,785,630 | 11,753,900 | 11,792,300 | 13,717,240 |
| 645 | Sewer Utility | 9,797,310 | 10,337,260 | 9,755,620 | 9,755,620 | 9,967,280 |
| | Total Enterprise Funds | \$ 42,361,780 | \$ 51,642,290 | \$ 45,769,370 | \$ 45,807,770 | \$ 53,038,020 |
| 750 | Fire Annexation Worker's Compensation | \$ - | \$ 7,320 | \$ - | \$ - | \$ - |
| 751 | Self-Funded Insurance | 4,970,390 | 4,033,360 | 4,096,690 | 4,096,690 | 4,177,530 |
| 752 | Fleet Maintenance & Replacement | 779,500 | 1,303,710 | 1,392,000 | 1,392,000 | 1,163,420 |
| 753 | Information Systems | 1,741,330 | 1,642,710 | 1,565,130 | 1,565,130 | 1,724,560 |
| 754 | Building Maintenance & Operations | 1,101,050 | 1,106,120 | 1,098,830 | 1,098,830 | 1,078,670 |
| | Total Internal Service Funds | \$ 8,592,270 | \$ 8,093,220 | \$ 8,152,650 | \$ 8,152,650 | \$ 8,144,180 |
| 805 | Successor Agency | \$ 4,021,730 | \$ 3,426,900 | \$ 3,395,940 | \$ 5,209,820 | \$ 3,366,250 |
| | Total Private Purpose Trust Fund | \$ 4,021,730 | \$ 3,426,900 | \$ 3,395,940 | \$ 5,209,820 | \$ 3,366,250 |
| | Grand Total | \$ 115,388,380 | \$ 139,975,230 | \$ 110,435,580 | \$ 112,623,900 | \$ 122,417,440 |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Fund | | | | | |
| 4001 Current Secured Tax | \$ 11,791,930 | \$ 5,767,140 | \$ 6,341,630 | \$ 6,341,630 | \$ 6,708,310 |
| 4001 Property Tax (In-Lieu) | 6,982,520 | 7,357,180 | 7,690,460 | 7,690,460 | 8,155,240 |
| 4002 Current Unsecured Tax | 465,580 | 202,120 | 223,200 | 223,200 | 206,170 |
| 4003 Aircraft Taxes | 59,800 | 47,980 | 37,060 | 37,060 | 42,420 |
| 4004 Prior Year Collections | 554,420 | 480,880 | 583,170 | 583,170 | 539,130 |
| 4005 Current Supplemental | 129,060 | 120,730 | 57,600 | 57,600 | 73,690 |
| 4006 Homeowner Property Tax Relief | 141,420 | 64,300 | 130,000 | 130,000 | 65,580 |
| 4009 Weed Abatement Assessment | 37,500 | 43,710 | 51,070 | 51,070 | 65,000 |
| 4011 RPTTF-Residual | 1,519,490 | 1,016,060 | 1,507,090 | 1,507,090 | 1,000,000 |
| 4012 Trailer Coach in Lieu Tax | 118,390 | 58,200 | 55,650 | 55,650 | 59,370 |
| Revenue from Property Tax | \$ 21,800,110 | \$ 15,158,300 | \$ 16,676,930 | \$ 16,676,930 | \$ 16,914,910 |
| 4101 Sales and Use Tax | \$ 13,293,300 | \$ 13,704,030 | \$ 13,975,790 | \$ 13,975,790 | \$ 14,412,470 |
| 4102 Business License Tax | 1,058,720 | 1,036,160 | 950,000 | 950,000 | 965,000 |
| 4103 Rock Extraction Tax | 228,500 | 263,970 | 240,000 | 240,000 | 240,000 |
| 4104 Transient Occupancy Tax | 167,670 | 168,820 | 155,530 | 155,530 | 155,530 |
| 4105 Real Property Transfer Tax | 345,250 | 438,950 | 345,000 | 345,000 | 345,000 |
| 4110 Disability Access Fee | 3,990 | 15,410 | 5,000 | 5,000 | 10,000 |
| 4121 Franchise Tax | 1,184,260 | 1,227,860 | 1,230,000 | 1,230,000 | 1,230,000 |
| Revenue from Other Taxes | \$ 16,281,690 | \$ 16,855,200 | \$ 16,901,320 | \$ 16,901,320 | \$ 17,358,000 |
| 4201 Building Permits | \$ 575,170 | \$ 614,760 | \$ 613,450 | \$ 613,450 | \$ 589,050 |
| 4202 Plumbing Permits | 189,120 | 240,960 | 221,850 | 221,850 | 185,190 |
| 4203 Electrical Permits | 151,970 | 162,620 | 166,770 | 166,770 | 268,050 |
| 4204 Heating & Cooling Permits | 96,630 | 90,430 | 90,300 | 90,300 | 94,400 |
| 4205 Public Works Construction Permits | 74,150 | 829,520 | 100,000 | 100,000 | 150,000 |
| 4206 Grading Permits | 3,300 | 3,360 | 4,440 | 4,440 | 4,280 |
| 4207 Wall Permits | 18,790 | 19,130 | 23,700 | 23,700 | 79,760 |
| 4208 Roofing Permits | 83,660 | 104,160 | 123,030 | 123,030 | 78,820 |
| 4210 Sanitary Sewer Permits - City | 1,050 | - | - | - | - |
| 4215 Other Permits | 10,760 | 4,740 | 11,390 | 11,390 | 2,730 |
| 4216 Bicycle Licenses | 30 | 20 | 20 | 20 | 40 |
| 4217 Animal Licenses | 151,220 | 136,200 | 124,110 | 124,110 | 125,400 |
| 4218 Developer Agreement Fees | 500,000 | - | - | - | 4,300 |
| 4222 Yard Sale Permits | 4,910 | 5,600 | 4,300 | 4,300 | - |
| 4223 Alarm Permits | 90 | 530 | - | - | - |
| 4224 Gun Licenses | 940 | 750 | 100 | 100 | 900 |
| 4226 Metrolink Parking | - | 47,430 | - | - | 93,470 |
| 4235 Underground Utility Wvr Permit | - | - | - | - | 962,800 |
| Revenue from Licenses & Permits | \$ 1,861,790 | \$ 2,260,210 | \$ 1,483,460 | \$ 1,483,460 | \$ 2,639,190 |
| 4402 State Mandated Costs | \$ 70,980 | \$ 130 | \$ - | \$ - | \$ - |
| 4403 Motor Vehicle in Lieu Tax | 33,950 | 40,420 | 30,000 | 30,000 | 32,000 |
| 4415 Other State Revenue | - | 7,500 | - | - | - |
| 4421 Police Officer Standard Training | 1,780 | 6,270 | 2,140 | 2,140 | 1,500 |
| 4482 State Literacy Program | 27,070 | 28,320 | 27,070 | 27,070 | 27,070 |
| Revenue from Other Governments | \$ 133,780 | \$ 82,640 | \$ 59,210 | \$ 59,210 | \$ 60,570 |
| 4601 Finance Department Fees | \$ 25,310 | \$ 34,180 | \$ 20,000 | \$ 20,000 | \$ 25,000 |
| 4602 City Clerk Fees | 2,720 | 2,240 | 2,000 | 2,000 | 2,000 |
| 4603 Damage to City Property | 15,530 | 25,620 | - | - | - |
| 4604 CFD Admin Fees | 11,900 | 18,980 | 20,000 | 20,000 | 20,000 |
| 4611 Planning - Department Fees | 143,790 | 143,630 | 131,400 | 131,400 | 131,500 |
| 4612 Planning - Map and Check Fees | - | - | - | - | - |
| 4613 Planning - Deposit Fees | 299,500 | 296,310 | 369,980 | 369,980 | 345,000 |
| 4614 Building - Plan Check Fees | 193,300 | 175,640 | 216,490 | 216,490 | 221,430 |
| 4615 Building - Department Fees | 190 | 280 | 360 | 360 | 330 |
| 4616 Building - Special Inspection Fees | 110 | 570 | 220 | 220 | 6,840 |
| 4617 Economic Development Fees | - | 1,320 | - | - | - |
| 4621 Police - Booking Fee Reimbursement | - | 10 | - | - | - |
| 4622 Police - Department Fees | 125,760 | 196,030 | 160,000 | 160,000 | 180,000 |
| 4623 Police - Special Service Fees | 33,000 | 47,780 | 30,000 | 30,000 | 24,570 |
| 4624 Animal Services - Animal Impounds | 17,620 | 24,190 | 23,000 | 23,000 | 22,000 |
| 4625 Animal Services - Animal Adoptions | (50) | 20 | - | - | - |
| 4626 Police - 30 Day Vehicle Impound Fee | 264,650 | 282,270 | 270,000 | 270,000 | 260,000 |
| 4627 Police - School Resources Officer | - | 130,920 | 70,570 | 70,570 | 76,980 |
| 4628 Police - Emergency Response | 280 | - | - | - | - |
| 4629 Animal Services - Spay/Neuter Fees | 33,810 | 15,440 | - | - | - |
| 4630 Animal Services - Animal Control Fees | 1,300 | 1,700 | 1,570 | 1,570 | 1,600 |
| 4635 Fire - Department Fees | 313,790 | 56,950 | - | - | - |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 4638 Fire - Emergency Response | 2,940 | 1,110 | - | - | - |
| 4640 Fire - Permit Fees | 63,410 | 4,240 | - | - | - |
| 4641 Fire - Air Ambulance | 1,526,500 | 119,800 | - | - | - |
| 4642 Fire Merger Reimbursement | (2,950) | 18,750 | - | - | - |
| 4645 Public Works - Department Fees | 198,030 | 370,480 | 60,000 | 60,000 | 120,000 |
| 4646 Public Works - Engr Map & Plan Check Fees | 416,250 | 232,580 | 200,000 | 200,000 | 250,000 |
| 4654 Sport Field Usage | - | - | - | - | 30,000 |
| 4655 Recreation - Recreation Program Fees | 25,230 | 27,440 | 26,000 | 26,000 | 42,000 |
| 4656 Recreation - Youth Sports | 75,960 | 73,000 | 105,050 | 105,050 | 89,200 |
| 4657 Recreation - User Fees | 265,090 | 292,530 | 250,000 | 250,000 | 250,000 |
| 4658 Recreation - Special Events | 71,470 | 7,210 | 37,000 | 37,000 | 41,200 |
| 4659 Senior Center Program Fees | 8,750 | 10,450 | 8,000 | 8,000 | 8,000 |
| 4660 Youth Partnership Program | 31,790 | 18,940 | 40,000 | 40,000 | 27,000 |
| 4665 Library - Photocopy Revenue | 7,720 | 7,040 | 7,000 | 7,000 | 7,000 |
| 4667 Landecena - Program Fees | 4,920 | 10,660 | 10,000 | 10,000 | 10,000 |
| 4679 Library - Passport Services | 26,600 | 35,060 | 28,000 | 28,000 | 38,000 |
| 4680 User Dept- OPEB | 86,660 | 80,200 | 119,290 | 119,290 | 115,620 |
| Revenue from Charges for Service | \$ 4,290,880 | \$ 2,763,570 | \$ 2,205,930 | \$ 2,205,930 | \$ 2,345,270 |
| 4701 Non-Vehicle Code Fines | \$ 540 | \$ 370 | \$ - | \$ - | \$ - |
| 4702 Vehicle Code Fines | 222,340 | 195,230 | 114,300 | 114,300 | 190,000 |
| 4703 Red Light Code Fines | 5,210 | 36,160 | - | - | - |
| 4704 Muni-Code- Code Enforcement Fines | 37,200 | 90,070 | 39,600 | 39,600 | 59,240 |
| 4705 Muni Code- Animal Fines | 15,150 | 9,200 | 11,000 | 11,000 | 9,660 |
| 4706 Muni Code- Parking Citation Fines | 62,300 | 101,690 | 31,050 | 31,050 | 94,000 |
| 4707 Muni Code- Business License Fines | 121,390 | 82,110 | 85,000 | 85,000 | 85,000 |
| 4708 Muni Code- False Alarm Fines | 123,810 | 101,660 | 121,000 | 121,000 | 166,700 |
| 4709 Muni Code- Library Fines | 31,710 | 30,380 | 28,000 | 28,000 | 28,000 |
| Revenue from Fines & Forfeitures | \$ 619,650 | \$ 646,870 | \$ 429,950 | \$ 429,950 | \$ 632,600 |
| 4801 Interest Earnings | \$ 92,220 | \$ 197,950 | \$ 125,000 | \$ 125,000 | \$ 125,000 |
| 4802 Lease of City Property | 443,880 | 719,220 | 756,170 | 756,170 | 694,340 |
| 4803 Rents - Recreation | 47,000 | 19,240 | 32,000 | 32,000 | 13,000 |
| 4804 Rents - Park Sites | 49,730 | 45,960 | 40,000 | 40,000 | 40,000 |
| 4807 Rents - Library | 4,510 | 3,860 | 4,500 | 4,500 | 4,500 |
| 4814 City Stop Sales | 210 | 300 | - | - | - |
| 4871 Accretion/Amortization Income | 690 | - | - | - | - |
| 4872 Unrealized Gain/Loss - Fair Market Value | (169,800) | (502,720) | - | - | - |
| 4899 Energy Efficiency Cost Reduction | - | - | 432,810 | 432,810 | - |
| 4901 Sale of Assets | - | - | - | - | - |
| Revenue from Use of Money & Property | \$ 468,440 | \$ 483,810 | \$ 1,390,480 | \$ 1,390,480 | \$ 876,840 |
| 4904 Donations - General | \$ 29,290 | \$ 49,020 | \$ - | \$ 14,300 | \$ - |
| 4905 Donation - Police | 21,250 | 500 | - | - | - |
| 4908 Miscellaneous Reimbursements | 97,570 | 31,360 | 275,000 | 275,000 | 40,000 |
| 4909 Other Revenue | 258,100 | 225,380 | 20,000 | 20,000 | - |
| 4910 Water - Administrative Service Fee | 996,180 | 1,314,930 | 1,130,510 | 1,130,510 | 1,367,880 |
| 4911 Solid Waste - Administrative Service Fee | 356,040 | 374,680 | 376,130 | 376,130 | 437,350 |
| 4912 Sewer - Administrative Service Fee | 230,460 | 252,000 | 231,490 | 231,490 | 238,220 |
| 4913 Cash- Over/ Short | 30 | (120) | - | - | - |
| 4915 Donations - Animal | 8,010 | 250 | 310 | 310 | 100 |
| 4916 Misc. Reimbursements - Animal Services | 160 | 3,270 | 200 | 200 | 250 |
| 4917 Litigation Reimbursement | 151,100 | 134,440 | - | - | - |
| 4918 CFD - Administrative Fee | 71,400 | (2,050) | - | - | - |
| Other Revenue | \$ 2,219,590 | \$ 2,383,660 | \$ 2,033,640 | \$ 2,047,940 | \$ 2,083,800 |
| Total General Fund | \$ 47,675,930 | \$ 40,634,260 | \$ 41,180,920 | \$ 41,195,220 | \$ 42,911,180 |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|---|---------------------|----------------------|---------------------|---------------------|---------------------|
| Housing Fund | | | | | |
| 4801 Interest Income | \$ 27,900 | \$ 37,230 | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| 4805 Rents - Apartments | 3,585,710 | 3,665,690 | 3,600,000 | 3,600,000 | 4,000,000 |
| 4900 Note Proceeds | - | 14,865,000 | - | - | - |
| 4908 Miscellaneous Reimbursements | - | - | - | - | - |
| 4909 Other Revenue | 114,890 | 198,890 | 110,000 | 110,000 | 150,000 |
| 4918 Prior Year Revenue | - | 53,190 | - | - | - |
| 4920 Late Charges | - | 18,750 | - | - | - |
| Total Housing Fund | \$ 3,728,500 | \$ 18,838,750 | \$ 3,725,000 | \$ 3,725,000 | \$ 4,165,000 |
| Public Safety Augmentation Fund | | | | | |
| 4106 Sales Tax- Prop 172 | \$ 866,170 | \$ 935,610 | \$ 810,000 | \$ 810,000 | \$ 1,002,140 |
| 4801 Interest Income | 120 | 2,350 | 50 | 50 | - |
| Total Public Safety Augmentation Fund | \$ 866,290 | \$ 937,960 | \$ 810,050 | \$ 810,050 | \$ 1,002,140 |
| Gas Tax Fund | | | | | |
| 4450 Gas Tax Apportionment 2107.5 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 |
| 4451 Gas Tax Apportionment 2106 | 266,490 | 260,950 | 266,220 | 266,220 | 268,390 |
| 4452 Gas Tax Apportionment 2107 | 563,450 | 543,460 | 548,520 | 548,520 | 562,640 |
| 4453 Gas Tax Apportionment 2105 | 427,080 | 409,040 | 442,100 | 442,100 | 428,470 |
| 4456 Gas Tax Apportionment 2103 | 191,410 | 300,490 | 588,720 | 588,720 | 656,860 |
| 4457 Gas Tax Apportionment 2032 | - | 449,960 | 1,275,180 | 1,275,180 | 1,274,760 |
| 4458 Gas Tax Apportionment - Loan Repayment | - | - | 87,300 | 87,300 | 86,860 |
| 4801 Interest Income | 43,970 | 68,010 | 17,600 | 17,600 | 51,230 |
| 4908 Miscellaneous Reimbursements | - | 276,540 | - | - | - |
| 4909 Other Revenue | 260 | 87,300 | - | - | - |
| Total Gas Tax Fund | \$ 1,500,160 | \$ 2,403,250 | \$ 3,233,140 | \$ 3,233,140 | \$ 3,336,710 |
| Measure I Fund | | | | | |
| 4501 Measure I Apportionment | \$ 1,285,700 | \$ 1,340,640 | \$ 1,282,870 | \$ 1,282,870 | \$ 1,328,700 |
| 4801 Interest Income | 16,540 | 44,630 | 10,700 | 10,700 | 38,100 |
| 4908 Miscellaneous Reimbursement | - | 67,490 | - | - | - |
| Total Measure I Fund | \$ 1,302,240 | \$ 1,452,760 | \$ 1,293,570 | \$ 1,293,570 | \$ 1,366,800 |
| HOME Investment Partnership Program Fund | | | | | |
| 4801 Interest Income | \$ 5,200 | \$ 12,450 | \$ 100 | \$ 100 | \$ 13,000 |
| 4921 Program Income- Admin 10% | 11,440 | - | - | - | 13,000 |
| 4922 Recaptured Income | - | 15,580 | - | - | 75,000 |
| 4923 Program Income Revenue- HIP | 59,850 | - | 90,000 | 90,000 | 90,000 |
| 4924 Program Income Revenue- FTHB | 43,070 | - | 25,000 | 25,000 | 40,000 |
| 4925 Program Income Revenue - Rental Rehab | - | - | - | - | - |
| Total HOME Fund | \$ 119,560 | \$ 28,030 | \$ 115,100 | \$ 115,100 | \$ 231,000 |
| Community Development Block Grant Fund | | | | | |
| 4310 CDBG Apportionment | \$ 877,030 | \$ 310,600 | \$ 712,760 | \$ 712,760 | \$ 638,560 |
| 4801 Interest Income | 850 | - | - | - | - |
| 4909 Other Revenue | 40 | - | - | - | - |
| Total Community Development Block Grant Fund | \$ 877,920 | \$ 310,600 | \$ 712,760 | \$ 712,760 | \$ 638,560 |
| Parking Business Improvement Area Fund | | | | | |
| 4108 Park & Bus Imp Tax- Zone A | \$ 51,380 | \$ 50,100 | \$ 36,500 | \$ 36,500 | \$ 47,000 |
| 4109 Park & Bus Imp Tax- Zone B | 9,840 | 9,150 | 7,000 | 7,000 | 4,500 |
| 4801 Interest Earnings | 930 | 2,460 | 100 | 100 | 4,000 |
| Total Parking Business Improvement Area Fund | \$ 62,150 | \$ 61,710 | \$ 43,600 | \$ 43,600 | \$ 55,500 |
| Air Quality Management District (AQMD) Fund | | | | | |
| 4502 Motor Vehicle AB2766 Fees | \$ 96,760 | \$ 98,480 | \$ 99,180 | \$ 99,180 | \$ 100,000 |
| 4801 Interest Income | 780 | 1,700 | 280 | 280 | - |
| Total Air Quality Management District Fund | \$ 97,540 | \$ 100,180 | \$ 99,460 | \$ 99,460 | \$ 100,000 |
| Homeland Security Grants Fund - PD | | | | | |
| 4342 Homeland Security Grant- 2015 | \$ - | \$ 41,310 | \$ - | \$ 24,240 | \$ 22,940 |
| Total Homeland Security Grants Fund - PD | \$ - | \$ 41,310 | \$ - | \$ 24,240 | \$ 22,940 |
| Proposition 30 Fund | | | | | |
| 4801 Interest Income | \$ 990 | \$ 2,040 | \$ - | \$ - | \$ 1,900 |
| Total Proposition 30 Fund | \$ 990 | \$ 2,040 | \$ - | \$ - | \$ 1,900 |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| COPS Fund | | | | | |
| 4423 COPS | \$ - | \$ 163,560 | \$ 117,480 | \$ 117,480 | \$ 120,000 |
| 4801 Interest Income | 2,720 | 7,010 | 2,200 | 2,200 | 3,000 |
| 4918 Prior Year Revenue | 1,280 | - | - | - | - |
| Total COPS Fund | \$ 4,000 | \$ 170,570 | \$ 119,680 | \$ 119,680 | \$ 123,000 |
| Other Grants Fund | | | | | |
| 4326 Spark of Love Grant | \$ 3,230 | \$ 3,890 | \$ - | \$ - | \$ - |
| 4483 Library Literacy - Donations | - | - | - | 5,500 | - |
| 4509 JPL NASA Grant | 21,920 | 130 | - | 90 | - |
| 4510 Department of Forestry/ Fire Grant | - | - | - | - | - |
| 4801 Interest Income | 130 | 210 | - | - | - |
| 4904 General Donations/Owner Contributions | - | - | - | 51,500 | - |
| 4908 Miscellaneous Reimbursements | 26,120 | 35,000 | - | - | - |
| 4909 Other Revenue | 2,580 | - | - | 1,420 | - |
| Total Other Grants Fund | \$ 53,980 | \$ 39,230 | \$ - | \$ 58,510 | \$ - |
| Office of Traffic Safety Fund | | | | | |
| 4419 OTS- Alcohol Beverage Control | \$ 24,620 | \$ 4,200 | \$ - | \$ - | \$ - |
| 4426 OTS- Other Grants | - | - | - | - | - |
| 4432 OTS- Sobriety Checkpoint Grants | 107,280 | 131,260 | - | 235,760 | - |
| 4801 Interest Income | 60 | - | - | - | - |
| Total Office of Traffic Safety Fund | \$ 131,960 | \$ 135,460 | \$ - | \$ 235,760 | \$ - |
| Local Law Enforcement Block Grants Fund | | | | | |
| 4434 JAG Grants | \$ 20,210 | \$ 15,210 | \$ - | \$ 3,230 | \$ - |
| 4801 Interest Income | 390 | 490 | - | - | - |
| Total Local Law Enforcement Block Grants Fund | \$ 20,600 | \$ 15,700 | \$ - | \$ 3,230 | \$ - |
| Asset Forfeiture Fund | | | | | |
| 4321 H&S Police Forfeiture | \$ 140 | \$ - | \$ - | \$ - | \$ - |
| 4422 Asset Forfeiture- State | 3,320 | - | - | - | - |
| 4435 Asset Forfeiture- Federal | 34,290 | 24,600 | - | - | - |
| 4801 Interest Income | 4,030 | 6,600 | - | - | - |
| 4918 Prior Year Revenue | - | 401,790 | - | - | - |
| Total Asset Forfeiture Fund | \$ 41,780 | \$ 432,990 | \$ - | \$ - | \$ - |
| Homeland Security Grants Fund - Fire | | | | | |
| 4511 Homeland Security Grant- 2015 | \$ 16,880 | \$ - | \$ - | \$ - | \$ - |
| Total Homeland Security Grants Fund - Fire | \$ 16,880 | \$ - | \$ - | \$ - | \$ - |
| CalHOME Investment Partnership Program Fund | | | | | |
| 4314 CAL HOME- State Proj. | \$ 60,000 | \$ - | \$ - | \$ - | \$ - |
| 4315 CAL-HOME-Program Income | 6,230 | - | 56,000 | 56,000 | 50,000 |
| 4801 Interest Income | 1,730 | 5,410 | 50 | 50 | 4,000 |
| 4923 Program Income - HIP | 59,850 | - | - | - | - |
| 4924 Program Income - FTHB | 55,270 | 8,040 | - | - | - |
| Total CalHOME Fund | \$ 183,080 | \$ 13,450 | \$ 56,050 | \$ 56,050 | \$ 54,000 |
| Asset Forfeiture - Federal Treasury | | | | | |
| 4435 Asset Foreiture | \$ - | \$ 80 | \$ - | \$ - | \$ - |
| 4801 Interest Income | - | 100 | - | - | - |
| 4918 Prior Year Revenue | - | 6,810 | - | - | - |
| Total Asset Forfeiture-Federal Treasury | \$ - | \$ 6,990 | \$ - | \$ - | \$ - |
| Asset Forfeiture - State | | | | | |
| 4321 H&S Police Foreiture | \$ - | \$ 1,120 | \$ - | \$ - | \$ - |
| 4422 Asset Forfeiture - State | - | 3,750 | - | - | - |
| 4801 Interest Income | - | 2,380 | - | - | - |
| 4918 Prior Year Revenue | - | 159,690 | - | - | - |
| Total Asset Forfeiture - State | \$ - | \$ 166,940 | \$ - | \$ - | \$ - |
| BSCC Budget Act | | | | | |
| 4436 State BSCC Funding | \$ - | \$ 78,310 | \$ - | \$ - | \$ - |
| 4801 Interest Income | - | 1,000 | - | - | - |
| Total BSCC Budget Act | \$ - | \$ 79,310 | \$ - | \$ - | \$ - |
| Public Financing Authority Fund | | | | | |
| 4801 Interest Income | \$ 80 | \$ - | \$ - | \$ - | \$ - |
| Total Public Financing Authority Fund | \$ 80 | \$ - | \$ - | \$ - | \$ - |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Capital Improvements Fund | | | | | |
| 4219 General Capital Impact Fee | \$ 189,860 | \$ 164,090 | \$ 95,500 | \$ 95,500 | \$ 170,300 |
| 4220 Fire Capital Impact Fee | 109,060 | 102,410 | 59,300 | 59,300 | 98,000 |
| 4221 Police Capital Impact Fee | 172,420 | 146,300 | 86,760 | 86,760 | 154,000 |
| 4801 Interest Income | 5,270 | 14,220 | 4,230 | 4,230 | 12,000 |
| 4908 Miscellaneous Reimbursements | 33,000 | - | - | - | - |
| Total General Capital Improvements Fund | \$ 509,610 | \$ 427,020 | \$ 245,790 | \$ 245,790 | \$ 434,300 |
| Park Acquisition & Development Fund | | | | | |
| 4107 Construction Tax | \$ 1,459,040 | \$ 1,033,030 | \$ 400,000 | \$ 400,000 | \$ 1,600,000 |
| 4801 Interest Income | 26,730 | 69,330 | 10,000 | 10,000 | 51,000 |
| Total Park Acquisition & Development Fund | \$ 1,485,770 | \$ 1,102,360 | \$ 410,000 | \$ 410,000 | \$ 1,651,000 |
| Storm Drain Development Fund | | | | | |
| 4211 Storm Drain Permits | \$ 708,150 | \$ 745,370 | \$ 448,400 | \$ 448,400 | \$ 720,000 |
| 4801 Interest Income | 12,940 | 38,180 | 11,250 | 11,250 | 30,000 |
| 4902 Lease Proceeds | 60,910 | 89,140 | 57,540 | 57,540 | 70,960 |
| Total Storm Drain Development Fund | \$ 782,000 | \$ 872,690 | \$ 517,190 | \$ 517,190 | \$ 820,960 |
| Street & Traffic Facility Development Fund | | | | | |
| 4212 Street & Traffic Facility Permits | \$ 586,510 | \$ 554,130 | \$ 335,300 | \$ 335,300 | \$ 720,000 |
| 4218 Developer Agreement Fees | 150,000 | - | - | - | - |
| 4801 Interest Income | 11,640 | 20,630 | 5,130 | 5,130 | 18,000 |
| 4908 Miscellaneous Reimbursements | - | 405,670 | 6,880 | 6,880 | - |
| Total Street & Traffic Facility Development Fund | \$ 748,150 | \$ 980,430 | \$ 347,310 | \$ 347,310 | \$ 738,000 |
| Street & Alley Repairs Fund | | | | | |
| 4225 Street & Alley- Burrtec | \$ 203,430 | \$ 206,120 | \$ 208,000 | \$ 208,000 | \$ 216,000 |
| Total Street & Alley Repairs Fund | \$ 203,430 | \$ 206,120 | \$ 208,000 | \$ 208,000 | \$ 216,000 |
| Energy Efficiency Capital Improvement Project | | | | | |
| 4801 Interest Income | \$ - | \$ 7,230 | \$ - | \$ - | \$ - |
| 4902 Lease Proceeds | - | 2,797,090 | - | - | - |
| 4903 Bond Proceeds | - | 4,548,390 | - | - | - |
| Total Energy Efficiency Capital Improvement Project | \$ - | \$ 7,352,710 | \$ - | \$ - | \$ - |
| Water Utility Fund | | | | | |
| 4214 Water Construction Permits | \$ 553,620 | \$ 486,580 | \$ 300,000 | \$ 300,000 | \$ 600,000 |
| 4355 State Reimbursements | - | 86,100 | - | - | - |
| 4603 Damage to City Property | 21,230 | 50,070 | - | - | - |
| 4681 Water Sales- Metered | 19,764,680 | 22,820,230 | 23,160,000 | 23,160,000 | 27,200,000 |
| 4682 Water Sales- Flat Rate | 67,140 | 65,910 | 65,000 | 65,000 | 200,000 |
| 4688 Water Sales- Recycled | 249,480 | 306,250 | 374,850 | 374,850 | 661,000 |
| 4690 Water Connection Fee | 30,020 | 15,220 | 5,000 | 5,000 | 45,000 |
| 4691 Water Meter Installation | 109,090 | 83,320 | 60,000 | 60,000 | 145,000 |
| 4692 Lease of Stored Water | 348,790 | 3,549,510 | - | - | - |
| 4697 Hydrant Flow Test | - | 5,670 | - | - | 5,500 |
| 4698 Water Jumper Install Fee | - | 2,210 | - | - | 13,000 |
| 4699 Joint Venture Net Income | - | 1,161,500 | - | - | - |
| 4710 Municipal Code- Late Charges | 259,180 | 213,460 | - | - | - |
| 4801 Interest Income | 80,600 | 195,470 | 55,000 | 55,000 | 65,000 |
| 4908 Miscellaneous Reimbursements | 218,680 | 247,040 | 240,000 | 240,000 | 264,000 |
| 4909 Other Revenue | (322,150) | 230,860 | - | - | 155,000 |
| Total Water Utility Fund | \$ 21,380,360 | \$ 29,519,400 | \$ 24,259,850 | \$ 24,259,850 | \$ 29,353,500 |
| Solid Waste Utility Fund | | | | | |
| 4351 Beverage Recycling Grant | \$ 19,990 | \$ 45,430 | \$ - | \$ 38,400 | \$ - |
| 4352 Used Oil Block Grant | 43,220 | 25,170 | - | - | - |
| 4685 Solid Waste- Residential | 4,399,350 | 4,545,360 | 4,630,000 | 4,630,000 | 4,790,000 |
| 4686 Solid Waste- Non-Residential | 6,551,520 | 6,987,470 | 6,960,000 | 6,960,000 | 8,700,000 |
| 4689 HHW Transfer In | 152,570 | 154,590 | 156,300 | 156,300 | 162,240 |
| 4801 Interest Income | 17,460 | 27,610 | 7,600 | 7,600 | 15,000 |
| 4918 Miscellaneous Reimbursement | - | - | - | - | 50,000 |
| Total Solid Waste Utility Fund | \$ 11,184,110 | \$ 11,785,630 | \$ 11,753,900 | \$ 11,792,300 | \$ 13,717,240 |

2019-2020 SCHEDULE OF REVENUE DETAIL BY FUND

| Object Code | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Sewer Utility Fund | | | | | |
| 4210 Sanitary Sewer Permits- City | \$ 266,260 | \$ 321,420 | \$ 140,800 | \$ 140,800 | \$ 245,600 |
| 4213 Wastewater Permits | 62,930 | 76,800 | 58,000 | 58,000 | 60,000 |
| 4683 Sewer Collection Charges | 3,237,540 | 3,491,350 | 3,213,120 | 3,213,120 | 3,096,480 |
| 4684 Sewer Treatment- IEUA | 5,664,990 | 6,189,550 | 6,232,200 | 6,232,200 | 6,391,100 |
| 4687 Sewer Connection Fees | 2,220 | 7,110 | 12,000 | 12,000 | 30,000 |
| 4694 Sewer- Pass-Thru- Montclair | 450 | 470 | 500 | 500 | 500 |
| 4695 Sewer- Pass-Thru- Ontario | 41,420 | 42,730 | 35,000 | 35,000 | 36,000 |
| 4696 Sewer- Pass-Thru- LA County | 16,710 | 15,100 | 13,000 | 13,000 | 16,000 |
| 4801 Interest Income | 91,640 | 192,440 | 50,000 | 50,000 | 91,600 |
| 4909 Other Revenue | 610 | 290 | 1,000 | 1,000 | - |
| 4918 Prior Year Revenue | 412,540 | - | - | - | - |
| Total Sewer Utility Fund | \$ 9,797,310 | \$ 10,337,260 | \$ 9,755,620 | \$ 9,755,620 | \$ 9,967,280 |
| Fire Annexation Worker's Compensation | | | | | |
| 4801 Interest Income | \$ - | \$ 7,320 | \$ - | \$ - | \$ - |
| Total Fire Annexation Worker's Compensation | \$ - | \$ 7,320 | \$ - | \$ - | \$ - |
| Self-Funded Insurance Fund | | | | | |
| 4671 User Departments- Workers Compensation | \$ 1,442,080 | \$ 1,457,340 | \$ 1,456,050 | \$ 1,456,050 | \$ 1,529,550 |
| 4672 User Departments- Unemployment | 86,170 | 123,280 | 121,240 | 121,240 | 123,430 |
| 4673 User Departments- Long-Term Disability | 119,440 | 124,110 | 121,360 | 121,360 | 123,210 |
| 4674 User Departments- Liability | 2,072,290 | 2,179,870 | 2,260,450 | 2,260,450 | 2,275,280 |
| 4675 User Departments- Loss Prevention | 113,650 | 136,230 | 137,590 | 137,590 | 126,060 |
| 4801 Interest Income | 80 | 80 | - | - | - |
| 4908 Miscellaneous Reimbursements | 1,136,600 | 11,740 | - | - | - |
| 4909 Other Revenue | 80 | 710 | - | - | - |
| Total Self-Funded Insurance Fund | \$ 4,970,390 | \$ 4,033,360 | \$ 4,096,690 | \$ 4,096,690 | \$ 4,177,530 |
| Fleet Management Fund | | | | | |
| 4662 Replacement Charges | \$ 134,940 | \$ 553,200 | \$ - | \$ - | \$ - |
| 4676 User Departments- Vehicle Replacement | 638,260 | 717,220 | 1,314,100 | 1,314,100 | 1,133,070 |
| 4801 Interest Income | 2,120 | 9,820 | - | - | - |
| 4901 Sale of Assets | - | 23,050 | 77,900 | 77,900 | 30,350 |
| 4904 General Donations/Owner Contr | 3,980 | - | - | - | - |
| 4908 Miscellaneous Reimbursements | 200 | - | - | - | - |
| 4909 Other Revenue | - | 420 | - | - | - |
| Total Fleet Management Fund | \$ 779,500 | \$ 1,303,710 | \$ 1,392,000 | \$ 1,392,000 | \$ 1,163,420 |
| Information Systems Fund | | | | | |
| 4125 PEG Fees | \$ 138,790 | \$ 87,000 | \$ 130,000 | \$ 130,000 | \$ 130,000 |
| 4662 Replacement Charges | 50,000 | 50,000 | - | - | - |
| 4669 User Departments- Information Systems | 1,469,810 | 1,488,680 | 1,435,130 | 1,435,130 | 1,594,560 |
| 4801 Interest Income | 6,230 | 16,780 | - | - | - |
| 4904 General Donations/Owner Contr | 73,280 | - | - | - | - |
| 4908 Miscellaneous Reimbursements | 100 | 170 | - | - | - |
| 4909 Other Revenue | 3,120 | 80 | - | - | - |
| Total Information Systems Fund | \$ 1,741,330 | \$ 1,642,710 | \$ 1,565,130 | \$ 1,565,130 | \$ 1,724,560 |
| Building Maintenance & Operations Fund | | | | | |
| 4670 User Departments- Building Maint & Operations | \$ 1,097,850 | \$ 1,093,820 | \$ 1,098,830 | \$ 1,098,830 | \$ 1,078,670 |
| 4801 Interest Income | 3,200 | 12,300 | - | - | - |
| Total Building Maintenance & Operations Fund | \$ 1,101,050 | \$ 1,106,120 | \$ 1,098,830 | \$ 1,098,830 | \$ 1,078,670 |
| Successor Agency Fund | | | | | |
| 4430 SA Administrative Allowance | \$ 250,000 | \$ 233,300 | \$ 233,300 | \$ 233,300 | \$ 250,000 |
| 4431 SA RPTTF | 3,714,680 | 3,140,300 | 3,137,640 | 3,137,640 | 3,075,060 |
| 4801 Interest Income | 37,640 | 37,800 | 25,000 | 25,000 | 41,190 |
| 4802 Rents General | 19,410 | 15,500 | - | - | - |
| 4901 Sale of Capital Assets | - | - | - | 1,813,880 | - |
| Total Successor Agency Fund | \$ 4,021,730 | \$ 3,426,900 | \$ 3,395,940 | \$ 5,209,820 | \$ 3,366,250 |
| Grand Total | \$ 115,388,380 | \$ 139,975,230 | \$ 110,435,580 | \$ 112,623,900 | \$ 122,417,440 |

2019-2020 SCHEDULE OF EXPENDITURES BY FUND

| | 2016-17 | 2017-18 | 2018-19 | 2018-19 | 2019-20 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Actual | Actual | Adopted | Amended | Adopted |
| General Fund | \$ 45,484,650 | \$ 37,335,470 | \$ 40,924,710 | \$ 41,092,050 | \$ 41,931,700 |
| Total General Fund | \$ 45,484,650 | \$ 37,335,470 | \$ 40,924,710 | \$ 41,092,050 | \$ 41,931,700 |
| Housing | \$ 3,864,160 | \$ 21,141,810 | \$ 3,802,880 | \$ 3,788,460 | \$ 4,105,240 |
| Public Safety Augmentation | 866,290 | 938,260 | 810,050 | 810,050 | 1,002,140 |
| Gas Tax | 2,391,110 | 2,900,570 | 8,767,340 | 8,405,560 | 8,924,110 |
| Measure I | 1,420,490 | 39,930 | 4,052,800 | 4,026,920 | 6,059,150 |
| HOME Investment Partnership Program | 20,900 | 90,490 | 210,000 | 210,000 | 205,000 |
| Community Development Block Grant | 565,980 | 310,600 | 712,760 | 1,104,730 | 636,410 |
| Parking Business Improvement Area | 48,200 | 1,890 | 203,600 | 231,540 | 204,200 |
| Air Quality Management District | 17,970 | 18,070 | 111,160 | 111,160 | 195,210 |
| Homeland Security Grants - PD | 4,090 | 37,220 | - | 24,240 | 22,940 |
| Prop 30 | - | - | 140,000 | 140,000 | 140,000 |
| COPS | 99,730 | - | 579,910 | 579,910 | 626,870 |
| Other Grants | 53,850 | 39,010 | - | 58,510 | - |
| Office of Traffic Safety | 118,500 | 140,340 | - | 254,760 | - |
| Local Law Enforcement Block Grant | 20,370 | 15,710 | - | 3,230 | - |
| Asset Forfeiture - Federal/Treasury | 37,620 | 5,060 | - | - | - |
| Homeland Security Grants - Fire | (20) | - | - | - | - |
| CalHOME | 60,000 | 108,020 | 270,000 | 270,000 | 210,000 |
| Asset Forfeiture State | - | 1,930 | 750 | 750 | - |
| Total Special Revenue Funds | \$ 9,589,240 | \$ 25,788,910 | \$ 19,661,250 | \$ 20,019,820 | \$ 22,331,270 |
| Public Financing Authority | \$ 259,330 | \$ - | \$ - | \$ - | \$ - |
| Total Debt Service Fund | \$ 259,330 | \$ - | \$ - | \$ - | \$ - |
| General Capital Improvements | \$ 55,740 | \$ 114,900 | \$ 1,122,510 | \$ 1,122,200 | \$ 54,850 |
| Park Acquisition & Development | 197,380 | 100,000 | 118,400 | 118,400 | 178,400 |
| Storm Drain Development | 180 | 50 | 471,520 | 471,520 | 655,420 |
| Street & Traffic Facility Development | 170 | 1,137,210 | 1,479,570 | 1,479,570 | 1,629,520 |
| General Capital Projects | 169,610 | 1,018,950 | - | 61,430 | 1,163,930 |
| Street & Alley Repairs | 5,350 | 8,540 | 779,070 | 790,540 | 776,750 |
| Energy Efficiency Capital Imp Project | - | 4,747,650 | - | 2,597,830 | 275,120 |
| Total Capital Project Funds | \$ 428,430 | \$ 7,127,300 | \$ 3,971,070 | \$ 6,641,490 | \$ 4,733,990 |
| Water Utility | \$ 17,608,540 | \$ 20,011,420 | \$ 36,577,960 | \$ 36,458,250 | \$ 41,491,190 |
| Solid Waste Utility | 10,287,130 | 11,151,680 | 11,501,030 | 11,535,650 | 13,101,560 |
| Sewer Utility | 7,720,490 | 8,752,770 | 11,245,500 | 11,287,610 | 12,754,150 |
| Total Enterprise Funds | \$ 35,616,160 | \$ 39,915,870 | \$ 59,324,490 | \$ 59,281,510 | \$ 67,346,900 |
| Self-Funded Insurance | \$ 5,767,480 | \$ 4,712,960 | \$ 4,096,690 | \$ 4,096,690 | \$ 4,177,530 |
| Fleet Management | 713,740 | 1,396,670 | 1,314,100 | 1,643,380 | 1,433,070 |
| Information Systems | 1,230,010 | 1,632,020 | 1,565,130 | 1,784,670 | 1,677,510 |
| Building Maintenance & Operations | 764,870 | 1,014,240 | 1,098,830 | 1,278,080 | 1,156,300 |
| Total Internal Service Funds | \$ 8,476,100 | \$ 8,755,890 | \$ 8,074,750 | \$ 8,802,820 | \$ 8,444,410 |
| Successor Agency | \$ 1,537,870 | \$ 1,101,030 | \$ 3,356,270 | \$ 5,171,450 | \$ 3,323,870 |
| Total Private Purpose Trust Fund | \$ 1,537,870 | \$ 1,101,030 | \$ 3,356,270 | \$ 5,171,450 | \$ 3,323,870 |
| Grand Total | \$ 101,391,780 | \$ 120,024,470 | \$ 135,312,540 | \$ 141,009,140 | \$ 148,112,140 |

Transfers not included in the Schedule of Expenditures by Fund.

2019-2020 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

| | Salaries & Benefits | Maintenance & Operations | Capital Projects & Equipment | Total |
|---|------------------------|-----------------------------|------------------------------------|-----------------------|
| General Fund | \$ 24,467,700 | \$ 17,464,000 | \$ - | \$ 41,931,700 |
| Total General Fund | \$ 24,467,700 | \$ 17,464,000 | \$ - | \$ 41,931,700 |
| Housing | \$ 898,590 | \$ 3,206,650 | \$ - | \$ 4,105,240 |
| Public Safety Augmentation | 1,002,140 | - | - | 1,002,140 |
| Gas Tax | - | 5,270 | 8,918,840 | 8,924,110 |
| Measure I | - | - | 6,059,150 | 6,059,150 |
| HOME Investment Partnership Program | - | 205,000 | - | 205,000 |
| Community Development Block Grant | 41,080 | 495,330 | 100,000 | 636,410 |
| Parking Business Improvement Area | - | 55,510 | 148,690 | 204,200 |
| Air Quality Management District | 5,060 | 31,200 | 158,950 | 195,210 |
| Homeland Security Grants - PD | - | - | 22,940 | 22,940 |
| Prop 30 | - | - | 140,000 | 140,000 |
| COPS | - | - | 626,870 | 626,870 |
| CalHOME | - | 210,000 | - | 210,000 |
| Asset Forfeiture State | - | - | - | - |
| Total Special Revenue Funds | \$ 1,946,870 | \$ 4,208,960 | \$ 16,175,440 | \$ 22,331,270 |
| General Capital Improvements | \$ - | \$ - | \$ 54,850 | \$ 54,850 |
| Park Acquisition & Development | - | - | 178,400 | 178,400 |
| Storm Drain Development | - | - | 655,420 | 655,420 |
| Street & Traffic Facility Development | - | - | 1,629,520 | 1,629,520 |
| General Capital Projects | - | - | 1,163,930 | 1,163,930 |
| Street & Alley Repairs | - | - | 776,750 | 776,750 |
| Energy Efficiency Capital Imp Project | - | 275,120 | - | 275,120 |
| Total Capital Project Funds | \$ - | \$ 275,120 | \$ 4,458,870 | \$ 4,733,990 |
| Water Utility | \$ 3,984,330 | \$ 21,260,240 | \$ 16,246,620 | \$ 41,491,190 |
| Solid Waste Utility | 647,800 | 12,203,760 | 250,000 | 13,101,560 |
| Sewer Utility | 1,569,150 | 9,084,340 | 2,100,660 | 12,754,150 |
| Total Enterprise Funds | \$ 6,201,280 | \$ 42,548,340 | \$ 18,597,280 | \$ 67,346,900 |
| Self-Funded Insurance | \$ 272,250 | \$ 3,905,280 | \$ - | \$ 4,177,530 |
| Fleet Maintenance & Replacement | 385,070 | 265,950 | 782,050 | 1,433,070 |
| Information Systems | 405,230 | 1,187,280 | 85,000 | 1,677,510 |
| Building Maintenance & Operations | 559,650 | 531,650 | 65,000 | 1,156,300 |
| Total Internal Service Funds | \$ 1,622,200 | \$ 5,890,160 | \$ 932,050 | \$ 8,444,410 |
| Successor Agency | \$ 181,650 | \$ 3,142,220 | \$ - | \$ 3,323,870 |
| Total Private Purpose Trust Fund | \$ 181,650 | \$ 3,142,220 | \$ - | \$ 3,323,870 |
| Grand Total | \$ 34,419,700 | \$ 73,528,800 | \$ 40,163,640 | \$ 148,112,140 |

Transfers not included in the Schedule of Expenditures by Fund and Category.

2019-20 EXPENDITURES BY DEPARTMENT PROGRAM

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Government | | | | | |
| City Council | \$ 96,820 | \$ 112,920 | \$ 117,740 | \$ 117,750 | \$ 118,670 |
| City Treasurer | 4,910 | 1,650 | 1,790 | 1,800 | 1,800 |
| Administration | 318,670 | 389,180 | 447,830 | 448,830 | 438,330 |
| Total General Government | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |
| Administrative Services | | | | | |
| Finance | \$ 2,281,870 | \$ 1,911,550 | \$ 2,267,850 | \$ 2,273,410 | \$ 2,463,960 |
| Non-Departmental | 1,155,120 | 324,910 | 2,821,790 | 2,821,790 | 3,180,290 |
| Library | 1,542,390 | 1,651,090 | 1,595,070 | 1,595,070 | 1,637,320 |
| Human Resources | 406,820 | 438,440 | 576,460 | 578,160 | 686,850 |
| City Attorney | 607,410 | 487,500 | 490,000 | 490,000 | 490,000 |
| City Clerk | 356,320 | 436,050 | 419,680 | 419,680 | 330,050 |
| Recreation Administration | 640,610 | 621,450 | 641,340 | 646,820 | 683,420 |
| Recreation Classes | 198,220 | 189,540 | 200,500 | 200,500 | 226,800 |
| Recreation Facilities | 102,940 | 106,960 | 99,780 | 99,780 | 128,940 |
| Youth Programs/Sports | 57,350 | 67,590 | 103,800 | 109,700 | 118,600 |
| Senior Center | 287,750 | 310,170 | 363,360 | 363,360 | 312,020 |
| Special Events | 77,560 | 40,670 | 45,670 | 45,670 | 63,270 |
| Community Outreach Services | 37,470 | 24,360 | 45,520 | 45,520 | 47,720 |
| ACCESS Program | 20,680 | 220 | - | - | - |
| Landecena Center | 27,200 | 31,230 | 65,600 | 65,600 | 36,900 |
| Carnegie Library Operation | 54,920 | 63,650 | 72,690 | 72,690 | 93,960 |
| Passports | 10,980 | 24,430 | 19,590 | 19,590 | 19,590 |
| Recreation Grants | 53,850 | 39,010 | - | 58,510 | - |
| Risk Management | 5,767,480 | 4,712,960 | 4,096,690 | 4,096,690 | 4,177,530 |
| Information Technology | 1,230,010 | 1,632,020 | 1,565,130 | 1,784,670 | 1,677,510 |
| Total Administrative Services | \$ 14,916,950 | \$ 13,113,800 | \$ 15,490,520 | \$ 15,787,210 | \$ 16,374,730 |
| Development Services | | | | | |
| Building & Safety | \$ 523,670 | \$ 748,040 | \$ 738,940 | \$ 738,930 | \$ 802,060 |
| Weed Abatement | 39,690 | 56,180 | 51,460 | 51,960 | 54,810 |
| Economic Development | 143,750 | 218,040 | 235,540 | 261,340 | 277,900 |
| Planning Commission | 8,990 | 10,140 | 13,740 | 13,740 | 14,340 |
| Planning | 654,610 | 628,240 | 695,490 | 695,500 | 563,460 |
| Santa Fe Depot | - | - | - | - | 27,700 |
| Housing | 3,864,160 | 21,141,810 | 3,802,880 | 3,788,460 | 4,105,240 |
| HOME Program | 20,900 | 90,490 | 210,000 | 210,000 | 205,000 |
| CBDG | 565,980 | 310,600 | 712,760 | 1,104,730 | 636,410 |
| PBIA | 48,200 | 1,890 | 203,600 | 231,540 | 204,200 |
| CalHOME Program | 60,000 | 108,020 | 270,000 | 270,000 | 210,000 |
| Energy Efficiency Capital Imp Project | - | 4,747,650 | - | 2,597,830 | 275,120 |
| Successor Agency | 1,537,870 | 1,101,030 | 3,356,270 | 5,171,450 | 3,323,870 |
| Total Development Services | \$ 7,467,820 | \$ 29,162,130 | \$ 10,290,680 | \$ 15,135,480 | \$ 10,700,110 |
| Fire | | | | | |
| Fire Administration | \$ 3,384,760 | \$ 1,901,380 | \$ - | \$ - | \$ - |
| Fire Reserves | 2,370 | - | - | - | - |
| Fire Station I | 1,906,450 | 134,560 | - | - | - |
| Fire Station II | 2,010,300 | 501,050 | - | - | - |
| Fire Station III | 2,163,190 | 182,310 | - | - | - |
| Fire Station IV | 1,799,330 | 129,470 | - | - | - |
| Emergency Medical Services | 88,380 | 860 | - | - | - |
| Special Operations | 6,760 | 10 | - | - | - |
| Air Ambulance | 1,306,340 | 180,870 | - | - | - |
| Historic Fire Station | 23,010 | 23,600 | - | - | - |
| Fire Prevention | 180,490 | 33,640 | - | - | - |
| Fire Training & Emergency | 44,080 | 100 | - | - | - |
| Total Fire | \$ 12,915,460 | \$ 3,087,850 | \$ - | \$ - | \$ - |

2019-20 EXPENDITURES BY DEPARTMENT PROGRAM

| | 2016-17 Actual | 2017-18 Actual | 2018-19 Adopted | 2018-19 Amended | 2019-20 Adopted |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Police | | | | | |
| Police Administration | \$ 4,185,470 | \$ 4,847,230 | \$ 5,696,700 | \$ 5,696,700 | \$ 5,694,710 |
| Investigations | 1,893,970 | 2,207,960 | 2,562,870 | 2,562,870 | 2,921,930 |
| Animal Services | 411,280 | 522,900 | 660,220 | 660,220 | 644,500 |
| Patrol | 12,218,080 | 12,978,110 | 13,632,310 | 13,693,840 | 13,653,520 |
| Police Special Events & Community Outreach | 23,130 | 12,180 | 1,760 | 1,760 | 14,700 |
| Police Reserves | 4,320 | 650 | 3,000 | 3,000 | 3,200 |
| Code Enforcement | 245,990 | 467,310 | 562,860 | 562,860 | 726,960 |
| Police Grants | 280,310 | 200,260 | 720,660 | 1,002,890 | 789,810 |
| Total Police | \$ 19,262,550 | \$ 21,236,600 | \$ 23,840,380 | \$ 24,184,140 | \$ 24,449,330 |
| Public Works | | | | | |
| Public Works Administration | \$ 453,040 | \$ 671,340 | \$ 664,370 | \$ 664,370 | \$ 730,320 |
| Engineering Administration | 307,850 | 307,450 | 286,980 | 286,980 | 295,740 |
| Development/Traffic Engineering | 588,360 | 406,370 | 395,350 | 575,350 | 387,130 |
| Street Maintenance | 471,110 | 669,360 | 847,400 | 847,400 | 703,490 |
| Street Sweeping | 13,300 | 16,660 | 17,890 | 17,890 | 16,660 |
| Sidewalk Maintenance | 141,420 | 159,000 | 185,870 | 185,870 | 176,740 |
| Street Lighting | 791,630 | 886,700 | 888,180 | 888,180 | 881,600 |
| Traffic Control | 164,250 | 211,800 | 162,020 | 162,020 | 156,480 |
| Traffic Facility Maintenance | 202,690 | 232,590 | 294,800 | 294,800 | 292,000 |
| Weed Abatement | 26,470 | 35,860 | 47,460 | 47,460 | 51,860 |
| Flood Control | 44,120 | 18,500 | 24,990 | 24,990 | 8,000 |
| Street Tree Maintenance | 513,390 | 762,930 | 766,900 | 766,900 | 820,010 |
| Public ROW Maintenance | 438,300 | 544,380 | 492,830 | 492,840 | 480,840 |
| Maintenance - Main Street | 49,770 | 51,280 | 60,780 | 60,780 | 59,400 |
| Maintenance - Metrolink | 12,700 | 16,530 | 20,000 | 20,000 | 182,280 |
| Fleet Maintenance | - | 2,150 | - | - | - |
| Graffiti Abatement | - | - | - | - | 90,000 |
| Damage to City Property | 39,380 | 49,530 | 54,000 | 54,000 | 55,000 |
| Park Maintenance | 573,940 | 735,870 | 686,760 | 689,760 | 645,500 |
| Sports Field Maintenance | 220,580 | 249,470 | 266,440 | 263,450 | 243,840 |
| Civic Center | 191,110 | 264,590 | 373,210 | 373,210 | 354,740 |
| Fire Station II Building | - | - | 15,000 | - | 4,600 |
| Fire Station III - Electric Meter | - | - | 21,000 | - | - |
| Historic Fire Station Building | - | - | 22,740 | - | 14,540 |
| Street Projects | 3,811,600 | 2,940,500 | 12,820,140 | 12,432,480 | 14,983,260 |
| General Capital Improvement | 55,740 | 114,900 | 1,122,510 | 1,122,200 | 54,850 |
| Park Acquisition & Development | 197,380 | 100,000 | 118,400 | 118,400 | 178,400 |
| Storm Drain Development | 180 | 50 | 471,520 | 471,520 | 655,420 |
| Street & Traffic Facility Development | 170 | 1,137,210 | 1,479,570 | 1,479,570 | 1,629,520 |
| General Capital Projects | - | - | - | - | 1,163,930 |
| Street & Alley Repairs | 5,350 | 8,540 | 779,070 | 790,540 | 776,750 |
| Water Utility | 17,608,540 | 20,011,420 | 36,577,960 | 36,458,250 | 41,491,190 |
| Solid Waste Utility | 10,287,130 | 11,151,680 | 11,501,030 | 11,535,650 | 13,101,560 |
| Sewer Utility | 7,720,490 | 8,752,770 | 11,245,500 | 11,287,610 | 12,754,150 |
| Fleet Maintenance & Replacement | 713,740 | 1,396,670 | 1,314,100 | 1,643,380 | 1,433,070 |
| Building Maintenance & Operations | 764,870 | 1,014,240 | 1,098,830 | 1,278,080 | 1,156,300 |
| Total Public Works | \$ 46,408,600 | \$ 52,920,340 | \$ 85,123,600 | \$ 85,333,930 | \$ 96,029,170 |
| Grand Total | \$ 101,391,780 | \$ 120,024,470 | \$ 135,312,540 | \$ 141,009,140 | \$ 148,112,140 |

Transfers not included in the Schedule of Expenditures by Department Program.

FISCAL YEAR 2019-20

SUMMARY OF OPERATING TRANSFERS

| Fund No. | Fund Name | Transfers In | Transfers Out |
|----------|--|---------------------|---------------------|
| 425 | General Capital Projects | 1,112,800 | |
| 101 | General Fund To Fund Capital Projects. | | 1,112,800 |
| 645 | Sewer Utility | 265,000 | |
| 641 | Solid Waste Utility To Transfer for Landfill Costs. | | 265,000 |
| | Total | \$ 1,377,800 | \$ 1,377,800 |

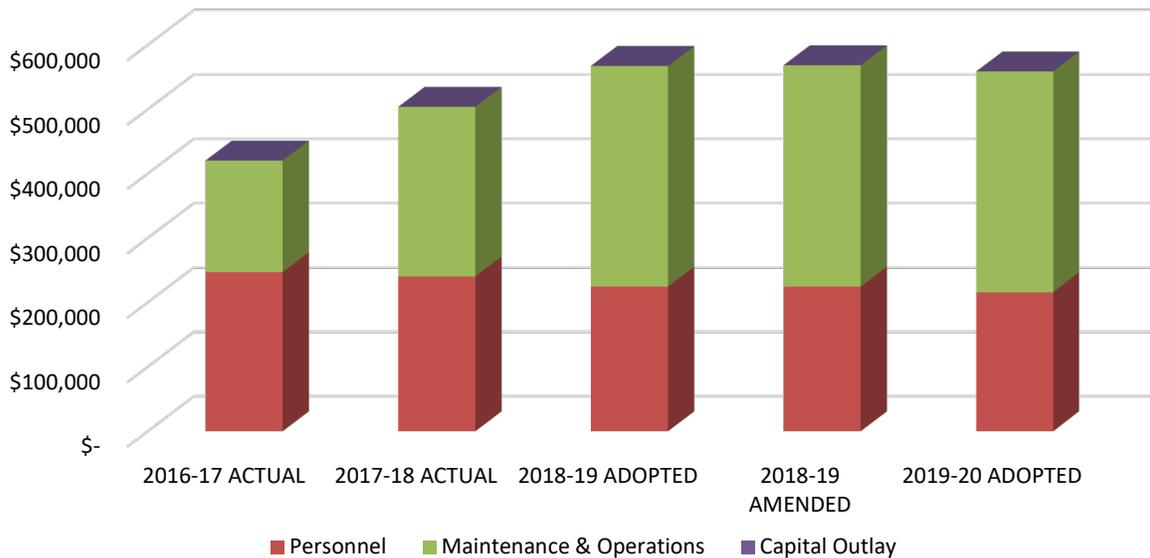
GENERAL GOVERNMENT

MISSION STATEMENT

To provide accessible, proactive leadership and governance for the community through the establishment of policies that pursue City Council goals and directives, and to promote the best interest of the City locally and with other governmental agencies.

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| EXPENSE CLASSIFICATION | | | | | |
| Personnel | \$ 246,890 | \$ 240,250 | \$ 224,370 | \$ 224,370 | \$ 215,510 |
| Maintenance & Operations | 173,510 | 263,500 | 342,990 | 344,010 | 343,290 |
| TOTAL BUDGET | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |

General Government Expense Classification



| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| FUNDING SOURCES* | | | | | |
| GENERAL FUND | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |
| TOTAL BUDGET | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |

CITY COUNCIL

The City Council is the governing body of the City of Upland and has the power to make all laws and regulations with respect to municipal affairs subject only to the limitations of the State and Federal Constitutions.

The City Council is an elected five person governing body. The Mayor is elected independently with the same voting power as other members of the Council. City Councilmembers each serve four-year terms with elections every other year; therefore, three Councilmembers are elected at one election and the Mayor and one Councilmember at the other.

The City Council appoints the City Manager and City Attorney, all of whom serve at the City Council's discretion. The City Council establishes policies of the City, which are implemented by staff under the direction of the City Manager. The City Council approves all ordinances, resolutions, and contracts in excess of limits set by policy.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ To continue to expand citizen participation in local government through advisory commissions, boards, committees, and semi-monthly council meetings.
- ◆ To enhance the quality of life for Upland residents by developing long and short-term fiscal and operational plans and policies.
- ◆ To participate and initiate programs of regional and local importance including the improvement of air quality and reduction of traffic congestion.
- ◆ To revitalize commercial activity and expand economic development opportunities to promote a healthy local government economy.

CITY TREASURER

The residents of Upland elect the City Treasurer. It is the Treasurer's responsibility to oversee the investment of City funds in a safe and secure manner while ensuring maximum return on all investments within limitations set by State law. The City Treasurer operates under the restrictions of Section 53646 of the Government Code of the State of California and Resolution 6133 of the Upland City Council – a resolution that affirms the Investment Policy for Public Funds.

The City follows the practice of pooling cash and investments for all funds except for funds required to be held by outside fiscal agents. Investment income is allocated quarterly to various funds based on the average monthly cash balances.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ To maximize the City’s return on its investments consistent with the requirements of State law while being mindful of the need for safety and liquidity. No investment may be made unless it is in conformity with the City’s Investment Policy.

CITY MANAGER

The City Manager is appointed by the City Council to direct the operation of all City Departments through department heads. The City Manager enforces the ordinances and resolutions of the City Council and is responsible for the administration of City programs and to ensure the delivery of high quality services.

The City Manager is responsible for the executive management of all City departments and serves as Executive Director of the Successor Agency of the Upland Community Redevelopment Agency (UCRA), coordinating the dissolution of the UCRA.

This office provides services such as responding to inquiries and requests of citizens, disseminating information regarding City activities, and providing input on regional, State and Federal issues that affect the City of Upland.

| PERSONNEL | | | | |
|-------------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| ADMINISTRATION | | | | |
| CITY MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSISTANT CITY MANAGER | 0.00 | 0.50 | 1.00 | 1.00 |
| DEPUTY CITY MANAGER | 1.00 | 0.50 | 0.00 | 0.00 |
| EXECUTIVE ASSISTANT TO CITY MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL DEPARTMENT | 3.00 | 3.00 | 3.00 | 3.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ To be responsive to Upland’s citizens, organizations, City Council, and staff in a timely manner.
- ◆ To be accessible to citizens, the City Council, business owners and employees.
- ◆ Implement the goals set forth by the City Council, which include fiscal stabilization, economic development, infrastructure repair and replacement, and outstanding customer service.
- ◆ To provide outstanding Council relations by informing Councilmembers of relevant City affairs/business such that staff trust and integrity is maintained and promoted.
- ◆ To provide funding for various City projects by pursuing State and Federal grants.

- ◆ To provide outstanding City services by meeting regularly with the development community such that quality, financially viable projects are developed within the City.
- ◆ To promote effective and efficient service delivery by analyzing City operations on a continual basis and making adjustments as needed.
- ◆ To continue to pursue measures to reduce operating costs and increase revenue opportunities.
- ◆ To continue to nurture and promote public communication and engagement by maintaining open government ideals and developing programs/projects that support constant pursuit of excellence in municipal services, as well as model public sector status.
- ◆ Continue to address Police Department staffing challenges.
- ◆ Continue to implement Succession Planning strategies for Executive and Mid-Management retirements and transitions.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Percentage of Agenda items reviewed and approved within two days | 99% | 99% | 100% | 100% |
| Percentage of calls referred to responsible employees and/or departments within the organization within 2 hours, and bring closure to citizens' concerns within 2 business days | 90% | 95% | 100% | 100% |
| Percentage of inquiries from various Department personnel responded within one day or when scheduled | 95% | 95% | 95% | 100% |
| Review incoming departmental correspondence and respond or disseminate as directed on same day | 100% | 100% | 100% | 100% |
| Percentage of Electronic Message Board Requests posted within 24 hours of receipt | 100% | 100% | 100% | 100% |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Continued working closely with Bridge Development who recently signed a long-term ground lease for the Bongiovanni industrial site.
- ◆ Continued partnership with JLL Consulting to assist with economic development activity.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers.

- ◆ Hired a new Chief of Police.
- ◆ Began renovations at Memorial Park and replanted the historic rose garden at a minimal cost to the City using volunteer assistance and donated rose bushes.
- ◆ Secured a tenant for the historic fire station.
- ◆ Secured a lease for the use of the vacant property behind the Police Station.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2019-20 ADOPTED BUDGET

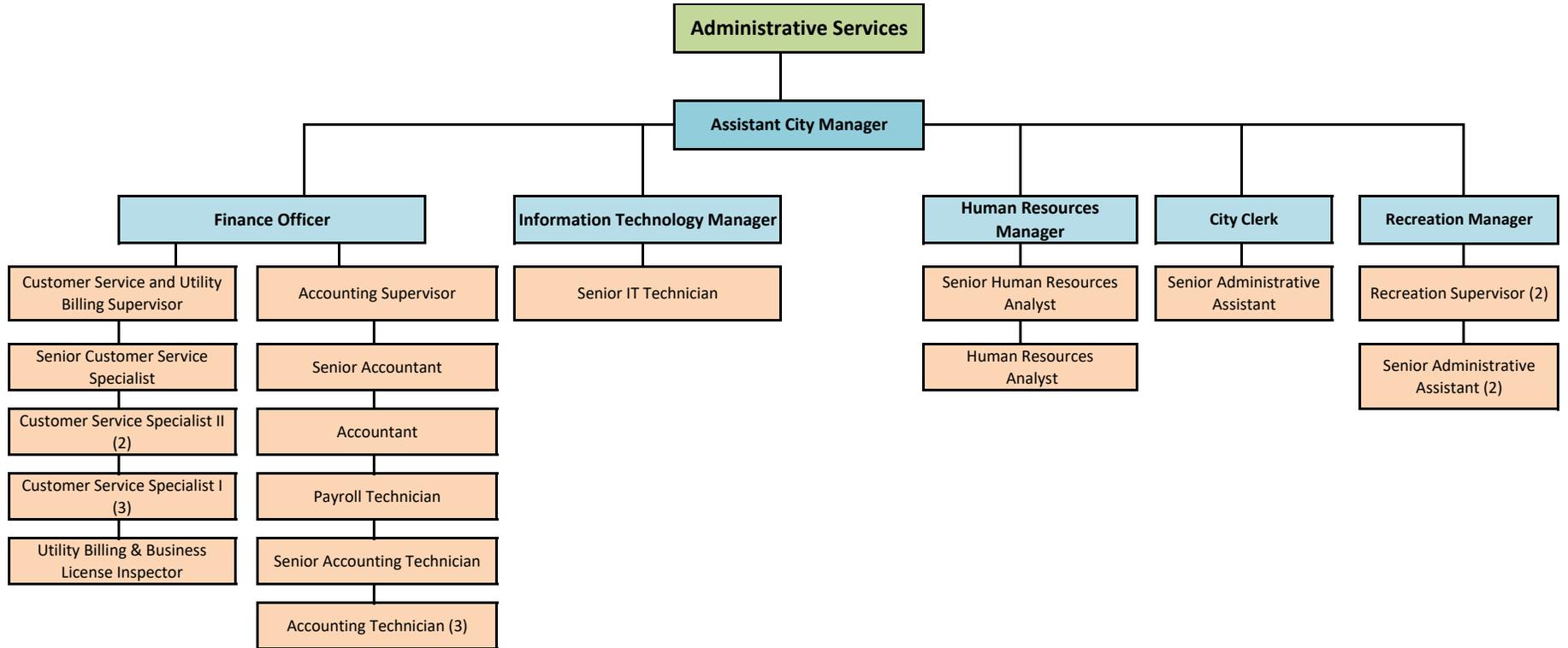
| GENERAL GOVERNMENT | | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---------------------------|---------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| 1101 | CITY COUNCIL | | | | | |
| | Personnel | \$ 35,100 | \$ 42,900 | \$ 33,560 | \$ 33,560 | \$ 34,490 |
| | Maintenance & Operations | 61,720 | 70,020 | 84,180 | 84,190 | 84,180 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL CITY COUNCIL | \$ 96,820 | \$ 112,920 | \$ 117,740 | \$ 117,750 | \$ 118,670 |
| 1104 | CITY TREASURER | | | | | |
| | Personnel | \$ 4,410 | \$ 1,360 | \$ 1,410 | \$ 1,410 | \$ 1,420 |
| | Maintenance & Operations | 500 | 290 | 380 | 390 | 380 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL CITY TREASURER | \$ 4,910 | \$ 1,650 | \$ 1,790 | \$ 1,800 | \$ 1,800 |
| 1201 | ADMINISTRATION | | | | | |
| | Personnel | \$ 207,380 | \$ 195,990 | \$ 189,400 | \$ 189,400 | \$ 179,600 |
| | Maintenance & Operations | 111,290 | 193,190 | 258,430 | 259,430 | 258,730 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL ADMINISTRATION | \$ 318,670 | \$ 389,180 | \$ 447,830 | \$ 448,830 | \$ 438,330 |
| | TOTAL GENERAL GOVERNMENT | | | | | |
| | Personnel | \$ 246,890 | \$ 240,250 | \$ 224,370 | \$ 224,370 | \$ 215,510 |
| | Maintenance & Operations | 173,510 | 263,500 | 342,990 | 344,010 | 343,290 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL GENERAL GOVERNMENT | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|---|-------------------|-------------------|--------------------|--------------------|--------------------|
| | PERSONNEL EXPENSE | | | | | |
| 5110 | Buy Backs | \$ 970 | \$ 7,500 | \$ 8,500 | \$ 8,500 | \$ 4,660 |
| 5111 | Salaries - Full Time | 181,520 | 129,460 | 146,710 | 146,710 | 137,740 |
| 5112 | Salaries - Temporary/Part Time | 31,950 | 40,900 | - | - | - |
| 5116 | Fringe Benefits | 16,080 | 17,660 | 22,020 | 22,020 | 21,940 |
| 5117 | Retirement Contributions | 16,370 | 10,280 | 13,380 | 13,380 | 12,820 |
| 5119 | Unfunded Annual PERS Liability | - | 34,450 | 33,760 | 33,760 | 38,350 |
| | TOTAL PERSONNEL EXPENSES | \$ 246,890 | \$ 240,250 | \$ 224,370 | \$ 224,370 | \$ 215,510 |
| | MAINTENANCE & OPERATIONS | | | | | |
| 5210 | City Manager Contingency | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 5211 | Postage | 4,410 | 4,510 | 5,190 | 5,200 | 5,520 |
| 5212 | Advertising | 26,900 | 30,150 | 33,400 | 33,400 | 9,200 |
| 5213 | Dues & Subscriptions | 49,150 | 54,120 | 57,050 | 57,050 | 60,760 |
| 5215 | Training/Conferences/Meetings | 13,960 | 14,000 | 23,380 | 23,390 | 32,620 |
| 5216 | Office Supplies | 610 | 2,110 | 1,750 | 1,750 | 1,500 |
| 5217 | Other Supplies/Materials | 3,670 | 2,950 | 21,450 | 21,450 | 22,770 |
| 5220 | Fuel Usage | 1,070 | 1,570 | 1,300 | 1,300 | - |
| 5221 | Mileage Reimbursement | 410 | - | - | - | - |
| 5222 | Central Duplicating Charges | - | 150 | - | - | 170 |
| 5223 | Information Systems Charges | 13,930 | 16,160 | 9,850 | 9,850 | 13,930 |
| 5224 | Vehicle Charges | 4,000 | 1,650 | 2,210 | 2,210 | - |
| 5233 | Other Equipment | - | 1,260 | - | - | - |
| 5252 | Professional Services | 40,350 | 30,330 | 78,720 | 78,720 | 62,000 |
| 5253 | Contract Services | - | 54,080 | 54,000 | 54,000 | 54,000 |
| 5258 | Other Services | 12,900 | 14,630 | 20,150 | 21,150 | 18,000 |
| 5271 | Insurance Premium | 330 | 230 | 400 | 400 | 450 |
| 5273 | Workers Compensation Charges | - | 11,120 | 12,140 | 12,140 | 12,030 |
| 5274 | Unemployment Charges | 490 | 940 | 1,010 | 1,010 | 970 |
| 5275 | Long-term Disability Charges | 680 | 950 | 1,010 | 1,010 | 970 |
| 5276 | Liability Charges | - | 16,590 | 18,840 | 18,840 | 17,910 |
| 5277 | Loss Prevention | 650 | 1,000 | 1,140 | 1,140 | 990 |
| 5294 | Sponsor/Contribution/Donation | - | - | - | - | 4,500 |
| 5427 | Issuance Costs | - | 5,000 | - | - | - |
| | TOTAL MAINTENANCE & OPERATIONS | \$ 173,510 | \$ 263,500 | \$ 342,990 | \$ 344,010 | \$ 343,290 |
| | CAPITAL OUTLAY | | | | | |
| 5530 | Machinery & Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5531 | Vehicles | - | - | - | - | - |
| | TOTAL CAPITAL OUTLAY | \$ - | \$ - | \$ - | \$ - | \$ - |
| | TOTAL DEPARTMENT | \$ 420,400 | \$ 503,750 | \$ 567,360 | \$ 568,380 | \$ 558,800 |

ADMINISTRATIVE SERVICES

City of Upland
Organizational Chart
Fiscal Year 2019-20



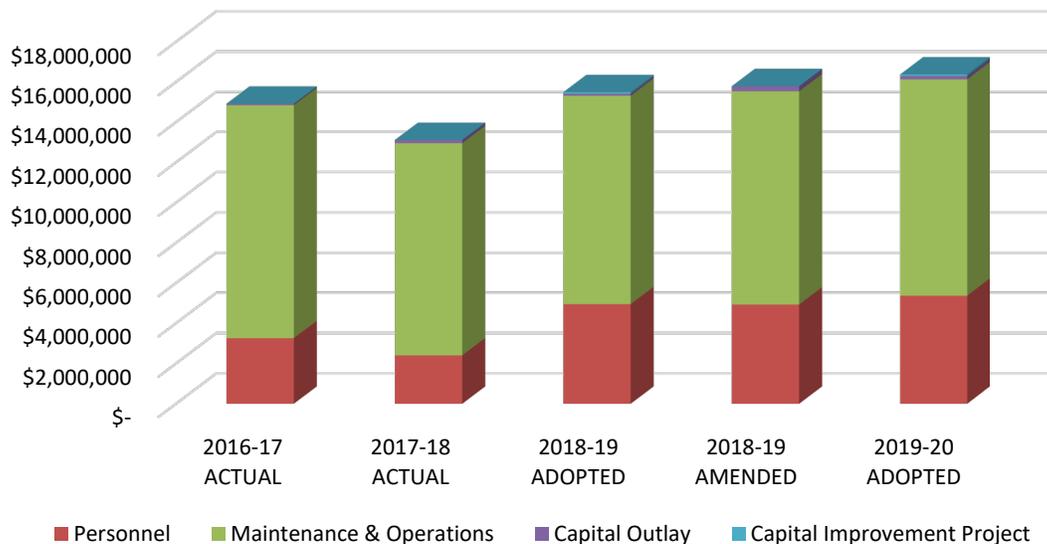
MISSION STATEMENT

To manage the fiscal and financial affairs of the City, and to support City officials and all departmental operations through a variety of financial services and risk management; to administer top quality personnel services with the highest level of professionalism and integrity in order to attract, retain, train and develop a competent workforce; to provide accessible, proactive leadership for the community through the establishment of policies encouraging a high standard of governance; and to develop opportunities for the use of technology to improve and enhance services to the community.

The Recreation and Community Services Division is committed to providing the citizens of Upland with quality recreational programs, services, and special events. The Division also serves as a resource to other City Departments and community organizations. We strive to consistently be a model, well-run, and efficient department.

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| EXPENSE CLASSIFICATION | | | | | |
| Personnel | \$ 3,255,220 | \$ 2,402,430 | \$ 4,947,590 | \$ 4,926,910 | \$ 5,366,670 |
| Maintenance & Operations | 11,588,450 | 10,552,190 | 10,367,930 | 10,608,490 | 10,764,110 |
| Capital Outlay | 73,280 | 159,180 | 100,000 | 251,810 | 168,950 |
| Capital Improvement Project | - | - | 75,000 | - | 75,000 |
| TOTAL BUDGET | \$ 14,916,950 | \$ 13,113,800 | \$ 15,490,520 | \$ 15,787,210 | \$ 16,374,730 |

Administrative Services Expense Classification



| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| FUNDING SOURCES | | | | | |
| GENERAL FUND | \$ 7,588,310 | \$ 6,711,740 | \$ 9,717,540 | \$ 9,736,180 | \$ 10,324,480 |
| AIR QUALITY MANAGEMENT FUND | 17,970 | 18,070 | 111,160 | 111,160 | 195,210 |
| OTHER GRANTS | 53,850 | 39,010 | - | 58,510 | - |
| PUBLIC FINANCING AUTHORITY | 259,330 | - | - | - | - |
| SELF-FUNDED INSURANCE | 5,767,480 | 4,712,960 | 4,096,690 | 4,096,690 | 4,177,530 |
| INFORMATION SYSTEMS | 1,230,010 | 1,632,020 | 1,565,130 | 1,784,670 | 1,677,510 |
| TOTAL BUDGET | \$ 14,916,950 | \$ 13,113,800 | \$ 15,490,520 | \$ 15,787,210 | \$ 16,374,730 |

CITY CLERK

This position fulfills the statutory requirements of City Clerk. The City Clerk's Office prepares Council meeting agendas, and minutes, assists other departments with submission of staff reports and support documentation, advertises legal notices relating to Council agendas and other City issues, maintains advisory commissions' records and the City seal, and attests all City documents. As filing officer, the City Clerk oversees the filing requirements of the Fair Political Practices Commission, manages the City Conflict of Interest Code, and maintains the Upland Municipal Code and Zoning Code. The City Clerk's Office serves as the information center for City Hall and is responsible for all official City records such as ordinances, resolutions, deeds, agreements, and formal bid contracts. The office also coordinates the records management program for all City departments.

All City elections are the responsibility of the City Clerk. Citywide municipal elections are conducted in November of even-numbered years. Elections require compliance with State mandated deadlines, legal notices, and the cooperation of several outside agencies, which are all coordinated by the City Clerk.

| PERSONNEL | | | | |
|---------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| CITY CLERK | | | | |
| CITY CLERK | 0.00 | 0.00 | 0.50 | 1.00 |
| DEPUTY CITY CLERK | 1.00 | 1.00 | 0.50 | 0.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | 0.00 | 1.00 | 1.00 | 1.00 |
| ADMINISTRATIVE ASSISTANT III | 1.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DIVISION | 2.00 | 2.00 | 2.00 | 2.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Continue with implementation of the electronic record keeping system for City-wide records management program.
- ◆ Assist departments with records management to ensure compliance with adopted records retention schedules.

- ◆ Develop a new Records Center to accommodate city-wide records retention.
- ◆ Foster transparency and access to public meetings and records.
- ◆ Review and update the City’s Records Retention Schedule.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|-----------------------|-----------------------|--------------------------|-----------------------|
| City Council and Council Committee agendas/packets prepared and posted | 66 | 75 | 77 | 72 |
| Campaign disclosure filings and Statements of Economic Interest filings processed | 148 | 117 | 220 | 162 |
| Agreements, resolutions and ordinances processed | 142 | 131 | 118 | 131 |
| Records requests handled by staff | 326 | 400 | 352 | 359 |
| Subpoenas processed | 24 | 23 | 20 | 22 |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Prepared a New Councilmember Handbook with resources and information for newly elected/appointed officials.
- ◆ Conducted the November 2018 General Election in consolidation with the County for District 2, 3, and 4 City Council seats.
- ◆ Updated the City’s Conflict of Interest Code and coordinated ethics training for all designated officials and employees.
- ◆ Staff coordinated the destruction of obsolete records with all City departments in compliance with the City’s Records Retention Schedule.
- ◆ Prepared a “Clerk in a Box” emergency kit as recommended by the City Clerk’s Association of California in order to be better prepared in a situation that requires activation of the Emergency Operations Center (EOC).

CITY ATTORNEY

The City Attorney is appointed by the City Council and is charged with advising and giving legal opinions to Council, Boards, Commissions, and City Staff. The City Attorney appraises all City officials of changes in statutes or case law as they affect the City. The City Attorney also ensures that violations of City laws are prosecuted where necessary. The City Attorney furnishes services

at all meetings of the Council, and prepares ordinances, resolutions, contracts, and other legal documents.

Certain other attorneys may represent the City in matters of special expertise such as worker’s compensation and public liability defense.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ To provide reliable and timely legal services to the City Council, advisory committees and City staff in order to ensure the City is lawfully governed and the community effectively served.

- ◆ Upon approval of the City Council, represent the City in litigation.

FINANCE

The Finance Division provides a comprehensive financial accounting and reporting system that meets the information requirements of its users, and complies with all applicable laws and regulations, including Generally Accepted Accounting Principles (GAAP). In advising City officials on the City’s financial position and condition, the Division provides timely financial information necessary for decision-making, and assists City staff in implementing and developing appropriate internal controls and financial systems.

The Division safeguards all City assets and promotes their efficient use while adhering to prescribed City Council and management policies. It provides the framework for the processing of all financial management services that include general ledger accounting, budget preparation and analysis, purchasing, payroll, accounts payable and receivable, cash receipting, utility billing, and animal licensing. Under the direction of the Assistant City Manager, the Division organizes, reviews, and prepares the annual budget document for the City. It also produces federal, state and other reports as required by law in conformance with municipal accounting regulations and standards.

| PERSONNEL | | | | |
|------------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| FINANCE | | | | |
| FINANCE MANAGER | 1.00 | 0.00 | 0.00 | 0.00 |
| FINANCE OFFICER | 0.00 | 1.00 | 1.00 | 1.00 |
| ACCOUNTING SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ACCOUNTANT | 1.00 | 1.00 | 1.00 | 1.00 |
| ACCOUNTANT | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ACCOUNTING TECHNICIAN | 1.00 | 0.00 | 0.00 | 1.00 |
| PAYROLL TECHNICIAN | 0.00 | 1.00 | 1.00 | 1.00 |
| ACCOUNTING TECHNICIAN | 3.00 | 3.00 | 3.00 | 3.00 |
| BUDGET CLERK | 1.00 | 0.00 | 0.00 | 0.00 |
| ACCOUNTING CLERK | 0.00 | 1.00 | 1.00 | 0.00 |
| CUSTOMER SERVICES SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR CUSTOMER SERVICE SPECIALIST | 0.00 | 1.00 | 1.00 | 1.00 |
| UB AND BUSINESS LICENSE INSPECTOR | 0.00 | 0.00 | 0.00 | 1.00 |
| CUSTOMER SERVICE SPECIALIST | 5.00 | 0.00 | 0.00 | 0.00 |

| PERSONNEL | | | | |
|--------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| CUSTOMER SERVICE SPECIALIST II | 0.00 | 2.00 | 2.00 | 2.00 |
| CUSTOMER SERVICE SPECIALIST I | 0.00 | 3.00 | 3.00 | 3.00 |
| TOTAL DIVISION | 15.00 | 16.00 | 16.00 | 17.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Continue to provide the City Manager and City Council with monthly budget/actual reports to allow the City’s financial position to be continuously reviewed and evaluated.
- ◆ Monitor City procurements for compliance with the adopted purchasing policy in order to ensure fiscal control.
- ◆ Prepare a Government Finance Officers Association award winning Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2019.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2019-20 and present budget recommendations to the City Council in February 2020.
- ◆ Provide good fiscal stewardship by initiating the Fiscal Year 2020-21 budget process in November 2019, ensuring that the Fiscal Year 2020-21 City budget is adopted by the City Council prior to the close of Fiscal Year 2019-20.
- ◆ Reduce the number of days from fiscal year end until the Comprehensive Annual Financial Report is issued to 184.
- ◆ Implement and convert fixed assets to the new ERP system.
- ◆ Implement centralized accounts payable using electronic workflow.
- ◆ Implement electronic timecard entry for payroll.
- ◆ Convert cash receipting records to electronic.
- ◆ Monitor the investment activity closely and strategize to increase investment income.
- ◆ Receive the Government Finance Officers Association Award for Distinguished Budget Presentation and Excellence in Financial Reporting.
- ◆ Continue working towards implementing and converting Utility Billing to the new ERP system.
- ◆ Continue auditing multi-family water and sewer accounts to ensure accurate billing and level of service.

- ◆ Continue to encourage utility customers to enroll in the online pay program.
- ◆ Audit city utility accounts to ensure accurate billing and level of service.
- ◆ Audit pool, clubhouse and landscape accounts associated with apartments and HOAs to ensure accurate billing and level of service.
- ◆ Implement a pay by phone option for utility bills.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|--|---------------------------|
| Receive the Government Finance Officers Association Award for Excellence in Financial Reporting and Distinguished Budget Presentation | YES | YES | YES | YES |
| Financial reports submitted to City Council on a monthly basis | 75% | 100% | 100% | 100% |
| Number of days from fiscal year-end until CAFR is issued | 178 | 215 | 184 | 184 |
| Implementation of Fixed Assets in Munis Software | N/A | Work in Process | Work in Process | 100% |
| Centralize Accounts Payable using electronic workflow | N/A | Work in Process | Work in Process | 100% |
| Implement Electronic Timecard entry for payroll | N/A | Work in Process | Work in Process | 100% |
| Convert cash receipting records to electronic | N/A | N/A | Deferred to FY 2019-20 | 100% |
| Percentage of utility accounts enrolled in the online biller program | 54% | 56% | 58% | 60% |
| Percentage of utility accounts enrolled in the Auto-Pay program | 19% | 21% | 23% | 25% |
| Percentage of utility accounts signed up for paperless statements | 18% | 21% | 23% | 25% |
| Implement and convert Utility Billing to the new ERP system | N/A | N/A | Deferred to FY 2019-20 | 100% |
| Develop and distribute welcome pamphlets for new City residents | N/A | N/A | Deferred to FY 2019-20 | 100% |
| Accept General Billing payments online | N/A | N/A | Deferred to FY 2019-20 (as tied to new Utility Billing ERP system) | 100% |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City’s annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2017-18.
- ◆ Received the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2018.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2018-19, and presented budget recommendations to the City Council in February 2019.
- ◆ Increased interest earnings by \$544,000 as a result of diverse investment portfolio.
- ◆ Maintained the timeliness of revenue and expenditure report distribution.
- ◆ Issued 509 purchase orders and 4,841 accounts payable checks.
- ◆ Processed 477 help desk tickets to assist departments with various Finance related needs.
- ◆ Implemented procedures and controls to record electronic payments in a timely manner.
- ◆ Successfully implemented use of pooled cash account for improved recording and reconciliation of city cash and investments.
- ◆ Implemented an e-lockbox for utility accounts which helped eliminate the majority of paper checks processed in-house.
- ◆ Worked with Public Works Water Division to implement new meter reading handheld devices and software which incorporate reads from AMI meters. The new AMI meters allow for a more accurate representation of a customer’s daily usage and leak detection.

INFORMATION SYSTEMS

The Information Systems Division is responsible for ensuring the City’s information technology resources are effectively managed and used as key organizational tools in improving productivity, customer service, and public access to City information. This Division is also responsible for developing and implementing long-range goals, policies, and standards for acquiring, maintaining, and achieving full use of information technology resources; and, for providing ongoing support, training and maintenance of computers and related peripherals.

| PERSONNEL | | | | |
|----------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| INFORMATION SYSTEMS | | | | |
| IT MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR IT TECHNICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL DIVISION | 2.00 | 2.00 | 2.00 | 2.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Implement a Backup solution with Recovery time objective of less than 4 hours in case of disaster.
- ◆ Implement software for Auditing City Files access.
- ◆ Implement a centralized Email Archiver to Archive all emails according to Policy.
- ◆ Complete Emergency Operating Center Setup in Carnegie.
- ◆ Complete upgrading of all Desktop computers to Windows 10.
- ◆ Upgrade library public computers.
- ◆ Upgrade library reservation software.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|-----------------------|-----------------------|--------------------------|-----------------------|
| Percentage of information systems service requests resolved within 24 hours | 100% | 100% | 100% | 100% |
| Number of unplanned network outages | - | 1 | - | - |
| Number of unplanned server/service outages | 1 | 1 | - | - |
| Number of electronic devices maintained for employee use | 801 | 949 | 949 | 949 |
| Number of Help Desk tickets received for IT service requests (excluding weekend and phone requests) | 1,791 | 1,509 | 2,000 | 2,000 |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Implemented a staff education program for how to prevent cyberattacks.
- ◆ Completed replacement of police vehicle laptops and installed windows 10.
- ◆ Implemented multi-method malware protection software.
- ◆ Upgraded 85% of desktops to windows 10
- ◆ Upgraded the audio/video equipment in the Carnegie building and improved ease of use.
- ◆ Upgraded backroom equipment to allow high definition broadcast of council meetings.

- ◆ Implemented electronic traffic citation system, which allows officers to cite and print tickets on site.
- ◆ Implemented online reporting of non-emergency incidents.

HUMAN RESOURCES

The Human Resources Department provides consultation, guidance and support while working collaboratively to implement innovative solutions supporting an optimally performing organization.

Responsibilities of this Department include: consultation on organizational development activities, facilitation of workforce planning, providing staffing solutions, learning and development, classification and compensation, leadership/advice on employee and labor relations issues, management, employee and candidate coaching, administration of legal provisions, policy and labor contract interpretation, ensuring compliance with legal policies and best practices, benefits administration, communication internally and externally regarding human resources activities, planning on strategic initiatives, safety and rideshare programs. This Department also administers the self-funded insurance programs that include workers' compensation, unemployment and general liability.

| PERSONNEL | | | | |
|--------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| HUMAN RESOURCES | | | | |
| HR MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR HUMAN RESOURCES ANALYST | 0.00 | 1.00 | 1.00 | 1.00 |
| HUMAN RESOURCES ANALYST | 1.00 | 1.00 | 1.00 | 1.00 |
| HUMAN RESOURCES SPECIALIST | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT I | 1.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DIVISION | 4.00 | 3.00 | 3.00 | 3.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Improve Individual and Organizational Communication – through messaging, training and modeling, promote open communication, market successes and services.
- ◆ Hire Well – strategically look at each open position as an opportunity to move the organization forward, recruiting and hiring quality staff that possess the Knowledge, Skills and Abilities (KSAs) required to fill in gaps and mature the organization.
- ◆ Transition Staff to Updated Performance Evaluation Process – promote new system which sets clear expectations/goals and empowers staff/leadership to optimize performance of City employees while setting achievable goals and objectives which fall in line with organizational goals.

- ◆ Update Administrative Policies and Procedures - continue to update policies and procedures to ensure compliance with State and Federal regulations, as well as provide for a forward thinking organization incorporating best practices.
- ◆ Update City Merit Rules and Regulations – review and update Merit Rules to reflect current organizational structure and ensure consistency with applicable laws and best practices.
- ◆ Create a New Hire Orientation Program - develop a comprehensive on-boarding program that provides new employees with a good base understanding of the City’s department functions, municipal government operations, and provides new employees an immediate connection with the organization.
- ◆ Risk Management – continue to promptly process claims and subrogate applicable claims.
- ◆ Wellness Program for Employees - continue the partnership with PACE and Kaiser to enhance the current Wellness Program for employees and implement internal Wellness Program which improves moral and encourages optimal health.
- ◆ Transition to Utilization of Website and Social Media – manage our messaging providing an inside perspective and delivering accessible services to our customers (internal and external) opening the channels of communication to those who may not communicate in other ways.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|--|-----------------------|-----------------------|--------------------------|-----------------------|
| Number of recruitments concluded | 60 | 47 | 70 | 75 |
| Number of employees participating in the Rideshare program | 43 | 20 | 22 | 40 |
| Number of employee safety meetings | 2 | 15 | 15 | 15 |
| Number of applications processed | 5,500 | 5,000 | 6,500 | 6,500 |
| Number of Subrogations processed | 12 | 21 | 20 | 25 |
| Subrogation recovery amounts | \$30,361 | \$66,904 | \$75,000 | \$100,000 |
| Number of GL claims close | 65 | 84 | 125 | 125 |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Human Resources has continued operations at 66% of full-time staff.
- ◆ Conducted a request for proposals (RFP) for the Liability & Loss Prevention Program and Workers’ Compensation Program to ensure competitive pricing for services provided by a third party administrator.

- ◆ Recruited and transferred the City's retirement plan administration to ensure a competitive return on investments and comprehensive services are being provided to employees.
- ◆ Continued implementation of Human Resources Modules in Tyler Munis, a new Financial and Personnel Software System, which replaced two current Employee Database programs.
- ◆ Filled a total of 69 full and part-time positions, to date.
- ◆ Filled 11 positions as promotional, promoting the retention of current employees.
- ◆ Monitored Keenan's on-line safety training program for City Employees to view videos and webinars to meet training goals and requirements.
- ◆ Successfully offered a wide range of training workshops for employees at little or no cost to meet the City's training goals and objectives.
- ◆ Moved to Social Media for recruitment and public relations which had a direct impact on the number of qualified candidate applications.
- ◆ More than doubled the monetary recoveries of subrogated liability claims.

SELF-FUNDED INSURANCE

The mission is to protect the City's assets and service capabilities against the financial consequences of loss and to provide advice and support to City Departments in hazard identification and mitigation activities as it relates to the areas of liability, cyber security, occupational health and safety, and property loss risks.

The City of Upland is self-funded for workers' compensation, unemployment, long-term disability, and general liability claims. The insurance programs are managed by the Human Resources Department, with the assistance of third-party administrators. The costs of managing the Self-Insurance programs are allocated to the specific departments involved in the claims. Revenue is generated by internal user fees.

The City has coverage for incidents with expense in excess of five hundred thousand dollars (\$500,000) for workers compensation, and four hundred thousand dollars (\$400,000) for general liability claims.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Engage departments in the workers' compensation process such as: providing on-going education to employees on minimizing injuries and proper safety precautions when performing job functions; providing on-going education to supervisors and managers on the interactive process for returning employees with restrictions to work; and, implement a safe workplace campaign to promote employees participation in reporting unsafe conditions and activities which may lead to potential injuries.

- ◆ Continue to improve the health and wellness program offerings to include resources such as on-going health related webinars, newsletters and in house Wellness Wednesday program used to encourage employees to develop and maintain a balanced personal and work lifestyle thereby, increasing employees morale and productivity.
- ◆ Continue exploring effective cost containment strategies by conducting quarterly claim reviews and annual clinic site reviews so that best practices in workers' compensation claims handling is used and monetary savings are realized.
- ◆ Continue to conduct employee training on mandated regulatory programs utilizing Keenan & Associates on-line training programs (Keenan Safe Personnel) so that the City complies with OSHA requirements, minimizes employee injuries, and employs best safety practices.
- ◆ Develop additional oversight strategies in litigation claims management, so that effective cost containment methods are used and a reduction in costs is realized.

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Engaged departments in the workers' compensation process by providing on-going education to employees on minimizing injuries and proper safety precautions when performing job functions; provided on-going education to supervisors and managers on the interactive process for returning employees with restrictions to work; and, implemented a safe workplace campaign to promote employees participation in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ Conducted multiple educational training sessions on Workers Compensation Reporting Procedures for supervisors and managers to obtain a clearer understanding of the workers compensation process and the role of the third party administrator (TPA) and accident investigation training.
- ◆ Continued to provide regular tailgate meetings with Public Works department to ensure safety is a top priority for all employees.
- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third party administrator.
- ◆ Decreased Workers' Compensation Indemnity claims by 7% and total paid in Temporary Disability Payments by 50% by improving the employee Return to Work Program.

LIBRARY

The Upland Public Library provides services to assist the community in obtaining information that meets their personal, educational, and recreational needs. The Library serves as a learning and cultural resource center for all residents and businesses.

The Library provides reference services that include periodicals, audiovisual, and youth services. Staff answers reference questions, selects materials, maintains collections, and assists the public

in the use of the library. Other activities include acquiring and cataloging library materials in all formats, maintaining bibliographic databases for public access, processing library materials for public use and preserving the collections in good physical condition.

As authorized in State Education Code Sections 18900-18965, the Library Board of Trustees manages the Library under the direction and legislative authority of the City Council.

The City elected to enter into a public-private partnership with Library Systems & Services, Inc. which began managing the Library on August 1, 2014. LSSI maintains the Library’s staffing in accordance with the community’s needs in cooperation with the City and Library Board of Trustees. All Library materials, furnishings and buildings remain the property of the citizens and the City of Upland.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Continue to provide, improve, and expand successful, enrichment and popular adult, teen, and children’s programs.
- ◆ Continue to increase our downloadable book and audiobook collections to facilitate 24 hour availability of entertainment and educational materials.
- ◆ Continue to encourage community members to engage with the library through social media outreach.
- ◆ Work with dedicated community members to fund the renovation of the old Friends of the Library bookstore to create a Teen / Literacy program area.
- ◆ Continue to improve our Literacy Program to support adults seeking to improve their reading, writing and English language skills in order to increase educational and employment achievement in our community.
- ◆ Continue to create a comfortable, welcoming atmosphere by improving the Library’s environment and displays.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|--|-----------------------|-----------------------|--------------------------|-----------------------|
| Library programs provided to the community | 528 | 524 | 550 | 565 |
| Library requests filled during the year | 11,367 | 13,190 | 14,000 | 14,500 |
| Adult literacy students | 76 | 75 | 85 | 80 |
| Presentations about Upland and the Inland Empire’s history | 5 | 4 | 10 | 5 |
| Circulation | 169,251 | 160,490 | 185,000 | 180,000 |

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---------------------------------|-------------------|-------------------|----------------------|-------------------|
| Downloaded e-materials | 5,971 | 10,879 | 7,000 | 15,000 |
| New Card Registrations | 4,539 | 4,083 | 5,750 | 4,500 |
| Internet use by patrons | 29,050 | 24,128 | 33,000 | 20,000 |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Friends of the Upland Library rallied support and raised funds to move their shop from the Library storage area downstairs into the vibrant new Book Seller shop upstairs, created by enclosing the old west patio. The new Book Seller is bright, airy and much larger than the old shop. This project was accomplished without use of City funds.
- ◆ Upland Library is partnering closely with Upland High School to provide literary and enrichment activities by hosting a book club at the school and providing leadership opportunities with our Teen Library Advisory Board.
- ◆ Our partnership with Upland School District fed healthy lunches to 2,888 hungry children during our new summertime Lunch at the Library program.
- ◆ The new Hjorth Children’s Reading Room has increased the number of children we see for story time and early literacy activities. Attendance at our various children’s and family events totaled 12,576, up 8,431 from FY 2017-2018.

Alternate sources of funding received by the Library:

- Received a \$27,500 California State Literacy Services grant to support our Literacy Program.
- Received \$2,000 for our Summer Nutrition Program from the California State Library
- Received \$2,500 from the California State Library to create a Teen Internship program supporting Lunch at the Library.
- Raised \$4,200 at our Literacy Bee fundraiser.
- Received over \$34,000 from the Friends of the Library to support services and programs.
- Raised more than \$125,000 for the Book Seller Friends Book Store expansion project donated by Friends of Upland Public Library and individual library supporters.

RECREATION

The Recreation and Community Services Division is committed to creating community through people, parks and programs. Our purpose is: to provide recreational programs and community services which enrich the quality of life for Upland residents by promoting health, wellness and

human development; to maintain recreational facilities thus enhancing the desirability of the City as a place to live; and strengthen community image.

| PERSONNEL | | | | |
|--|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| RECREATION AND COMMUNITY SERVICES | | | | |
| COMMUNITY SERVICES DIRECTOR | 1.00 | 1.00 | 0.00 | 0.00 |
| RECREATION MANAGER | 0.00 | 1.00 | 1.00 | 1.00 |
| RECREATION SUPERVISOR | 0.00 | 2.00 | 2.00 | 2.00 |
| RECREATION COORDINATOR | 3.00 | 0.00 | 0.00 | 0.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | 1.00 | 1.00 | 1.00 | 2.00 |
| ADMINISTRATIVE ASSISTANT II | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | 0.00 | 1.00 | 1.00 | 0.00 |
| TOTAL DIVISION | 6.00 | 6.00 | 5.00 | 5.00 |

FY 2019-20 GOALS AND OBJECTIVES

To reduce costs and increase revenue by operating in a more efficient manner:

- ◆ Utilize volunteers more efficiently by developing a proactive approach to project assignments.
- ◆ Coordinate with Boy Scouts working on their Eagle Scout project and Girl Scouts working on their Gold Awards.
- ◆ Coordinate with residents looking to volunteer in their community.
- ◆ Continue expense account tracking to better forecast the monetary needs for various events, programs, and activities.
- ◆ Locate and secure alternate sources of funding to help off-set costs associated with special events, programs, and activities.
- ◆ Apply for local grants to help off-set costs associated with special events, programs, and activities.
- ◆ Work with Community Service Groups to share costs for programs and facility maintenance.
- ◆ Maximize space at the Gibson Senior Center to increase revenue.
- ◆ Practice preventative maintenance techniques.
- ◆ Continue to enhance program advertising through social media.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|------------------------------------|-------------------|-------------------|----------------------|-------------------|
| Volunteer hours provided | 13,619 | 11,490 | 12,119 | 12,500 |
| Revenue received from sponsorships | \$32,910 | \$38,732 | \$36,512 | \$38,000 |

To enrich the lives of residents by expanding and enhancing the recreational and community services programs offered:

- ◆ Host workshops on topics of interest to seniors, families with children, young adults, etc.
- ◆ Continue to expand general and senior class offerings through the Recreation and Community Services Division.
- ◆ Continue to increase the number of excursions offered per year to encourage increased activity levels for the mature audience.
- ◆ Continue to partner with other departments and outside agencies to offer programs.
- ◆ Enhance the Summer Concert Series to include movies and special events for children, alternating between parks, encouraging residents from various areas of the City to participate.
- ◆ Develop programs to provide tech help to seniors. Ex: Computers, telephones, and tablets.
- ◆ Introduce the Upland Trifecta Challenge to receive a special commemorative medal for those participates competing in the Irish For A Day 5K, 4th of July Firecracker 5K, and Turkey Trot 5K.
- ◆ Increase monthly programs, special events, and activities at the Gibson Senior Center

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---------------------------------|-------------------|-------------------|----------------------|-------------------|
| Classes held | 1,212 | 1,592 | 1,686 | 1,700 |
| Special events held | 64 | 90 | 98 | 100 |

To foster a positive image of the City by creating opportunities to promote the City as being a safe place to live with staff who are concerned about the well-being of its residents:

- ◆ Actively participate in community events.

- ◆ Attend community meetings/meet with concerned citizens.
- ◆ Provide professional quality advertisements.
- ◆ Emphasize good customer service by providing staff training and development opportunities.
- ◆ Closely work with large groups wishing to utilize City parks to hold events.

| PERFORMANCE MEASUREMENTS | 2016-2017 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---------------------------------|---------------------|-------------------|----------------------|-------------------|
| Community events attended | 126 | 90 | 125 | 140 |

FY 2018-19 MAJOR ACCOMPLISHMENTS

Expansion of the community based programs and events offered by the Division:

- ◆ Implemented the Active Facility Reservation module which improved convenience of park reservations for residents.
- ◆ Implemented the Upland Today brochure as an interactive publication on the City website to: increase our audience base; allow for a digital experience; and ease of internet registration.
- ◆ Hosted the 2018 Concerts in Memorial Park series, highlighting the beauty and safety of the newly renovated park, accommodating approximately 1000 residents for summer fun.
- ◆ Hosted the Inaugural Volunteers of the Year award dinner to recognize individuals who serve the city in a volunteer capacity.
- ◆ Hosted additional special events at the Gibson Senior Center encouraging seniors to stay active and acquire additional friendships.
- ◆ Hosted two sessions of Butterflies in May, accommodating over 100 children.
- ◆ Hosted the Annual Art Exhibit at the Gibson Senior Center.
- ◆ Hosted the 2018 2nd Annual 4th of July Firecracker 5K Fun Run/Walk, Pancake Breakfast and Wheels on Parade as a holiday alternative to the Annual 4th of July Fireworks Spectacular.
- ◆ The volunteer program accommodated 25 participants, totaling 671 hours, and saving the City a total of \$8,052.

- ◆ Hosted Scary-A-Faire, providing a safe alternative to Trick-Or-Treating for nearly 5000 children and their families.
- ◆ Hosted the 4th Annual Holiday Tree Lighting Ceremony in the Civic Center Courtyard.
- ◆ Approximately 18 residents participated in the Annual Home for the Holidays House Decorating Contest. This year's event allowed residents to pick their "Fan Favorite" through a voting process located on FaceBook.
- ◆ Approximately 75 children wrote to Santa Claus, receiving personalized letters in return.
- ◆ As of February 1st, Greenbelt Park is open for reservations on Sundays only.
- ◆ Additional Parent & Me classes were added to Recreation programming.
- ◆ Gibson Senior Center began the initial steps in moving forward with the Organic Food Recycling Program. This program allows the Family Service Association (FSA) to recycle their food waste and turn it into compost, helping to reduce food waste from the Center.
- ◆ Added additional excursions to accommodate the requests of residents due to popularity.
- ◆ Created an Instagram account as an additional means of social media.
- ◆ Introduced "Picture It, Upland", a photo contest for residents to capture the essence of Upland.
- ◆ Approximately 1576 residents applied for passports through the Gibson Senior Center.
- ◆ Created the Facility and Parks brochure in order to highlight City facilities which are available to rent.

The Division hosted several events and activities throughout the year as part of our Healthy Upland campaign including:

- ◆ Hosted "Lettuce Grow a Garden" to encourage children and families to grow a garden and reap the benefits of healthy eating.
- ◆ Hosted the Inaugural 5K Irish for A Day Run/Walk to celebrate St. Patrick's Day with over 355 participants.
- ◆ Hosted the 2nd Annual Firecracker 5K Run/Walk on the 4th of July with over 260 participants.
- ◆ The Gibson Senior Center hosted several lecture series regarding health and fitness.
- ◆ Approximately 675 children and adults participated in the 2018 Summer Aquatics series.

- ◆ Approximately 220 children participated in our 2018/2019 Co-Ed Youth Basketball League encouraging fun while learning a healthy activity.
- ◆ Hosted the 11th Annual 5k Turkey Trot Run/Walk on Thanksgiving morning with over 625 participants.
- ◆ Several new fitness related classes were implemented throughout the year for youth, adults and seniors.
- ◆ The Upland Memorial Skate Park re-opened with regularly scheduled days and hours, on-site recreation staff, and a daily/yearly skate park pass requirement for use.

The Division partnered with other departments and outside agencies to offer programs:

- ◆ In partnership with FSA to provide healthy meals for seniors at the Gibson Senior Center.
- ◆ In partnership with Upland-Foothill Kiwanis, provided a monthly “Grub Club” at the Gibson Senior Center allowing seniors a low cost tasty meal or snack, accommodating between 35-40 participants per event.
- ◆ Partnered with Upland Public Works, CERT, West End YMCA, Upland-Foothill Kiwanis, and Upland Live Up to host the 2018 Spring Fling & Egg Hunt at Memorial Park, accommodating approximately 400 participants.
- ◆ Continued partnership with the Upland High School Honor Society to host the Gibson Senior Center Prom.
- ◆ Partnered with Upland Public Works to host the 2018 Earth Friendly Day.
- ◆ Assisted the Upland Veteran’s Monument Committee to host their annual Veteran’s Day event, accommodating approximately 250 participants.
- ◆ Partnered with the Upland Host Lions to host the 4th of July Pancake Breakfast for those participating in the 5K event and Wheels on Parade.
- ◆ Partnered with Upland CERT for 5K course safety and Upland High School Girls’ and Boys’ Cross Country team for the 11th Annual Turkey Trot.
- ◆ Partnered with Upland High School’s Choir Department (Madrigals) for live entertainment at the 4th Annual Holiday Tree Lighting Ceremony.
- ◆ Continued partnership with the Upland Adopt-A-Solider Military Banner Program to recognize those who are actively serving in the military.
- ◆ Partnered with RaceWire to provide online registration, race timing, and convenience for those participating in 5K races hosted by the City.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2019-20 ADOPTED BUDGET

| ADMINISTRATIVE SERVICES | | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--------------------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1301 | FINANCE | | | | | |
| | Personnel | \$ 599,710 | \$ 724,950 | \$ 747,780 | \$ 727,100 | \$ 780,650 |
| | Maintenance & Operations | 1,341,680 | 1,123,700 | 1,443,680 | 1,469,920 | 1,606,870 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL FINANCE | \$ 1,941,390 | \$ 1,848,650 | \$ 2,191,460 | \$ 2,197,020 | \$ 2,387,520 |
| 1302 | MAIL/PRINTING SERVICES | | | | | |
| | Personnel | \$ 9,280 | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 71,870 | 62,900 | 76,390 | 76,390 | 76,440 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL MAIL/PRINTING SERVICES | \$ 81,150 | \$ 62,900 | \$ 76,390 | \$ 76,390 | \$ 76,440 |
| 1504 | NON-DEPARTMENTAL | | | | | |
| | Personnel | \$ 1,000,000 | \$ 18,040 | \$ 2,337,780 | \$ 2,337,780 | \$ 2,701,180 |
| | Maintenance & Operations | 155,120 | 306,870 | 484,010 | 484,010 | 479,110 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL NON-DEPARTMENTAL | \$ 1,155,120 | \$ 324,910 | \$ 2,821,790 | \$ 2,821,790 | \$ 3,180,290 |
| 1510/4401 | LIBRARY | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 1,542,390 | 1,651,090 | 1,595,070 | 1,595,070 | 1,637,320 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL LIBRARY | \$ 1,542,390 | \$ 1,651,090 | \$ 1,595,070 | \$ 1,595,070 | \$ 1,637,320 |
| 1601 | HUMAN RESOURCES | | | | | |
| | Personnel | \$ 150,560 | \$ 87,500 | \$ 103,540 | \$ 103,540 | \$ 183,700 |
| | Maintenance & Operations | 189,740 | 222,240 | 239,170 | 240,870 | 250,290 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL HUMAN RESOURCES | \$ 340,300 | \$ 309,740 | \$ 342,710 | \$ 344,410 | \$ 433,990 |
| 1602 | DEVELOPMENT & TRAINING | | | | | |
| | Personnel | \$ 32,060 | \$ 95,080 | \$ 96,590 | \$ 96,590 | \$ 31,650 |
| | Maintenance & Operations | 16,490 | 15,550 | 26,000 | 26,000 | 26,000 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL DEVELOPMENT & TRAINING | \$ 48,550 | \$ 110,630 | \$ 122,590 | \$ 122,590 | \$ 57,650 |
| 1603 | CITY ATTORNEY | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 607,410 | 487,500 | 490,000 | 490,000 | 490,000 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL CITY ATTORNEY | \$ 607,410 | \$ 487,500 | \$ 490,000 | \$ 490,000 | \$ 490,000 |
| 1701 | CITY CLERK | | | | | |
| | Personnel | \$ 193,840 | \$ 193,420 | \$ 229,100 | \$ 229,100 | \$ 226,500 |
| | Maintenance & Operations | 162,480 | 242,630 | 190,580 | 190,580 | 103,550 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL CITY CLERK | \$ 356,320 | \$ 436,050 | \$ 419,680 | \$ 419,680 | \$ 330,050 |
| 4201 | RECREATION ADMINISTRATION | | | | | |
| | Personnel | \$ 442,920 | \$ 410,940 | \$ 419,380 | \$ 419,380 | \$ 429,200 |
| | Maintenance & Operations | 197,690 | 210,510 | 221,960 | 227,440 | 254,220 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL RECREATION ADMINISTRATION | \$ 640,610 | \$ 621,450 | \$ 641,340 | \$ 646,820 | \$ 683,420 |
| 4202 | RECREATION CLASSES | | | | | |
| | Personnel | \$ 2,210 | \$ 1,300 | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 196,010 | 188,240 | 200,500 | 200,500 | 226,800 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL RECREATION CLASSES | \$ 198,220 | \$ 189,540 | \$ 200,500 | \$ 200,500 | \$ 226,800 |

ADMINISTRATIVE SERVICES

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|
| 4203 RECREATION FACILITIES | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 102,940 | 106,960 | 99,780 | 99,780 | 128,940 |
| Capital Outlay | - | - | - | - | - |
| TOTAL RECREATION FACILITIES | \$ 102,940 | \$ 106,960 | \$ 99,780 | \$ 99,780 | \$ 128,940 |
| 4204 YOUTH PROGRAMS/SPORTS | | | | | |
| Personnel | \$ 38,050 | \$ 42,620 | \$ 84,200 | \$ 84,200 | \$ 84,200 |
| Maintenance & Operations | 19,300 | 24,970 | 19,600 | 25,500 | 34,400 |
| Capital Outlay | - | - | - | - | - |
| TOTAL YOUTH PROGRAMS/SPORTS | \$ 57,350 | \$ 67,590 | \$ 103,800 | \$ 109,700 | \$ 118,600 |
| 4205 SENIOR CENTER | | | | | |
| Personnel | \$ 101,310 | \$ 108,700 | \$ 182,260 | \$ 182,260 | \$ 184,470 |
| Maintenance & Operations | 186,440 | 201,470 | 181,100 | 181,100 | 127,550 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SENIOR CENTER | \$ 287,750 | \$ 310,170 | \$ 363,360 | \$ 363,360 | \$ 312,020 |
| 4206 SPECIAL EVENTS | | | | | |
| Personnel | \$ 32,630 | \$ 24,780 | \$ 5,770 | \$ 5,770 | \$ 5,770 |
| Maintenance & Operations | 44,930 | 15,890 | 39,900 | 39,900 | 57,500 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SPECIAL EVENTS | \$ 77,560 | \$ 40,670 | \$ 45,670 | \$ 45,670 | \$ 63,270 |
| 4207 COMMUNITY OUTREACH SERVICES | | | | | |
| Personnel | \$ 33,400 | \$ 19,030 | \$ 40,070 | \$ 40,070 | \$ 40,070 |
| Maintenance & Operations | 4,070 | 5,330 | 5,450 | 5,450 | 7,650 |
| Capital Outlay | - | - | - | - | - |
| TOTAL COMMUNITY OUTREACH SERVICES | \$ 37,470 | \$ 24,360 | \$ 45,520 | \$ 45,520 | \$ 47,720 |
| 4208 ACCESS PROGRAM | | | | | |
| Personnel | \$ 21,890 | \$ 220 | \$ - | \$ - | \$ - |
| Maintenance & Operations | (1,210) | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL ACCESS PROGRAM | \$ 20,680 | \$ 220 | \$ - | \$ - | \$ - |
| 4210 LANDECENA CENTER | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 27,200 | 31,230 | 65,600 | 65,600 | 36,900 |
| Capital Outlay | - | - | - | - | - |
| TOTAL LANDECENA CENTER | \$ 27,200 | \$ 31,230 | \$ 65,600 | \$ 65,600 | \$ 36,900 |
| 4402 CARNEGIE LIBRARY OPERATION | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 54,920 | 63,650 | 72,690 | 72,690 | 93,960 |
| Capital Outlay | - | - | - | - | - |
| TOTAL CARNEGIE LIBRARY OPERATION | \$ 54,920 | \$ 63,650 | \$ 72,690 | \$ 72,690 | \$ 93,960 |
| 4409 PASSPORTS | | | | | |
| Personnel | \$ 10,340 | \$ 24,040 | \$ 16,740 | \$ 16,740 | \$ 16,740 |
| Maintenance & Operations | 640 | 390 | 2,850 | 2,850 | 2,850 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PASSPORTS | \$ 10,980 | \$ 24,430 | \$ 19,590 | \$ 19,590 | \$ 19,590 |
| 101 TOTAL GENERAL FUND | | | | | |
| Personnel | \$ 2,668,200 | \$ 1,750,620 | \$ 4,263,210 | \$ 4,242,530 | \$ 4,684,130 |
| Maintenance & Operations | 4,920,110 | 4,961,120 | 5,454,330 | 5,493,650 | 5,640,350 |
| Capital Outlay | - | - | - | - | - |
| TOTAL GENERAL FUND | \$ 7,588,310 | \$ 6,711,740 | \$ 9,717,540 | \$ 9,736,180 | \$ 10,324,480 |
| 211 TOTAL AIR QUALITY MANAGEMENT DISTRICT | | | | | |
| Personnel | \$ 4,840 | \$ 5,140 | \$ 4,960 | \$ 4,960 | \$ 5,060 |
| Maintenance & Operations | 13,130 | 12,930 | 31,200 | 106,200 | 31,200 |
| Capital Outlay | - | - | - | - | 83,950 |
| Capital Improvement Project | - | - | 75,000 | - | 75,000 |
| TOTAL AIR QUALITY MANAGEMENT DISTRICT | \$ 17,970 | \$ 18,070 | \$ 111,160 | \$ 111,160 | \$ 195,210 |

| ADMINISTRATIVE SERVICES | | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--------------------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 217 | TOTAL OTHER GRANTS | | | | | |
| | Personnel | \$ 9,610 | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 44,240 | 39,010 | - | 58,510 | - |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL OTHER GRANTS | \$ 53,850 | \$ 39,010 | \$ - | \$ 58,510 | \$ - |
| 301 | TOTAL PUBLIC FINANCING AUTHORITY | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 259,330 | - | - | - | - |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL PUBLIC FINANCING AUTHORITY | \$ 259,330 | \$ - | \$ - | \$ - | \$ - |
| 751 | TOTAL SELF-FUNDED INSURANCE | | | | | |
| | Personnel | \$ 266,580 | \$ 294,520 | \$ 305,070 | \$ 305,070 | \$ 272,250 |
| | Maintenance & Operations | 5,500,900 | 4,418,440 | 3,791,620 | 3,791,620 | 3,905,280 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL SELF-FUNDED INSURANCE | \$ 5,767,480 | \$ 4,712,960 | \$ 4,096,690 | \$ 4,096,690 | \$ 4,177,530 |
| 753 | INFORMATION SYSTEMS FUND | | | | | |
| | Personnel | \$ 305,990 | \$ 352,150 | \$ 374,350 | \$ 374,350 | \$ 405,230 |
| | Maintenance & Operations | 850,740 | 1,120,690 | 1,090,780 | 1,158,510 | 1,187,280 |
| | Capital Outlay | 73,280 | 159,180 | 100,000 | 251,810 | 85,000 |
| | TOTAL INFORMATION SYSTEMS FUND | \$ 1,230,010 | \$ 1,632,020 | \$ 1,565,130 | \$ 1,784,670 | \$ 1,677,510 |
| | TOTAL ADMINISTRATIVE SERVICES | | | | | |
| | Personnel | \$ 3,255,220 | \$ 2,402,430 | \$ 4,947,590 | \$ 4,926,910 | \$ 5,366,670 |
| | Maintenance & Operations | 11,588,450 | 10,552,190 | 10,367,930 | 10,608,490 | 10,764,110 |
| | Capital Outlay | 73,280 | 159,180 | 100,000 | 251,810 | 168,950 |
| | Capital Improvement Project | - | - | 75,000 | - | 75,000 |
| | TOTAL ADMINISTRATIVE SERVICES | \$ 14,916,950 | \$ 13,113,800 | \$ 15,490,520 | \$ 15,787,210 | \$ 16,374,730 |

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

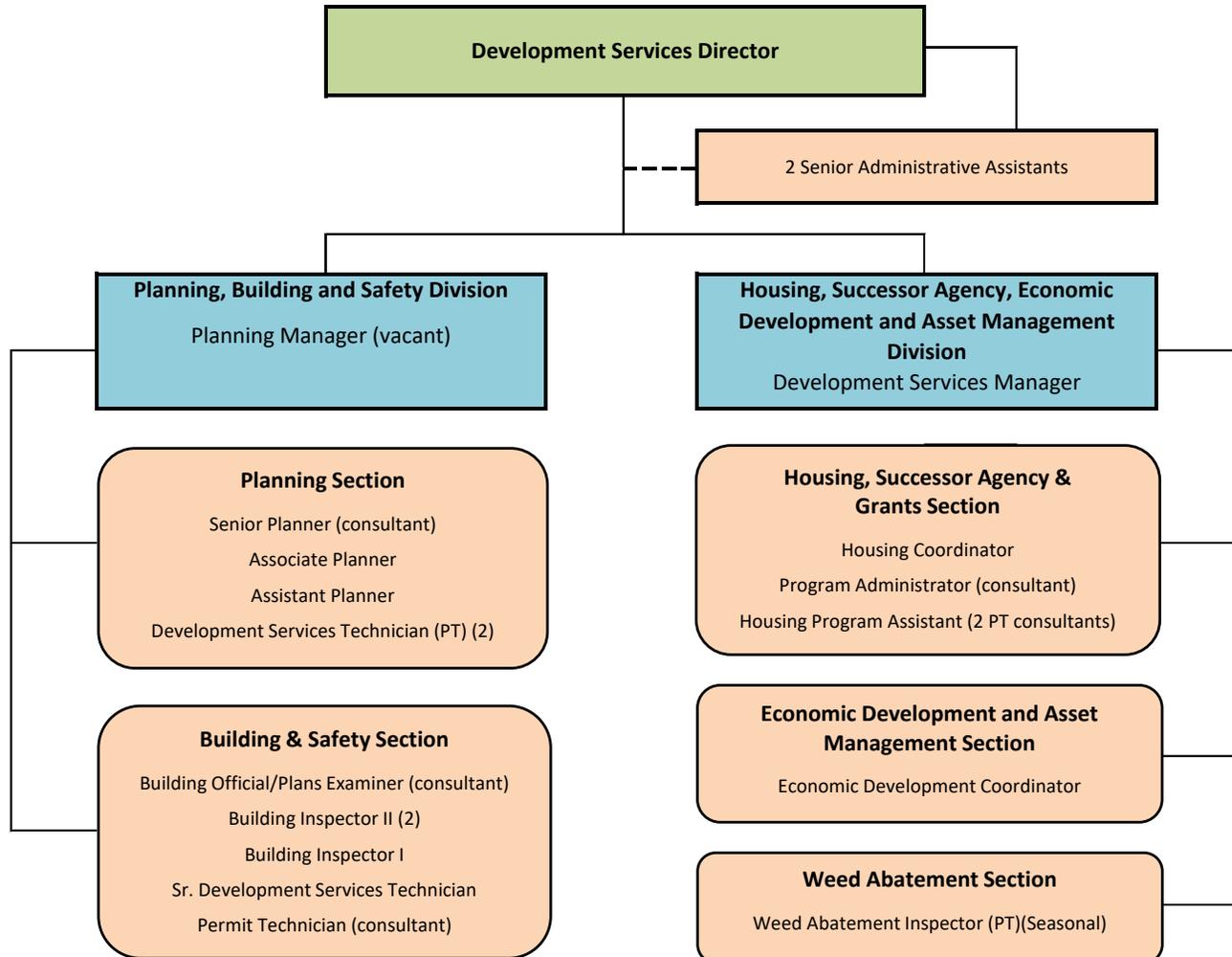
| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------------------------|--|-------------------|-------------------|--------------------|--------------------|--------------------|
| PERSONNEL EXPENSE | | | | | | |
| 5110 | Buy Backs | \$ 12,330 | \$ 5,700 | \$ 37,200 | \$ 37,200 | \$ 14,150 |
| 5111 | Salaries - Full Time | 1,304,310 | 1,335,170 | 1,370,420 | 1,355,540 | 1,355,440 |
| 5112 | Salaries - Temporary/Part Time | 252,160 | 213,230 | 353,770 | 353,770 | 367,600 |
| 5113 | Overtime | 22,510 | 16,080 | 34,000 | 34,000 | 31,050 |
| 5116 | Fringe Benefits | 242,640 | 261,560 | 362,610 | 358,810 | 342,770 |
| 5117 | Retirement Contributions | 356,020 | 157,100 | 158,750 | 156,750 | 156,320 |
| 5118 | Employee LTD Costs | 40,840 | 39,820 | 46,030 | 46,030 | 46,030 |
| 5119 | Unfunded Annual PERS Liability | - | 356,530 | 661,280 | 661,280 | 651,350 |
| 5123 | Overtime - Sworn Fire | 3,800 | - | - | - | - |
| 5126 | Fringe Benefits - Sworn Fire | 340 | - | - | - | - |
| 5129 | Unfunded Annual PERS Liability - Sworn | - | - | 1,923,530 | 1,923,530 | 2,401,960 |
| 5133 | Overtime - Sworn Police | 17,780 | 15,180 | - | - | - |
| 5136 | Fringe Benefits - Sworn Police | 2,490 | 2,060 | - | - | - |
| 5150 | OPEB Expense | 1,000,000 | - | - | - | - |
| TOTAL PERSONNEL EXPENSES | | \$ 3,255,220 | \$ 2,402,430 | \$ 4,947,590 | \$ 4,926,910 | \$ 5,366,670 |
| MAINTENANCE & OPERATIONS | | | | | | |
| 5205 | Recruitment Costs - Other | \$ - | \$ 310 | \$ - | \$ - | \$ - |
| 5211 | Postage | 49,180 | 44,950 | 50,670 | 50,670 | 52,440 |
| 5212 | Advertising | 19,430 | 19,010 | 21,400 | 21,400 | 20,700 |
| 5213 | Dues & Subscriptions | 4,700 | 6,750 | 10,570 | 10,570 | 10,250 |
| 5215 | Training/Conferences/Meetings | 22,820 | 21,660 | 39,320 | 39,320 | 42,670 |
| 5216 | Office Supplies | 28,980 | 20,840 | 37,400 | 37,400 | 39,750 |
| 5217 | Other Supplies/Materials | 48,720 | 47,760 | 67,780 | 69,290 | 78,730 |
| 5218 | Uniform Expense | - | 730 | - | - | - |
| 5219 | Registration/License/Permits | 3,830 | 98,070 | 50,150 | 50,150 | 135,440 |
| 5220 | Fuel Usage | 1,090 | 1,700 | 2,950 | 2,950 | 1,600 |
| 5221 | Mileage Reimbursement | 70 | 560 | 1,310 | 1,310 | 1,610 |
| 5222 | Print/Mail Charges | - | 570 | 700 | 700 | 5,200 |
| 5223 | Information Systems Charges | 432,690 | 396,360 | 296,960 | 296,960 | 416,420 |
| 5224 | Vehicle Charges | 8,700 | 5,950 | 7,830 | 7,830 | 45,060 |
| 5225 | Building Maint & Operations | 372,830 | 336,490 | 379,840 | 379,840 | 358,640 |
| 5231 | Office Equipment (Under 5,000) | - | 5,580 | 1,900 | 1,900 | 3,000 |
| 5232 | Computer Equip (Under 5,000) | 120,600 | 136,100 | 146,100 | 151,600 | 60,000 |
| 5233 | Other Equipment (Under 5,000) | - | 11,460 | - | 2,730 | - |
| 5234 | Other Equipment Rental | 89,170 | 78,960 | 111,680 | 111,680 | 112,270 |
| 5235 | Copier Usage Expense | 16,120 | 61,320 | 65,000 | 65,000 | 65,000 |
| 5236 | Rent | - | - | - | - | 3,000 |
| 5241 | Utilities - Electric | 126,380 | 73,460 | 99,840 | 99,840 | 63,300 |
| 5242 | Utilities - Gas | 8,780 | 9,560 | 9,800 | 9,800 | 9,500 |
| 5243 | Utilities - Telephone | 279,900 | 272,040 | 260,000 | 260,000 | 265,000 |
| 5245 | Maintenance - Building/Structure/Grounds | - | 660 | - | - | - |
| 5246 | Maintenance - Equipment | - | 100 | - | - | - |
| 5248 | Maintenance - Other | 38,620 | 30,360 | 52,200 | 52,200 | 52,200 |
| 5251 | Legal Services | 673,040 | 813,980 | 1,071,400 | 1,071,400 | 1,071,400 |
| 5252 | Professional Services | 229,300 | 67,380 | 116,000 | 125,930 | 131,000 |
| 5253 | Contract Services | 1,366,430 | 1,574,140 | 1,539,670 | 1,568,420 | 1,592,540 |
| 5254 | Data Processing Services | 275,620 | 380,410 | 375,000 | 440,000 | 513,500 |
| 5255 | Banking Services | 72,250 | 71,240 | 79,680 | 79,680 | 90,280 |
| 5258 | Other Services | 1,088,920 | 796,400 | 1,124,390 | 1,200,030 | 763,720 |
| 5261 | Books & Digital Materials | - | 155,110 | 165,000 | 165,000 | 165,570 |
| 5262 | Library Books - Children | 115,400 | - | - | - | - |
| 5269 | PTS Center Outcomes Research Fee | 360 | 770 | - | - | - |
| 5270 | IBNR Claims Expense | 514,000 | 201,230 | - | - | - |
| 5271 | Insurance Premium | 925,970 | 765,350 | 915,000 | 915,000 | 917,610 |
| 5272 | Claims Expense | 3,722,790 | 2,722,830 | 1,900,090 | 1,900,090 | 1,951,450 |
| 5273 | Workers Compensation Charges | - | 104,110 | 98,970 | 98,970 | 105,780 |

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| 5274 | Unemployment Charges | \$ 4,360 | \$ 8,800 | \$ 8,260 | \$ 8,260 | \$ 8,530 |
| 5275 | Long-term Disability Charges | 6,050 | 8,880 | 8,260 | 8,260 | 8,520 |
| 5276 | Liability Charges | 42,410 | 155,300 | 153,650 | 153,650 | 157,390 |
| 5277 | Loss Prevention Charges | 5,750 | 9,330 | 9,360 | 9,360 | 8,710 |
| 5290 | Late Charges | 40 | 2,610 | 3,000 | 3,000 | 1,000 |
| 5291 | Bad Debts Expense | - | 14,450 | - | - | - |
| 5299 | Prior Year Expenses | - | (61,550) | - | - | - |
| 5301 | Lemon Festival | 26,120 | 35,000 | - | 51,500 | - |
| 5303 | DDA/OPA | - | 302,910 | - | - | 353,340 |
| 5321 | Employee Incentive | 13,130 | 12,930 | 30,000 | 30,000 | 30,000 |
| 5322 | Health Premiums - Retirees | 483,700 | 123,350 | 248,000 | 248,000 | 248,000 |
| 5323 | PERS Supplement | 27,900 | 25,550 | 43,140 | 43,140 | 43,140 |
| 5326 | Medical - Retirees | 25,980 | 203,040 | 186,360 | 186,360 | 186,360 |
| 5327 | Dental - Retirees | 37,460 | 46,080 | 54,720 | 54,720 | 54,840 |
| 5328 | Vision - Retirees | 3,090 | 3,710 | 4,080 | 4,080 | 4,080 |
| 5410 | ICRMA Liability Program Annual Assessment | - | 114,900 | 87,690 | 87,690 | 87,690 |
| 5421 | Lease Principal Expense | - | - | - | - | - |
| 5424 | Bond Principal Payment | 250,000 | 83,610 | 160,290 | 160,290 | 161,860 |
| 5425 | Bond Interest Expense | 5,750 | 129,030 | 272,520 | 272,520 | 266,020 |
| 5429 | Residual Equity | 20 | - | - | - | - |
| | TOTAL MAINTENANCE & OPERATIONS | \$ 11,588,450 | \$ 10,552,190 | \$ 10,367,930 | \$ 10,608,490 | \$ 10,764,110 |
| | CAPITAL OUTLAY | | | | | |
| 5530 | Machinery & Equipment | \$ 73,280 | \$ 130,840 | \$ 100,000 | \$ 251,810 | \$ 85,000 |
| 5531 | Vehicles | - | 28,340 | - | - | 83,950 |
| | TOTAL CAPITAL OUTLAY | \$ 73,280 | \$ 159,180 | \$ 100,000 | \$ 251,810 | \$ 168,950 |
| | CAPITAL IMPROVEMENT PROJECTS | | | | | |
| 55XX | Capital Improvement Projects | \$ - | \$ - | \$ 75,000 | \$ - | \$ 75,000 |
| | TOTAL CAPITAL IMPROVEMENTS PROJECTS | \$ - | \$ - | \$ 75,000 | \$ - | \$ 75,000 |
| | TOTAL DEPARTMENT | \$ 14,916,950 | \$ 13,113,800 | \$ 15,490,520 | \$ 15,787,210 | \$ 16,374,730 |

DEVELOPMENT SERVICES

City of Upland
Organizational Chart
Fiscal Year 2019-20

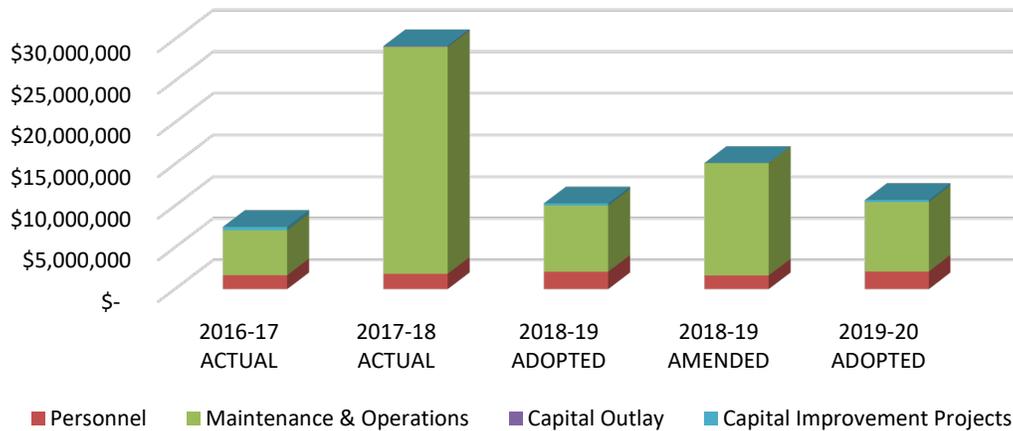


MISSION STATEMENT

To guide development of a viable community, including both quality living environments and expanded economic opportunities, while protecting the public health, safety, and welfare of the residents and general community.

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| EXPENSE CLASSIFICATION | | | | | |
| Personnel | \$ 1,659,550 | \$ 1,839,450 | \$ 2,086,570 | \$ 1,635,240 | \$ 2,106,530 |
| Maintenance & Operations | 5,407,260 | 27,235,350 | 7,947,070 | 13,490,240 | 8,344,890 |
| Capital Outlay | - | 84,820 | 10,000 | 10,000 | - |
| Capital Improvement Projects | 401,010 | 2,510 | 247,040 | - | 248,690 |
| TOTAL BUDGET | \$ 7,467,820 | \$ 29,162,130 | \$ 10,290,680 | \$ 15,135,480 | \$ 10,700,110 |

Development Services Expense Classification



| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| FUNDING SOURCES | | | | | |
| GENERAL FUND | \$ 1,370,710 | \$ 1,660,640 | \$ 1,735,170 | \$ 1,761,470 | \$ 1,740,270 |
| HOUSING | 3,864,160 | 21,141,810 | 3,802,880 | 3,788,460 | 4,105,240 |
| HOME | 20,900 | 90,490 | 210,000 | 210,000 | 205,000 |
| CDBG | 565,980 | 310,600 | 712,760 | 1,104,730 | 636,410 |
| PBIA | 48,200 | 1,890 | 203,600 | 231,540 | 204,200 |
| CALHOME | 60,000 | 108,020 | 270,000 | 270,000 | 210,000 |
| ENERGY EFFICIENCY | - | - | - | - | - |
| CAPITAL IMP PROJ | - | 4,747,650 | - | 2,597,830 | 275,120 |
| SUCCESSOR AGENCY | 1,537,870 | 1,101,030 | 3,356,270 | 5,171,450 | 3,323,870 |
| TOTAL BUDGET | \$ 7,467,820 | \$ 29,162,130 | \$ 10,290,680 | \$ 15,135,480 | \$ 10,700,110 |

PLANNING

The Planning Division plays a critical role in achieving Upland’s goals and objectives for the physical development of the community. By reviewing development proposals from developers, business owners, and homeowners, the Division ensures that new development complements the community and is consistent with the City’s policies and regulatory requirements. The Division also ensures conformance with the California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA), and the State Subdivision Map Act (SMA). Planning staff also provides support to Code Enforcement activities, prepares environmental documentation for Capital Improvement Projects and coordinates census data updates.

To ensure projects are reviewed comprehensively, staff in the Planning Division act as project managers and coordinate the review of other City departments and outside agency’s plans to ensure development is consistent with their area of responsibility, requirements, and operational duties. The Planning Division also coordinates and participates in the Technical Review Committee, supports and acts as the liaison to the Planning Commission and Airport Land Use Committee, and supports the City Council in all planning matters.

The Division also focuses on a variety of advance planning topics such as policy enhancements related to development, historic preservation, land use compatibility with Cable Airport, and regional planning efforts. In 2018, the Division prepared an update to the Development Code for regulations related to Unattended Collection Containers (i.e. “donation” or “recycling” bins). This fiscal year the Division plans to revise the sign ordinance, and prepare ordinances and regulations related to sidewalk vending, landscaping, accessory dwelling units, wireless telecommunications, and reasonable accommodations.

BUILDING AND SAFETY

The Building Division is responsible for providing reasonable controls for construction, occupancy of buildings, and structures consistent with state and federal laws.

The role of the Building Department is to:

- a. Enforce all building-related municipal codes.
- b. Adopt the latest building code and standards.
- c. Provide uniformity in construction by collaborating with surrounding cities.
- d. Review and approve alternate methods and materials of construction.
- e. Encourage environmental sustainability through the construction of energy efficient buildings.
- f. Provide quality customer service by delivering timely plan reviews and inspections.

The Building and Safety Division is responsible for the adoption and enforcement of the “Model Codes” cited in Upland’s Municipal Code. The Model Codes include: California Administrative Code, California Building Code, California Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standards Code and other State and Federal Construction Standards referenced in these state codes.

Enforcement of the minimum construction provisions cited in these Model Codes and referenced standards will establish requirements to safeguard the public health, safety and general welfare

through structural strength, means of egress facilities, stability, sanitation, adequate lighting and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

WEED ABATEMENT

The Weed Abatement Division is responsible for removing potential fire hazards, safety hazards, or public nuisance that may exist from extensive weed overgrowth and rubbish accumulations on public and private properties.

ECONOMIC DEVELOPMENT

The Economic Development Division is responsible for developing and administering fiscally sound programs to stimulate economic activity and enhance City revenues. A main activity is business attraction, retention, and expansion by promoting and assisting primary commercial districts in a manner that benefits the residents and general community. Economic Development is also responsible for management and administration of City-owned properties.

| PERSONNEL | | | | |
|---------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| BUILDING AND PLANNING | | | | |
| DEVELOPMENT SERVICES DIRECTOR | 1.00 | 1.00 | 1.00 | 1.00 |
| DEVELOPMENT SERVICES MGR | 1.00 | 1.00 | 1.00 | 1.00 |
| ECONOMIC DEVEL COORDINATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| DEVELOPMENT SPECIALIST | 1.00 | 1.00 | 0.00 | 0.00 |
| PLANNING MANAGER | 0.00 | 0.00 | 0.00 | 1.00 |
| SENIOR PLANNER | 1.00 | 1.00 | 1.00 | 0.00 |
| ASSOCIATE PLANNER | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSISTANT PLANNER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | 1.00 | 1.00 | 1.00 | 2.00 |
| ADMINISTRATIVE ASSISTANT II | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | 0.00 | 1.00 | 1.00 | 0.00 |
| BUILDING OFFICIAL | 1.00 | 1.00 | 1.00 | 1.00 |
| BUILDING INSPECTOR I | 1.00 | 1.00 | 1.00 | 1.00 |
| BUILDING INSPECTOR II | 2.00 | 2.00 | 2.00 | 2.00 |
| PLANS EXAMINER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR DEVEL SERVICE TECHNICIAN | 0.00 | 1.00 | 1.00 | 1.00 |
| SENIOR COUNTER TECHNICIAN | 1.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DIVISIONS | 15.00 | 15.00 | 14.00 | 14.00 |

FY 2019-20 GOALS AND OBJECTIVES

PLANNING

- ◆ Prepare a zoning code amendment regulating sidewalk vending in compliance with SB 946. Under the law, (effective January 1, 2019) sidewalk vendors may not be prohibited, although local authorities will be able to establish regulations to protect valid health, safety and welfare concerns.

- ◆ Continue implementation of the Updated General Plan. Implement actions to achieve the community's vision over time. Incorporate the goals, policies, and actions articulated in the General Plan Update in to the City's budgeting process.
- ◆ Prepare a zoning code update regulating Accessory Dwelling Units. Accessory Dwelling Units (ADUs) commonly known as: granny flats, in-law units, backyard cottages, and secondary units. Recent State legislation (SB 1069, AB 2299 and AB 2406) amended the State law on housing and accessory dwelling units. Local jurisdictions are required to approve ADU's on lots containing a single-family dwelling in single-family and multiple family zones if the unit complies with; certain parking requirements, the maximum allowable size of an attached ADU, and setback requirements. ADUs are an innovative, affordable, effective option for adding much-needed housing in California.
- ◆ Prepare a zoning code update to the existing Wireless Communication Facilities Ordinance to comply with current Federal law. The Wireless Communication Facilities Ordinance would establish regulations pertaining to new and existing cellular towers and other wireless communication devices. The update will address location, siting, development, design and permitting of these types of facilities for all non-residential zones existing in the City. The ordinance will facilitate the development of a wireless communications infrastructure in the City for commercial, public and emergency use, and protect the health, safety, welfare and aesthetic concerns of the public.
- ◆ Prepare a zoning code amendment pertaining to reasonable accommodations. The purpose of which is to provide individuals with disabilities, reasonable accommodation in regulations, policies, practices, and procedures. The amendment will ensure equal access to housing and facilitate the development of housing for individuals with disabilities.
- ◆ Prepare a zoning code update regarding landscaping and water conservation, which will bring greater order and certainty to the development process. It will also address State-level mandates including water conservation, energy conservation, enhancement of water quality, and amelioration of air quality. This, in turn, will increase the amount and quality of appropriate landscaping appurtenant to all land uses and will establish a minimum level of regulation that protects the public but will allow for design flexibility.
- ◆ Prepare a zoning code update regulating signs. The purpose of the update is to: provide regulations resulting in sign installations that are compatible with the built environment; eliminate the potential for visual blight from incompatible sign installations and; allow for adequate business identification. Items updated will include: size, placement, height, number of signs allowed, acceptable illumination and materials, sign types, review procedures, and exempt and prohibited sign types.
- ◆ Continue to analyze state and federal legislation pertaining to the environment, housing, land-use, and transportation.
- ◆ Improve the online experience by posting application forms, submittal requirements, and commonly requested information.

- ◆ Coordinate the with Information Technology division for implementation of the Energy Permitting and Land Management Software. This software includes modules for Planning, Engineering, Building, Fire, Code Enforcement, and Business License.
- ◆ Continue to process land use entitlements and provide plan review and inspection services in a timely manner.

BUILDING AND SAFETY

- ◆ Provide the highest level of service to our customers.
- ◆ Continue to provide over-the-counter service for pools, patio covers, re-roofs, water heaters and other similar construction and facilitate a streamlined permit process.
- ◆ Assure that all construction in the City meets local, state and federal guidelines and codes, ultimately delivering safe new construction.
- ◆ Provide opportunities for inspectors to learn plan review techniques in an effort to cross train staff.
- ◆ Implement new software used for tracking of building permit activity and the calculation of building permit fees.
- ◆ The City may see a minor decrease in the number of permits issued for Single Family Dwellings (SFD's), but will see an increase in the number of new commercial and industrial buildings.
- ◆ Maintain the current number of permits issued for: roof-top solar systems (220 permits issued), re-roofs (90 permits issued), plumbing re-pipe and sewer systems (170 permits issued), mechanical HVAC Systems (180 permits issued), electrical systems (200 permits issued), swimming pools (55 permits issued) and patio covers (85 permits issued).

WEED ABATEMENT

- ◆ Continue the weed abatement program.
- ◆ Inspect 21,937 properties for possible violations.
- ◆ Assess and lien non-compliant properties (375 properties).
- ◆ Abate non-compliant properties (60 properties).
- ◆ Resolve all violations as efficiently and effectively as possible.

ECONOMIC DEVELOPMENT

- ◆ Continue to assist in marketing all approved PACE programs.

- ◆ Continue to strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies.
- ◆ Encourage economic growth by increasing public awareness of existing business and employment resources and/or services promoting job creation and retention.
- ◆ Continue to seek outside financial resources (i.e., Federal, State or private grants/loans) in order to carry out economic development programs and/or activities.
- ◆ Continue to partner with the Upland Chamber of Commerce in providing essential business resources to the community.
- ◆ Using an economic development partner, continue to develop a citywide economic development marketing strategy that will focus on business attraction and retention.
- ◆ Continue to provide training and business assistance services through Upland’s Small Business Development Center.
- ◆ Continue to efficiently manage City-owned properties including leasing of City-owned parcels.
- ◆ Continue to assist in the facilitation of building, site reuse and expansion opportunities while accommodating evolving retail trends.
- ◆ Continue to encourage the development of sustainable revenue-generating commercial, office, residential, and light industrial spaces while diversifying the community’s industrial base.
- ◆ Continue to support the Downtown Specific Plan, General Plan policies, and zoning code regulations that work to promote and encourage a mixture of pedestrian friendly retail, service, and mixed-use lifestyle land uses.
- ◆ Evaluate opportunities to assist new and existing businesses with permitting, land entitlement, and long-term business retention and development.
- ◆ Continue to support the City’s efforts to develop a green and sustainable program intended to increase the conservation of resources and reduce environmental impacts with an emphasis on energy, water, air quality, solid waste, land use, and transportation.
- ◆ Continue to implement and promote the Commercial Rehabilitation Program (CRP) and Business Assistance & Attraction Program (BAAP) for the Historic Downtown Façade Revitalization project area.

FY 2018-19 MAJOR ACCOMPLISHMENTS

PLANNING

- ◆ Completed updates to Development Code section regulating Unattended Collection Containers.
- ◆ Participated in and coordinated the review of 161 planning projects through the Administrative Approval, Technical Review Committee, Planning Commission and City Council.
- ◆ Coordinated with other city departments to process and issue approximately 29 special event and film permits.
- ◆ Worked with Community Services to review special projects and event permits for City sponsored events.
- ◆ Provided environmental review and assistance to Public Works on construction projects.
- ◆ Assisted Code Enforcement with interpreting and applying the requirements of the Upland Municipal Code, to code enforcement cases.
- ◆ The Planning Division is working with regional agencies such as SBCTA, SCAG, Gold line Authority and Caltrans to implement regional planning projects. Such projects include the San Bernardino County Transportation Agency's (SBCTA) Metro Link Station Accessibility Project, the San Bernardino I-10 Freeway Corridor Improvement Project, and the Los Angeles and San Bernardino Inter-County Transit and Rail Connectivity Study.

BUILDING AND SAFETY

- ◆ Managed the installation of energy efficient lighting, HVAC units and solar power improvements for nine city-owned buildings.
- ◆ Performed plan reviews within the 4 week turn-around time limit for more than 1,000 submitted applications.
- ◆ Conducted 99% of more than 12,300 inspections within 24 hours of request.
- ◆ Issued more than 1,900 permits for various building, mechanical, electrical and plumbing construction projects.
- ◆ The following list represents many but not all projects permitted during the year:
 - 121 Multi-family Dwellings (MFD).
 - 561 new Single Family Dwellings (SFD), most located on the west side of the City. These projects include: Sycamore Hills (298 SFD–Baseline/210Fwy), Harvest (147 SFD-MFA Foothill/Dewey), Upland Hills (67 SFD-Baseline/Campus), Bodenhamer/9th St (49 SFD) and Colonies (19th/Campus).

- 9,500 Construction Inspections associated with 670 SFD and 121 MFD.
- 219 Roof-top Solar PV Systems.
- Six Commercial/Industrial Buildings, 110,000 square feet (West 11th St. and North Central Ave).
- 98 Tenant Improvements.
- 10 Accessory Dwelling Units (ADU).
- More than 12,230 Construction Inspections performed by the City's three inspectors.

WEED ABATEMENT

- ◆ Inspected 21,882 properties.
- ◆ Sent out 360 abatement notices.
- ◆ Abated 60 properties via the City (private contractor).
- ◆ Assessed and placed a lien on 360 properties.

ECONOMIC DEVELOPMENT

- ◆ Issued an RFP for disposition and development of a former Successor Agency property on Arrow Hwy. and Benson Ave.
- ◆ Sold two (2) former Successor Agency properties (one vacant commercial site and one vacant industrial site).
- ◆ Negotiated a policy and plan with Historic Downtown Upland (HDU) for receiving Parking and Business Improvement Area funds for the benefit of the downtown.
- ◆ Coordinated with the Small Business Development Center (SBDC) in conducting Business Training Events and business assistance services.
- ◆ Continued with the establishment of an agreement with the Small Business Development Center (SBDC).
- ◆ Worked with our Economic Development partner, JLL, to prepare the Discover Upland marketing brochure to promote the Historic Downtown Upland and the City. It includes a listing of available downtown leases and buildings for sale.
- ◆ Attended the State of the County Regional Business Summit in February 2019.

- ◆ Met with the Economic Development Committee on a quarterly basis to discuss economic development projects, retail trends, and business attraction efforts.
- ◆ Coordinated with Business in Focus magazine for the publication in February 2019 of an article which highlighted and promoted Upland businesses and the City.
- ◆ Attended the International Council of Shopping Centers convention in Los Angeles to market and promote tenant spaces available within our shopping centers.
- ◆ Joined California Association for Local Economic Development (CALED) and attended their annual training conference that covers a broad array of economic development topics which impact communities.
- ◆ Instrumental in adding three key Upland shopping centers in the San Bernardino County's Economic Development Agency Retail Property Book which was marketed at the May 2019 International Council of Shopping Centers Conference in Las Vegas.
- ◆ Procured City Council approval of a resolution approving the conduit financing by California Enterprise Development Authority (CEDA), (principal amount not to exceed \$10,000,000) for the benefit of C.A. Guy, LLC, dba ECI Fuel Systems for financing the cost of acquisition, construction, and equipping of manufacturing facilities at 1794 W. 11th Street.
- ◆ Continued to coordinate with the HDU board for promoting and marketing downtown Upland.
- ◆ Continued to meet with the Upland Chamber of Commerce on a quarterly basis to discuss Chamber programs and to provide updates on City wide projects, including new businesses.
- ◆ Continued to identify available spaces for lease and properties for sale with in-house CoStar resource and assist businesses with site selection assistance.
- ◆ Negotiated draft lease terms for two new cell tower facilities proposed within McCarthy Park and Memorial Park.
- ◆ Nominated for U.S. Small Business Administration's Community Excellence Award.
- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor's Office by February 15, 2019.
- ◆ Closed escrow on the purchase of property adjacent to City-owned property located at Laurel Avenue, west of Euclid Avenue, including the recording of a lot line adjustment to consolidate the parcels. Prepared an RFP for services to combine the parcels and prepare for resale of the Laurel Avenue and Euclid Avenue site.
- ◆ Amended the Economic Development Owner Participation Agreement with Ford of Upland to extend project completion for one additional year.

- ◆ Continued to efficiently manage City-owned real estate, including leasing of City-owned parcels.
- ◆ Amended the lease agreement with the Scheu Family YMCA in regards to the Aquatic Center located at 1150 East Foothill Boulevard.
- ◆ Approved a settlement agreement with Dry Dock and Depot Storage with respect to a rental rate increase calculation and amendment to Phase 3 lease including simplifying the rental rate calculation.
- ◆ Assisted in promotion of the City's participation with four (4) open PACE programs.
- ◆ Monitored a License Agreement with San Antonio Regional Hospital to provide additional parking while the hospital is under construction.
- ◆ Continued to promote mixed-use development in Downtown.
- ◆ Researched the development of a City downtown parking lot located adjacent to the bike trail.
- ◆ Reviewed a request from HDU (a non-profit entity) to receive Parking and Business Improvement Area (PBIA) funds for the benefit of the downtown area.
- ◆ Conducted public hearings on January 14th and January 28th, 2019 to consider the amendment of the Parking and Business Improvement Area (PBIA) Ordinance to reduce the tax levy to zero. On January 23, 2019, staff conducted a public workshop for discussion in regards to the Parking and Business Improvement Area (PBIA) funds.
- ◆ Assisted the Planning Division with the preparation of 333 zoning clearances as part of the first steps in the business license process.
- ◆ Prepared a Termination of Memorandum of Disposition and Development Agreement (DDA) with American Nail Plating Lighting Inc. for two properties located adjacent to City property.

PLANNING

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|-----------------------------|-------------------|-------------------|----------------------|-------------------|
| General Plan Amendments | - | 1 | 4 | 2 |
| Zone Change/Code Amendments | 6 | 3 | 5 | 5 |
| Specific Plan Reviews | 2 | 0 | 2 | 1 |
| Conditional Use Permits | 19 | 13 | 11 | 13 |
| Site Plan Reviews | 28 | 15 | 7 | 10 |

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Design Reviews | 32 | 24 | 12 | 14 |
| Sign Design Reviews | 56 | 79 | 112 | 90 |
| Parcel Map/Tract Maps | 6 | 6 | 5 | 4 |
| Administrative Use Permits | 20 | 25 | 9 | 11 |
| Administrative Determinations | 5 | 11 | 9 | 10 |
| Environmental Impact Reports/Negative Declarations | 5 | 1 | 3 | 2 |
| Special Event Permits | 80 | 60 | 31 | 31 |
| Appeals | - | - | 1 | - |

BUILDING AND SAFETY

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Inspections within 24 hours | 99% | 99% | 99% | 99% |
| Total number of inspections | 5,200 | 9,500 | 12,300 | 9,500 |
| Plan check turn-around time (business days) | 2-4 weeks | 2-4 weeks | 4 weeks | 4 weeks |
| Total number of plan checks | 900 | 900 | 930 | 950 |
| Total number of building permits issues | 1,900 | 1,900 | 1,900 | 1,950 |
| New commercial buildings | 15 | 15 | 6 | 15 |
| New residential buildings | 105 | 520 | 670 | 350 |
| New multi-family units | 110 | 110 | 120 | 110 |

WEED ABATEMENT

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|------------------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| Properties Inspected | 21,484 | 21,882 | 21,882 | 21,937 |
| Properties Assessed/Liened | 346 | 360 | 360 | 375 |
| Notices Sent Out | 355 | 360 | 360 | 375 |
| Properties Abated (via contractor) | 393 | 51 | 60 | 60 |

HOUSING

MISSION STATEMENT

To administer and implement the Low and Moderate Income Housing (LMIH) program consistent with available resources, provide for the development and implementation of housing programs to increase, improve or preserve affordable housing within the City’s corporate limits for persons or families of low to moderate income.

| PERSONNEL | | | | |
|----------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| HOUSING | | | | |
| HOUSING COORDINATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL DIVISION | 1.00 | 1.00 | 1.00 | 1.00 |

LOW AND MODERATE INCOME HOUSING PROGRAM

The Housing Division is responsible for the administration and implementation of the Low and Moderate Income Housing (LMIH) program consistent with available resources. It provides for the development and implementation of housing programs in order to increase, improve or preserve affordable housing within the City’s limits for persons or families of low to moderate income.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Pursue the Developer Disposition Agreement (DDA) with Upland Community Housing Inc. (“UCHI”). Work cooperatively with UCHI for the construction of a 72-unit enhanced senior residential development (expansion of the “Coy Estes” senior housing apartments).
- ◆ To issue a request for proposals for development of the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ Assist up to 25 very low-income families with small-scale emergent code repairs of their owner-occupied, single-family homes or mobile homes with Emergency Repair Program (ERP) funding.
- ◆ Continue to assist in marketing the County’s: Home Weatherization Grant Program; the Neighborhood Stabilization Program; Building Industry Association Housing Action Resource Trust Program and; California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ Continue to support the Homeless Stakeholders objectives.
- ◆ Prepare and submit the annual Housing Element Activities report to the Department of Housing and Community Development (HCD).
- ◆ Consider new unsolicited housing proposals as appropriate or necessary.

- ◆ Develop strategies to create additional affordable housing opportunities.
- ◆ Administer the City’s mobile home park rent control ordinance.
- ◆ Procure the audited calendar year-end financial statements for the Housing funds three Low and Moderate Income Housing apartment complexes.
- ◆ Prepare and submit the Low and Moderate Income Housing Fund report.

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Netted approximately \$2.4 million from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Completed 21 Agency-funded ERP small-scale rehabilitation projects.
- ◆ Continued to implement UCHI’s loan agreement which will assist with the construction of a proposed 72 unit senior affordable housing development project.
- ◆ Assisted in marketing the County’s Home Weatherization Grant Program, Building Industry Association Housing Action Resource Trust Program and California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ Prepared and submitted the Annual Housing Element Activities report to the HCD.
- ◆ Provided monitoring oversight to 306 affordable housing units.
- ◆ Entered into a Purchase and Sale agreement with Habitat for Humanity to rehabilitate one single-family historic affordable housing unit.
- ◆ Administered the City’s mobile home park rent control ordinance.
- ◆ Received 3 loan payoffs (including one First Time Home Buyer and two Housing Improvement Program) during FY 2018-19.
- ◆ Completed the Low and Moderate Income Housing Fund report for FY 17-18.

HOME INVESTMENT PARTNERSHIP PROGRAM

The Housing Division administers the State HOME/CALHOME Programs. Its mission is to administer these Programs in accordance with applicable Federal and State rules and regulations, as well as City Council policies and directives. These programs improve the City’s housing stock and promote home ownership.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Continue to implement the new green building standards in the Housing Improvement Program (HIP).
- ◆ Use the State HOME and CalHome grant programs to finance 2 new HIP single-family housing rehabilitation project loans.
- ◆ Continue to service the \$5.355 million State HOME and CalHome program loan portfolio.
- ◆ Update program manuals, as needed.
- ◆ Prepare and submit timely, all State HOME and CalHome program HCD annual financial and performance reporting documents.

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Completed one (1) First Time Home Buyer Program large-scale rehabilitation loan project with Habitat for Humanity.
- ◆ Prepared and submitted quarterly reports to HCD for both the State HOME and CalHome programs.
- ◆ Successfully completed HCD's annual review of both State HOME and CalHome program grants.
- ◆ Received one (1) subordination in FY 2018-19.
- ◆ Received four (4) HOME loan payoffs and 1 partial interest/principal CalHome payment.
- ◆ Prepared and submitted another waiver for the sales/value limit (203b) to HCD.

COMMUNITY DEVELOPMENT BLOCK GRANT

The Housing Division is responsible for administering the City's annual Community Development Block Grant. Its mission is to administer the City's CDBG program funding in compliance with applicable Federal rules and regulations, as well as City Council policies and directives.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Administer the City's \$612,759 of CDBG program funding and monitor all sub-recipient CDBG contracts.
- ◆ Continue to provide Fair Housing services through the Inland Fair Housing and Mediation Board.

- ◆ Continue to market the Business Assistance and Attraction Program (BAAP) to downtown area businesses in order to promote new jobs to local persons of low to moderate income. Fund one (1) BAAP project.
- ◆ Continue to administer the Commercial Rehabilitation Program (CRP) – Historic Downtown Revitalization façade improvement to preserve and beautify historical commercial corridors. Fund three (3) CRP projects.
- ◆ Successfully filed with the Department of Housing and Urban Development (HUD), the annual CDBG Action Plan using the new E-Con Planning Suite software.
- ◆ Prepare and submit timely to HUD all annual financial and performance reporting documents.
- ◆ Begin preparation of the 5 Year Consolidated Plan 2020-2024.
- ◆ Comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ Continue to participate in HUD trainings.
- ◆ Continue the Emergency Repairs Program (ERP) and assist up to 25 very low income owner occupied households.
- ◆ Continue funding the graffiti removal program.

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$1,104,732 CDBG program funding (inclusive of prior year's carryovers).
- ◆ Developed the City's FY2019-20 CDBG program and one year action plan with assistance from the CDBG Committee and City Council.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Held a training workshop for 4 new members of the CDBG Committee.
- ◆ Administered the Emergency Repair Program (ERP) which assisted 10 very low income, owner occupied households.
- ◆ Funded Fair Housing services through the Inland Fair Housing and Mediation Board.
- ◆ Successfully prepared and filed timely all HUD required financial and performance reporting documents.

- ◆ Continued the Graffiti Removal Program; removed 7,494 Sq. ft. of graffiti and conducted 295 inspections.
- ◆ Prepared and submitted to HUD, the year-end Consolidated Action Performance Evaluation Report (CAPER) for FY 2017-18 and received approval.
- ◆ Received HUD's favorable written approval with respect to the quality of the City's CDBG program operations.
- ◆ Continued to review goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Prepared and submitted the updated Analysis of Impediments to Fair Housing Choice.
- ◆ Funded four (4) BAAP grants to businesses located in the downtown area in order to promote new jobs to local persons of low to moderate income.
- ◆ Funded five (5) CRP Historic Downtown Revitalization Façade improvement grants in order to preserve and beautify historical commercial corridors.
- ◆ Implemented the new CDBG procedure manual.

SUCCESSOR AGENCY ADMINISTRATION

The Successor Agency Administration Division is responsible for the winding down of all former Upland Community Redevelopment Agency activities.

The mission is to successfully wind down all of the activities of the former Upland Community Redevelopment Agency.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Prepared the 2020-21 Recognized Obligation Payment Schedule (ROPS) when required and submitted timely to the Department of Finance and the County Auditor-Controller.
- ◆ Prepare the required Prior Period Adjustment Report and submit timely to the County Auditor Controller.
- ◆ To continue to balance the Successor Agency budget.

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the 2019-20 annual ROPS which was reviewed and approved by the Countywide Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Attended two (2) Oversight Board meetings.

- ◆ Prepared the Prior Period Adjustment Report and submitted in a timely manner to the County Auditor Controller.
- ◆ Balanced the Successor Agency budget.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2019-20 ADOPTED BUDGET

| DEVELOPMENT SERVICES | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-----------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|
| 2201 BUILDING AND SAFETY | | | | | |
| Personnel | \$ 293,140 | \$ 356,240 | \$ 467,710 | \$ 282,550 | \$ 467,990 |
| Maintenance & Operations | 230,530 | 391,800 | 271,230 | 456,380 | 334,070 |
| Capital Outlay | - | - | - | - | - |
| TOTAL BUILDING AND SAFETY | \$ 523,670 | \$ 748,040 | \$ 738,940 | \$ 738,930 | \$ 802,060 |
| 2202 WEED ABATEMENT | | | | | |
| Personnel | \$ 27,470 | \$ 29,300 | \$ 29,340 | \$ 29,340 | \$ 30,510 |
| Maintenance & Operations | 12,220 | 26,880 | 22,120 | 22,620 | 24,300 |
| Capital Outlay | - | - | - | - | - |
| TOTAL WEED ABATEMENT | \$ 39,690 | \$ 56,180 | \$ 51,460 | \$ 51,960 | \$ 54,810 |
| 2203 ECONOMIC DEVELOPMENT | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ 100,050 |
| Maintenance & Operations | 143,750 | 218,040 | 235,540 | 261,340 | 177,850 |
| Capital Outlay | - | - | - | - | - |
| TOTAL ECONOMIC DEVELOPMENT | \$ 143,750 | \$ 218,040 | \$ 235,540 | \$ 261,340 | \$ 277,900 |
| 2204 PLANNING COMMISSION | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 8,990 | 10,140 | 13,740 | 13,740 | 14,340 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PLANNING COMMISSION | \$ 8,990 | \$ 10,140 | \$ 13,740 | \$ 13,740 | \$ 14,340 |
| 2205 PLANNING | | | | | |
| Personnel | \$ 200,170 | \$ 211,190 | \$ 279,950 | \$ 204,770 | \$ 386,660 |
| Maintenance & Operations | 454,440 | 417,050 | 415,540 | 490,730 | 176,800 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PLANNING | \$ 654,610 | \$ 628,240 | \$ 695,490 | \$ 695,500 | \$ 563,460 |
| 2207 SANTA FE DEPOT | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | 27,700 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SANTA FE DEPOT | \$ - | \$ - | \$ - | \$ - | \$ 27,700 |
| 101 TOTAL GENERAL FUND | | | | | |
| Personnel | \$ 520,780 | \$ 596,730 | \$ 777,000 | \$ 516,660 | \$ 985,210 |
| Maintenance & Operations | 849,930 | 1,063,910 | 958,170 | 1,244,810 | 755,060 |
| Capital Outlay | - | - | - | - | - |
| TOTAL GENERAL FUND | \$ 1,370,710 | \$ 1,660,640 | \$ 1,735,170 | \$ 1,761,470 | \$ 1,740,270 |
| 201 TOTAL HOUSING | | | | | |
| Personnel | \$ 843,800 | \$ 949,950 | \$ 1,034,120 | \$ 884,290 | \$ 898,590 |
| Maintenance & Operations | 3,020,360 | 20,107,040 | 2,758,760 | 2,894,170 | 3,206,650 |
| Capital Outlay | - | 84,820 | 10,000 | 10,000 | - |
| TOTAL HOUSING | \$ 3,864,160 | \$ 21,141,810 | \$ 3,802,880 | \$ 3,788,460 | \$ 4,105,240 |
| 208 TOTAL HOME PROGRAM | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 20,900 | 90,490 | 210,000 | 210,000 | 205,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL HOME PROGRAM | \$ 20,900 | \$ 90,490 | \$ 210,000 | \$ 210,000 | \$ 205,000 |

| DEVELOPMENT SERVICES | | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-----------------------------|--|---------------------|----------------------|----------------------|----------------------|----------------------|
| 209 | TOTAL CDBG | | | | | |
| | Personnel | \$ 68,230 | \$ 52,480 | \$ 63,230 | \$ 59,490 | \$ 41,080 |
| | Maintenance & Operations | 135,040 | 257,500 | 552,490 | 1,045,240 | 495,330 |
| | Capital Outlay | - | - | - | - | - |
| | Capital Improvement Projects | 362,710 | 620 | 97,040 | - | 100,000 |
| | TOTAL CDBG | \$ 565,980 | \$ 310,600 | \$ 712,760 | \$ 1,104,730 | \$ 636,410 |
| 210 | TOTAL PARKING BUSINESS IMPROVEMENT AREA | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 9,900 | - | 53,600 | 231,540 | 55,510 |
| | Capital Outlay | - | - | - | - | - |
| | Capital Improvement Projects | 38,300 | 1,890 | 150,000 | - | 148,690 |
| | TOTAL PARKING & BUSINESS IMPROVEMENT | \$ 48,200 | \$ 1,890 | \$ 203,600 | \$ 231,540 | \$ 204,200 |
| 222 | TOTAL CALHOME PROGRAM | | | | | |
| | Personnel | \$ - | \$ 8,990 | \$ - | \$ - | \$ - |
| | Maintenance & Operations | 60,000 | 99,030 | 270,000 | 270,000 | 210,000 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL CALHOME PROGRAM | \$ 60,000 | \$ 108,020 | \$ 270,000 | \$ 270,000 | \$ 210,000 |
| 427 | TOTAL ENERGY EFFICIENCY CAPITAL IMP PROJECT | | | | | |
| | Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Maintenance & Operations | - | 4,747,650 | - | 2,597,830 | 275,120 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL ENERGY EFFICIENCY CAPITAL IMP | \$ - | \$ 4,747,650 | \$ - | \$ 2,597,830 | \$ 275,120 |
| 805 | TOTAL SUCCESSOR AGENCY | | | | | |
| | Personnel | \$ 226,740 | \$ 231,300 | \$ 212,220 | \$ 174,800 | \$ 181,650 |
| | Maintenance & Operations | 1,311,130 | 869,730 | 3,144,050 | 4,996,650 | 3,142,220 |
| | Capital Outlay | - | - | - | - | - |
| | TOTAL SUCCESSOR AGENCY | \$ 1,537,870 | \$ 1,101,030 | \$ 3,356,270 | \$ 5,171,450 | \$ 3,323,870 |
| | TOTAL DEVELOPMENT SERVICES | | | | | |
| | Personnel | \$ 1,659,550 | \$ 1,839,450 | \$ 2,086,570 | \$ 1,635,240 | \$ 2,106,530 |
| | Maintenance & Operations | 5,407,260 | 27,235,350 | 7,947,070 | 13,490,240 | 8,344,890 |
| | Capital Outlay | - | 84,820 | 10,000 | 10,000 | - |
| | Capital Improvement Projects | 401,010 | 2,510 | 247,040 | - | 248,690 |
| | TOTAL DEVELOPMENT SERVICES | \$ 7,467,820 | \$ 29,162,130 | \$ 10,290,680 | \$ 15,135,480 | \$ 10,700,110 |

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

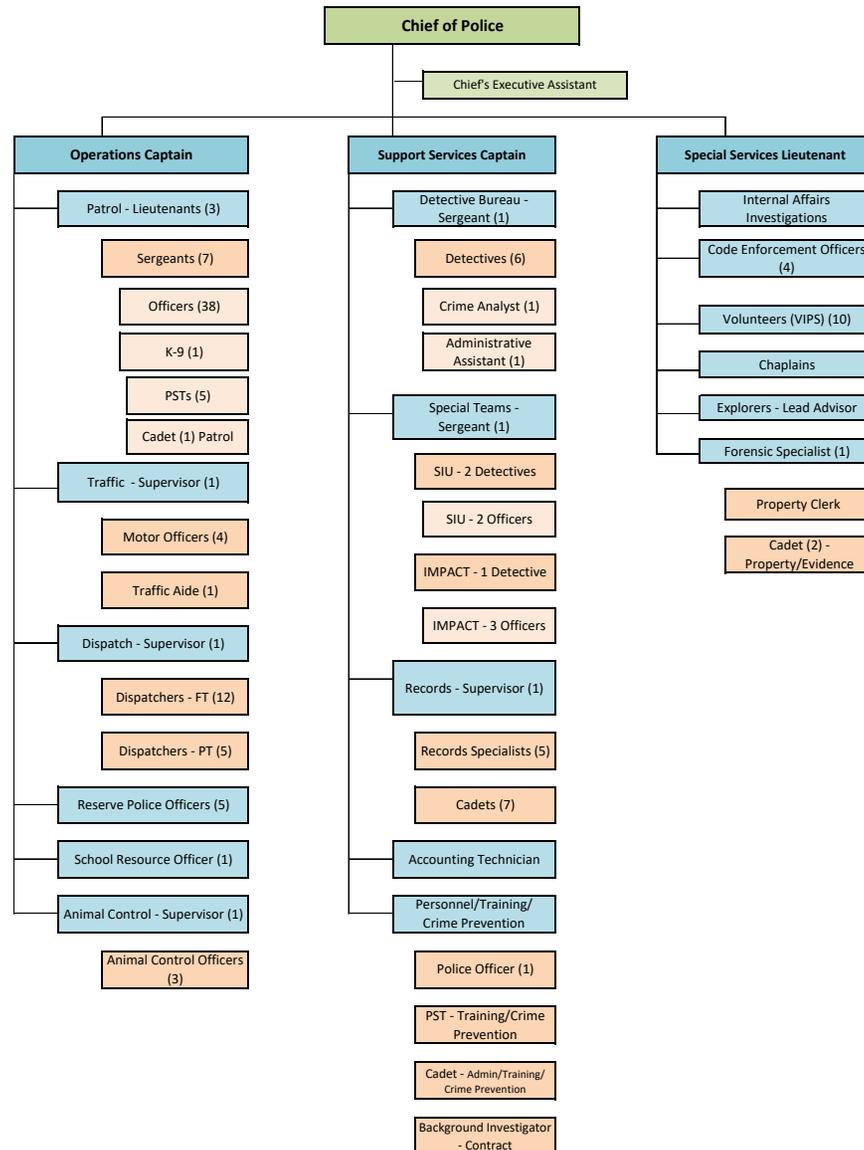
| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|--|---------------------|----------------------|---------------------|----------------------|---------------------|
| PERSONNEL EXPENSE | | | | | | |
| 5110 | Buy Backs | \$ 8,950 | \$ 15,550 | \$ 17,100 | \$ 17,100 | \$ 11,700 |
| 5111 | Salaries - Full Time | 1,044,200 | 1,101,580 | 1,232,270 | 947,290 | 1,246,890 |
| 5112 | Salaries - Temporary/Part Time | 106,200 | 92,250 | 87,520 | 87,520 | 73,570 |
| 5113 | Overtime | 12,120 | 19,300 | 13,000 | 13,000 | 16,000 |
| 5116 | Fringe Benefits | 200,820 | 215,290 | 290,800 | 228,900 | 296,890 |
| 5117 | Retirement Contributions | 287,260 | 107,430 | 135,910 | 106,270 | 146,610 |
| 5119 | Unfunded Annual PERS Liability | - | 288,050 | 309,970 | 235,160 | 314,870 |
| TOTAL PERSONNEL EXPENSES | | \$ 1,659,550 | \$ 1,839,450 | \$ 2,086,570 | \$ 1,635,240 | \$ 2,106,530 |
| MAINTENANCE & OPERATIONS | | | | | | |
| 5211 | Postage | \$ 30 | \$ 280 | \$ 1,050 | \$ 1,050 | \$ 800 |
| 5212 | Advertising | 16,020 | 24,810 | 24,000 | 24,000 | 26,000 |
| 5213 | Dues & Subscriptions | 270 | 350 | 2,640 | 2,640 | 12,830 |
| 5215 | Training/Conferences/Meetings | 1,930 | 4,040 | 13,600 | 13,600 | 18,420 |
| 5216 | Office Supplies | 6,430 | 4,140 | 5,400 | 5,390 | 4,850 |
| 5217 | Other Supplies/Materials | 810 | 1,560 | 2,350 | 2,350 | 15,630 |
| 5218 | Uniform Expense | 100 | 250 | 1,000 | 1,000 | 1,000 |
| 5219 | Permits/Licenses/Fee/Assessments | - | 10 | - | - | - |
| 5220 | Fuel Usage | 2,880 | 3,850 | 4,250 | 4,250 | 4,250 |
| 5221 | Mileage Reimbursement | - | - | - | - | 500 |
| 5222 | Print/Mail Charges | - | 800 | 250 | 250 | 900 |
| 5223 | Information Systems Charges | 101,150 | 132,460 | 93,720 | 93,720 | 127,510 |
| 5224 | Vehicle Charges | 8,750 | 9,320 | 12,230 | 12,230 | 15,330 |
| 5225 | Building Maint & Operations | - | - | - | - | 27,700 |
| 5234 | Other Equipment Rental | - | - | - | 8,750 | 2,250 |
| 5241 | Utilities - Electric | 470 | 80 | - | - | - |
| 5243 | Utilities - Telephone | 760 | 1,780 | 3,200 | 3,700 | - |
| 5245 | Maintenance - Building/Structure/Grounds | 1,860 | 31,540 | 31,900 | 31,900 | 19,820 |
| 5251 | Legal Services | 7,400 | 5,060 | 5,000 | 5,000 | 13,500 |
| 5252 | Professional Services | 1,142,290 | 1,135,390 | 891,630 | 1,344,280 | 636,920 |
| 5253 | Contract Services | 47,400 | 4,818,520 | 54,900 | 2,652,730 | 327,620 |
| 5255 | Banking Services | 29,680 | 28,900 | 3,700 | 3,700 | 8,200 |
| 5258 | Other Services | 1,952,180 | 330,700 | 1,729,870 | 2,295,100 | 2,148,300 |
| 5273 | Workers Compensation Charges | 65,320 | 119,450 | 101,990 | 101,990 | 108,310 |
| 5274 | Unemployment Charges | 5,110 | 10,110 | 8,500 | 8,500 | 8,730 |
| 5275 | Long-term Disability Charges | 7,080 | 10,180 | 8,500 | 8,500 | 8,720 |
| 5276 | Liability Charges | 79,180 | 178,210 | 158,340 | 158,340 | 161,110 |
| 5277 | Loss Prevention Charges | 6,740 | 10,700 | 9,630 | 9,630 | 8,930 |
| 5296 | Pass-Thru Expense | - | - | - | 1,813,880 | - |
| 5299 | Prior Year Expenses | - | 123,590 | - | - | - |
| 5302 | Loans | 9,430 | (840) | - | - | - |
| 5305 | Emergency Repairs Program | 187,040 | 42,120 | - | - | - |
| 5309 | First Time Home Buyer Program | 20,100 | - | - | - | - |
| 5310 | Forgivable Loans | - | 50,000 | 65,010 | 192,540 | 60,000 |
| 5314 | HIP Loans | - | 60,800 | 300,000 | 300,000 | 210,000 |
| 5315 | FRHB Loans | 60,000 | - | 180,000 | 180,000 | 205,000 |
| 5324 | Other Post Employee Benefits | 12,180 | - | 23,190 | - | 18,910 |
| 5424 | Bond Principal Expense | - | 18,444,850 | 2,632,710 | 2,632,710 | 2,681,810 |
| 5425 | Bond Interest Expense | 1,251,860 | 1,423,570 | 1,578,510 | 1,578,510 | 1,461,040 |
| 5427 | Issuance Costs | 382,810 | 228,770 | - | - | - |
| TOTAL MAINTENANCE & OPERATIONS | | \$ 5,407,260 | \$ 27,235,350 | \$ 7,947,070 | \$ 13,490,240 | \$ 8,344,890 |

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2019-20 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|-------------------------------------|----------------|----------------|-----------------|-----------------|-----------------|
| | CAPITAL OUTLAY | | | | | |
| 5521 | Land | \$ - | \$ - | \$ 10,000 | \$ 10,000 | \$ - |
| 5527 | Buildings | - | 84,820 | - | - | - |
| | TOTAL CAPITAL OUTLAY | \$ - | \$ 84,820 | \$ 10,000 | \$ 10,000 | \$ - |
| | CAPITAL IMPROVEMENT PROJECTS | | | | | |
| 55XX | Capital Improvement Projects | \$ 401,010 | \$ 2,510 | \$ 247,040 | \$ - | \$ 248,690 |
| | CAPITAL IMPROVEMENT PROJECTS | \$ 401,010 | \$ 2,510 | \$ 247,040 | \$ - | \$ 248,690 |
| | TOTAL DEPARTMENT | \$ 7,467,820 | \$ 29,162,130 | \$ 10,290,680 | \$ 15,135,480 | \$ 10,700,110 |

POLICE DEPARTMENT

City of Upland Organizational Chart Fiscal Year 2019-20

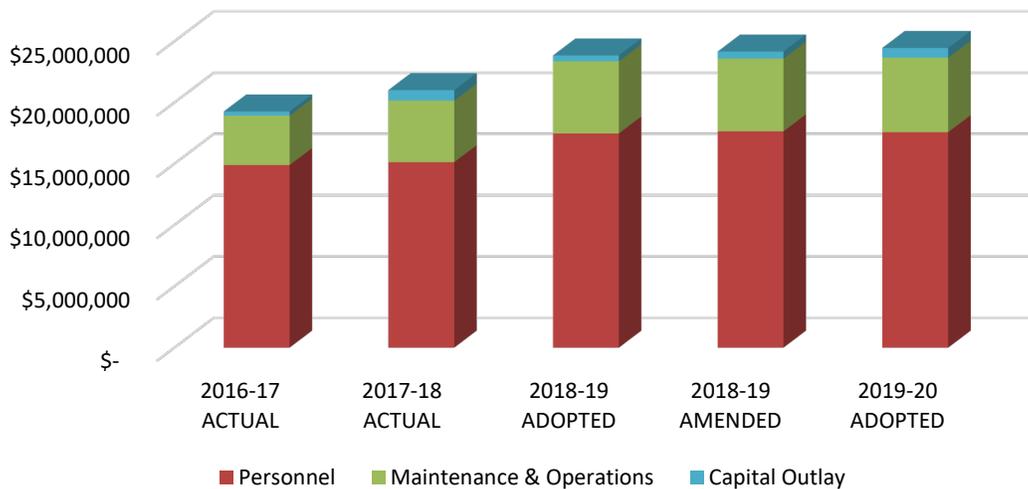


MISSION STATEMENT

The mission of the Upland Police Department is to maintain public order following established ethical and constitutional guidelines, in partnership with the community, so as to provide a safe and peaceful environment for community members.

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| EXPENSE CLASSIFICATION | | | | | |
| Personnel | \$ 14,889,060 | \$ 15,126,650 | \$ 17,469,990 | \$ 17,643,080 | \$ 17,575,190 |
| Maintenance & Operations | 4,034,550 | 5,027,520 | 5,901,503 | 5,939,910 | 6,084,330 |
| Capital Outlay | 338,940 | 857,430 | 468,860 | 576,150 | 789,810 |
| Capital Improvement Projects | - | 225,000 | - | 25,000 | - |
| TOTAL BUDGET | \$ 19,262,550 | \$ 21,236,600 | \$ 23,840,380 | \$ 24,184,140 | \$ 24,449,330 |

Police Department Expense Classification



| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| FUNDING SOURCES | | | | | |
| GENERAL FUND | \$ 17,946,340 | \$ 19,079,130 | \$ 22,309,670 | \$ 22,309,770 | \$ 22,657,380 |
| PUBLIC SAFETY AUGMENTATION | 866,290 | 938,260 | 810,050 | 810,050 | 1,002,140 |
| GENERAL CAPITAL PROJECTS | 169,610 | 1,018,950 | - | 61,430 | - |
| HOMELAND SECURITY GRANTS | 4,090 | 37,220 | - | 24,240 | 22,940 |
| PROPOSITION 30 | - | - | 140,000 | 140,000 | 140,000 |
| COPS | 99,730 | - | 579,910 | 579,910 | 626,870 |
| OFFICE OF TRAFFIC SAFETY LOCAL LAW ENFORCEMENT | 118,500 | 140,340 | - | 254,760 | - |
| BLOCK GRANT | 20,370 | 15,710 | - | 3,230 | - |
| ASSET FORFEITURE – FEDERAL | 37,620 | 5,060 | - | - | - |
| ASSET FORFEITURE – STATE | - | 1,930 | 750 | 750 | - |
| TOTAL BUDGET | \$ 19,262,550 | \$ 21,236,600 | \$ 23,840,380 | \$ 24,184,140 | \$ 24,449,330 |

OPERATIONS DIVISION

The Operations Division provides direct law enforcement services to the community through the Patrol Division and Traffic Unit. The City of Upland is segmented into four Patrol Beats, each with one to three assigned Patrol Officers. Each shift is under the overall command of a Watch Commander (Lieutenant or Sergeant) and includes a minimum of five Officers and a Field Supervisor (Sergeant). The Traffic Unit consists of four Motor Officers. Their primary duties include traffic enforcement, traffic accident investigation, and grant funded traffic activities such as Driving Under the Influence (DUI) checkpoints, DUI saturation patrols, and distracted driver enforcement.

The School Resource Officer (SRO), who primarily works at Upland High School, is also assigned to the Operations Division. Additionally, the Operations Division is responsible for the Police Service Technicians (PSTs), Reserve Unit, K-9 Unit, and Traffic Aide as well as the Explorers.

The Animal Control Unit of the Upland Police Department is responsible for animal control and providing State-mandated services such as licensing and at-cost rabies vaccinations. Animal control functions include enforcing animal-related regulations, impounding stray and homeless cats and dogs found abandoned or lost within the local community, and handling sick or injured wildlife. Animal sheltering includes caring for sheltered animals and working with the community to give lost pets every opportunity to be reunited with their owner.

SUPPORT SERVICES DIVISION

The Support Services Division oversees the Administrative duties of the Department. It consists of the Investigations Unit who is tasked with investigating all major crimes and all crimes requiring special attention and/or lengthy investigation. In addition, the Special Teams, Special Investigations Unit (SIU) and IMPACT Teams are under this command. Any major active criminal investigations concerning vice and narcotics are the responsibility of SIU. Conversely, the IMPACT Team is tasked with all Quality of Life concerns including assisting the homeless find shelter and taking enforcement action against criminal vagrants.

The investigations unit and special teams are assisted by Property and Evidence personnel from the Special Services Division for crime scene processing/photography and evidence storage. Personnel and Training Officer, assigned to handle recruitment, training, and background investigations of all police department employee candidates, is also assigned to this division.

Other areas of responsibility include the Records management operations of the Department, which includes Records personnel, Police Cadets, and the Investigations Administrative Assistant. In addition, the Crime Prevention Police Service Technician (PST) is in charge of community outreach, Neighborhood and Business Watch programs and Fiscal Services (Budget, Grants, Facilities Maintenance, Purchasing, Accounts Payable, False Alarm Program, and Volunteer Program).

SPECIAL SERVICES DIVISION

The Special Services Division oversees any special projects and the Professional Standards Unit

within the department. This consists of Code Enforcement, Property and Evidence personnel, and the Professional Standards Office. The Code Enforcement Unit is responsible for maintaining the City's motto, "The City of Gracious Living." Code Enforcement Officers are tasked with the responsibility of protecting property values and eliminating blight through the enforcement of the City's Municipal Code. Property and Evidence personnel are responsible for crime scene processing/photography, property and evidence storage.

| PERSONNEL | | | | |
|---------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| POLICE | | | | |
| CHIEF OF POLICE | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE CAPTAIN | 2.00 | 2.00 | 2.00 | 2.00 |
| POLICE LIEUTENANT | 4.00 | 4.00 | 4.00 | 4.00 |
| POLICE SERGEANT | 9.00 | 9.00 | 9.00 | 9.00 |
| POLICE DETECTIVE | 9.00 | 9.00 | 9.00 | 9.00 |
| POLICE OFFICER | 50.00 | 50.00 | 50.00 | 50.00 |
| POLICE DISPATCH SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| LEAD DISPATCHER | 0.00 | 2.00 | 2.00 | 2.00 |
| POLICE DISPATCHER II | 12.00 | 10.00 | 10.00 | 10.00 |
| FORENSIC SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| EXECUTIVE ASSISTANT | 0.00 | 0.00 | 0.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | 1.00 | 1.00 | 1.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT II | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | 0.00 | 0.00 | 0.00 | 1.00 |
| ACCOUNTING TECHNICIAN | 0.00 | 1.00 | 1.00 | 1.00 |
| CRIME ANALYST | 0.00 | 0.00 | 0.00 | 1.00 |
| CRIME ANALYST TRAINEE | 0.00 | 1.00 | 1.00 | 0.00 |
| POLICE RECORDS SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| POLICE RECORDS SPECIALIST II | 6.00 | 6.00 | 6.00 | 5.00 |
| POLICE SERVICE TECHNICIAN | 0.00 | 4.00 | 5.00 | 6.00 |
| ANIMAL SERVICES SUPERVISOR | 1.00 | 0.00 | 0.00 | 0.00 |
| ANIMAL SERVICES MANAGER | 0.00 | 1.00 | 1.00 | 1.00 |
| ANIMAL SERVICES OFFICER | 3.00 | 3.00 | 3.00 | 3.00 |
| CODE ENFORCEMENT OFFICER | 3.00 | 4.00 | 4.00 | 4.00 |
| TOTAL DEPARTMENT | 105.00 | 111.00 | 112.00 | 113.00 |

FY 2019-20 GOALS AND OBJECTIVES

Commitment to community engagement:

- ◆ Patrol watches will document attendance at monthly community meetings.
- ◆ Detective will document attendance at monthly community meetings.
- ◆ Specialized units will document attendance at monthly community meetings.
- ◆ Crime Prevention PST will document neighborhood watch groups started quarterly.

- ◆ Hold two Citizens Academies.
- ◆ Increase Social Media following by 25% (Instagram, Nextdoor, Facebook, Twitter).
- ◆ Patrol and Code Enforcement to continue to work with the Community Restoration Team (CRT) to improve the quality of life concerns with the members of the community.
- ◆ Establish an IMPACT Team of two to four Officers to focus on specific on-going crime and quality of life issues.

Reduce injury traffic collisions by 3%:

- ◆ Increase traffic enforcement.
- ◆ Focus Office of Traffic Safety Grant enforcement activities on collision reduction.
- ◆ Analyze the traffic safety index based on the relationship of traffic citations issued to the number of traffic collisions in a specific area. We will accomplish this goal with the use of the technology to include Omega Crime Analysis system, Stealth Stat, Radar Trailer, LIDAR and the new Computer Aided Dispatch Records Management System (CAD/RMS).

Reduce Part 1 crime by 3%:

- ◆ Detectives increase detective initiated arrests by 3%.
- ◆ Detectives increase clearance rate by 3%.
- ◆ More accurately identify crime trends using the Omega Crime Analysis software.

Improve employee wellness:

- ◆ Reduce sick time usage by 3%.
- ◆ Reduce worker's compensation related injuries by 3%.
- ◆ Encourage participation in Lifetime Fitness and Police Athletics by participating in Baker to Vegas Relay Race, Softball League, etc.
- ◆ Formulate and implement a Health and Safety Incentive program.
- ◆ Provide executive leadership and development training to all supervisors.

- ◆ In addition to mandated POST training, a 25% increase in non-POST mandated training focused on risk management to include sworn and non-sworn staff.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|--|---------------------------|---------------------------|------------------------------|---------------------------|
| Number of Part 1 Crimes | 2,429 | 2,486 | 2,540 | 2,464 |
| Percentage compliance with POST and STC requirements | 100% | 100% | 100% | 100% |
| Number of forensic computer and cell phone examinations (approx. 12 man hours per examination) | 15 | 5 | 20 | 22 |
| Total patrol calls | 75,078 | 77,489 | 76,016 | 74,496 |
| Number of injury traffic collisions | 453 | 542 | 523 | 508 |
| Number of Reserve volunteer hours | 981 | 1,300 | 1,130 | 1,200 |
| Number of VIPS volunteer hours | 2,476 | 2,588 | 2,176 | 2,285 |
| Number of Graffiti Reward Payments | 1 | 2 | 2 | 2 |
| Number of Intersections equipped with automated license plate readers | 4 | 4 | 4 | 5 |
| Number of code enforcement cases resolved | 775 | 1,659 | 2,400 | 2,200 |
| Code Enforcement Inspections | 3,000 | 2,773 | 3,500 | 3,400 |
| Notice of Vacate | 80 | 57 | 60 | 60 |
| Citations | 10 | 6 | 10 | 10 |
| Administrative Citations | 125 | 98 | 70 | 70 |
| Cases filed | 5 | 4 | 10 | 10 |
| Signs | 1,349 | 1,149 | 1,500 | 1,100 |
| Carts | 228 | 189 | 175 | 150 |
| Animals returned to owner | 18% | 15% | 22% | 25% |
| Animals euthanized | 9% | 10% | 10% | 10% |

FY 2018-19 MAJOR ACCOMPLISHMENTS

Quality of life Issues

Patrol/Investigations

- ◆ Created the IMPACT Team with one detective and three officers to address quality of life issues in the community.
- ◆ Field personnel focused attention on criminal vagrant matters.
- ◆ Created the Special Investigations Unit (SIU) to assist patrol and investigations in closing active investigations within a short period of time; in addition, to conducting narcotic and organized crime investigations.
- ◆ Served search warrants at two medical marijuana dispensaries.
- ◆ Investigated several businesses within the city regarding sales of CBD oil in violation of Upland Municipal Code.
- ◆ Search warrant served on a large marijuana grow operation seizing approximately 1500 plants in various stages of growth.

Special Teams – Special Investigations Unit (SIU)/ IMPACT

- ◆ Served criminal search warrant in the City referenced to an attempted homicide that occurred in Pomona. The teams located (2) AR-15 rifles, (1) shotgun, and (3) pistols. There were two convicted felons taken into custody at the apartment.
- ◆ Probationer compliance check netted a loaded firearm, methamphetamine, and a clown mask. The suspect is possibly connected to armed robberies in the region.
- ◆ Surveilled a four-man burglary crew. Both teams watched as the crew attempted to break into four homes. Once at the fifth home, the teams watched the suspects force entry into the side door of a home and ransack it. All four suspects were taken into custody and linked to multiple burglaries and robberies. Search warrants served at the suspects homes led to locating additional stolen property.
- ◆ SIU conducted a month-long investigation of a local drug dealer. A search warrant was served on the felon's home and he was found to be in possession of ammunition, 4 lbs. of methamphetamine, liquid GHB, ecstasy, cocaine, and magic mushrooms in addition to \$9,400 dollars in drug sales proceeds which were seized.
- ◆ The IMPACT team conducted undercover bike theft stings and made multiple arrests.
- ◆ The IMPACT team contacted over 100 homeless individuals and assisted in housing those willing to accept help. IMPACT partners with the VA, Salvation Army, and numerous other agencies as a resource to those seeking housing.

- ◆ Over 100 arrests of criminal vagrants since December 2, 2018 by Upland IMPACT.
- ◆ The Upland IMPACT and SIU teams served a search warrant at a home in Upland. The occupant was selling methamphetamine to local criminal vagrants. There was over 2 ounces of methamphetamine, and 1 ounce of magic mushrooms recovered in the warrant leading to the arrest of seven suspects.

Code Enforcement

- ◆ In collaboration with Public Works and Burrtec, Code Enforcement participated in a bi-monthly blight clean up detail throughout the city. Several tons of trash were removed from 161 properties.
- ◆ Code Enforcement closed down two illegal marijuana dispensaries and three illegal gambling cafes operating in the city.
- ◆ Code Enforcement took a major role in leading the removal of illegally posted signs throughout the city with over one thousand illegally posted signs removed.
- ◆ Obtained receivership on a nuisance property to abate numerous violations.
- ◆ Code Enforcement facilitated a rehabilitation agreement with the buyer and the city of Upland to improve the property and raise property values in the area of the golf course.

Animal Control

- ◆ 78 disposal requests.
- ◆ 1,154 stray animals received at the shelter.
- ◆ 186 pets reunited with their families.
- ◆ 16 cats were trapped, neutered and then released.
- ◆ 234 deceased animals collected.

Operational Effectiveness

Patrol/Investigations

- ◆ Grant from the California Office of Traffic Safety (OTS) funded three new police motorcycles, a new traffic trailer, four new radars, four new Lidars and three traffic data collectors to aide in traffic enforcement and collision prevention activities.
- ◆ Modified patrol schedule and staffing model to allow the creation of two specialized teams.

- ◆ 76,000 calls for service.
- ◆ 19,000 officer-initiated contacts.
- ◆ 11,000 police reports taken.
- ◆ Over 4,000 suspects arrested.
- ◆ 191,000 calls handled by Dispatch with over 34,000 9-1-1 calls.
- ◆ *New administrative assistant for the detective bureau resulting in additional efficiency and productive working environment for the investigations division.*
- ◆ Appointment of a full-time crime analyst. She compiles statistical data that is useful to investigations personnel and other units within the department.
- ◆ 918 cases cleared by arrest.
- ◆ 479 cases exceptionally cleared.
- ◆ Upland IMPACT handled the majority of calls relating to criminal vagrants which allowed patrol officers to handle more serious and higher priority calls.

Code Enforcement

- ◆ A fourth code enforcement officer was hired to fill a long-term vacancy creating a balanced distribution of work as well as improving handling of Code related matters.
- ◆ Assisted in the creation of a new municipal code governing massage parlors.

Evidence

- ◆ Obtained two additional storage areas; a tuff shed that will be used to store large items such as bicycles that are in transition to auction and additional open space created by the upgraded HVAC system is being used to store large items that cannot be exposed to the elements.
- ◆ A Volunteer in Police Services (VIPS) was assigned to the evidence unit. He assists with lab deliveries, scanning paperwork into cases, and logging lab results. This frees up time for the forensic specialist to handle other important tasks.
- ◆ Transitioned long term evidence storage from an offsite rental facility to a vacant city owned building.

K-9 Team

- ◆ 42 K9 Patrol deployments where the K9 was used to search for suspects.

- ◆ 10 of the 42 deployments resulted in the K9 team locating and/or arresting the suspect.
- ◆ 19 hidden narcotic finds resulting in the seizure of narcotics.
- ◆ Countless hours of patrol time saved by using the K9 team for large searches.

Technology

- ◆ Implemented a new state of the art computer aided dispatch/records management system.
- ◆ Implemented a tablet-based e-citation platform for the traffic unit. This enables officers to issue a ticket in 30-40% less time and the citations are automatically transferred to the court taking the burden off of Records.
- ◆ Implemented new Mobile Data Computer system (MDC).
- ◆ Established a direct data link between the Department and the California Law Enforcement Telecommunications System (CLETS) eliminating the need and expense of utilizing the County as an intermediary.
- ◆ Implemented interfaces between the CAD system, Coplink, and CLETS.

Community Engagement

- ◆ Employees attended numerous public relations events including visits to schools, service groups, and children's hospitals.
- ◆ Substantially expanded the number of Department personnel able to post to social media in an effort to better communicate with the community.
- ◆ 28 participating block parties for the National Night Out event held on August 7, 2018. Participants at the event included the Detective Bureau, Traffic Bureau, K-9 Unit, VIPs, Upland CERT, Code Enforcement, patrol officers, sergeants, lieutenants, captains and the Chief of Police.
- ◆ Utilized a car with the front half marked as a police car and the back half marked as a taxi cab in the "Know Your Limit" campaign for DUI education.
- ◆ 11 officers participated at school events (Red Ribbon Week, Fall Festival, Active Shooter presentation, Back to School, and Fuel for Success Anti-bullying program).
- ◆ 8 Department tours for Girl Scouts and Boy Scouts.
- ◆ 59 weekly Social media posts. 4 Crime Prevention through Environmental Design (CPTED) assessments at local businesses.

- ◆ 5 community charitable events (Red Cross blood drive, Cop on a Rooftop)
- ◆ 3 Neighborhood Watch meetings.
- ◆ 4 coffee/Conversation with a Cop events.
- ◆ Guest speaker at Boy Scout meetings and Uplanders' Club.
- ◆ 1 Citizen's Academy.
- ◆ 3 community fundraisers - American Cancer Society at Oggi's restaurant, St. Jude's at Chili's restaurant, and a Tip-A-Cop event at Oggi's restaurant.
- ◆ Created social media accounts on Facebook, Instagram, and Twitter for IMPACT and SIU. The teams regularly post their work on these outlets to keep the community informed.
- ◆ Special teams have attended "Coffee with a Cop", "Conversation with a Cop", and city council meetings.
- ◆ Upland IMPACT regularly attends school functions to educate students on public safety.
- ◆ Numerous public contacts by Animal Control to educate the community on stray dog issues, leash law violations, animal vaccinations, and dog licensing.

Employee Development & Training

- ◆ 6 officers trained in advanced working with K9 teams.
- ◆ Officer Hanley and K9 Rudy attended and were certified in tracking.
- ◆ Officer Hanley attended a K9 team evaluator's course.
- ◆ 3 officers trained and certified to be K9 agitators.
- ◆ 36 Department personnel attended a myriad of POST approved training sessions.
- ◆ 17 additional personnel are scheduled to attend other POST approved training sessions.
- ◆ 2 officers per month are being sent to a Basic Patrol Rifle Operations course until the entire patrol force has been trained.
- ◆ The Upland SIU and IMPACT team hosts tactical range training and scenario search training on a monthly basis to include detectives and patrol officers.

- ◆ One detective was sent to Cellebrite training for cell phone data extraction.
- ◆ Three detectives attended advanced homicide investigation school.
- ◆ The crime analyst attended various training sessions to further hone her skills such as: forecasting utilizing Excel, the Internet and ArcGIS; “Travis Alexander” debrief; License Plate Reader/National Vehicle Location System training, and; Internet profiling and intelligence gathering.
- ◆ Utilization of patrol officers to assist SIU in their operations to enhance their abilities, foster productivity, and provide the opportunity for lateral movement.

Recruitment and Retention

- ◆ 1,711 applications were received and reviewed for various positions within the Police Department; such as, police officer, reserve officer, volunteer, dispatcher, PST, cadet, animal control, etc.
- ◆ Hired 24 applicants: 1 chief, 8 police officers, 3 dispatchers, 2 records specialists, 1 code enforcement officer, 1 animal control officer, 1 police service technician, 6 cadets and 2 volunteers.
- ◆ Created the Impact Team made up of one detective and three officers which provides more opportunity for development and lateral movement.
- ◆ Created the Special Enforcement Unit (SIU) made up of two detectives and two officers which provides more opportunity for development and lateral movement.
- ◆ Obtained a grant from the California Office of Traffic Safety providing additional traffic enforcement training for Upland Police personnel.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2019-20 ADOPTED BUDGET

| POLICE | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|
| 3201 POLICE ADMINISTRATION | | | | | |
| Personnel | \$ 431,970 | \$ 1,447,460 | \$ 1,779,250 | \$ 1,779,250 | \$ 1,896,640 |
| Maintenance & Operations | 3,082,490 | 3,382,460 | 3,917,450 | 3,917,450 | 3,798,070 |
| Capital Outlay | 36,250 | - | - | - | - |
| TOTAL POLICE ADMINISTRATION | \$ 3,550,710 | \$ 4,829,920 | \$ 5,696,700 | \$ 5,696,700 | \$ 5,694,710 |
| 3202 POLICE INVESTIGATIONS | | | | | |
| Personnel | \$ 1,675,730 | \$ 2,061,020 | \$ 2,386,090 | \$ 2,386,090 | \$ 2,645,120 |
| Maintenance & Operations | 218,240 | 146,940 | 176,780 | 176,780 | 276,810 |
| Capital Outlay | - | - | - | - | - |
| TOTAL POLICE INVESTIGATIONS | \$ 1,893,970 | \$ 2,207,960 | \$ 2,562,870 | \$ 2,562,870 | \$ 2,921,930 |
| 3205/4501 ANIMAL CONTROL | | | | | |
| Personnel | \$ 221,090 | \$ 240,280 | \$ 347,620 | \$ 347,620 | \$ 334,040 |
| Maintenance & Operations | 190,190 | 254,650 | 312,600 | 312,600 | 310,460 |
| Capital Outlay | - | 27,970 | - | - | - |
| TOTAL ANIMAL CONTROL | \$ 411,280 | \$ 522,900 | \$ 660,220 | \$ 660,220 | \$ 644,500 |
| 3206 POLICE ADMINISTRATION SUPPORT | | | | | |
| Personnel | \$ 634,760 | \$ 4,200 | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL POLICE ADMINISTRATION SUPPORT | \$ 634,760 | \$ 4,200 | \$ - | \$ - | \$ - |
| 3210 POLICE SUPPORT | | | | | |
| Personnel | \$ 1,389,550 | \$ 13,110 | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL POLICE SUPPORT | \$ 1,389,550 | \$ 13,110 | \$ - | \$ - | \$ - |
| 3211 POLICE PATROL | | | | | |
| Personnel | \$ 9,375,250 | \$ 10,120,840 | \$ 11,735,030 | \$ 11,735,030 | \$ 11,278,650 |
| Maintenance & Operations | 397,080 | 884,590 | 1,087,230 | 1,087,230 | 1,372,730 |
| Capital Outlay | 20,300 | 15,470 | - | 100 | - |
| TOTAL POLICE PATROL | \$ 9,792,630 | \$ 11,020,900 | \$ 12,822,260 | \$ 12,822,360 | \$ 12,651,380 |
| 3231 POLICE SPECIAL EVENTS & COMMUNITY OUTREACH | | | | | |
| Personnel | \$ 22,350 | \$ 11,370 | \$ - | \$ - | \$ 10,550 |
| Maintenance & Operations | 780 | 810 | 1,760 | 1,760 | 4,150 |
| Capital Outlay | - | - | - | - | - |
| TOTAL POLICE SPEC EVENTS & COMM OUTREACH | \$ 23,130 | \$ 12,180 | \$ 1,760 | \$ 1,760 | \$ 14,700 |
| 3232 POLICE RESERVES | | | | | |
| Personnel | \$ 2,170 | \$ 30 | \$ - | \$ - | \$ - |
| Maintenance & Operations | 2,150 | 620 | 3,000 | 3,000 | 3,200 |
| Capital Outlay | - | - | - | - | - |
| TOTAL POLICE RESERVES | \$ 4,320 | \$ 650 | \$ 3,000 | \$ 3,000 | \$ 3,200 |
| 3233 CODE ENFORCEMENT | | | | | |
| Personnel | \$ 156,110 | \$ 175,390 | \$ 411,950 | \$ 411,950 | \$ 408,050 |
| Maintenance & Operations | 89,880 | 291,920 | 150,910 | 150,910 | 318,910 |
| Capital Outlay | - | - | - | - | - |
| TOTAL CODE ENFORCEMENT | \$ 245,990 | \$ 467,310 | \$ 562,860 | \$ 562,860 | \$ 726,960 |

POLICE

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| 101 TOTAL GENERAL FUND | | | | | |
| Personnel | \$ 13,908,980 | \$ 14,073,700 | \$ 16,659,940 | \$ 16,659,940 | \$ 16,573,050 |
| Maintenance & Operations | 3,980,810 | 4,961,990 | 5,649,730 | 5,649,730 | 6,084,330 |
| Capital Outlay | 56,550 | 43,440 | - | 100 | - |
| TOTAL GENERAL FUND | \$ 17,946,340 | \$ 19,079,130 | \$ 22,309,670 | \$ 22,309,770 | \$ 22,657,380 |
| 203 TOTAL PUBLIC SAFETY AUGMENTATION FUND | | | | | |
| Personnel | \$ 866,290 | \$ 938,260 | 810,050 | \$ 810,050 | 1,002,140 |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL PUBLIC SAFETY AUGMENTATION FUND | \$ 866,290 | \$ 938,260 | \$ 810,050 | \$ 810,050 | \$ 1,002,140 |
| 425 GENERAL CAPITAL PROJECTS | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | 25,250 | - | - | - |
| Capital Outlay | 169,610 | 768,700 | - | 36,430 | - |
| Capital Improvement Projects | - | 225,000 | - | 25,000 | - |
| TOTAL GENERAL CAPITAL PROJECTS | \$ 169,610 | \$ 1,018,950 | \$ - | \$ 61,430 | \$ - |
| 2XX TOTAL GRANTS/ ASSET FORFEITURE | | | | | |
| Personnel | \$ 113,790 | \$ 114,690 | - | \$ 173,090 | - |
| Maintenance & Operations | 53,740 | 40,280 | 251,800 | 290,180 | - |
| Capital Outlay | 112,780 | 45,290 | 468,860 | 539,620 | 789,810 |
| TOTAL POLICE GRANTS | \$ 280,310 | \$ 200,260 | \$ 720,660 | \$ 1,002,890 | \$ 789,810 |
| TOTAL POLICE | | | | | |
| Personnel | \$ 14,889,060 | \$ 15,126,650 | \$ 17,469,990 | \$ 17,643,080 | \$ 17,575,190 |
| Maintenance & Operations | 4,034,550 | 5,027,520 | 5,901,530 | 5,939,910 | 6,084,330 |
| Capital Outlay | 338,940 | 857,430 | 468,860 | 576,150 | 789,810 |
| Capital Improvement Projects | - | 225,000 | - | 25,000 | - |
| TOTAL POLICE | \$ 19,262,550 | \$ 21,236,600 | \$ 23,840,380 | \$ 24,184,140 | \$ 24,449,330 |

CITY OF UPLAND
POLICE DEPARTMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

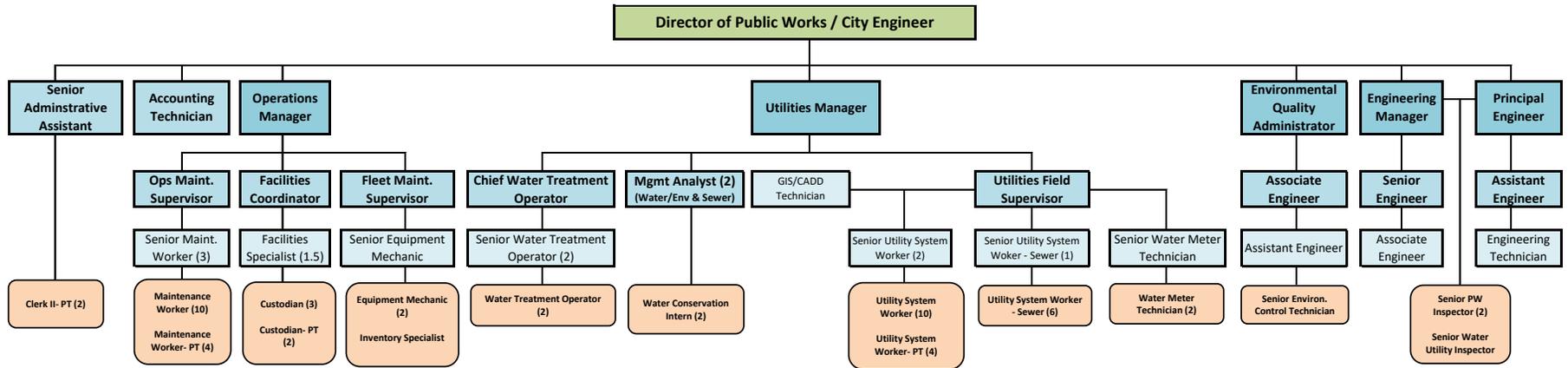
| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| PERSONNEL EXPENSE | | | | | | |
| 5110 | Buy Backs | \$ 68,020 | \$ 48,920 | \$ 103,200 | \$ 103,200 | \$ 64,840 |
| 5111 | Salaries - Full Time | 1,421,010 | 1,598,010 | 1,996,130 | 1,996,130 | 1,972,760 |
| 5112 | Salaries - Temporary/Part Time | 234,200 | 337,490 | 277,500 | 277,500 | 307,980 |
| 5113 | Overtime | 170,430 | 230,890 | 85,900 | 85,900 | 212,460 |
| 5116 | Fringe Benefits | 304,570 | 354,000 | 592,500 | 592,500 | 594,260 |
| 5117 | Retirement Contributions | 388,240 | 161,750 | 226,520 | 226,520 | 236,640 |
| 5119 | Unfunded Annual PERS Liability | - | 449,110 | 429,950 | 429,950 | 456,970 |
| 5131 | Salaries - Sworn Police | 7,185,240 | 6,604,060 | 7,684,700 | 7,684,700 | 7,369,580 |
| 5133 | Overtime - Sworn Police | 1,017,570 | 1,058,210 | 774,940 | 948,030 | 852,070 |
| 5136 | Fringe Benefits - Sworn Police | 1,225,810 | 1,086,270 | 1,430,510 | 1,430,510 | 1,370,630 |
| 5137 | Retirement Contributions - Sworn Police | 2,873,970 | 1,002,030 | 1,580,950 | 1,580,950 | 1,613,640 |
| 5139 | Unfunded Annual PERS Liab - Sworn | - | 2,195,910 | 2,287,190 | 2,287,190 | 2,523,360 |
| TOTAL PERSONNEL EXPENSES | | \$ 14,889,060 | \$ 15,126,650 | \$ 17,469,990 | \$ 17,643,080 | \$ 17,575,190 |
| MAINTENANCE & OPERATIONS | | | | | | |
| 5205 | Recruitment Costs - Other | \$ - | \$ 5,340 | \$ - | \$ - | \$ - |
| 5211 | Postage | 1,060 | 320 | 1,250 | 1,250 | 1,250 |
| 5213 | Dues & Subscriptions | 10,530 | 14,240 | 26,380 | 26,380 | 33,730 |
| 5215 | Training/Conferences/Meetings | 80,140 | 52,450 | 164,870 | 174,690 | 185,580 |
| 5216 | Office Supplies | 13,970 | 11,050 | 13,940 | 13,940 | 16,100 |
| 5217 | Other Supplies/Materials | 74,360 | 79,880 | 217,050 | 222,380 | 128,000 |
| 5218 | Uniform Expense | 58,050 | 32,390 | 40,440 | 40,440 | 45,820 |
| 5219 | Licences, Registration and Permits | - | 25,250 | - | - | - |
| 5220 | Fuel Usage | 126,450 | 164,480 | 186,800 | 186,800 | 202,500 |
| 5222 | Print/Mail Charges | - | 360 | 1,150 | 1,150 | 2,250 |
| 5223 | Information Systems Charges | 507,150 | 479,680 | 765,480 | 765,480 | 669,230 |
| 5224 | Vehicle Charges | 99,730 | 491,190 | 649,580 | 649,580 | 797,440 |
| 5225 | Building Maint & Operations | 301,880 | 325,980 | 316,160 | 316,160 | 260,390 |
| 5231 | Office Equipment (Under 5,000) | 60 | 1,850 | 1,000 | 1,000 | 25,500 |
| 5232 | Computer Equip (Under 5,000) | 3,570 | 9,900 | 136,050 | 136,050 | - |
| 5233 | Other Equipment (Under 5,000) | 46,320 | 88,540 | 63,740 | 86,970 | 81,310 |
| 5234 | Other Equipment Rental | - | 230 | - | - | - |
| 5236 | Rent | - | - | - | - | 2,400 |
| 5241 | Utilities - Electric | 125,390 | 154,770 | 176,650 | 176,650 | 130,500 |
| 5242 | Utilities - Gas | 16,830 | 15,860 | 12,400 | 12,400 | 18,650 |
| 5243 | Utilities - Telephone | - | 1,030 | 750 | 750 | - |
| 5245 | Maintenance - Buildings/Structures/Grounds | - | 54,090 | - | - | - |
| 5246 | Maintenance - Equipment | 17,800 | 22,340 | 49,930 | 49,930 | 59,960 |
| 5247 | Maintenance - Vehicle | - | 4,210 | 6,300 | 6,300 | 13,900 |
| 5251 | Legal Services | 58,090 | 250,180 | 80,000 | 80,000 | 160,000 |
| 5253 | Contract Services | 300,230 | 342,560 | 380,760 | 380,760 | 576,650 |
| 5255 | Banking Services | 2,960 | 2,810 | 2,580 | 2,580 | 3,380 |
| 5258 | Other Services | 407,060 | 332,530 | 353,710 | 353,710 | 403,380 |
| 5267 | Undercover Activity | - | 2,050 | - | - | - |
| 5273 | Workers Compensation Charges | 674,660 | 749,140 | 801,260 | 801,260 | 829,840 |
| 5274 | Unemployment Charges | 37,300 | 63,380 | 66,760 | 66,760 | 66,980 |
| 5275 | Long-term Disability Charges | 51,710 | 63,800 | 66,790 | 66,790 | 66,860 |
| 5276 | Liability Charges | 970,050 | 1,117,630 | 1,243,990 | 1,243,990 | 1,234,310 |
| 5277 | Loss Prevention Charges | 49,200 | 67,110 | 75,760 | 75,760 | 68,420 |
| 5297 | Other Expenses | - | 900 | - | - | - |
| TOTAL MAINTENANCE & OPERATIONS | | \$ 4,034,550 | \$ 5,027,520 | \$ 5,901,530 | \$ 5,939,910 | \$ 6,084,330 |

CITY OF UPLAND
POLICE DEPARTMENT
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|-------------------------------------|----------------|----------------|-----------------|-----------------|-----------------|
| | CAPITAL OUTLAY | | | | | |
| 5528 | | \$ - | \$ 27,970 | \$ - | \$ - | \$ - |
| 5529 | Building Improvements | 15,000 | - | - | - | - |
| 5530 | Machinery & Equipment | 323,940 | 829,460 | 468,860 | 529,530 | 789,810 |
| 5531 | Vehicles | - | - | - | 46,620 | - |
| | TOTAL CAPITAL OUTLAY | \$ 338,940 | \$ 857,430 | \$ 468,860 | \$ 576,150 | \$ 789,810 |
| | CAPITAL IMPROVEMENT PROJECTS | | | | | |
| 55XX | Capital Improvement Projects | \$ - | \$ 225,000 | \$ - | \$ 25,000 | \$ - |
| | CAPITAL IMPROVEMENT PROJECTS | \$ - | \$ 225,000 | \$ - | \$ 25,000 | \$ - |
| | TOTAL DEPARTMENT | \$ 19,262,550 | \$ 21,236,600 | \$ 23,840,380 | \$ 24,184,140 | \$ 24,449,330 |

PUBLIC WORKS

City of Upland Organizational Chart Fiscal Year 2019-20

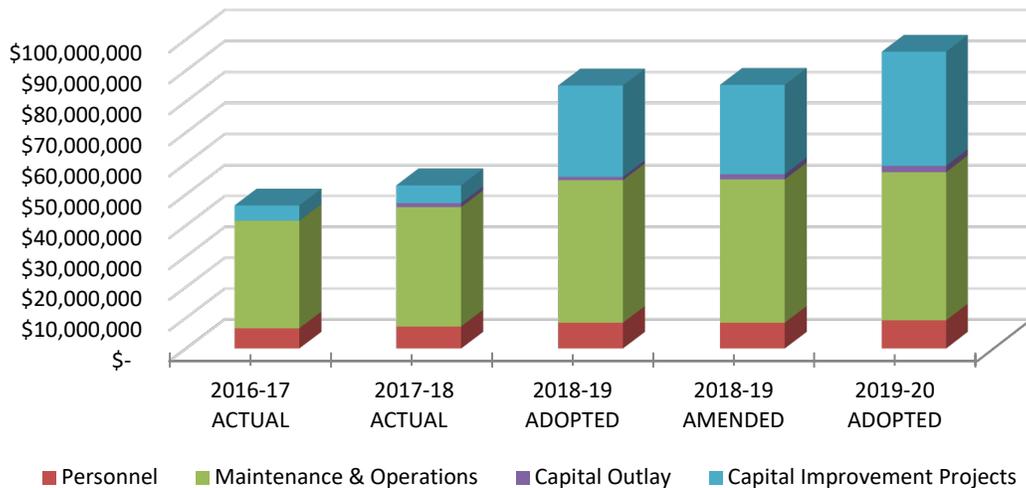


MISSION STATEMENT

To preserve and enhance Upland’s resources for future generations; to be responsible custodians of the community’s infrastructure; and to provide responsive, courteous, and cost-effective customer care.

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| EXPENSE CLASSIFICATION | | | | | |
| Personnel | \$ 6,570,700 | \$ 7,142,560 | \$ 8,380,850 | \$ 8,373,970 | \$ 9,155,800 |
| Maintenance & Operations | 34,917,670 | 38,734,510 | 46,199,260 | 46,463,630 | 47,992,180 |
| Capital Outlay | 36,740 | 1,284,840 | 1,054,760 | 1,649,310 | 2,051,550 |
| Capital Improvement Projects | 4,883,490 | 5,758,430 | 29,488,730 | 28,847,020 | 36,829,640 |
| TOTAL BUDGET | \$ 46,408,600 | \$ 52,920,340 | \$ 85,123,600 | \$ 85,333,930 | \$ 96,029,170 |

Public Works Expense Classification



| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| FUNDING SOURCES | | | | | |
| GENERAL FUND | \$ 5,243,410 | \$ 6,292,360 | \$ 6,594,970 | \$ 6,716,250 | \$ 6,650,770 |
| GAS TAX | 2,391,110 | 2,900,570 | 8,767,340 | 8,405,560 | 8,924,110 |
| MEASURE I | 1,420,490 | 39,930 | 4,052,800 | 4,026,920 | 6,059,150 |
| GEN CAPITAL IMPROVEMENTS | 55,740 | 114,900 | 1,122,510 | 1,122,200 | 54,850 |
| PARK ACQUISITION & DEV. | 197,380 | 100,000 | 118,400 | 118,400 | 178,400 |
| STORM DRAIN DEVELOPMENT | 180 | 50 | 471,520 | 471,520 | 655,420 |
| STREET & TRAFFIC FACILITY | 170 | 1,137,210 | 1,479,570 | 1,479,570 | 1,629,520 |
| GENERAL CAPITAL PROJECTS | - | - | - | - | 1,163,930 |
| STREET & ALLEY REPAIRS | 5,350 | 8,540 | 779,070 | 790,540 | 776,750 |
| WATER UTILITY | 17,608,540 | 20,011,420 | 36,577,960 | 36,458,250 | 41,491,190 |
| SOLID WASTE UTILITY | 10,287,130 | 11,151,680 | 11,501,030 | 11,535,650 | 13,101,560 |
| SEWER UTILITY | 7,720,490 | 8,752,770 | 11,245,500 | 11,287,610 | 12,754,150 |
| FLEET MANAGEMENT | 713,740 | 1,396,670 | 1,314,100 | 1,643,380 | 1,433,070 |
| BUILDING MAINT & OPS | 764,870 | 1,014,240 | 1,098,830 | 1,278,080 | 1,156,300 |
| TOTAL BUDGET | \$ 46,408,600 | \$ 52,920,340 | \$ 85,123,600 | \$ 85,333,930 | \$ 96,029,170 |

PUBLIC WORKS

Public Works is committed to ensuring that the necessary public resources are available to meet the City's General Plan growth objectives and to preserve the City's public facilities for the community's benefit.

Public Works is responsible for the maintenance and replacement of City streets, alleys and right-of-way; parks and open space; City tree care; public buildings; transportation systems (traffic signal, signage, street lighting); storm drainage systems; National Pollution Discharge Elimination (NPDES) program compliance; water and recycled water operations and services; sewer operations and services & environmental compliance; and the management of solid waste collection, street sweeping and disposal services.

| PERSONNEL | | | | |
|--|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| PUBLIC WORKS - ADMINISTRATION | | | | |
| PUBLIC WORKS DIRECTOR | 1.00 | 1.00 | 1.00 | 1.00 |
| OPERATIONS MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | 1.00 | 1.00 | 1.00 | 1.00 |
| ADMINISTRATIVE ASSISTANT I | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | 0.00 | 1.00 | 0.00 | 0.00 |
| ACCOUNTING TECHNICIAN | 1.00 | 0.00 | 1.00 | 1.00 |
| PUBLIC WORKS – OPERATIONS | | | | |
| MAINTENANCE SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| MAINTENANCE CREW LEAD | 3.00 | 0.00 | 0.00 | 0.00 |
| SENIOR MAINTENANCE WORKER | 0.00 | 3.00 | 3.00 | 3.00 |
| MAINTENANCE WORKER | 0.00 | 10.00 | 10.00 | 10.00 |
| MAINTENANCE WORKER II | 10.00 | 0.00 | 0.00 | 0.00 |
| SENIOR EQUIPMENT MECHANIC | 0.00 | 1.00 | 1.00 | 1.00 |
| LEAD EQUIPMENT MECHANIC | 1.00 | 0.00 | 0.00 | 0.00 |
| EQUIPMENT MECHANIC | 0.00 | 2.00 | 2.00 | 2.00 |
| EQUIPMENT MECHANIC II | 2.00 | 0.00 | 0.00 | 0.00 |
| INVENTORY SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| FACILITIES COORDINATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| FACILITIES SPECIALIST | 1.00 | 1.00 | 1.00 | 1.00 |
| CUSTODIAN | 3.50 | 3.50 | 3.50 | 3.50 |
| PUBLIC WORKS – CAPITAL PROJECTS | | | | |
| ENGINEERING MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSOCIATE ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR PUBLIC WORKS INSPECTOR | 1.00 | 2.00 | 2.00 | 2.00 |
| PUBLIC WORKS INSPECTOR II | 1.00 | 0.00 | 0.00 | 0.00 |
| SENIOR WATER UTILITY INSPECTOR | 1.00 | 1.00 | 1.00 | 1.00 |
| PUBLIC WORKS – ENGINEERING | | | | |
| PRINCIPAL ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSISTANT ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| ENGINEERING TECHNICIAN | 0.00 | 1.00 | 1.00 | 1.00 |
| COUNTER TECHNICIAN | 1.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DIVISIONS | 37.50 | 36.50 | 36.50 | 36.50 |

ENGINEERING - CAPITAL IMPROVEMENTS PROGRAM (CIP)

The CIP Engineering Division provides engineering, contract administration, and project management for all City capital improvement projects (Street, Traffic Signal, Street Lighting, Storm Drain, Water, Sewer, Public Buildings, Recreation Facilities, etc.). The Division also serves as the liaison between the City and other regional transportation, flood management and local agencies on construction and engineering matters.

ENGINEERING - LAND DEVELOPMENT & TRANSPORTATION

The Land Development and Transportation Engineering Division is responsible for reviewing, placing development conditions of approval and overseeing the development of subdivision maps, public improvement plans, grading plans, and construction projects in accordance with the Upland Municipal Code, the Subdivision Map Act, San Bernardino County, and, state and federal requirements to ensure new development complements the community.

The Transportation Division ensures the City's traffic circulation system is operating in a safe and efficient manner. This program also plans for growth-related needs for vehicles, bicycles, and pedestrians. This Division is also responsible for managing a contract for the maintenance, operation, and repair of the City's traffic signals and flashing beacons, and the establishment of traffic control and management measures. Additionally, this Division manages the various permit parking areas within the City.

OPERATIONS

The Operations Division is responsible for maintaining and improving the City's infrastructure, (streets, street lights, traffic control measures, storm drainage, City trees and property, parks, streetscapes, signage, public buildings, fleet maintenance and replacement etc.), in order to improve and enhance the aesthetics of our community.

Street Maintenance

The street maintenance program consists of the maintenance of City streets - 210 center lane miles, alleys – 37.5 miles, signage – 2,500, and public right-of-way to ensure safe conditions for motorists, bicyclists, and pedestrian travel. This includes maintenance of the storm water drainage collection system. This Division also assists with traffic control measures required for special events.

Sidewalk Repair/Maintenance

The concrete maintenance and repair program is responsible for the maintenance of sidewalks – 420 miles, curbs, gutters and other concrete structures within the public right of way. This maintenance includes implementing short and long term corrective measures to provide a safe path of travel for pedestrians.

City Parkway Tree & Park Tree Maintenance

Operations manages a private landscape maintenance vendor contracted to perform routine tree trimming on approximately 33,400 City trees. Parkway and median tree trimming is performed

on a grid trimming schedule, which provides tree trimming on a 6 to 7 year cycle. This method of trimming provides both a cost effective and equitable method and a systematic approach to addressing City trees in our community. Included in the routine maintenance program is the removal of dead and/or severely deteriorated trees and their subsequent replanting. Tree maintenance services also includes all trees that are located within the City's 13 parks.

City Parkway, Median, and City Property Maintenance

Operations manages a private landscape maintenance vendor contracted to perform routine landscape maintenance, weed abatement, and graffiti removal for City controlled properties. The City has 73.3 acres of parkway and median areas, and 25 acres of public trails that require routine maintenance. This includes the historical Euclid Avenue District that spans from our southernmost border (I-10) to the far northern border (24th Street), which encompasses our famous and historic Euclid Avenue Median Walking Trail and special Landmarks, like the Madonna of the Trail. This program ensures these properties are maintained in an aesthetically suitable manner to preserve appearance and the quality of life in the community.

City Park Maintenance

The City has approximately 217 acres of active recreational park grounds. The Operations Division is responsible for park, sports field and park restroom facility maintenance and ensures the facilities are safe and clean for the community's enjoyment.

Traffic Control Signage and Pavement Striping/Marking Maintenance

Operations is responsible for the maintenance and repair of all regulatory, warning, directional and advisory signage in the City, as well as the pavement markings, to provide a safe and informative transportation system.

City Owned Street Light Maintenance

The City owns and maintains approximately 500 City street lights throughout various areas of the City. The Operations Division is responsible for all maintenance and proper operations of these street lights. This includes the replacement of street light knockdowns and LED light bulb replacements. A high percentage of City owned street lights are located within the Colonies neighborhood area as well as the Downtown area.

Public Building Facility Maintenance

Operations is responsible for the maintenance and repair of 14 public buildings (Civic Center Complex, Senior Center, Police Department, Public Works, etc.), 12 park restrooms and 5 miscellaneous City facilities. Maintenance and repair of these facilities preserves the asset service life, and provides a safe, suitable environment for City personnel and the public to use for business, educational or recreational activities.

Fleet Maintenance & City Vehicle Fueling Station

The Fleet Maintenance Division is responsible for providing cost effective preventive maintenance and repairs to all of the City's vehicles and equipment. This Division is also responsible for establishing life cycle costs of the fleet: design and specifications of new vehicles and equipment to best fit the needs of the using Departments; procurement of vehicles and equipment through competitive bid process and; outfitting and placing new units into service.

This division is also responsible for maintaining and modernization of the City's fleet vehicles; equipment; fueling; and maintenance facility in order to stay in compliance with all State and Federal mandates.

In FY 2019-20 budget year, the Fleet Maintenance Division will be in its fourth year of a fifteen year vehicle replacement and modernization program. This program is designed to have a sustainable vehicle replacement program and to be fiscally responsible.

Street Sweeping

Operations is responsible for managing the contract services provided by Burrtec Waste Industries, the City Solid Waste Collection and Disposal vendor. As part of their contracted responsibilities, Burrtec Waste Industries provides street sweeping services to the community. Residential and arterial streets are currently swept twice per month. Alleyways are swept once per month from February through October of each year.

Graffiti Abatement

Operations is responsible for managing the professional services contract provided by Urban Graffiti, the City graffiti abatement vendor. As part of their contracted responsibilities they respond to all calls for service regarding citywide reports of graffiti on public property. Urban Graffiti promptly responds and removes all graffiti on all city owned walls, buildings, utility pedestals/boxes, park restrooms, traffic signal & street light poles, signs and pavements. Removal techniques typically include paint-over and/or pressure washing & sand blasting.

Metrolink Station Security

Operations is responsible for managing the professional services contract related to Metrolink Station public security. During FY 2019-20 the City will be establishing/implementing a new contract related to Metrolink Station security.

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Provide high quality, courteous, and prompt customer service.
- ◆ Provide reliable services to residents and businesses at a cost-effective rate.
- ◆ Pursue grant opportunities at the County, State and Federal level.
- ◆ Ensure compliance with County, State and Federal regulations.
- ◆ Maintain City parks in a safe and aesthetically pleasing manner.
- ◆ Monitor and maintain City trees using a GIS based inventory program.
- ◆ Remove and replace dead trees and provide for their periodic care within the funding allocation.
- ◆ Meet and/or exceed the development review time schedules.

- ◆ Maintain the Metrolink Station and parking lots ensuring a safe clean environment for passengers.
- ◆ Maintain and preserve the City's streets utilizing cost-effective pavement rehabilitation methods.
- ◆ Develop project conditions to meet regulatory requirements and mitigate project impacts protecting and preserving community values and quality of life.
- ◆ Provide quality plan check review to ensure conformance with City regulations and standards.
- ◆ Provide flexibility without compromising the development quality standards and requirements.
- ◆ Maintain proper operation of the City Traffic Signal system.
- ◆ Develop an inventory of all regulatory, advisory and directional traffic control signage.
- ◆ Implement the Southern California Edison Street Light Emitting Diode (LED) Energy Efficiency Conversion Program for the LS-1 facilities.
- ◆ Update the City's sign management platform and implement the replacement of regulatory, warning and post-mounted guide (excluding street name) signs to meet the minimum retro reflectivity levels in accordance with regulatory requirements.
- ◆ Coordinate and partner with San Bernardino County Transportation Authority (SBCTA) for the construction of the following regionally significant projects:
 - Interchange Improvements at Euclid Avenue & I-10 Freeway
 - Interchange Improvements at Monte Vista Avenue & I-10 Freeway
 - I-10 Corridor Express Lane Improvement Project
 - Downtown Accessibility Improvements to include:
 - Metrolink accessibility enhancements
 - A pedestrian safety gate at Euclid Avenue
 - A new Traffic Signal at the SP/PE Trail & Campus Avenue and
 - Trail improvements, to include a walking path and enhanced lighting from Euclid Avenue to Campus Avenue.
 - Maintain Regional Coordinated Traffic Signal System (Tier 1-4 Segments) Timing Maintenance Program
- ◆ Construct Street Improvements on
 - 13th Street, from Euclid Avenue to Campus Avenue
 - 7th Street, from San Antonio Avenue to Euclid Avenue
 - 19th Street, Mountain Avenue to Euclid Avenue

- 17th Street, San Antonio Avenue to Euclid Avenue
- Mulberry Avenue, Foothill Boulevard to Pine Street
- Arrow Highway, Benson Avenue to San Antonio Avenue
- Alpine Street, Vernon Drive & Palm Avenue
- Various Alley Pavement Improvements:
 - 4.3 miles of crack and slurry seal maintenance treatment
 - Reconstruction of Alleys:
 - Between 3rd Place & 3rd Avenue and between 11th Street & Mesa Court
 - Between 1st Avenue & 2nd Avenue and between “G” Street & 11th Street
 - Between Euclid Avenue & 1st Avenue and between “G” Street & 11th Street
 - Between San Antonio Avenue & Albright Avenue and between Carson Street & 17th Street
 - Pavement Maintenance Treatment:
 - Campus Avenue & 19th St (Colonies) and north cul-de-sacs between Mountain Avenue and Euclid Avenue
- Purchase and replacement of 20 vehicles:
 - 13 police department (9 administration and 4 patrol)
 - 2 public works - Operations (1 building maintenance and street maintenance)
 - 3 public works – water (1 distribution and 2 meter services)
 - 1 public works - environmental (sewer vector truck)

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Repairs of streets and alleys (a) | 1,486 | 650 | 310 | 400 |
| Street miles swept twice per month | 14,170 | 14,170 | 15,000 | 15,000 |
| Street lights replaced/repaired | 84 | 275 | 40 | 80 |
| New and replaced street signs | 119 | 120 | 45 | 100 |
| Flood control drains cleaned | 48 | 120 | 50 | 50 |
| Tree issues resolved (b) | 1,540 | 1,750 | 6,800 | 7,000 |
| Trees removed | 890 | 358 | 740 | 500 |
| Trees planted | 45 | 318 | 212 | 300 |
| Trees Trimmed | 3,542 | 5,040 | 5,678 | 6,000 |
| Manholes inspected and cleaned (*) | 32 | 27 | 80 | 52 |
| Park and bike trail issues resolved (c) | 1,218 | 1,200 | 1,400 | 1,500 |
| Sewer lateral issues resolved (d) (*) | 183 | 130 | 150 | 150 |

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|--|---------------------------|---------------------------|------------------------------|---------------------------|
| Automotive repairs | 1,175 | 1,118 | 1,225 | 1,100 |
| Claim Reports | 76 | 71 | 87 | 80 |
| Public Property Damage Reports | 24 | 33 | 13 | 20 |
| (a) Potholes, cracks, paving repairs due to waterline repairs (b) Tree inspection, obstruction of sign/light, limb drop, branch damage, pest treatment, root damage, removal work and various pruning, excludes trimming/work performed by contractors (c) Cleanup, graffiti removal, landscaping and irrigation, lighting replacement, restroom issues, fountain repair, playground repair, event setup, weed control, etc. (d) Sewer backup, root & blockage, lateral damage due to city tree roots and lateral repair (*) Currently performed by water utilities crew | | | | |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all Federal, State and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Complied with the Federal guidelines required when financing with California Renewable Energy Bonds (CREBs); the primary funding source for the City's solar parking canopy construction and rooftop solar installation.
- ◆ Participated in regional efforts to encourage oil recycling.
- ◆ Participated in City events including the Lemon Festival, Arbor Day at McCarthy Park, Community Clean-Up Day and Upland Fun Day.
- ◆ Residential development review and approvals included, Taylor Morrison on Sycamore planning area 3, Lennar Homes at Harvest, Watt Communities planning area 22 at the Colonies, and the Courtyards at Upland Hills.
- ◆ Established agreements with San Bernardino County Transportation Authority (SBCTA) for the construction of the following regionally significant projects:
 - Interchange Improvements at Euclid Avenue & I-10 Freeway
 - Interchange Improvements at Monte Vista Avenue & I-10 Freeway
- ◆ SBCTA completed construction of the downtown accessibility improvements which included Metrolink accessibility enhancements and a new traffic signal at the SP/PE Trail & Euclid Avenue.

- ◆ Completed the analysis and implementation for the Regional Coordinated Traffic Signal System (tier 1-4 segments) Timing Maintenance Program, 68 traffic signals.
- ◆ Constructed street improvements on
 - 3rd Avenue, from “A” Street to 11th Street
 - 9th Street, from 3rd Avenue to east of Campus Avenue
 - 13th Street, from Euclid Avenue to Campus Avenue
 - Linda Way, from 8th Street north to the end of the cul-de-sac
 - Various alley pavement improvements:
 - 14 miles of crack and slurry seal maintenance treatments
 - Reconstruction of alleys:
 - Between 1st Avenue & 2nd Avenue and between 11th Street & Foothill Boulevard
 - Between 2nd Avenue & 3rd Avenue and between Foothill Boulevard & Mesa Court
 - Between 5th Avenue & 6th Avenue and between “F” Street & “G” Street
 - Pavement Maintenance Treatment:
 - In the Colonies west of Colonies Parkway and Tanglewood Avenue
 - SP/PE Bicycle and Pedestrian Trail – City Limits.
- ◆ Completed street striping on east 8th Street, 9th Street, 11th Street and west 18th Street, Campus Avenue, Central Avenue, Foothill Boulevard, Mildura Avenue, Monte Vista Avenue, Mountain Avenue and San Bernardino Road.
- ◆ Completed concrete repair project; 20,000 sq. ft. of sidewalk, 1,400 ft. of curb & gutter and 800 ft. of rock curb.
- ◆ Completed inspection and trimming of 6,289 city trees north of the 210 Freeway.
- ◆ Completed other citywide tree maintenance work – 354 trees inspected and trimmed, 695 trees removed and 198 trees planted.
- ◆ Completed Foothill Route 66 tree grant planting including Memorial Park (Incredible Edible Gardens), 113 city trees.
- ◆ Completed SP/PE bicycle & pedestrian trail tree grant (WCA), 67 City trees
- ◆ Completed Greenbelt Park north field improvements (Volunteers: Hill Toppers, Upland Unified School District, Burrtec, and Upland.
- ◆ Replaced playground equipment at Citrus Park, including ADA facilities.
- ◆ Purchased and replaced 17 vehicles:

- 6 police vehicles (5 patrol and 1 administration vehicle)
- 7 public works - operations vehicles (2 building maintenance and 5 street maintenance)
- 4 public works - water vehicles (2 production and 2 distribution)

◆ Purchased Equipment:

- Pavement pothole truck

WATER

MISSION STATEMENT

To provide the City with a safe and reliable supply of high quality drinking water while meeting all regulatory requirements in an efficient and cost effective manner.

WATER ENTERPRISE

The Water Division produces, treats, stores, and distributes adequate supplies of pure, wholesome water for consumption and fire fighting in the most efficient and cost effective way possible. It is responsible for maintaining water quality that continues to meet State and Federal Drinking Water Standards, and in most cases, produces water that is treated to a higher degree than required. The Water Division has also established an asset protection and management plan to ensure infrastructure is effectively renewed, replaced, and maintained.

Additional assignments of the Water Division are asset maintenance for the City's sewer infrastructure; this includes cleaning, customer service, proactive maintenance and emergency response maintenance.

The passage of the Water Conservation Act of 2009 (SBX7-7) requires all urban water suppliers to reduce their water usage 20% by 2020. The Water Division is responsible for meeting this goal and is actively pursuing programs, projects and educational opportunities to ensure compliance. Compliance is measured in Gallons per Capita per Day (GPCD) which accounts for population and all water uses including landscaping, cleaning, cooking and personal needs. The City's benchmark for measuring its water use reduction was set at 273 GPCD based on historical water production records. Although the City has experienced several dry years, progress has been made with a water use reduction plan. On April 1, 2015, the Governor declared a Drought Emergency and signed Executive Order B-29-15, mandating a 25% statewide reduction in drinking water usage. The State Water Resources Control Board (Water Board) was required to develop program compliance regulations. Upland's conservation standard was set at 36%. The City is working to develop a program to meet these mandated reductions.

While many parts of the state have benefited from winter rain and snow storms, other areas continue to experience the effects of drought. The City of Upland remains in a High Level Water Shortage Stage, which means the need for water savings must continue. Upland receives its water from three primary sources: ground water, local surface water from San Antonio Creek,

and imported water. Ground water and surface water depend on rainfall for replenishment. Our ground water basins are still at low levels and will need several El Nino events to return to pre-drought levels. The High Level Water Shortage Stage measures will not only prevent water waste they protect our water resources as Upland continues to move in and out of droughts in the future.

The City is committed to encouraging efficient water use at home and work using special programs and incentives, and will provide informational assistance to customers implementing water conservation measures.

| PERSONNEL | | | | |
|------------------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| PUBLIC WORKS - WATER | | | | |
| UTILITIES OPERATIONS MANAGER | 1.00 | 1.00 | 1.00 | 1.00 |
| MANAGEMENT ANALYST | 1.00 | 1.00 | 1.00 | 1.00 |
| UTILITY SYSTEM SUPERVISOR | 1.00 | 1.00 | 1.00 | 1.00 |
| GIS/CADD TECHNICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| CHIEF WATER TREATMENT OPERATOR | 1.00 | 1.00 | 1.00 | 1.00 |
| SENIOR WATER TREATMENT OPERATOR | 2.00 | 2.00 | 2.00 | 2.00 |
| WATER TREATMENT OPERATOR | 2.00 | 2.00 | 2.00 | 2.00 |
| LEAD WATER UTILITY WORKER V | 1.00 | 0.00 | 0.00 | 0.00 |
| LEAD WATER UTILITY WORKER III | 1.00 | 0.00 | 0.00 | 0.00 |
| SENIOR UTILITY SYSTEM WORKER | 2.00 | 2.00 | 2.00 | 2.00 |
| UTILITY SYSTEM WORKER | 4.00 | 5.00 | 8.00 | 10.00 |
| SENIOR UTILITY SYSTEM WORKER-SEWER | 0.00 | 1.00 | 1.00 | 1.00 |
| UTILITY SYSTEM WORKER- SEWER | 0.00 | 4.00 | 4.00 | 6.00 |
| MAINTENANCE WORKER II | 4.00 | 0.00 | 0.00 | 0.00 |
| SENIOR WATER METER TECHNICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| WATER METER TECHNICIAN | 2.00 | 2.00 | 2.00 | 2.00 |
| TOTAL DIVISION | 24.00 | 24.00 | 27.00 | 31.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Maintain water quality that meets all State and Federal Drinking Water Standards.
- ◆ Provide high quality, courteous, and prompt customer service.
- ◆ Provide reliable water service at an affordable rate.
- ◆ Enhance water quality by flushing all fire hydrants on a regular basis.
- ◆ Further develop and expand the recycled water system in a cost-effective manner.
- ◆ Maintain the asset protection and management plan which ensures infrastructure is effectively, renewed, replaced, and maintained.

- ◆ Continue maintenance operations improving reliability.
- ◆ Increase water conservation awareness through public outreach and conservation programs.
- ◆ Accelerate the City’s valve replacement program ensuring compliance with the Department of Public Health’s recommendations.
- ◆ Accelerate the City’s water meter replacement program ensuring more accurate meters are being utilized.
- ◆ Replace 1/3 of all of the older turbine type water meters 3” and larger with more accurate compound meters.
- ◆ Continue striving to meet the Water Conservation Act of 2009 (SBX7-7) which requires all urban water suppliers to reduce their water usage 20% by 2020. The Water Division is responsible for meeting this goal and is actively pursuing programs, projects and educational opportunities to ensure compliance. Compliance is measured in Gallons per Capita per Day (GPCD) which accounts for population and all water uses including landscaping, cleaning, cooking and personal needs.
- ◆ Increase participation in all water conservation and rebate programs by 20%.

The Water Division encompasses many duties not listed below. The list provides a representative sample of daily activities.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|--|---------------------------|---------------------------|------------------------------|---------------------------|
| Water production, acre feet (WFA, SAWCO, WE, & City wells) | 18,269 | 19,444 | 21,000 | 21,000 |
| Water samples taken | 3,000 | 3,000 | 3,000 | 3,000 |
| Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general) | 1,260 | 1,300 | 1,363 | 1,400 |
| Meter installations (new service & replacements) | 1,233 | 1,200 | 1,100 | 1,400 |
| Service maintenance (meter boxes, service leaks, s/c repairs, etc) | 471 | 493 | 512 | 500 |
| Main leaks repaired | 72 | 44 | 38 | 40 |
| Fire Hydrant damages repaired | 21 | 13 | 11 | 12 |
| Fire Hydrants maintained | 134 | 128 | 140 | 140 |
| Flush-outs inspected/maintained | - | - | - | 5 |

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Number of exercised valves | 1,500 | 1,500 | 1,325 | 1,500 |
| Valve Replacement | 25 | 20 | 22 | 25 |
| USA tickets received and marked | 2,283 | 2,400 | 2,525 | 2,600 |
| Service “turn-on” and “turn-off” | 2,925 | 3,315 | 2,895 | 2,900 |
| Water conservation contacts | 628 | 869 | 905 | 950 |
| Educational events | 8 | 9 | 10 | 12 |
| Water efficient landscape classes | 1 | 5 | 7 | 9 |
| New water pipelines and appurtenances installed (linear feet) | 19,600 | 8,036 | 520 | 5,990 |
| Manholes inspected and cleaned | 1,200 | 900 | 1,100 | 1,000 |
| Miles of main sewer lines cleaned | 85 | 80 | 90 | 100 |
| Sewer miles inspected by camera | - | 12 | 4 | 15 |
| Sewer lateral issues resolved (*) | 61 | 75 | 70 | 70 |
| (*) Sewer backup, root & blockage, lateral damage due to city tree roots and lateral repair | | | | |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Maintained the public infrastructure including potable water lines and valves, sewer lines, manholes, flood control drains, utility pavement repairs, and tree root maintenance.
- ◆ In 2018, residential customers reduced their water use by 14% from 2013.
- ◆ Maintained compliance with weekly, quarterly, and annual Water Quality Monitoring Reports.
- ◆ Participated in several regional conservation programs and events including the Landscape & Water Conservation Festival, Spray to Drip Workshop & Program, Earth Friendly Day, Scary-A-Faire event, and Spring Fling & Egg Hunt.
- ◆ Completed the first Water Loss Audit Report required and certified by the Department of Water Resources.
- ◆ Sponsored Upland High School Solar Club team boat in the Metropolitan Water District Solar Cup race in May, 2019.

- ◆ Completed the 2018 Consumer Confidence Report, California Department of Public Health Annual Report and the Department of Water Resources Annual Report.
- ◆ Continued the meter exchange program replacing outdated and worn meters
- ◆ Continued a service line replacement program exchanging outdated galvanized steel pipe with copper. Completed 50 service line replacements in the Colonies.
- ◆ Completed the interim improvements to the 7.5 MG reservoir and the design for the replacement of the 7.5 MG reservoir and water improvements. Secured a State Drinking Water construction loan for the improvements.
- ◆ Replaced the Chlorine Generation and Disinfection Units at the City San Antonio Canyon Surface Water Treatment Plant.
- ◆ Completed water meter accuracy tests on water meters randomly selected throughout the water distribution system.
- ◆ Upon discovering the inaccuracy of the large water meters, staff initiated a program to exchange the older turbine type water meters with new, more accurate compound water meters.
- ◆ Purchased and installed the Chemsan Nitrate Analyzer for Plant 6, and Reservoirs 12 and 12A.
- ◆ Obtained a permit from the State Water Resources Control Board Division of Drinking Water for Plant 6 and Reservoir 12 & 12A as a T3 Treatment Plant that will blend Nitrate and Dibromochloropropane (DBCP).
- ◆ Replaced the camera equipment in the older sewer line camera truck with new, state of the art equipment enabling staff to video the sewer lines.
- ◆ Completed the service line identification survey and determined there are no lead service lines in the City as required by the State Water Resources Control Board Division of Drinking Water (DDW).
- ◆ Completed the program for testing of all public schools for lead in the water as required by the State Water Resources Control Board Division of Drinking Water.
- ◆ Completed quarterly sampling of all source water in compliance with the new regulation adopted by the DDW. The regulation establishes: a maximum contaminant level (MCL); monitoring frequencies and; other requirements for 1, 2, 3-Trichloropropane (1, 2, 3-TCP). These regulations were filed with the Secretary of State and became effective on December 14, 2017. The establishment of this MCL is a key milestone in addressing a major drinking water issue in California.

SOLID WASTE

MISSION STATEMENT

To provide efficient and cost effective solid waste services including refuse, recycling, and household hazardous waste collection, and to comply with the State’s regulatory and reporting requirements pursuant to the objective of solid waste diversion.

SOLID WASTE

The Solid Waste Division is responsible for providing Upland residents with quality refuse collection, disposal, recycling, green waste, sharps and household hazardous waste service in the most efficient manner at the lowest possible cost. The Division is also in charge of the State’s regulatory and reporting requirements for meeting the solid waste diversion objectives including preparation for mandated commercial/multi-family recycling rates.

The City’s refuse collection, recycling, and green waste contractor, Burrtec Waste Industries, Inc., is responsible for the collection of solid waste and transportation to an appropriate landfill. In addition, the contractor provides for the collection, processing, and marketing of materials collected through recycling and green waste programs.

The Solid Waste Division manages the Household Hazardous Waste Program (HHW) drop-off facility. The facility is open on fair weather Saturdays from 9:00 a.m. to 2:00 p.m. and enables residents to dispose of oil, paint, electronic waste, pharmaceuticals and numerous other hazardous items in a safe manner. The Sharps Program is the newest program added to HHW. Residents can drive through and drop off their Sharps containers, as well as pick-up new containers free of charge during regular HHW hours. Residents may also pick up free Sharps containers Monday through Thursday between the hours of 8:00 a.m. to 6:00 p.m. at the City Yard (1370 N. Benson Avenue Upland, CA 91786).

| PERSONNEL | | | | |
|--|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| PUBLIC WORKS – SOLID WASTE MANAGEMENT ANALYST | 0.00 | 0.00 | 0.00 | 1.00 |
| TOTAL DEPARTMENT | 0.00 | 0.00 | 0.00 | 1.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ Provide courteous prompt customer service for all solid waste programs.
- ◆ Complete the renovation of the HHW Facility.
- ◆ Implement a recycling program for City facilities.
- ◆ Provide prompt and accurate reporting of solid waste programs and diversion statistics for compliance with State regulatory agencies.

- ◆ Provide used oil and beverage container diversion programs pursuant to State grant objectives; to provide prompt and accurate reporting of grant expenditures for compliance with State regulatory agencies.
- ◆ Reduce the quantity of solid waste disposal complying with the State’s “Not to exceed 5.2 lbs./person/day disposal target” for the City of Upland (SB 1016). The goals of SB 1016 are synonymous with those of State mandated AB 939, necessitating the development of new recycling programs and outreach/educational opportunities for achieving diversion. Additionally, AB 341 mandates commercial and multi-family recycling for those entities that produce four cubic yards or more of refuse per week.
- ◆ Implement a commercial organic waste recycling program in accordance with AB 1826.
- ◆ Continue a recycling program that will increase diversion which will reduce the City’s solid waste disposal rate.
- ◆ Provide on-going recycling, composting, and sharps education to residents and businesses, and continue to encourage proper disposal of all waste and recycling materials.
- ◆ Increase the quantity of commercial and multi-family recycling.
- ◆ Provide a safe and convenient facility for the proper public disposal of household hazardous waste and sharps.
- ◆ Educate the community in order to increase residential green and food waste recycling through composting.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|-------------------|-------------------|----------------------|-------------------|
| Disposal rate* (pounds per person per day) | 4.1 | 4.4 | 4.4 | 4.4 |
| Number of household hazardous waste participants | 4,827 | 5,491 | 5,500 | 5,500 |
| Household hazardous waste volume (lbs) | 320,000 | 351,872 | 350,000 | 350,000 |
| Number of Solid Waste educational events | 6 | 4 | 5 | 6 |
| *Per Senate Bill 1016, the waste diversion measurement system has shifted from a target of diverting at least 50% of municipal waste generated, to a disposal target (land filling) of no more than 50% of municipal waste generated, on a per capita basis. The State has calculated the City of Upland's - not to exceed - 50% equivalent per capita disposal target to be 5.2 pounds per person per day. | | | | |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Continued sending newsletters to residential, commercial and multi-family customers.

- ◆ Utilized grant funding to provide community outreach on household hazardous waste and used oil programs by creating a public service announcement video.
- ◆ Submitted a Compliance Plan to CalRecycle for the AB341 & AB1826 mandated recycling programs.
- ◆ Increased commercial and multi-family recycling education notification program in accordance with AB 341.
- ◆ Increased commercial and multi-family organics recycling education notification program in accordance with AB 1826.
- ◆ Increased the amount of commercial and multi-family recycling accounts.
- ◆ San Bernardino County Fire provides sharps containers free of charge.
- ◆ Enhanced programs included adding free compost to the existing free mulch program at the City Yard during HHW operations.
- ◆ Instituted “check-in” procedures for the household hazardous waste facility.
- ◆ Completion of sharps and hazardous waste operations and emergency response training for household hazardous waste personnel.
- ◆ Participated in City events including the Lemon Festival, July 4th Celebration, Community Clean-Up Day and Upland Fun Day.

SEWER

MISSION STATEMENT

To provide the City with a reliable sewage disposal service, watershed management, recycled water program implementation, and other environmental services, in an efficient and cost effective manner.

SEWER

The Sewer Division is responsible for providing sewage collection and disposal for residents and businesses. Additionally, the division is responsible for the beneficial use of the City’s sewer system at an equitable cost; implementing a comprehensive program for storm water pollution control to reduce, prevent, or eliminate contamination of surface and groundwater; planning, administering, and identifying rehabilitation and CIP projects; performing sewer camera inspection and lining projects; and, inspecting sewer construction and maintenance projects.

The division works closely with its wastewater treatment agency, the Inland Empire Utilities Agency (IEUA), on various issues pertaining to wastewater disposal, including the sewage treatment cost for both new development and existing connections. The City pays IEUA for the acquisition, construction, maintenance, and operation of its regional sewer system; wastewater treatment and reuse, or disposal of treated effluent; and facilities, based on the City’s pro-rata

share of all net audited costs incurred by IEUA in the maintenance and operation of its regional sewage facilities.

The division is responsible for: implementing the Recycled Water Program; evaluating the City’s watershed and storm drain system; developing plans to further capture storm water runoff for groundwater recharge; and fulfilling the Sewer System Management Plan requirements. This includes update of the sewer model for hydraulic evaluation and project identification shared with other public works divisions. The division’s activity includes applying for grants to fund pertinent projects.

In addition, the division is responsible for monitoring and controlling methane gas generated from the closed Upland Sanitary Landfill. This includes the operation of the gas extraction system and the flare station. Both are necessary for preventing methane migration outside of the Landfill perimeter in compliance with requirements imposed by AQMD and other regulatory agencies. Additional responsibilities include the monitoring of groundwater quality underneath the Landfill, as required by State and Federal regulations.

The division is tasked with performing the National Pollutant Discharge Elimination System (NPDES) Program, which is required by the Regional Water Quality Control Board, via NPDES Permit No. CAS618036. The NPDES permit was issued to the County of San Bernardino, as principal permittee, and the City, as well as other local cities, as co-permittees. The NPDES goal is to prevent and eliminate runoff causing impairment to local surface water. The City is bound to the west by the San Antonio Channel and to the east by the Cucamonga Channel, both of which discharge into the Santa Ana River. If left uncontrolled, runoff of pollutants can result in destruction of aquatic life habitats and cause threats to public health. The NPDES Program has mechanisms designed to prevent harmful contaminants from being washed by runoff into local channels. To fulfill that objective, staff inspects certain sites of private and public businesses including construction locations. They also participate in a variety of storm water pollution activities, including source control, comprehensive bacteria reduction, watershed action and public education.

It is important to note that the City is required by Federal and State Law to comply with the NPDES Permit, otherwise substantial fines and imprisonment could be imposed. Staff also participates in the administrative review process and plan checking of development sponsored public improvements.

| PERSONNEL | | | | |
|-----------------------------|-------------------|-------------------|--------------------|--------------------|
| PERMANENT POSITIONS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 ADOPTED |
| PUBLIC WORKS - SEWER | | | | |
| ENVIRONMENTAL QUALITY ADMIN | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSOCIATE ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| ASSISTANT ENGINEER | 1.00 | 1.00 | 1.00 | 1.00 |
| SR ENVIR CONTROL TECHNICIAN | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL DEPARTMENT | 4.00 | 4.00 | 4.00 | 4.00 |

FY 2019-20 GOALS AND OBJECTIVES

- ◆ To comply with all regulatory requirements in wastewater collection, treatment, discharge services, and environmental mitigation issues, including the National Pollutant Discharge Elimination System (NPDES) by:
 - Implementing the Statewide Trash Provisions Order, with installations of trash capturing devices inside the inlets' catch basins situated in the priority land use areas.
 - Finalizing the new Water Quality Management Plan (WQMP) workflow, indicating the Development Services and Planning Sections' role, as well as that of outside consulting firms in reviewing the developers' WQMPs.
 - Revising the NPDES Local Implementation Plan (LIP) to reflect the new WQMP workflow.
 - Continuing implementation of the Low Impact Development requirements mandated by the County's NPDES program.
- ◆ Ensure City compliance with and Sewer System Management Plan (SSMP) requirements and prevent sanitary sewer overflows. This can be accomplished by: developing relevant guidelines and procedures for proper management; hydraulic evaluations; operation and maintenance of the City's sewerage collection system in order to provide reliable sewerage disposal services to residents and businesses.
- ◆ Perform, construct, implement, or continue the following projects:
 - Sewer Rehabilitation and Relief projects.
 - Modification of the Landfill's Methane Gas Collection System and Flare Station.
 - Revision of the Regional Sewerage Contract with the Inland Empire Utilities Agency.
 - Recycled Water Program and Water Conservation Project implementation.
 - Storm Water Drainage Master Plan Update.
 - Sewer System Master Plan Update.
 - Grant funding applications for City projects, if feasible.
- ◆ Continue auditing the billings of utility services (water, sewer and solid waste service) to prevent the loss of utility revenues and, ultimately, improve the City's financial stability.

- ◆ Continue managing the post-closure of the Upland Landfill by monitoring, testing, and reporting in accordance with all regulatory requirements.

| PERFORMANCE MEASUREMENTS | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 PROJECTED | 2019-20 TARGET |
|---|---------------------------|---------------------------|------------------------------|---------------------------|
| Sewer miles cleaned or lined (miles) | 85 miles cleaned | 110 miles cleaned | 138 miles cleaned | 230 miles cleaned |
| Sewer miles inspected by camera (*) | - | 12 | 70 | 120 |
| Sewer manholes/facilities repaired | 32 | 15 | 9 | 10 |
| Permitted dischargers or active permits | 192 | 190 | 190 | 195 |
| Trunk Line wastewater samples collected | 2 | - | - | - |
| Permitted businesses inspected | 212 | 115 | 113 | 130 |
| New sewer connections processed | 19 | 14 | 15 | 12 |
| Permit violation letters issued (due to discharge limits and reporting requirements) | 131 | 15 | 13 | 25 |
| Interior and perimeter Gas Well Collection System readings obtained | 59 | 59 | 59 | 59 |
| Landfill probe readings | 63 | 63 | 63 | 63 |
| Landfill interior and perimeter gas groundwater samples taken | 36 | 36 | 36 | 36 |
| Storm water inspections | 101 | 125 | 88 | 125 |
| Mandated countywide storm water protection meetings attended | 12 | 12 | 12 | 12 |
| Development plan checks | 246 | (b) | (b) | (b) |
| Recycled water retrofit plans submitted and approved by Department of Public Health | 1 (c) | - (c) | 1 (c) | 1 (c) |
| Retrofitted sites/new connections | 6 | 1 | 2 | 1 |
| <p>(*) Sewer line camera inspection is intended to be done alternately with sewer rehabilitation. (a) Variation in storm water inspections performed or to be conducted reflects inspection frequency or determination of inspection priorities assigned to industries and businesses, resulting in some years of more inspections than other years. (b) New development plan checks being performed by Development Services (DS) and being reported by DS. (c) Recycled water (RW) retrofit work approaching the end of the first phase RW implementation. New retrofits and connections require additional construction of recycled water lines.</p> | | | | |

FY 2018-19 MAJOR ACCOMPLISHMENTS

- ◆ Researched, investigated and developed specifications for contractor(s) to replace nine (9) brick manholes deemed to be structurally vulnerable to earthquake damage (with precast concrete manholes).
- ◆ Evaluated the Water Quality Management Plans (WQMP) workflow to restructure it so that the WQMPs are to be processed and recorded in accordance with the state's guidelines.
- ◆ Developed maps of areas identified as "priority land use" as defined per the Statewide Trash Provisions (STP) Order, and identified the inlets to be installed with the full capturing devices for trash removal.
- ◆ Studied drainage routes in the City and the STP Order to determine the implementation method for compliance with the STP mandate.
- ◆ Quantified and field identified all city catch basin locations and included on a GIS platform to implement the STP mandate. Public transportation stations, where trash generation is expected, are also identified to be included on GIS map.
- ◆ As part of the State's audit of the county's Comprehensive Bacteria Reduction Program (CBRP), gathered and reviewed materials to address the City's CBRP contribution, through street sweeping, homelessness reduction, management of septic tank use, water conservation, illicit discharge and detection/elimination program, and pet waste management.
- ◆ Achieved 90% modification design for a new landfill gas extraction/flare system to control emission from the City's closed landfill, by use of a carbon filtering system (rather than using supplemental gas).
- ◆ Relocated the north landfill perimeter probe to facilitate expansion of the Dry Dock Depot leased area.
- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all federal, state and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater into the City's sewer system.
- ◆ Fulfilled the mandated National Pollutant Discharge Elimination System (NPDES) compliance without a full-time NPDES inspector position.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2019-20 ADOPTED BUDGET**

PUBLIC WORKS

| 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------|-------------------|--------------------|--------------------|--------------------|
|-------------------|-------------------|--------------------|--------------------|--------------------|

GENERAL FUND - FUND 101

| | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5201 PUBLIC WORKS ADMINISTRATION | | | | | |
| Personnel | \$ 76,540 | \$ 90,090 | \$ 117,320 | \$ 117,320 | \$ 101,890 |
| Maintenance & Operations | 376,500 | 581,250 | 547,050 | 547,050 | 628,430 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PUBLIC WORKS ADMINISTRATION | \$ 453,040 | \$ 671,340 | \$ 664,370 | \$ 664,370 | \$ 730,320 |
| 5301 ENGINEERING ADMINISTRATION | | | | | |
| Personnel | \$ 278,250 | \$ 281,560 | \$ 221,090 | \$ 221,090 | \$ 222,550 |
| Maintenance & Operations | 29,600 | 25,890 | 65,890 | 65,890 | 73,190 |
| Capital Outlay | - | - | - | - | - |
| TOTAL ENGINEERING ADMINISTRATION | \$ 307,850 | \$ 307,450 | \$ 286,980 | \$ 286,980 | \$ 295,740 |
| 5302 DEVELOPMENT/TRAFFIC ENGINEERING | | | | | |
| Personnel | \$ 248,560 | \$ 203,980 | \$ 349,140 | \$ 349,140 | \$ 339,720 |
| Maintenance & Operations | 339,800 | 202,390 | 46,210 | 226,210 | 47,410 |
| Capital Outlay | - | - | - | - | - |
| TOTAL DVLPMT/TRAFFIC ENGINEERING | \$ 588,360 | \$ 406,370 | \$ 395,350 | \$ 575,350 | \$ 387,130 |
| 5401 STREET MAINTENANCE | | | | | |
| Personnel | \$ 398,960 | \$ 316,610 | \$ 506,630 | \$ 506,630 | \$ 523,080 |
| Maintenance & Operations | 72,150 | 352,750 | 340,770 | 340,770 | 180,410 |
| Capital Outlay | - | - | - | - | - |
| TOTAL STREET MAINTENANCE | \$ 471,110 | \$ 669,360 | \$ 847,400 | \$ 847,400 | \$ 703,490 |
| 5402 STREET SWEEPING | | | | | |
| Personnel | \$ 13,300 | \$ 16,660 | \$ 17,890 | \$ 17,890 | \$ 16,660 |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL STREET SWEEPING | \$ 13,300 | \$ 16,660 | \$ 17,890 | \$ 17,890 | \$ 16,660 |
| 5403 SIDEWALK MAINTENANCE | | | | | |
| Personnel | \$ 108,830 | \$ 107,050 | \$ 136,840 | \$ 136,840 | \$ 137,130 |
| Maintenance & Operations | 32,590 | 51,950 | 49,030 | 49,030 | 39,610 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SIDEWALK MAINTENANCE | \$ 141,420 | \$ 159,000 | \$ 185,870 | \$ 185,870 | \$ 176,740 |
| 5404 STREET LIGHTING | | | | | |
| Personnel | \$ 13,300 | \$ 16,660 | \$ 17,890 | \$ 17,890 | \$ 16,660 |
| Maintenance & Operations | 778,330 | 870,040 | 870,290 | 870,290 | 864,940 |
| Capital Outlay | - | - | - | - | - |
| TOTAL STREET LIGHTING | \$ 791,630 | \$ 886,700 | \$ 888,180 | \$ 888,180 | \$ 881,600 |
| 5405 TRAFFIC CONTROL | | | | | |
| Personnel | \$ 109,790 | \$ 165,000 | \$ 124,510 | \$ 124,510 | \$ 116,480 |
| Maintenance & Operations | 54,460 | 46,800 | 37,510 | 37,510 | 40,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL TRAFFIC CONTROL | \$ 164,250 | \$ 211,800 | \$ 162,020 | \$ 162,020 | \$ 156,480 |
| 5406 TRAFFIC FACILITY MAINTENANCE | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 202,690 | 232,590 | 294,800 | 294,800 | 292,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL TRAFFIC FACILITY MAINTENANCE | \$ 202,690 | \$ 232,590 | \$ 294,800 | \$ 294,800 | \$ 292,000 |

PUBLIC WORKS

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|-------------------|---------------------|--------------------|--------------------|--------------------|
| 5407 WEED ABATEMENT | | | | | |
| Personnel | \$ 6,810 | \$ 7,430 | \$ 7,930 | \$ 7,930 | \$ 8,420 |
| Maintenance & Operations | 19,660 | 28,430 | 39,530 | 39,530 | 43,440 |
| Capital Outlay | - | - | - | - | - |
| TOTAL WEED ABATEMENT | \$ 26,470 | \$ 35,860 | \$ 47,460 | \$ 47,460 | \$ 51,860 |
| 5408 FLOOD CONTROL | | | | | |
| Personnel | \$ 30,710 | \$ 1,930 | \$ - | \$ - | \$ - |
| Maintenance & Operations | 13,410 | 16,570 | 24,990 | 24,990 | 8,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL FLOOD CONTROL | \$ 44,120 | \$ 18,500 | \$ 24,990 | \$ 24,990 | \$ 8,000 |
| 5409 STREET TREE MAINTENANCE | | | | | |
| Personnel | \$ 31,440 | \$ 36,730 | \$ 40,840 | \$ 40,840 | \$ 94,590 |
| Maintenance & Operations | 481,950 | 726,200 | 726,060 | 726,060 | 725,420 |
| Capital Outlay | - | - | - | - | - |
| TOTAL STREET TREE MAINTENANCE | \$ 513,390 | \$ 762,930 | \$ 766,900 | \$ 766,900 | \$ 820,010 |
| 5410 PUBLIC ROW MAINTENANCE | | | | | |
| Personnel | \$ 68,200 | \$ 103,090 | \$ 107,450 | \$ 107,450 | \$ 86,790 |
| Maintenance & Operations | 370,100 | 433,140 | 385,380 | 385,390 | 394,050 |
| Capital Outlay | - | 8,150 | - | - | - |
| TOTAL PUBLIC ROW MAINTENANCE | \$ 438,300 | \$ 544,380 | \$ 492,830 | \$ 492,840 | \$ 480,840 |
| 5412 MAINTENANCE - MAIN STREET | | | | | |
| Personnel | \$ 45,770 | \$ 48,030 | \$ 55,780 | \$ 55,780 | \$ 56,400 |
| Maintenance & Operations | 4,000 | 3,250 | 5,000 | 5,000 | 3,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL MAINTENANCE - MAIN STREET | \$ 49,770 | \$ 51,280 | \$ 60,780 | \$ 60,780 | \$ 59,400 |
| 5413 MAINTENANCE - METROLINK STATION | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ 22,670 |
| Maintenance & Operations | 12,700 | 16,530 | 20,000 | 20,000 | 159,610 |
| Capital Outlay | - | - | - | - | - |
| TOTAL MAINTENANCE - METROLINK ST. | \$ 12,700 | \$ 16,530 | \$ 20,000 | \$ 20,000 | \$ 182,280 |
| 5414 FLEET MAINTENANCE | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | 2,150 | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL FLEET MAINTENANCE | \$ - | \$ 2,150 | \$ - | \$ - | \$ - |
| 5415 GRAFFITI ABATEMENT | | | | | |
| Personnel | \$ - | \$ 1,623,530 | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | 4,553,280 | - | 5,270 | 90,000 |
| Capital Outlay | - | 115,550 | - | - | - |
| TOTAL GRAFFITI | \$ - | \$ 6,292,360 | \$ - | \$ 5,270 | \$ 90,000 |
| 5416 DAMAGE TO CITY PROPERTY | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 39,380 | 49,530 | 54,000 | 54,000 | 55,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL DAMAGE TO CITY PROPERTY | \$ 39,380 | \$ 49,530 | \$ 54,000 | \$ 54,000 | \$ 55,000 |
| 5420 PARK MAINTENANCE | | | | | |
| Personnel | \$ 146,810 | \$ 124,870 | \$ 161,600 | \$ 161,600 | \$ 155,920 |
| Maintenance & Operations | 427,130 | 503,600 | 525,160 | 528,160 | 489,580 |
| Capital Outlay | - | 107,400 | - | - | - |
| TOTAL PARK MAINTENANCE | \$ 573,940 | \$ 735,870 | \$ 686,760 | \$ 689,760 | \$ 645,500 |

PUBLIC WORKS

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| 5421 SPORTS FIELD MAINTENANCE | | | | | |
| Personnel | \$ 93,390 | \$ 103,840 | \$ 131,440 | \$ 131,440 | \$ 110,840 |
| Maintenance & Operations | 127,190 | 145,630 | 135,000 | 132,010 | 133,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SPORTS FIELD MAINTENANCE | \$ 220,580 | \$ 249,470 | \$ 266,440 | \$ 263,450 | \$ 243,840 |
| 5601 CITY HALL/CITY BUILDINGS | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 191,110 | 264,590 | 431,950 | 373,210 | 373,880.00 |
| Capital Outlay | - | - | - | - | - |
| TOTAL CITY HALL/CITY BUILDINGS | \$ 191,110 | \$ 264,590 | \$ 431,950 | \$ 373,210 | \$ 373,880 |
| 101 TOTAL GENERAL FUND | | | | | |
| Personnel | \$ 1,670,660 | \$ 1,623,530 | \$ 1,996,350 | \$ 1,996,350 | \$ 2,009,800 |
| Maintenance & Operations | 3,572,750 | 4,553,280 | 4,598,620 | 4,719,900 | 4,640,970 |
| Capital Outlay | - | 115,550 | - | - | - |
| TOTAL GENERAL FUND | \$ 5,243,410 | \$ 6,292,360 | \$ 6,594,970 | \$ 6,716,250 | \$ 6,650,770 |
| 204 TOTAL GAS TAX | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 660 | 4,440 | 4,000 | 5,270 | 5,270 |
| Capital Outlay | - | - | - | - | - |
| Capital Improvement Projects | 2,390,450 | 2,896,130 | 8,763,340 | 8,400,290 | 8,918,840 |
| TOTAL GAS TAX | \$ 2,391,110 | \$ 2,900,570 | \$ 8,767,340 | \$ 8,405,560 | \$ 8,924,110 |
| 205 TOTAL MEASURE I | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Capital Improvement Projects | 1,420,490 | 39,930 | 4,052,800 | 4,026,920 | 6,059,150 |
| TOTAL MEASURE I | \$ 1,420,490 | \$ 39,930 | \$ 4,052,800 | \$ 4,026,920 | \$ 6,059,150 |
| 420 GENERAL CAPITAL IMPROVEMENTS | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Capital Improvement Projects | 55,740 | 114,900 | 1,122,510 | 1,122,200 | 54,850 |
| TOTAL GENERAL CAPITAL IMPROVEMENT | \$ 55,740 | \$ 114,900 | \$ 1,122,510 | \$ 1,122,200 | \$ 54,850 |
| 421 PARK ACQUISITION & DEVELOPMENT | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | 60,000 |
| Capital Improvement Projects | 197,380 | 100,000 | 118,400 | 118,400 | 118,400 |
| TOTAL PARK ACQUISITION & DVLMP | \$ 197,380 | \$ 100,000 | \$ 118,400 | \$ 118,400 | \$ 178,400 |
| 422 STORM DRAIN DEVELOPMENT | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Capital Improvement Projects | 180 | 50 | 471,520 | 471,520 | 655,420 |
| TOTAL STORM DRAIN DEVELOPMENT | \$ 180 | \$ 50 | \$ 471,520 | \$ 471,520 | \$ 655,420 |
| 423 STREET & TRAFFIC FACILITY DVLPM | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Capital Improvement Projects | 170 | 1,137,210 | 1,479,570 | 1,479,570 | 1,629,520 |
| TOTAL STREET & TRAFFIC FACILITY | \$ 170 | \$ 1,137,210 | \$ 1,479,570 | \$ 1,479,570 | \$ 1,629,520 |

PUBLIC WORKS

| 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------|-------------------|--------------------|--------------------|--------------------|
|-------------------|-------------------|--------------------|--------------------|--------------------|

| 425 GENERAL CAPITAL PROJECTS | | | | |
|---------------------------------------|-------------|-------------|-------------|---------------------|
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - |
| Capital Outlay | - | - | - | - |
| Capital Improvement Projects | - | - | - | 1,163,930 |
| TOTAL GENERAL CAPITAL PROJECTS | \$ - | \$ - | \$ - | \$ 1,163,930 |

| 426 STREET & ALLEY REPAIRS | | | | |
|---|-----------------|-----------------|-------------------|-------------------|
| Personnel | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | - | - | - | - |
| Capital Outlay | - | - | - | - |
| Capital Improvement Projects | 5,350 | 8,540 | 779,070 | 776,750 |
| TOTAL STREET & ALLEY REPAIRS | \$ 5,350 | \$ 8,540 | \$ 779,070 | \$ 776,750 |

WATER UTILITY - FUND 640

| 6201 ADMINISTRATION | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel | \$ 557,940 | \$ 613,330 | \$ 565,030 | \$ 803,800 |
| Maintenance & Operations | 2,274,040 | 2,900,830 | 3,010,810 | 3,336,400 |
| Capital Outlay | - | 225,070 | 61,900 | - |
| TOTAL ADMINISTRATION | \$ 2,831,980 | \$ 3,739,230 | \$ 3,637,740 | \$ 4,140,200 |

| 6202 CUSTOMER SERVICE | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel | \$ 449,070 | \$ 491,140 | \$ 570,540 | \$ 121,720 |
| Maintenance & Operations | 179,420 | 160,400 | 231,310 | 47,270 |
| Capital Outlay | - | - | - | - |
| TOTAL CUSTOMER SERVICE | \$ 628,490 | \$ 651,540 | \$ 801,850 | \$ 168,990 |

| 6203 METER SERVICES | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel | \$ 217,470 | \$ 206,650 | \$ 250,100 | \$ 258,710 |
| Maintenance & Operations | 394,150 | 449,160 | 387,990 | 605,330 |
| Capital Outlay | - | - | - | 129,200 |
| TOTAL METER SERVICES | \$ 611,620 | \$ 655,810 | \$ 638,090 | \$ 993,240 |

| 6204 DAMAGE TO CITY PROPERTY | | | | |
|-------------------------------------|-------------|------------------|-------------|-----------------|
| Personnel | \$ - | \$ 10 | \$ - | \$ - |
| Maintenance & Operations | - | 10,160 | - | 3,000 |
| Capital Outlay | - | - | - | - |
| DAMAGE TO CITY PROPERTY | \$ - | \$ 10,170 | \$ - | \$ 3,000 |

| 6205 PRODUCTION & STORAGE | | | | |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Personnel | \$ 405,690 | \$ 497,450 | \$ 557,260 | \$ 585,110 |
| Maintenance & Operations | 10,260,470 | 10,893,280 | 15,576,070 | 14,993,230 |
| Capital Outlay | - | 46,290 | 147,710 | 30,000 |
| TOTAL PRODUCTION & STORAGE | \$ 10,666,160 | \$ 11,437,020 | \$ 16,281,040 | \$ 15,608,340 |

| 6206 TRANSMISSION & DISTRIBUTION | | | | |
|--|---------------------|---------------------|---------------------|---------------------|
| Personnel | \$ 864,400 | \$ 1,011,140 | \$ 1,277,000 | \$ 1,502,850 |
| Maintenance & Operations | 822,990 | 494,250 | 973,330 | 967,160 |
| Capital Outlay | - | - | 110,000 | 185,100 |
| TOTAL TRANSMISSION & DISTRIBUTION | \$ 1,687,390 | \$ 1,505,390 | \$ 2,360,330 | \$ 2,655,110 |

| 6207 WECWC MANAGEMENT CONTROL | | | | |
|---------------------------------------|-----------------|-------------------|-------------------|-------------------|
| Personnel | \$ 98,650 | \$ 110,630 | \$ 101,430 | \$ 107,100 |
| Maintenance & Operations | (99,330) | 660 | 7,400 | 6,030 |
| Capital Outlay | - | - | - | - |
| TOTAL WECWC MANAGEMENT CONTROL | \$ (680) | \$ 111,290 | \$ 108,830 | \$ 113,130 |

PUBLIC WORKS

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 6208 WATER CONSERVATION | | | | | |
| Personnel | \$ 13,350 | \$ 42,470 | \$ 101,480 | \$ 101,480 | \$ 110,320 |
| Maintenance & Operations | 45,010 | 40,830 | 155,000 | 155,000 | 155,140 |
| Capital Outlay | - | - | - | - | - |
| TOTAL WATER CONSERVATION | \$ 58,360 | \$ 83,300 | \$ 256,480 | \$ 256,480 | \$ 265,460 |
| 6210 DEBT SERVICE | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 362,860 | 343,850 | 365,550 | 365,550 | 719,650 |
| Capital Outlay | - | - | - | - | - |
| TOTAL DEBT SERVICE | \$ 362,860 | \$ 343,850 | \$ 365,550 | \$ 365,550 | \$ 719,650 |
| 6211 STORM WATER MGMT AND RECHARGE | | | | | |
| Personnel | \$ 177,750 | \$ 194,110 | \$ 250,060 | \$ 250,060 | \$ 251,950 |
| Maintenance & Operations | 105,340 | 100,100 | 183,700 | 183,700 | 200,850 |
| Capital Outlay | - | - | - | - | - |
| TOTAL STORM WATER MGMT AND RCHG | \$ 283,090 | \$ 294,210 | \$ 433,760 | \$ 433,760 | \$ 452,800 |
| 6212 PVPA | | | | | |
| Personnel | \$ 35,540 | \$ 28,740 | \$ - | \$ - | \$ 1,500 |
| Maintenance & Operations | 430 | 3,590 | 2,500 | 2,500 | 2,500 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PVPA | \$ 35,970 | \$ 32,330 | \$ 2,500 | \$ 2,500 | \$ 4,000 |
| 6213 CUSTOMER SERVICE | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ 241,270 |
| Maintenance & Operations | - | - | - | - | 223,680 |
| Capital Outlay | - | - | - | - | - |
| TOTAL PVPA | \$ - | \$ - | \$ - | \$ - | \$ 464,950 |
| 640 TOTAL WATER UTILITY FUND | | | | | |
| Personnel | \$ 2,819,860 | \$ 3,195,670 | \$ 3,672,900 | \$ 3,668,760 | \$ 3,984,330 |
| Maintenance & Operations | 14,345,380 | 15,397,110 | 20,893,660 | 20,840,940 | 21,260,240 |
| Capital Outlay | - | 271,360 | 319,610 | 510,880 | 344,300 |
| Capital Improvement Projects | 443,300 | 1,147,280 | 11,691,790 | 11,437,670 | 15,902,320 |
| TOTAL WATER UTILITY FUND | \$ 17,608,540 | \$ 20,011,420 | \$ 36,577,960 | \$ 36,458,250 | \$ 41,491,190 |
| SOLID WASTE UTILITY- FUND 641 | | | | | |
| 6301 SOLID WASTE | | | | | |
| Personnel | \$ 210,070 | \$ 241,860 | \$ 335,600 | \$ 334,230 | \$ 541,250 |
| Maintenance & Operations | 9,900,870 | 10,723,550 | 10,916,120 | 10,913,710 | 12,103,010 |
| Capital Outlay | - | - | 43,750 | 43,750 | - |
| TOTAL SOLID WASTE | \$ 10,110,940 | \$ 10,965,410 | \$ 11,295,470 | \$ 11,291,690 | \$ 12,644,260 |
| 6302 HOUSEHOLD HAZARDOUS WASTE | | | | | |
| Personnel | \$ 53,600 | \$ 65,100 | \$ 103,750 | \$ 103,750 | \$ 102,690 |
| Maintenance & Operations | 72,270 | 74,010 | 95,910 | 95,910 | 98,750 |
| Capital Outlay | - | - | - | - | 105,000 |
| TOTAL HOUSEHOLD HAZARDOUS WASTE | \$ 125,870 | \$ 139,110 | \$ 199,660 | \$ 199,660 | \$ 306,440 |
| 6303 SHARPS | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance & Operations | 4,720 | 2,580 | 2,000 | 2,000 | 2,000 |
| Capital Outlay | - | - | - | - | - |
| TOTAL SHARPS | \$ 4,720 | \$ 2,580 | \$ 2,000 | \$ 2,000 | \$ 2,000 |

PUBLIC WORKS

| | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 63XX USED OIL RECYCLING GRANTS | | | | | |
| Personnel | \$ 7,510 | \$ 5,110 | \$ - | \$ - | \$ - |
| Maintenance & Operations | 18,100 | 20,060 | - | - | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL USED OIL RECYCLING GRANT | \$ 25,610 | \$ 25,170 | \$ - | \$ - | \$ - |
| 63XX BEVERAGE CONTAINER GRANTS | | | | | |
| Personnel | \$ 17,050 | \$ 16,120 | \$ 3,900 | \$ 3,900 | \$ 3,860 |
| Maintenance & Operations | 2,940 | 3,290 | - | 38,400 | - |
| Capital Outlay | - | - | - | - | - |
| TOTAL BEVERAGE CONTAINER GRANT | \$ 19,990 | \$ 19,410 | \$ 3,900 | \$ 42,300 | \$ 3,860 |
| 641 TOTAL SOLID WASTE UTILITY FUND | | | | | |
| Personnel | \$ 288,230 | \$ 328,190 | \$ 443,250 | \$ 441,880 | \$ 647,800 |
| Maintenance & Operations | 9,998,900 | 10,823,490 | 11,014,030 | 11,050,020 | 12,203,760 |
| Capital Outlay | - | - | 43,750 | 43,750 | 105,000 |
| Capital Improvement Projects | - | - | - | - | 145,000 |
| TOTAL SOLID WASTE UTILITY FUND | \$ 10,287,130 | \$ 11,151,680 | \$ 11,501,030 | \$ 11,535,650 | \$ 13,101,560 |
| SEWER UTILITY - FUND 645 | | | | | |
| 6401 LANDFILL SITE MAINTENANCE | | | | | |
| Personnel | \$ 90,690 | \$ 156,520 | \$ 112,710 | \$ 112,710 | \$ 117,290 |
| Maintenance & Operations | 96,650 | 102,420 | 191,800 | 194,550 | 160,550 |
| Capital Outlay | - | - | - | - | - |
| TOTAL LANDFILL SITE MAINTENANCE | \$ 187,340 | \$ 258,940 | \$ 304,510 | \$ 307,260 | \$ 277,840 |
| 6402 MAINTENANCE & OPERATIONS | | | | | |
| Personnel | \$ 631,320 | \$ 694,420 | \$ 961,560 | \$ 960,190 | \$ 1,145,000 |
| Maintenance & Operations | 513,620 | 717,650 | 718,310 | 714,360 | 845,700 |
| Capital Outlay | - | 140,420 | - | 65,000 | 695,200 |
| TOTAL MAINTENANCE & OPERATIONS | \$ 1,144,940 | \$ 1,552,490 | \$ 1,679,870 | \$ 1,739,550 | \$ 2,685,900 |
| 6403 SEWER - RESIDENTIAL | | | | | |
| Personnel | \$ 170,020 | \$ 252,830 | \$ 182,740 | \$ 182,740 | \$ 189,500 |
| Maintenance & Operations | 5,692,030 | 6,180,340 | 6,629,170 | 6,609,670 | 6,776,470 |
| Capital Outlay | - | - | 18,700 | 22,700 | - |
| TOTAL SEWER - RESIDENTIAL | \$ 5,862,050 | \$ 6,433,170 | \$ 6,830,610 | \$ 6,815,110 | \$ 6,965,970 |
| 6404 SEWER - NON-RESIDENTIAL | | | | | |
| Personnel | \$ 104,280 | \$ 118,870 | \$ 112,250 | \$ 112,250 | \$ 117,360 |
| Maintenance & Operations | 51,450 | 74,910 | 1,308,530 | 1,308,530 | 1,301,620 |
| Capital Outlay | - | - | - | 5,000 | - |
| TOTAL SEWER - NON-RESIDENTIAL | \$ 155,730 | \$ 193,780 | \$ 1,420,780 | \$ 1,425,780 | \$ 1,418,980 |
| 645 TOTAL SEWER UTILITY FUND | | | | | |
| Personnel | \$ 996,310 | \$ 1,222,640 | \$ 1,369,260 | \$ 1,367,890 | \$ 1,569,150 |
| Maintenance & Operations | 6,353,750 | 7,075,320 | 8,847,810 | 8,827,110 | 9,084,340 |
| Capital Outlay | - | 140,420 | 18,700 | 92,700 | 695,200 |
| Capital Improvement Projects | 370,430 | 314,390 | 1,009,730 | 999,910 | 1,405,460 |
| TOTAL SEWER UTILITY FUND | \$ 7,720,490 | \$ 8,752,770 | \$ 11,245,500 | \$ 11,287,610 | \$ 12,754,150 |
| 752 TOTAL FLEET MAINTENANCE & REPLACEMENT FUND | | | | | |
| Personnel | \$ 381,510 | \$ 316,150 | \$ 367,960 | \$ 367,960 | \$ 385,070 |
| Maintenance & Operations | 332,230 | 368,530 | 286,440 | 286,440 | 265,950 |
| Capital Outlay | - | 711,990 | 659,700 | 988,980 | 782,050 |
| TOTAL FLEET MANT & REPLACEMENT | \$ 713,740 | \$ 1,396,670 | \$ 1,314,100 | \$ 1,643,380 | \$ 1,433,070 |

PUBLIC WORKS

| 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------------|-------------------|--------------------|--------------------|--------------------|
|-------------------|-------------------|--------------------|--------------------|--------------------|

| 754 TOTAL BUILDING MAINT & OPERATIONS FUND | | | | | |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel | \$ 414,130 | \$ 456,380 | \$ 531,130 | \$ 531,130 | \$ 559,650 |
| Maintenance & Operations | 314,000 | 512,340 | 554,700 | 733,950 | 531,650 |
| Capital Outlay | 36,740 | 45,520 | 13,000 | 13,000 | 65,000 |
| TOTAL BUILDING MAINT & OPERATIONS | \$ 764,870 | \$ 1,014,240 | \$ 1,098,830 | \$ 1,278,080 | \$ 1,156,300 |

| TOTAL PUBLIC WORKS | | | | | |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Personnel | \$ 6,570,700 | \$ 7,142,560 | \$ 8,380,850 | \$ 8,373,970 | \$ 9,155,800 |
| Maintenance & Operations | 34,917,670 | 38,734,510 | 46,199,260 | 46,463,630 | 47,992,180 |
| Capital Outlay | 36,740 | 1,284,840 | 1,054,760 | 1,649,310 | 2,051,550 |
| Capital Improvement Projects* | 4,883,490 | 5,758,430 | 29,488,730 | 28,847,020 | 36,829,640 |
| TOTAL PUBLIC WORKS | \$ 46,408,600 | \$ 52,920,340 | \$ 85,123,600 | \$ 85,333,930 | \$ 96,029,170 |

*For Capital Improvement Projects details, see the Capital Improvement Project section.

CITY OF UPLAND
PUBLIC WORKS
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|--|-------------------|-------------------|--------------------|--------------------|--------------------|
| | PERSONNEL EXPENSE | | | | | |
| 5110 | Buy Backs | \$ 40,970 | \$ 39,010 | \$ 71,200 | \$ 71,200 | \$ 38,300 |
| 5111 | Salaries - Full Time | 4,120,220 | 4,392,330 | 4,791,260 | 4,786,300 | 5,146,600 |
| 5112 | Salaries - Temporary/Part Time | 144,880 | 134,880 | 480,040 | 480,040 | 498,450 |
| 5113 | Overtime | 252,980 | 297,910 | 310,770 | 310,770 | 324,400 |
| 5115 | Compensated Absences | | - | | - | - |
| 5116 | Fringe Benefits | 891,150 | 915,960 | 1,266,400 | 1,265,140 | 1,357,300 |
| 5117 | Retirement Contributions | 1,120,500 | 413,990 | 552,560 | 551,900 | 585,570 |
| 5119 | Unfunded Annual PERS Liability | - | 948,480 | 908,620 | 908,620 | 1,205,180 |
| | TOTAL PERSONNEL EXPENSES | \$ 6,570,700 | \$ 7,142,560 | \$ 8,380,850 | \$ 8,373,970 | \$ 9,155,800 |
| | MAINTENANCE & OPERATIONS | | | | | |
| 5211 | Postage | \$ 13,340 | \$ 83,330 | \$ 108,700 | \$ 108,700 | \$ 113,300 |
| 5212 | Advertising | 8,460 | 1,120 | 23,700 | 23,700 | 24,030 |
| 5213 | Dues & Subscriptions | 4,390 | 8,780 | 11,440 | 11,440 | 16,570 |
| 5215 | Training/Conferences/Meetings | 19,690 | 24,680 | 58,470 | 61,470 | 70,950 |
| 5216 | Office Supplies | 7,370 | 12,880 | 20,850 | 20,850 | 27,110 |
| 5217 | Other Supplies/Materials | 829,150 | 914,050 | 1,347,000 | 1,362,300 | 1,704,860 |
| 5218 | Uniform Expense | 18,170 | 24,770 | 29,520 | 29,520 | 39,770 |
| 5219 | Registration/Permits/Licenses | 189,680 | 179,520 | 284,000 | 285,200 | 287,230 |
| 5220 | Fuel Usage | 108,320 | 114,600 | 127,200 | 127,200 | 136,850 |
| 5221 | Mileage Reimbursement | - | - | - | - | - |
| 5222 | Print/Mail Charges | 430 | 2,660 | 200 | 200 | 680 |
| 5223 | Information Systems Charges | 332,550 | 403,020 | 269,130 | 269,130 | 367,470 |
| 5224 | Vehicle Charges | 292,010 | 647,420 | 642,250 | 642,250 | 311,460 |
| 5225 | Building Maint & Operations | 263,840 | 371,610 | 402,840 | 365,100 | 431,940 |
| 5227 | Vehicle Parts/Materials | 249,850 | 238,090 | 205,160 | 205,160 | 197,200 |
| 5231 | Office Equipment (Under 5,000) | - | 5,350 | 3,500 | 3,500 | 6,030 |
| 5232 | Computer Equip (Under 5,000) | - | 21,300 | 11,500 | 8,000 | 20,850 |
| 5233 | Other Equipment (Under 5,000) | 2,490 | 87,950 | 66,500 | 66,500 | 67,500 |
| 5234 | Other Equipment Rental | 3,100 | 19,140 | 20,040 | 20,040 | 54,200 |
| 5236 | Rent | - | 50,860 | 52,000 | 52,000 | 54,000 |
| 5241 | Utilities - Electric | 2,084,430 | 2,376,030 | 2,659,900 | 2,638,900 | 2,700,200 |
| 5242 | Utilities - Gas | 10,110 | 7,920 | 7,700 | 7,700 | 8,600 |
| 5243 | Utilities - Telephone | - | - | - | - | - |
| 5244 | Utilities - Water | 8,120,790 | 8,698,310 | 12,355,190 | 12,355,190 | 11,586,000 |
| 5245 | Maintenance - Building/Structure/Grounds | 314,000 | 490,290 | 554,700 | 733,950 | 527,020 |
| 5246 | Maintenance - Equipment | - | 15,980 | 600 | 600 | 660 |
| 5247 | Maintenance - Vehicle | - | 3,530 | - | - | - |
| 5248 | Maintenance - Other | 107,120 | 27,590 | 666,500 | 666,500 | 118,000 |
| 5249 | Other Maintenance | 21,790 | 1,970 | 1,000 | 1,000 | 1,000 |
| 5251 | Legal Services | 35,510 | 6,670 | 1,275,000 | 1,275,000 | 308,000 |
| 5252 | Professional Services | 290,870 | 225,450 | 202,870 | 421,650 | 244,860 |
| 5253 | Contract Services | 1,003,340 | 1,110,520 | 1,882,660 | 1,875,150 | 2,139,610 |
| 5254 | Data Processing Services | - | 1,180 | - | - | 19,900 |
| 5255 | Banking Services | 129,140 | 127,900 | 106,100 | 106,100 | 128,700 |
| 5256 | Solid Waste Services | 9,387,780 | 10,038,060 | 10,270,000 | 10,270,000 | 11,400,000 |
| 5257 | Sewer Treatment Disposal Services | 5,407,750 | 5,870,980 | 6,322,200 | 6,322,200 | 6,486,600 |
| 5258 | Other Services | 1,382,400 | 1,701,540 | 1,497,270 | 1,509,950 | 2,378,170 |
| 5259 | Recycled Water Purchase | 862,670 | 1,074,910 | 1,260,000 | 1,260,000 | 1,362,000 |
| 5271 | Insurance Premium | - | - | - | - | - |
| 5273 | Workers Compensation Charges | 276,200 | 436,150 | 441,660 | 441,660 | 473,590 |
| 5274 | Unemployment Charges | 18,420 | 36,890 | 36,830 | 36,830 | 38,220 |
| 5275 | Long-term Disability Charges | 25,530 | 37,150 | 36,830 | 36,830 | 38,140 |
| 5276 | Liability Charges | 464,380 | 656,380 | 685,680 | 685,680 | 704,560 |

CITY OF UPLAND
PUBLIC WORKS
FY 2019-20 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

| OBJECT CODE | EXPENSE CLASSIFICATION | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2018-19 AMENDED | 2019-20 ADOPTED |
|-------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 5277 | Loss Prevention Charges | \$ 24,300 | \$ 44,760 | \$ 41,780 | \$ 41,780 | \$ 39,010 |
| 5290 | Late Charges | - | 30 | - | - | - |
| 5291 | Bad Debts Expense | 39,950 | 119,770 | - | - | - |
| 5292 | Administrative Services Expense | 1,582,670 | 1,941,610 | 1,738,120 | 1,738,120 | 2,043,450 |
| 5294 | Sponsor/Contribution/Donation | - | 2,500 | 5,200 | 5,200 | 5,200 |
| 5295 | Pump/Diesel Taxes | 2,240 | 2,140 | 5,000 | 5,000 | 5,000 |
| 5297 | Other Expenses | - | 300 | - | - | - |
| 5298 | Loss-Cap Assets | 372,460 | 78,640 | - | - | - |
| 5299 | Prior Year Expenses | (99,360) | (26,630) | - | - | - |
| 5304 | Contributions | 241,510 | 73,810 | - | - | 490,000 |
| 5313 | Program Income | - | 180 | - | - | - |
| 5324 | Other Post-Employment Benefits | 107,420 | - | 96,090 | - | 96,710 |
| 5325 | Pension Expense - GASB 68 | - | - | - | - | - |
| 5421 | Lease Principal Expense | - | - | 830 | 830 | 830 |
| 5424 | Bond Principal Payment | - | - | - | - | 365,000 |
| 5425 | Bond Interest Expense | 361,410 | 340,870 | 365,550 | 365,550 | 351,150 |
| | TOTAL MAINTENANCE & OPERATIONS | \$ 34,917,670 | \$ 38,734,510 | \$ 46,199,260 | \$ 46,463,630 | \$ 47,992,180 |
| | CAPITAL OUTLAY | | | | | |
| 5521 | Land | \$ - | \$ 62,710 | \$ - | \$ - | \$ - |
| 5528 | Improvements Other Than Buildings | - | 18,020 | - | - | - |
| 5529 | Building Improvements | 15,000 | - | 13,000 | 13,000 | 170,000 |
| 5530 | Machinery & Equipment | 21,740 | 196,010 | 267,710 | 341,710 | 555,000 |
| 5531 | Vehicles | - | 999,520 | 774,050 | 1,291,100 | 1,326,550 |
| 5535 | Intangibles - Software | - | 8,580 | - | 3,500 | - |
| | TOTAL CAPITAL OUTLAY | \$ 36,740 | \$ 1,284,840 | \$ 1,054,760 | \$ 1,649,310 | \$ 2,051,550 |
| | CAPITAL IMPROVEMENT PROJECTS | | | | | |
| 55XX | Capital Improvement Projects | \$ 4,883,490 | \$ 5,758,430 | \$ 29,488,730 | \$ 28,847,020 | \$ 36,829,640 |
| | TOTAL CAPITAL IMPROVEMENT PROJECTS | \$ 4,883,490 | \$ 5,758,430 | \$ 29,488,730 | \$ 28,847,020 | \$ 36,829,640 |
| | TOTAL DEPARTMENT | \$ 46,408,600 | \$ 52,920,340 | \$ 85,123,600 | \$ 85,333,930 | \$ 96,029,170 |

CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2019-20 proposed Capital Improvement Program (CIP) budget provides \$14.1 million for new projects and \$23 million for carry-over projects. The City of Upland defines a CIP as having (1) a capital asset with a minimum dollar amount of \$5,000 and (2) an estimated useful life of five years or more.

New projects are identified and recommended as necessary in the City of Upland. Throughout the Fiscal Year, the projects scheduled in FY 2019-20 will be presented individually before the City Council to consider the environmental assessment, approve plans and specifications, review costs, and award the contract. Many of these projects are expected to take more than one year to complete. Carry-over projects are projects that have been previously approved by the City Council, either in FY 2018-19 or prior years and were not completed as of June 30, 2019. Therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2019-20 budget and beyond, if necessary.

The proposed FY 2019-20 CIP budget, summarized by categories, is provided below:

| FY 2019-20 | |
|--------------------------------|---------------------|
| BUILDINGS AND FACILITIES | 430,980 |
| PARK ACQUISITION & DEVELOPMENT | 118,400 |
| STORM DRAIN | 655,420 |
| STREET AND TRAFFIC FACILITIES | 18,495,750 |
| WATER UTILITY | 15,902,320 |
| SOLID WASTE | 145,000 |
| SEWER UTILITY | 1,405,460 |
| TOTAL CIP | \$37,153,330 |

The administrative costs associated with managing these projects have been estimated (generally six to ten percent of estimated construction costs) and are included in each project budget.

CIP DEFINED

The City's CIP is a multi-year planning instrument that drives the evaluation and identification of capital infrastructure projects in need of renovation, repair, and/or construction. Capital projects range from road maintenance or construction, to the renovation of municipal buildings, recreation centers, and ball fields, to water main and sewer repair. The CIP relates these projected capital needs to the financial resources that will support their realization and the timeframe in which both the financing and work will take place.

The CIP budget document was developed by incorporating input from key management personnel, based on community comments and feedback received throughout the year. Each proposed project was reviewed and discussed to ensure funding, timing, and necessity were appropriately addressed.

BENEFITS OF THE CIP

Capital improvement programming links short and long-range plans with growth, public and private development, and the annual budget process. The CIP provides the following benefits:

- Focuses attention on citywide priorities and citizen expectations.
- Provides a concrete implementation framework for the General Plan, Citywide Strategic Goals, and Visioning Report.
- Promotes accountability for the long-term planning and investment of public funds for large-scale public purposes.

CIP PROGRAMS AND FUNDING SOURCES

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, water/sewer rates fund utility infrastructure needs; gas tax revenues fund street improvements; and park improvements are paid for with related development impact fees. The following section provides a summary of CIP programs and their funding sources:

Building and Facilities

The Buildings and Facilities program includes expenditures for Departments that are not described in other areas of the CIP. Most of these projects are funded by the General Fund (Fund 101) by recording a transfer to the General Capital Improvements Fund (Fund 425).

Parks, Recreation and Community Services

The Parks, Recreation and Community Services program includes projects to construct, maintain, and upgrade parks, fields, community centers, and recreation buildings. Capital expenditures are budgeted in the Park Acquisition and Development Fund (Fund 421). The majority of revenues in Fund 421 are development impact fees charged when property is developed. These fees are dedicated to the funding of local and regional parks and recreation facilities. Since these revenues are dependent on development activity, the CIP only shows projects as funded for which fee revenues are already available or that are annual funding obligations.

Storm Drain

Capital expenditures for the construction and improvement of storm drains are budgeted in the Storm Drain Fund (Fund 422). The revenue source for this fund is development impact fees charged when property is developed. These funds are dedicated to the funding of storm drain infrastructure projects. Staff participates in the regional development of storm drainage collection facilities in connection with the San Bernardino County Flood Control District Zone 1 Improvement Area.

Street and Traffic Facilities

The Street and Traffic Facilities program includes projects to extend, widen and resurface streets, construct curbs, gutters and medians, perform right-of-way maintenance and traffic signal improvements, and is responsible for the administration, implementation and coordination of the City's Measure "I" Program; a voter approved half-cent sales tax for County transportation improvements. Staff participates in the regional planning of the transportation facilities and is responsible for the implementation of improvements associated with the County's Measure "I" Program, to include developing local and related regional project programming, construction documents, preparing the required revenue, expenditures and development activity reports for San Bernardino County Transportation Authority (SBCTA), the County's regional transportation planning organization and designated Measure "I" Program Administrator.

Capital expenditures for these projects are budgeted in the Gas Tax Fund (Fund 204), Measure I Fund (Fund 205), CDBG Fund (Fund 209), General Capital Improvements (Fund 425), the Street and Traffic Facilities Development (Fund 423), and the Street & Alley Program (Fund 426).

Water

The Water program includes projects to construct additions to the City's water infrastructure and to maintain existing facilities. Capital expenditures are budgeted in the Water Utility Fund (Fund 640), which is an enterprise fund. Revenue sources include water rates, development fees, other agency reimbursements and bond proceeds.

Solid Waste

The Solid Waste program includes projects to meet solid waste diversion objectives. Capital expenditures are budgeted in the Solid Waste Fund (Fund 641), which is an enterprise fund. Revenue sources include solid waste rates for residential and non-residential customers, used oil grants, and recycling grants.

Sewer

The Sewer program includes projects to increase system capacity for new users, replace aging or obsolete systems, and meet regulatory requirements. Capital expenditures are budgeted in the Sewer Utility Fund (Fund 645), which is an enterprise fund. Revenue sources include sewer rates that are generated from service charges to users of the sewer system. Also included are sewer connection fees that are charged when property is developed. These development impact fees are dedicated to the funding of sewer infrastructure projects.

**City of Upland
Capital Improvement Projects
Fiscal Year 2019-2020**

| Fund | Project No. | Project Description | 2018/2019 Adopted CIP Budget | 2018/2019 Amended CIP Budget | 2018/2019 Projected Expenses | Projected Balance 6/30/2019 | Return to Fund Balance | 2019/2020 New Approp. | 2019/2020 Adopted CIP Budget |
|---|-------------|---|------------------------------|------------------------------|------------------------------|-----------------------------|------------------------|-----------------------|------------------------------|
| 204 | 7003 | Pavement Management System | 100,000 | 96,180 | (14,000) | 82,180 | - | 42,820 | 125,000 |
| 204 | 7031 | Traffic Safety Projects - Annual | 47,850 | 47,710 | (7,710) | 40,000 | - | 10,000 | 50,000 |
| 204 | 7060 | ATP Cycle 2 Grant Participation with Ontario | 5,000 | 5,000 | - | 5,000 | (5,000) | - | - |
| 204 | 7061 | Linda Way Reconstruction | 253,320 | 373,410 | (321,130) | 52,280 | (52,280) | - | - |
| 204 | 7065 | 3rd Avenue Rehab ("A" Street to 11th Street) | 1,187,420 | 1,619,040 | (1,169,850) | 449,190 | - | - | 449,190 |
| 204 | 7066 | Citywide Concrete Repairs 2017/2018 | 490,680 | 123,530 | (81,290) | 42,240 | (42,240) | - | - |
| 204 | 7067 | Citywide Crack Seal/Slurry Seal/Rubbrzd Overlay 2017/18 | 396,500 | 395,890 | (211,300) | 184,580 | - | - | 184,580 |
| 204 | 7068 | Citywide Striping Replacement 2017/2018 | 198,590 | 189,980 | (149,860) | 40,120 | (40,120) | - | - |
| 204 | 7069 | Arrow Highway Rehab (Benson to Mountain) | 850,000 | 345,000 | (130) | 344,870 | - | 855,130 | 1,200,000 |
| 204 | 7070 | Citywide Concrete Maintenance 2018/19 | 290,000 | 290,000 | (2,670) | 287,340 | - | - | 287,340 |
| 204 | 7071 | Citywide Concrete Repairs 2018/19 | 400,000 | 400,000 | (1,450) | 398,560 | - | - | 398,560 |
| 204 | 7072 | Citywide Crack Seal/Slurry Seal/Rubbrzd Overlay 2018/19 | 365,000 | 365,000 | (390) | 364,610 | - | - | 364,610 |
| 204 | 7073 | Citywide Striping Replacement 2018/19 | 280,000 | 280,000 | (150) | 279,860 | - | - | 279,860 |
| 204 | 7074 | Mulberry Avenue Reconstruction | 340,000 | 340,000 | - | 340,000 | - | 10,000 | 350,000 |
| 204 | 7075 | 7th Street Rehab (San Antonio to Euclid) | 450,000 | 450,000 | - | 450,000 | - | 60,000 | 510,000 |
| 204 | 7076 | Alpine Street Rehab (West End to Palm Ave.) | 400,000 | 400,000 | - | 400,000 | - | 120,000 | 520,000 |
| 204 | 7077 | Vernon Drive (West End to Palm Ave.) | 290,000 | 290,000 | (50) | 289,950 | - | 10,050 | 300,000 |
| 204 | 7078 | Palm Avenue (9th Street to Arrow Hwy.) | 580,000 | 330,000 | (300) | 329,700 | - | 260,300 | 590,000 |
| 204 | 7079 | Citywide Concrete Maintenance 2019/20 | - | - | - | - | - | 300,000 | 300,000 |
| 204 | 7080 | Citywide Concrete Repairs 2019/20 | - | - | - | - | - | 300,000 | 300,000 |
| 204 | 7081 | CW Crack Seal/Slurry Seal/Rubbrzd Overlay 2019/20 | - | - | - | - | - | 380,000 | 380,000 |
| 204 | 8617 | Arrow Route Widening | 249,480 | 249,480 | - | 249,480 | - | - | 249,480 |
| 204 | 9121 | 9th Street Rehab (3rd Avenue to Campus Avenue) | 884,500 | 1,407,680 | (377,450) | 1,030,220 | - | - | 1,030,220 |
| 204 | 9124 | Arrow Highway Rehab (Mountain to San Antonio) | 705,000 | 402,390 | (2,800) | 399,590 | - | 650,410 | 1,050,000 |
| Total Gas Tax | | | 8,763,340 | 8,400,290 | (2,340,530) | 6,059,770 | (139,640) | 2,998,710 | 8,918,840 |
| 205 | 7335 | SP/PE Bicycle and Pedestrian Trail Rehabilitation | 100,000 | 100,000 | (100,000) | - | - | - | - |
| 205 | 7338 | Citywide Pavement Maintenance 2017/2018 | 198,500 | 198,500 | (197,100) | 1,400 | (1,400) | - | - |
| 205 | 7339 | Campus Ave. Rehab (South City Limit to Foothill Blvd.) | 622,300 | 621,850 | (2,630) | 619,230 | - | 970,780 | 1,590,000 |
| 205 | 7340 | 17th Street Reconstruction (San Antonio to Euclid) | 655,000 | 655,000 | (2,850) | 652,150 | - | - | 652,150 |
| 205 | 7341 | San Bernardino Valley Coordinated Traffic Signal System | 137,000 | 137,000 | - | 137,000 | - | - | 137,000 |
| 205 | 7343 | 19th Street Reconstruction (Mountain to Euclid) | 1,450,000 | 1,450,000 | - | 1,450,000 | - | - | 1,450,000 |
| 205 | 7344 | Citywide Pavement Maintenance 2018/2019 | 200,000 | 200,000 | - | 200,000 | - | - | 200,000 |
| 205 | 7345 | Grove Avenue Rehab (Foothill to 15th Street) | - | - | - | - | - | 1,200,000 | 1,200,000 |
| 205 | 7346 | Citywide Pavement Maintenance 2019/2020 | - | - | - | - | - | 140,000 | 140,000 |
| 205 | 9122 | 13th Street Reconstruction (Euclid to Campus) or SBCTA | 690,000 | 664,570 | (11,200) | 653,370 | - | 36,630 | 690,000 |
| Total Measure I | | | 4,052,800 | 4,026,920 | (313,780) | 3,713,150 | (1,400) | 2,347,410 | 6,059,150 |
| 209 | 7061 | Linda Way Reconstruction | 97,040 | 96,480 | (93,050) | 3,430 | (3,430) | - | - |
| 209 | 7613 | Landecena Interior Improvements | - | - | - | - | - | 100,000 | 100,000 |
| Total CDBG | | | 97,040 | 96,480 | (93,050) | 3,430 | (3,430) | 100,000 | 100,000 |
| 210 | 7702 | Pkg Lot Rehab (1st Ave. & "A" St) & Dwtwn Striping | 150,000 | 150,000 | (1,310) | 148,690 | - | - | 148,690 |
| Total PBIA | | | 150,000 | 150,000 | (1,310) | 148,690 | - | - | 148,690 |
| 211 | 7901 | City Hall Green Energy Transportation Enhancements | 75,000 | 75,000 | - | 75,000 | - | - | 75,000 |
| Total AQMD Subvention Fund Improvements | | | 75,000 | 75,000 | - | 75,000 | - | - | 75,000 |
| 420 | 8033 | Magnolia Rec. Center (Roof Repair) | 17,470 | 17,300 | (820) | 16,480 | (16,480) | - | - |
| 420 | 8039 | Police Dept. Entrance to Impound Lot / Fuel Island | 55,000 | 55,000 | (150) | 54,850 | - | - | 54,850 |
| Total General Development | | | 72,470 | 72,300 | (970) | 71,330 | (16,480) | - | 54,850 |
| 421 | 8203 | Sports Park | 45,000 | 45,000 | - | 45,000 | - | - | 45,000 |
| 421 | 8209 | Magnolia Restroom ADA Compliance | 23,400 | 23,400 | - | 23,400 | - | - | 23,400 |
| 421 | 8231 | Memorial Park | 50,000 | 50,000 | - | 50,000 | - | - | 50,000 |
| Total Park Acquisition & Development | | | 118,400 | 118,400 | - | 118,400 | - | - | 118,400 |

**City of Upland
Capital Improvement Projects
Fiscal Year 2019-2020**

| Fund | Project No. | Project Description | 2018/2019 Adopted CIP Budget | 2018/2019 Amended CIP Budget | 2018/2019 Projected Expenses | Projected Balance 6/30/2019 | Return to Fund Balance | 2019/2020 New Approp. | 2019/2020 Adopted CIP Budget |
|--------------------------------------|-------------|--|------------------------------|------------------------------|------------------------------|-----------------------------|------------------------|-----------------------|------------------------------|
| 422 | 8402 | Misc. Storm Drain Replacements - Annual | 279,800 | 279,800 | (16,100) | 263,700 | - | - | 263,700 |
| 422 | 8405 | Euclid Avenue Storm Drain | 91,950 | 91,950 | - | 91,950 | - | - | 91,950 |
| 422 | 8408 | Storm Drain Master Plan Improvements - Phase 1 | 99,770 | 99,770 | - | 99,770 | - | - | 99,770 |
| 422 | 8411 | SP/PE Trail Storm Drain Improvements | - | - | - | - | - | 200,000 | 200,000 |
| Total Storm Drain Development | | | 471,520 | 471,520 | (16,100) | 455,420 | - | 200,000 | 655,420 |

| | | | | | | | | | |
|--|------|---|------------------|------------------|-------------|------------------|----------|----------------|------------------|
| 423 | 8617 | Arrow Route Widening (Monte Vista to Central) | 600,000 | 600,000 | - | 600,000 | - | - | 600,000 |
| 423 | 8622 | I-10 & Euclid Avenue Interchange Project | 634,960 | 634,960 | - | 634,960 | - | - | 634,960 |
| 423 | 8623 | I-10 & Monte Vista Avenue Interchange Project | 94,610 | 94,610 | - | 94,610 | - | - | 94,610 |
| 423 | 8624 | Traffic Signal Upgrades 2018-19 | 150,000 | 150,000 | (50) | 149,950 | - | - | 149,950 |
| 423 | 8625 | Traffic Signal Upgrades 2019-20 | - | - | - | - | - | 150,000 | 150,000 |
| Total Street & Traffic Facility Development | | | 1,479,570 | 1,479,570 | (50) | 1,479,520 | - | 150,000 | 1,629,520 |

| | | | | | | | | | |
|---------------------------------------|------|-------------------------------------|------------------|------------------|------------------|----------------|----------|----------------|------------------|
| 425 | 7066 | Citywide Concrete Repairs 2017-2018 | - | 25,000 | (25,000) | - | - | - | - |
| 425 | 8032 | Citywide Records Center | 12,090 | 12,090 | - | 12,090 | - | - | 12,090 |
| 425 | 8038 | Magnolia Rec. Center Upgrades | 204,040 | 204,040 | (175,000) | 29,040 | - | - | 29,040 |
| 425 | 8040 | Utility Undergrounding 2019 | 735,000 | 735,000 | - | 735,000 | - | 227,800 | 962,800 |
| 425 | 9659 | Library Power System Upgrades | 98,910 | 98,770 | (15,790) | 82,980 | - | 77,020 | 160,000 |
| Total General Capital Projects | | | 1,050,040 | 1,074,900 | (215,790) | 859,110 | - | 304,820 | 1,163,930 |

| | | | | | | | | | |
|---|------|--------------------------------------|----------------|----------------|------------------|----------------|----------|----------------|----------------|
| 426 | 8801 | Street & Alley Program | 574,070 | 585,540 | (218,790) | 366,750 | - | - | 366,750 |
| 426 | 8802 | Street & Alley Program Rehab 2018-19 | 205,000 | 205,000 | - | 205,000 | - | - | 205,000 |
| 426 | 8803 | Street & Alley Program Rehab 2019-20 | - | - | - | - | - | 205,000 | 205,000 |
| Total Street & Alley Program | | | 779,070 | 790,540 | (218,790) | 571,750 | - | 205,000 | 776,750 |

| | | | | | | | | | |
|-----|------|--|-----------|-----------|-------------|-----------|-----------|-----------|-----------|
| 640 | 7061 | Linda Way Water Main Replacement | 199,650 | 199,650 | (170,480) | 29,160 | (29,160) | - | - |
| 640 | 7065 | 3rd Ave. Water Main Replacement ("A" St. to 11th St.) | 1,297,950 | 1,295,430 | (1,065,700) | 229,730 | - | - | 229,730 |
| 640 | 9048 | Reservoir 16 Structural Evaluation (San Antonio Park) | 57,350 | 15,460 | (230) | 15,230 | - | - | 15,230 |
| 640 | 9049 | Citywide Lateral Replacements - Annual | 29,530 | 37,570 | - | 37,570 | - | 12,430 | 50,000 |
| 640 | 9050 | Citywide Hydrant Replacements - Annual | 30,920 | 30,920 | - | 30,920 | - | 19,080 | 50,000 |
| 640 | 9052 | Waste to Drain Discharge Lines | 50,000 | 23,910 | - | 23,910 | - | 26,090 | 50,000 |
| 640 | 9065 | Retrofit Designs for Phase 1 Recycled Water Users | 44,930 | 44,890 | (8,690) | 36,200 | - | - | 36,200 |
| 640 | 9081 | Reservoir 16 Repairs | 175,000 | 175,000 | - | 175,000 | - | 900,000 | 1,075,000 |
| 640 | 9082 | Onsite Disinfection Generation (Plant 6 on 15th Street) | 200,460 | 200,460 | - | 200,460 | - | - | 200,460 |
| 640 | 9084 | Plant 3 MCC Upgrades (22nd Street) | 125,000 | 125,000 | - | 125,000 | - | - | 125,000 |
| 640 | 9087 | PRV Stations | 1,458,760 | 988,900 | (131,070) | 857,830 | - | - | 857,830 |
| 640 | 9088 | Well Maintenance - Annual | 119,740 | 34,970 | - | 34,970 | (34,970) | - | - |
| 640 | 9094 | Greentree Road Water Main | 19,440 | 19,440 | - | 19,440 | - | - | 19,440 |
| 640 | 9095 | 7th Street Water Main (San Antonio to Euclid) | 950,000 | 950,000 | - | 950,000 | (950,000) | - | - |
| 640 | 9100 | Onsite Disinfection Generation (Plant 5 UHCC) | 80,000 | 80,000 | - | 80,000 | - | - | 80,000 |
| 640 | 9119 | New Well in Six Basins | 50,000 | 50,000 | - | 50,000 | - | - | 50,000 |
| 640 | 9120 | Alley Water Main Replacement 2017-18 | 200,000 | 200,000 | - | 200,000 | (200,000) | - | - |
| 640 | 9122 | 13th Street Water Main Repl. (Euclid to Campus) | 721,750 | 721,750 | - | 721,750 | - | 178,250 | 900,000 |
| 640 | 9124 | Arrow Highway Water Main Repl. | 785,000 | 273,000 | - | 273,000 | - | 777,000 | 1,050,000 |
| 640 | 9127 | Ground Water Nitrate Treatment - Study & Design | 300,000 | 300,000 | - | 300,000 | - | - | 300,000 |
| 640 | 9128 | Reservoir Replacement at 17th Street | 613,080 | 1,018,550 | (12,350) | 1,006,200 | - | - | 1,006,200 |
| 640 | 9129 | Reservoir No. 4 Aeration System (6th Avenue) | 22,340 | 10,750 | - | 10,750 | - | 14,250 | 25,000 |
| 640 | 9131 | 9th Street Water Main Improvements | 647,500 | 1,159,410 | (2,300) | 1,157,110 | - | - | 1,157,110 |
| 640 | 9132 | Water Interconnect with CVWD System | 350,000 | 346,950 | (190) | 346,750 | - | - | 346,750 |
| 640 | 9133 | Water Conservation Landscape Modification Project | 120,000 | 120,000 | - | 120,000 | - | - | 120,000 |
| 640 | 9134 | Reservoir 15 Enhancements | 138,390 | 110,660 | (20,640) | 90,020 | - | - | 90,020 |
| 640 | 9135 | Plant 6 Motor Control Center (15th Street) | 210,000 | 210,000 | - | 210,000 | - | - | 210,000 |
| 640 | 9136 | Plant 3 Booster 3 Install Pump and Motor (22nd St.) | 80,000 | 80,000 | - | 80,000 | - | - | 80,000 |
| 640 | 9137 | Generators at Plant 2 (24th Street) | 190,000 | 190,000 | - | 190,000 | - | - | 190,000 |
| 640 | 9138 | Generators at Plant 6 (15th Street) | 280,000 | 280,000 | - | 280,000 | - | - | 280,000 |
| 640 | 9139 | Alley Water Main Replacement 2018-19 | 200,000 | 200,000 | - | 200,000 | - | 200,000 | 400,000 |
| 640 | 9140 | 17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid) | 320,000 | 320,000 | - | 320,000 | - | 130,000 | 450,000 |
| 640 | 9141 | 19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid) | 110,000 | 110,000 | - | 110,000 | - | 1,200,000 | 1,310,000 |
| 640 | 9142 | Arrow Highway Water Main Repl. | 75,000 | 75,000 | - | 75,000 | - | 1,115,000 | 1,190,000 |
| 640 | 9143 | Mulberry Avenue Water Main Repl. | 40,000 | 40,000 | - | 40,000 | - | 400,000 | 440,000 |

**City of Upland
Capital Improvement Projects
Fiscal Year 2019-2020**

| Fund | Project No. | Project Description | 2018/2019 Adopted CIP Budget | 2018/2019 Amended CIP Budget | 2018/2019 Projected Expenses | Projected Balance 6/30/2019 | Return to Fund Balance | 2019/2020 New Approp. | 2019/2020 Adopted CIP Budget |
|----------------------------|-------------|---|------------------------------|------------------------------|------------------------------|-----------------------------|------------------------|-----------------------|------------------------------|
| 640 | 9144 | Huntington Drive Water Main Repl. | 50,000 | 50,000 | - | 50,000 | - | - | 50,000 |
| 640 | 9145 | Alpine Street Water Main Repl. | 50,000 | 50,000 | - | 50,000 | - | 450,000 | 500,000 |
| 640 | 9146 | Vernon Drive Water Main Repl. | 50,000 | 50,000 | - | 50,000 | - | 260,000 | 310,000 |
| 640 | 9147 | Palm Avenue Water Main Repl. | 50,000 | 50,000 | - | 50,000 | - | 740,000 | 790,000 |
| 640 | 9148 | New Well Chino Basin (drilling only) & Pipeline | 1,200,000 | 1,200,000 | (11,650) | 1,188,350 | - | - | 1,188,350 |
| 640 | 9149 | Storm Water Trash Capture Devices (In Catch Basins) | - | - | - | - | - | 300,000 | 300,000 |
| 640 | 9150 | Alley Water Main Replacement 2019-20 | - | - | - | - | - | 200,000 | 200,000 |
| 640 | 9151 | Recycled Water Main (15th Street) | - | - | - | - | - | 80,000 | 80,000 |
| 640 | 9152 | Grove Avenue Water Main Repl. | - | - | - | - | - | 100,000 | 100,000 |
| Total Water Utility | | | 11,691,790 | 11,437,670 | (1,423,300) | 10,014,350 | (1,214,130) | 7,102,100 | 15,902,320 |

| | | | | | | | | | |
|--------------------------|------|---------------------------|----------|----------|----------|----------|----------|----------------|----------------|
| 641 | 9501 | HHW Canopy Improvements | - | - | - | - | - | 55,000 | 55,000 |
| 641 | 9502 | Downtown Trash Enclosures | - | - | - | - | - | 90,000 | 90,000 |
| Total Solid Waste | | | - | - | - | - | - | 145,000 | 145,000 |

| | | | | | | | | | |
|----------------------------|------|--|------------------|----------------|------------------|----------------|-----------------|----------------|------------------|
| 645 | 9301 | Upland Landfill Post-Closure Plan | 100,000 | 100,000 | - | 100,000 | - | - | 100,000 |
| 645 | 9305 | Update Sewer Model | 30,000 | 30,000 | - | 30,000 | - | - | 30,000 |
| 645 | 9324 | Landfill Flare Modifications | 330,270 | 321,300 | (29,370) | 291,940 | - | 58,060 | 350,000 |
| 645 | 9328 | Citywide Sewer Rehabilitation 2016/2017 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements). | 20,000 | 19,140 | - | 19,140 | (19,140) | - | - |
| 645 | 9329 | Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements). | 499,460 | 499,460 | (149,000) | 350,460 | - | - | 350,460 |
| 645 | 9330 | Richland Street Trunk Main Repair | 30,000 | 30,000 | - | 30,000 | - | 45,000 | 75,000 |
| 645 | 9331 | Citywide Sewer Rehabilitation 2019/2020 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements). | - | - | - | - | - | 500,000 | 500,000 |
| Total Sewer Utility | | | 1,009,730 | 999,900 | (178,370) | 821,540 | (19,140) | 603,060 | 1,405,460 |

| | | | | | | | | | |
|--------------------|--|--|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|-------------------|
| GRAND TOTAL | | | 29,810,770 | 29,193,490 | (4,802,040) | 24,391,460 | (1,394,220) | 14,156,100 | 37,153,330 |
|--------------------|--|--|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|-------------------|

TOTALS BY FUND

| | | | | | | | | |
|----------------|---------------------------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|-------------------|
| 204 | GAS TAX | 8,763,340 | 8,400,290 | (2,340,530) | 6,059,770 | (139,640) | 2,998,710 | 8,918,840 |
| 205 | MEASURE I | 4,052,800 | 4,026,920 | (313,780) | 3,713,150 | (1,400) | 2,347,410 | 6,059,150 |
| 209 | CDBG | 97,040 | 96,480 | (93,050) | 3,430 | (3,430) | 100,000 | 100,000 |
| 210 | PBIA | 150,000 | 150,000 | (1,310) | 148,690 | - | - | 148,690 |
| 211 | AQMD SUBVENTION FUND | 75,000 | 75,000 | - | 75,000 | - | - | 75,000 |
| 420 | GENERAL CAPITAL IMPROVEMENTS | 72,470 | 72,300 | (970) | 71,330 | (16,480) | - | 54,850 |
| 421 | PARK ACQUISITION & DEVELOPMENT | 118,400 | 118,400 | - | 118,400 | - | - | 118,400 |
| 422 | STORM DRAIN DEVELOPMENT | 471,520 | 471,520 | (16,100) | 455,420 | - | 200,000 | 655,420 |
| 423 | STREET & TRAFFIC FACILITY DEVELOPMENT | 1,479,570 | 1,479,570 | (50) | 1,479,520 | - | 150,000 | 1,629,520 |
| 425 | TRANSFERS FROM OTHER FUNDS | 1,050,040 | 1,074,900 | (215,790) | 859,110 | - | 304,820 | 1,163,930 |
| 426 | STREET & ALLEY PROGRAM | 779,070 | 790,540 | (218,790) | 571,750 | - | 205,000 | 776,750 |
| 640 | WATER UTILITY | 11,691,790 | 11,437,670 | (1,423,300) | 10,014,350 | (1,214,130) | 7,102,100 | 15,902,320 |
| 641 | SOLID WASTE | - | - | - | - | - | 145,000 | 145,000 |
| 645 | SEWER UTILITY | 1,009,730 | 999,900 | (178,370) | 821,540 | (19,140) | 603,060 | 1,405,460 |
| TOTALS: | | 29,810,770 | 29,193,490 | (4,802,040) | 24,391,460 | (1,394,220) | 14,156,100 | 37,153,330 |

CIP Project Descriptions (FY 2019/2020)

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|--------------------|--|---------------|--|---|
| 204-7003 | Pavement Management System | On-going | On-going updating of the PMS. The City's Pavement Management System (PMS) is a software tool that assists the Engineering Division with identifying maintenance and rehabilitation priorities specific to the City's needs. | The City's Pavement Management System (PMS) represents a proactive approach to maintaining existing City streets. It benefits the City by preserving investment in roadways, enhancing pavement performance, ensuring cost-effectiveness, extending pavement life, and providing improved safety and mobility. In addition, maintaining a PMS protects the City's ability to acquire State and Federal funding for street improvement projects. The State requires local agencies to utilize a PMS to properly evaluate and report pavement conditions in order to be eligible for gas tax revenue. |
| 204-7031 | Traffic Safety Projects – Annual | On-going | Recurring project as necessary to mitigate traffic safety hazards. Potential improvements may include traffic signal upgrades, roadway striping/signing upgrades as deemed necessary to increase safety. | Project is programmed to provide mitigation to potential traffic safety hazards. |
| 204-7060 | ATP Cycle 2 Grant Participation with Ontario | Delete | Joint project with the cities of Ontario, Montclair, and Chino to provide bicycle striping improvements that interconnect these communities. Upland's portion will consist of bicycle striping improvements on San Antonio Avenue, from the south City Limit to Foothill Blvd. | Project will increase biking trips, improve non-motorized safety, and help achieve greenhouse gas reduction goals. |
| 204-7061 | Linda Way Reconstruction | Complete | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. from 8 th Street to the north end of the cul-de-sac. | This project will provide the necessary repairs to proactively address street deterioration in a high density area. The contemplated improvements will serve to help mitigate potential trip and fall incidents and ensure continued proactive roadway rehabilitation to the City's public roadway network. |
| 204-7065 | 3 rd Avenue Rehab ("A" Street to 11 th Street) | Construction | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7066 | Citywide Concrete Repairs 2017/2018 | Complete | Recurring project to provide concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City. | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|--------------|--|---|
| 204-7067 | Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/2018 | Construction | Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City. | This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair. |
| 204-7068 | Citywide Striping Replacement 2017/2018 | Complete | Recurring project as necessary to replace weathered/damaged signs and pavement striping. | Roadway striping and markings deteriorate over time due to weather, traffic, and water. Replacing deteriorated pavement markings makes it possible for vehicles to travel more safely and quickly by organizing vehicles into efficient lanes and help oncoming vehicles avoid collisions. |
| 204-7069 | Arrow Highway Rehab (Benson to Mountain) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7070 | Citywide Concrete Maintenance 2018/19 | Design | Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City. | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |
| 204-7071 | Citywide Concrete Repairs 2018/19 | Design | Engineering Division project to provide neighborhood concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City. | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |
| 204-7072 | Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2018/19 | Design | Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City. | This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair. |
| 204-7073 | Citywide Striping Replacement 2018/19 | Design | Recurring project as necessary to replace weathered/damaged signs and pavement striping. | Roadway striping and markings deteriorate over time due to weather, traffic, and water. Replacing deteriorated pavement markings makes it possible for vehicles to travel with increased visibility by organizing vehicles into efficient lanes, reducing the potential for vehicle conflicts. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|----------|---|---|
| 204-7074 | Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7075 | 7 th Street Rehab (San Antonio to Euclid) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7076 | Alpine Street Rehab (West End to Palm Ave.) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7077 | Vernon Drive (West End to Palm Ave.) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7078 | Palm Avenue (9 th Street to Arrow Hwy.) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-7079 | Citywide Concrete Maintenance 2019/20 | New | Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|--------------|---|---|
| | | | sidewalks, driveway approaches, and cross gutters throughout the City. | curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |
| 204-7080 | Citywide Concrete Repairs 2019/20 | New | Engineering Division project to provide neighborhood concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City. | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |
| 204-7081 | Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2019/20 | New | Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City. | This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair. |
| 204-8617 | Arrow Route Widening (Monte Vista to San Antonio Channel East) | Permitting | Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow. | Project will remove an existing bottleneck constraint in the City's roadway network and improve traffic flow and circulation. |
| 204-9121 | 9th Street Rehabilitation (3 rd Ave. to Campus) | Construction | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 204-9124 | Arrow Hwy. Rehabilitation (Mountain to San Antonio) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7335 | SP/PE Bicycle and Pedestrian Trail Rehabilitation | Construction | Project to slurry seal and re-stripe the SP/PE Bicycle & Pedestrian Trail. | This project is a low cost asphalt pavement maintenance effort formulated to extend the lifetime of the City's Bike Trail by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|--------------|---|---|
| 205-7338 | Citywide Pavement Maint. 2017/2018 | Construction | Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7339 | Campus Avenue Rehab. (S. City Limit to Foothill Blvd.) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7340 | 17 th Street Reconstruction (San Antonio to Euclid) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7341 | San Bernardino Valley Coordinated Traffic Signal System | On-going | Cooperative Agreement with the San Bernardino County Transportation Authority to implement coordinated timing plans for coordinated traffic signals in the San Bernardino Valley area across jurisdictional boundaries. | Project will reduce delays, improve travel times, and improve air quality in the San Bernardino Valley. |
| 205-7343 | 19 th Street Reconstruction (Mountain to Euclid) | Research | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7344 | Citywide Pavement Maintenance 2018/19 | Construction | Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|----------|---|---|
| | | | | street deterioration in order to continue to serve the community. |
| 205-7345 | Grove Avenue Rehabilitation (Foothill to 15 th Street) | New | Project rehabilitated the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-7346 | Citywide Pavement Maintenance 2019/20 | New | Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 205-9122 | 13 th Street Reconstruction (Euclid to Campus) | Design | Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. |
| 209-7061 | Linda Way Reconstruction | Complete | Project will reconstruct the public infrastructure (i.e. curb & gutter, sidewalk, ADA ramps, etc.) on Linda Way. Also funded under 204 and 640. | This project will provide the necessary repairs to proactively address street deterioration in a high density CDBG eligible area. The contemplated improvements will serve to help mitigate potential trip and fall incidents and ensure continued proactive roadway rehabilitation to the City's public roadway network. |
| 209-7613 | Landecena Interior Improvements | New | Project will provide for new paint and flooring throughout the building, as well as HVAC system upgrades. | This project will provide the necessary repairs to proactively address flooring that is coming up in numerous spots; paint scratches, marks, and scuffs; system upgrades to the HVAC. The facility is one of four Recreation buildings that is used by various community groups for weekly meetings, and also offers children's art classes, taekwondo, and music classes. |
| 210-7702 | Parking Lot Rehabilitation (1 st Ave. & A St.) & Downtown Striping (1 st , 2 nd , & 3 rd Ave.) | Prelim. | Project will rehabilitate the parking lot infrastructure by repairing/upgrading the asphalt surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the City's public parking lots. Residents, businesses, and visitors rely |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|--------------|---|--|
| | | | | on the public parking lots for shopping, entertainment, and employment for the delivery of goods and services that would be compromised without a dependable and safe area to park motor vehicles. This project will provide the necessary repairs to proactively address the deterioration in order to continue to serve the community. |
| 211-7901 | City Hall Green Energy Transportation Enhancements | Design | Project will provide for electric vehicle charging stations at City Hall. | Project will provide electric vehicle charging stations for motorist that access City Hall and the Library. Electric vehicles help to reduce greenhouse gas emissions. |
| 420-8033 | Magnolia Rec. Center (Roof Repair) | Construction | Project will provide for the repair and/or replacement of the roof at the Magnolia Recreation Center. | The existing roof structure has reached the end of its useful life. Storm water is leaking through the roof and must be replaced to mitigate any further damage to the building interior. |
| 420-8039 | Police Dept. Entrance to Impound Lot/Fuel Island | Design | Project will provide for the access repair/rehabilitation to the Police Dept. Impound Lot and Fuel Island. Project will be packaged with other similar paving projects to achieve economies of scale. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the asphalt entrance and service road. The Police and Public Works Departments depend heavily on this access road for the delivery of public services. This project will provide the necessary repairs to proactively address the asphalt deterioration in order to continue to serve the community. |
| 421-8203 | Sports Park | Hold | Project consists of designing construction documents to construct a sports park consisting of soccer and ball fields, restroom, concession stand, sports field lighting, parking lots, underground utility infrastructure, etc. Project placed on hold due to development activity in the vicinity. | Project will increase Upland's public park system and include public amenities the community requires for recreational activities. |
| 421-8209 | Magnolia Restroom ADA Compliance | Prelim. | Project to provide ADA upgrades to an existing restroom facility at Magnolia Park. | Project will provide upgraded ADA accessibility to a public facility. |
| 421-8231 | Memorial Park | Prelim. | Project provides for misc. improvements to Memorial Park. | Project will help repair/replace damaged facilities and/or equipment in the park. |
| 422-8402 | Misc. Storm Drain Repl. - Annual | As needed | Project provides for the replacement of catch basin deck lids, broken pipelines, dry wells, etc. | Project will restore reduced catch basin inlet capacity and help mitigate nuisance water on the City's roadway network. |
| 422-8405 | Euclid Avenue Storm Drain | Hold | Project consists of designing construction documents for a large master planned storm drain system under Euclid Avenue. | Project will mitigate flooding concerns by accommodating a 100-year storm/flood occurrence event, and will provide an overall betterment of storm water conveyance along Euclid Avenue. |
| 422-8408 | Storm Drain Master Plan Improvements | As needed | Project consists of flood control, water quality, and groundwater recharge enhancements on the west side of the City. | Plan to continuously analyze the storm drain hydraulic system in order to mitigate potential high pressure locations and prevent flooding during storm events. |
| 422-8411 | SP/PE Trail Storm Drain Improvements | New | Project consists of storm water conveyance improvements along the Trail. | Project will help mitigate flooding concerns along the south side of the Trail. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|--------------|--|--|
| 423-8617 | Arrow Route Widening (Central to Monte Vista) | Design 95% | Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow. | Project will remove an existing bottleneck constraint in the City's roadway network and improve traffic flow and circulation. |
| 423-8622 | I-10 & Euclid Avenue Interchange Project | Design | Project provides for Euclid Avenue Interchange improvements consisting of widening the existing on and off ramps, widen Euclid Avenue, reconstruct the Euclid Avenue Bridge over-crossing structure, provide additional turning lanes to accommodate the interchange, ramp and local street movement, and provide a new traffic signal at 7 th Street and the off ramp. | The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements. |
| 423-8623 | I-10 & Monte Vista Avenue Interchange Project | Design | Project provides for Monte Vista Avenue Interchange improvements consisting of modifying the existing east and west bound on and off ramps, reconstructing the Monte Vista Avenue undercrossing bridge, reconstructing Palo Verde Street, between the east bound on-ramp and Monte Vista Avenue, and the addition of various turning lanes. | The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements. |
| 423-8624 | Traffic Signal Upgrades 2018/19 | Carry-Over | Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City. | Project helps to ensure the safe and efficient movement of vehicles and bicycle traffic through the City's roadway network. |
| 423-8625 | Traffic Signal Upgrades 2019/20 | New | Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City. | Project helps to ensure the safe and efficient movement of vehicles and bicycle traffic through the City's roadway network. |
| 425-7066 | Citywide Concrete Repairs 2017-18 | Complete | Recurring project to provide concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City. | Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. |
| 425-8032 | Citywide Records Center | Complete | Project will demolish the old Animal Shelter to grade and remove any potential hazards with a building no longer in service. | Eliminates potential location for malicious behavior and allows the property to be repurposed for a more appropriate and beneficial purpose. |
| 425-8038 | Magnolia Rec. Center Upgrades | Construction | Project will provide for the repair and/or replacement of non-structural components at the Magnolia Recreation Center that were damaged during rain events from roof leaks. | Project is required in order to keep a public facility in operational use. |
| 425-8040 | Utility Undergrounding 2019 | Research | Project will provide for the undergrounding of overhead dry utilities such as electrical, telephone, and cable tv. | Project will improve the aesthetic quality of a public roadway segment by replacing overhead utility crossings with underground crossings. Project also |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|--------------|--|--|
| | | | | eliminates potential downed power lines as a result of strong wind events. |
| 425-9659 | Library Power System Upgrades | Design | Project will provide for new underground electrical conduit routing and new MSA cabinet to serve the Library. | Project will eliminate water intrusion into underground electrical conduits serving the Library. |
| 426-8801 | Street & Alley Program | Design | Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community. |
| 426-8802 | Street & Alley Program Rehab 2018/19 | Design | Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community. |
| 426-8803 | Street & Alley Program Rehab 2019/20 | New | Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City. | Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community. |
| 640-7061 | Linda Way Water Main Replacement | Complete | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. Ensure water delivery reliability to customers. |
| 640-7065 | 3 rd Avenue Water Main Replacement ("A" St. to 11 th St.) | Construction | Project consists of replacing the 1930's aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. Ensure water delivery reliability to customers. |
| 640-9048 | Reservoir 16 Structural Evaluation | On-going | Project to determine the structural integrity of the reservoir. | Enable staff to plan, schedule, and budget for the repairs to the reservoir that will result in the most cost effective solution. |
| 640-9049 | Citywide Lateral Repl. – Annual | As Needed | Projects provides for water service lateral replacements in conjunction with CIP projects, or as stand-alone repairs. | Reduce water waste and damage to property due to water main leaks. Ensure water delivery reliability to customers. |
| 640-9050 | Citywide Hydrant Repl. – Annual | As Needed | Projects provides for fire hydrant upgrading/replacements in conjunction with CIP projects, or as stand-alone repairs. | Ensure that the water distribution system continues to be able to provide adequate fire suppression capabilities. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|-----------------|--|---|
| 640-9052 | Waste to Drain Discharge Lines | Prelim. | Project provides for the installation of discharge pipelines at City Wells 3, 8, and 7A. | Gives staff the ability for well water to be diverted and discharged to waste during initial well startup thus allowing for the sand in the water stream to be removed prior to entry into the water distribution system. This will help extend the life of downstream pumps and equipment as well as to reduce the accumulation of sand in the reservoirs. |
| 640-9065 | Retrofit Designs for Phase 1 Recycled Water Users | As-Needed | Project consists of the design for on-site conversion of irrigation systems from potable to recycled use. | This will help conserve water by replacing more expensive potable water with recycled water. |
| 640-9081 | Reservoir 16 Repairs | RFP / Design | Structural repairs of spalling concrete within the reservoir. | Structural repairs of spalling concrete will help prevent further deterioration of the reservoir thus preventing even costlier repairs in the future. |
| 640-9082 | Onsite Disinfection Generation (Plant 6, Res. 12A on 15 th St.) | Prelim. | Design of on-site chlorination systems. | Design of on-site chlorination systems will enable the conversion from gas chlorination to a safer method of chlorine disinfecting. The replacement of the less efficient chlorine tablet feeders will be more cost effective. |
| 640-9084 | Plant 3 MCC Upgrades (22 nd Street) | Prelim. | Design and construction of a new electrical motor control center (MCC) for Plant 3 at 22 nd Street to replace the existing MCC. | The MCC Upgrades will result in more efficient and cost effective operations. It will also enable staff to enhance their preventive and predictive maintenance programs by using the advanced features of the newer MCCs. The benefits will be cost savings and the ability to recognize issues before they become serious. |
| 640-9087 | PRV Stations – Zone 5/4 & Zone 4/3 | Design | Construction of inter-zone pressure reducing stations in water system. Project will allow for water movement during Reservoir 16 structural repairs. | This will enable Reservoir 16 to be taken out of service for repairs. It will also provide future benefits by providing a set pressure to downstream pressure zones. |
| 640-9088 | Well Maintenance - Annual | Complete | Project is for on-going maintenance at City well sites as necessary. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9094 | Greentree Road Water Main | Shelved | Aged water main replacement in Greentree Road, from 7 th Street to 8 th Street. Coop. Agreement with City of Ontario. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9095 | 7 th Street Water Main | Design Complete | Aged water main replacement in 7 th Street, from San Antonio Avenue to Greentree Road. Coop. Agreement with City of Ontario. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9100 | Onsite Disinfection Generation (Plant 5 UHCC) | Prelim. | Project consists of new on-site chlorination systems. | Design and installation of on-site chlorination systems will enable staff to convert from chlorine tablet feeders to a more efficient and cost effective system. |
| 640-9119 | New Well in Six Basins | Research | Project will provide for a new potable water well in the Six Basins aquifer | This will result in a more diversified water supply thus helping to ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9120 | Alley Water Main Replacement 2017-18 | Delete | Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|--|------------------|---|--|
| | | | | supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9122 | 13 th Street Water Main Repl. (Euclid to Campus) | Design | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9124 | Arrow Hwy. Water Main Repl. (Mountain to San Antonio) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9127 | Ground Water Nitrate Treatment | Research | Project consists of a biological treatment system for removal of nitrates from the ground water wells. | This will provide the City with a cost effective means of removing nitrates from the water. It will result in giving the City a more diversified water supply thus helping to ensure a continued supply of water to the City's customers. This will also allow for the maximum beneficial use of the City's various water supplies |
| 640-9128 | Reservoir Replacement at 17 th Street | Design 100% | Project will provide the expedited replacement of a 7.5 MGD facility due to the existing tank design being similar to tanks with defects. | Reservoir 15 is an integral part of the City water supply system that receives water from imported and local groundwater wells. The imported water source is a major source of the City drinking water supply and is integral in meeting our customer demand, especially during the hot summer months. |
| 640-9129 | Reservoir No. 4 Aeration System (6 th Ave.) | Sound Mitigation | Project consists of installing an aeration system to reduce PCE levels and restore the well to operation. | Project will allow the 200,000 gallon Reservoir No. 4 to be brought back on line providing additional water reliability to Upland customers in the southeast section of the City. |
| 640-9131 | 9 th Street Water Main Improvements (3 rd Ave. to Campus Ave.) | Construction | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9132 | Water Interconnect with CVWD | Research | Project will provide for a water system interconnect with Cucamonga Valley Water District to move water between systems as needed. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. It will provide backup supplies for each agency in the event of an emergency situation. |
| 640-9133 | Water Conservation Landscape Modification Project | Carry-over | The Water Conservation Landscape Modification Project will provide a showcase of water conservation for the public. | Will help education the public in water conservation measures giving them a thorough understanding of what's required as well how it will help all of us achieve our water conservation goals. |
| 640-9134 | Reservoir 15 Enhancements | Carry-over | Project consists of temporary strengthening the top and bottom areas of the wall shell units around the exterior perimeter. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9135 | Plant 6 Motor Control Center (15 th Street) | Carry-over | Project will provide for a new electrical motor control center and associated switchgear. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9136 | Plant 3 Booster 3 Install Pump & Motor (22 nd Street) | Carry-over | Project will provide for a new pump and motor to increase reliability and efficiency in pumping water to Reservoir 16 and meet system demand for both consumer use and to meet fire protection. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|--------------|--|--|
| 640-9137 | Generator at Plant 2 (1285 W. 24 th Street) | RFP / Design | Project will provide an emergency back-up electrical power generator. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies, especially during periods of electrical power outages. |
| 640-9138 | Generator at Plant 6 (580 E. 15 th Street) | RFP / Design | Project will provide an emergency back-up electrical power generator. | Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies, especially during periods of electrical power outages. |
| 640-9139 | Alley Water Main Replacement 2018/19 | Design | Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9140 | 17 th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid) | Carry-over | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9141 | 19 th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain & Euclid) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9142 | Arrow Highway Water Main Replacement (Benson to Mountain) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9143 | Mulberry Avenue Water Main Replacement (Foothill Blvd. to Pine Street ~920') | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9144 | Huntington Drive Water Main Replacement (West End to Benson Avenue) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9145 | Alpine Street Water Main Replacement (West End to Palm Avenue) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9146 | Vernon Drive Water Main Replacement (West End to Palm Avenue) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9147 | Palm Avenue Water Main Replacement (9 th Street to Arrow Hwy.) | Research | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9148 | New Well Chino Basin (Drilling only) & Pipeline | Carry-over | Project consists of drilling a new water well and associated pipelines to meet the City's water supply demands and reduce the City's reliance on imported water. | Increase the City's water resources portfolio and provide water to the City's customers in a cost effective manner. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|--------------|---|--|
| 640-9149 | Storm Water Trash Capture Devices (In Catch Basins) | New | Project consists of installing trash capture devices inside storm drain catch basins as mandated by the NPDES State-wide Trash Provisions Order. | Collect and filter out trash from priority land use areas in order to mitigate trash from entering the storm water conveyance system. |
| 640-9150 | Alley Water Main Replacement 2019/2020 | New | Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 640-9151 | Recycled Water Main (15 th Street) | New | Project consists of installing a recycled water main on 15 th Street, connecting to the existing main on 15 th Street at 2 nd Avenue. | Project will provide recycled water availability to Magnolia Elementary School, Magnolia Park, Greenbelt Park, and possibly Holliday Rock. |
| 640-9152 | Grove Avenue Water Main Replacement (Foothill Blvd. to 15 th Street) | New | Project consists of replacing the aged water main in conjunction with the CIP project. | Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. |
| 641-9501 | HHW Canopy Improvements | New | Project consists of installing a 42' x 60' pre-engineered steel canopy structure over the operations area of the Household Hazardous Waste Collection Facility at the City's Public Works Yard. | Project will expand the size and workflow of the facility and provide the required protection for the stored empty drums and e-waste in accordance with storm water requirements. |
| 641-9502 | Downtown Trash Enclosures | New | Project consists of constructing CMU block trash enclosures in the downtown area of the City. | Project will provide enhanced collection capabilities for trash, recyclables, and food waste in the downtown area. |
| 645-9301 | Upland Landfill Post-Closure Plan | As needed | Project identified in order to repair, replace and reconstruct the landfill's monitoring well(s) and equipment to assure its operative conditions as required by State and local regulatory agencies. | Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris. |
| 645-9305 | Update Sewer Model | Model at 70% | Project identified to update the City's sewer model. | Project assist the City by continuously evaluating the hydraulic capacity of the City's sewer collection system as required by the Sate mandated Sanitary Sewer Management Plan. |
| 645-9324 | Landfill Flare Modifications | Design | Project will consists of the construction of a small diameter gas line to provide supplemental natural gas in order to augment low gas quality at the existing flare inlet. | Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris and necessary to adhere to Air Quality Management District (AQMD) Rule 1150.1 "landfill emission control" |
| 645-9328 | Citywide Sewer Rehabilitation 2016/2017 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements) | Complete | Project consists of replacing old brick sewer manhole structures with new precast concrete manholes in various sections of the City. | Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service. |
| 645-9329 | Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements) | Construction | Project consists of constructing various sewer mains that have been identified through sewer modeling and CCTV inspections to contain hydraulic deficiencies and/or obstructions inhibiting flow (i.e. tree roots, concrete, rocks, debris, etc.). Project also includes replacing aged sewer manholes. | Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service. |

| Project No. | Project Name | Status | Project Description | Impact and Benefit |
|-------------|---|------------|---|--|
| 645-9330 | Richland Street Trunk Main Repair | Carry-over | Project consists of constructing a new precast concrete sewer manhole structure over a section of VCP sewer main that was damaged during exploratory soil borings for the I-10 Corridor Project. | Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service. |
| 645-9331 | Citywide Sewer Rehabilitation 2019/2020 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements) | New | Project consists of constructing various sewer mains that have been identified through sewer modeling and CCTV inspections to contain hydraulic deficiencies and/or obstructions inhibiting flow (i.e. tree roots, concrete, rocks, debris, etc.). Project also includes replacing aged sewer manholes. | Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service. |

2019-20 SCHEDULE OF POSITIONS

| | Labor Group | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 CHANGE | 2019-20 ADOPTED |
|---|------------------------|---------------------------|---------------------------|----------------------------|---------------------------|----------------------------|
| <u>GENERAL GOVERNMENT</u> | | | | | | |
| <u>ELECTED/APPOINTED</u> | | | | | | |
| MAYOR | ELEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| COUNCIL | ELEC | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| TREASURER | ELEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| <u>ADMINISTRATION</u> | | | | | | |
| CITY MANAGER | EXEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| DEPUTY CITY MANAGER | EXEC | 1.00 | 0.50 | 0.00 | 0.00 | 0.00 |
| ASSISTANT CITY MANAGER | EXEC | 0.00 | 0.50 | 1.00 | 0.00 | 1.00 |
| EXECUTIVE ASSISTANT TO CITY MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| <u>GENERAL GOVERNMENT-TOTAL</u> | | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| <u>ADMINISTRATIVE SERVICES</u> | | | | | | |
| <u>CITY CLERK</u> | | | | | | |
| CITY CLERK | MMGT | 0.00 | 0.00 | 0.50 | 0.50 | 1.00 |
| DEPUTY CITY CLERK | GENL | 1.00 | 1.00 | 0.50 | (0.50) | 0.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ADMINISTRATIVE ASSISTANT III | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| <u>FINANCE</u> | | | | | | |
| FINANCE MANAGER | MMGT | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FINANCE OFFICER | MMGT | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ACCOUNTING SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ACCOUNTANT | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ACCOUNTANT | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ACCOUNTING TECHNICIAN | GENL | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| PAYROLL TECHNICIAN | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ACCOUNTING TECHNICIAN | GENL | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| BUDGET CLERK | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ACCOUNTING CLERK | GENL | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| REVENUE COORDINATOR | GENL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CUSTOMER SERVICES SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR CUSTOMER SERVICE SPECIALIST | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| UB AND BUSINESS LICENSE INSPECTOR | GENL | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| CUSTOMER SERVICE SPECIALIST | GENL | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CUSTOMER SERVICE SPECIALIST II | GENL | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| CUSTOMER SERVICE SPECIALIST I | GENL | 0.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| | | 15.00 | 16.00 | 16.00 | 1.00 | 17.00 |
| <u>INFORMATION TECHNOLOGY</u> | | | | | | |
| IT MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR IT TECHNICIAN | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| <u>HUMAN RESOURCES</u> | | | | | | |
| HR MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR HR ANALYST | MMGT | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| HR ANALYST | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| HR SPECIALIST | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT I | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 4.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| <u>RECREATION AND COMMUNITY SERVICES</u> | | | | | | |
| COMMUNITY SERVICES DIRECTOR | EXEC | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| RECREATION MANAGER | MMGT | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| RECREATION SUPERVISOR | MMGT | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| RECREATION COORDINATOR | GENL | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| ADMINISTRATIVE ASSISTANT II | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 1.00 | 1.00 | (1.00) | 0.00 |
| | | 6.00 | 6.00 | 5.00 | 0.00 | 5.00 |
| <u>ADMINISTRATIVE SERVICES-TOTAL</u> | | 29.00 | 29.00 | 28.00 | 1.00 | 29.00 |
| <u>DEVELOPMENT SERVICES</u> | | | | | | |
| <u>BUILDING AND PLANNING</u> | | | | | | |
| DEVELOPMENT SERVICES DIRECTOR | EXEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| DEVELOPMENT SERVICES MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |

2019-20 SCHEDULE OF POSITIONS

| | Labor Group | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 CHANGE | 2019-20 ADOPTED |
|---|------------------------|---------------------------|---------------------------|----------------------------|---------------------------|----------------------------|
| <i>(Development Services Continued)</i> | | | | | | |
| ECONOMIC DEVELOPMENT COORDINATOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| DEVELOPMENT SPECIALIST | GENL | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| PLANNING MANAGER | MMGT | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| SENIOR PLANNER | MMGT | 1.00 | 1.00 | 1.00 | (1.00) | 0.00 |
| ASSOCIATE PLANNER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ASSISTANT PLANNER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| ADMINISTRATIVE ASSISTANT II | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 1.00 | 1.00 | (1.00) | 0.00 |
| BUILDING OFFICIAL | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| BUILDING INSPECTOR I | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| BUILDING INSPECTOR II | GENL | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| PLANS EXAMINER | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR COUNTER TECHNICIAN | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SENIOR DEVELOPMENT SERVICES TECHNICIAN | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | <u>15.00</u> | <u>15.00</u> | <u>14.00</u> | <u>0.00</u> | <u>14.00</u> |
| HOUSING / SUCCESSOR AGENCY | | | | | | |
| HOUSING COORDINATOR | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>0.00</u> | <u>1.00</u> |
| <u>DEVELOPMENT SERVICES-TOTAL</u> | | <u>16.00</u> | <u>16.00</u> | <u>15.00</u> | <u>0.00</u> | <u>15.00</u> |
| <u>PUBLIC WORKS</u> | | | | | | |
| <u>PUBLIC WORKS - ADMINISTRATION</u> | | | | | | |
| PUBLIC WORKS DIRECTOR | EXEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| OPERATIONS MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT I | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ACCOUNTING TECHNICIAN | GENL | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| | | <u>5.00</u> | <u>4.00</u> | <u>4.00</u> | <u>0.00</u> | <u>4.00</u> |
| <u>PUBLIC WORKS - OPERATIONS</u> | | | | | | |
| MAINTENANCE SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| FACILITIES SPECIALIST | GENL | 1.00 | 1.00 | 1.00 | 0.50 | 1.50 |
| FACILITIES COORDINATOR | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| CUSTODIAN | GENL | 3.50 | 3.50 | 3.50 | (0.50) | 3.00 |
| SENIOR EQUIPMENT MECHANIC | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| LEAD EQUIPMENT MECHANIC | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EQUIPMENT MECHANIC II | GENL | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EQUIPMENT MECHANIC | GENL | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| INVENTORY SPECIALIST | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| MAINTENANCE CREW LEAD | GENL | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SENIOR MAINTENANCE WORKER | GENL | 0.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| MAINTENANCE WORKER | GENL | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| MAINTENANCE WORKER II | GENL | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | <u>23.50</u> | <u>23.50</u> | <u>23.50</u> | <u>0.00</u> | <u>23.50</u> |
| <u>PUBLIC WORKS - CAPITAL PROJECTS</u> | | | | | | |
| PRINCIPAL ENGINEER | MMGT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ENGINEERING MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ASSOCIATE ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SR PUBLIC WORKS INSPECTOR | GENL | 1.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| PUBLIC WORKS INSPECTOR II | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SENIOR WATER UTILITY INSPECTOR | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| WATER UTILITY INSPECTOR II | GENL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | <u>6.00</u> | <u>6.00</u> | <u>6.00</u> | <u>0.00</u> | <u>6.00</u> |
| <u>TRAFFIC ENGINEERING</u> | | | | | | |
| PRINCIPAL ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ASSISTANT ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ENGINEERING TECHNICIAN | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| COUNTER TECHNICIAN | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>0.00</u> | <u>3.00</u> |
| <u>PUBLIC WORKS - SEWER</u> | | | | | | |
| ENVIRONMENTAL QUALITY ADMINISTRATOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ASSOCIATE ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ASSISTANT ENGINEER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR ENVIRONMENTAL CONTROL TECHNICIAN | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| | | <u>4.00</u> | <u>4.00</u> | <u>4.00</u> | <u>0.00</u> | <u>4.00</u> |

2019-20 SCHEDULE OF POSITIONS

| | Labor Group | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 CHANGE | 2019-20 ADOPTED |
|-------------------------------------|--------------------|-----------------------|-----------------------|------------------------|-----------------------|------------------------|
| <i>(Public Works Continued)</i> | | | | | | |
| PUBLIC WORKS - SOLID WASTE | | | | | | |
| MANAGEMENT ANALYST | MMGT | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1.00</u> | <u>1.00</u> |
| PUBLIC WORKS - WATER | | | | | | |
| UTILITIES MANAGER | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| MANAGEMENT ANALYST | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| UTILITY SYSTEM SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| GIS/CADD TECHNICIAN | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| CHIEF WATER TREATMENT OPERATOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR WATER TREATMENT OPERATOR | GENL | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| WATER TREATMENT OPERATOR | GENL | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| LEAD WATER UTILITY WORKER V | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LEAD WATER UTILITY WORKER III | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SENIOR UTILITY SYSTEM WORKER | GENL | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| UTILITY SYSTEM WORKER | GENL | 4.00 | 5.00 | 8.00 | 2.00 | 10.00 |
| MAINTENANCE WORKER II | GENL | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| UTILITY SYSTEM WORKER- SEWER | GENL | 0.00 | 4.00 | 4.00 | 2.00 | 6.00 |
| SENIOR UTILITY SYSTEM WORKER- SEWER | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| SENIOR WATER METER TECHNICIAN | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| WATER METER TECHNICIAN | GENL | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| | | <u>24.00</u> | <u>24.00</u> | <u>27.00</u> | <u>4.00</u> | <u>31.00</u> |
| <u>PUBLIC WORKS-TOTAL</u> | | <u>65.50</u> | <u>64.50</u> | <u>67.50</u> | <u>5.00</u> | <u>72.50</u> |

FIRE

Fire Department employees removed from the Schedule of Positions due to July 22, 2017 annexation with San Bernardino County.

FIRE- SWORN

| | | | | | | |
|-------------------|------|--------------|--------------|-------------|-------------|-------------|
| FIRE CHIEF | EXEC | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| DEPUTY FIRE CHIEF | FRMG | 2.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| BATTALION CHIEF | FRMG | 1.00 | 2.00 | 0.00 | 0.00 | 0.00 |
| FIRE CAPTAIN | FRSW | 12.00 | 12.00 | 0.00 | 0.00 | 0.00 |
| FIRE ENGINEER | FRSW | 12.00 | 12.00 | 0.00 | 0.00 | 0.00 |
| FIRE FIGHTER | FRSW | 12.00 | 12.00 | 0.00 | 0.00 | 0.00 |
| | | <u>40.00</u> | <u>40.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

FIRE- NON-SWORN

| | | | | | | |
|---------------------------------|------|-------------|-------------|-------------|-------------|-------------|
| FLIGHT PARAMEDIC | GENL | 2.00 | 2.00 | 0.00 | 0.00 | 0.00 |
| MEDICAL CREW LEAD | GENL | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| FLIGHT NURSE | GENL | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| FIRE INSPECTOR/INVESTIGATOR | GENL | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| DEPUTY FIRE MARSHAL | GENL | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT I | GENL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | <u>9.00</u> | <u>9.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

FIRE-TOTAL

| | | | | | | |
|--|--|--------------|--------------|-------------|-------------|-------------|
| | | <u>49.00</u> | <u>49.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
|--|--|--------------|--------------|-------------|-------------|-------------|

POLICE

POLICE- SWORN

| | | | | | | |
|---|-----------|--------------|--------------|--------------|-------------|--------------|
| CHIEF OF POLICE | EXEC | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| POLICE CAPTAIN | PDCP | 2.00 | 2.00 | 2.00 | 0.00 | 2.00 |
| POLICE LIEUTENANT (FREEZE ONE POSITION) | PD - MMGT | 4.00 | 4.00 | 4.00 | 0.00 | 4.00 *(1) |
| POLICE SERGEANT | PD - MMGT | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| POLICE DETECTIVE | PDSW | 9.00 | 9.00 | 9.00 | 0.00 | 9.00 |
| POLICE OFFICER (FREEZE TWO POSITIONS) | PDSW | 50.00 | 50.00 | 50.00 | 0.00 | 50.00 *(2) |
| | | <u>75.00</u> | <u>75.00</u> | <u>75.00</u> | <u>0.00</u> | <u>75.00</u> |

POLICE- NON-SWORN

| | | | | | | |
|---------------------------------------|------|-------|-------|-------|--------|-----------|
| POLICE DISPATCH SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| LEAD DISPATCHER (FREEZE ONE POSITION) | GENL | 0.00 | 2.00 | 2.00 | 0.00 | 2.00 *(1) |
| POLICE DISPATCHER II | GENL | 12.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| FORENSIC SPECIALIST | GENL | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| EXECUTIVE ASSISTANT | MMGT | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| SENIOR ADMINISTRATIVE ASSISTANT | GENL | 1.00 | 1.00 | 1.00 | (1.00) | 0.00 |
| ADMINISTRATIVE ASSISTANT II | GENL | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ACCOUNTING TECHNICIAN | GENL | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| CRIME ANALYST | MMGT | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| CRIME ANALYST TRAINEE | GENL | 0.00 | 1.00 | 1.00 | (1.00) | 0.00 |

2019-20 SCHEDULE OF POSITIONS

| | Labor Group | 2016-17 ACTUAL | 2017-18 ACTUAL | 2018-19 ADOPTED | 2019-20 CHANGE | 2019-20 ADOPTED |
|--------------------------------------|------------------------|---------------------------|---------------------------|----------------------------|---------------------------|----------------------------|
| <i>(Police Department Continued)</i> | | | | | | |
| POLICE RECORDS SUPERVISOR | MMGT | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ADMINISTRATIVE ASSISTANT | GENL | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| POLICE RECORDS SPECIALIST II | GENL | 6.00 | 6.00 | 6.00 | (1.00) | 5.00 |
| POLICE SERVICE TECHNICIAN | GENL | 0.00 | 4.00 | 5.00 | 1.00 | 6.00 |
| | | <u>23.00</u> | <u>28.00</u> | <u>29.00</u> | <u>1.00</u> | <u>30.00</u> |
| ANIMAL SERVICES | | | | | | |
| ANIMAL SERVICES SUPERVISOR | MMGT | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ANIMAL SERVICES MANAGER | MMGT | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| ANIMAL CONTROL OFFICER | GENL | 3.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| | | <u>4.00</u> | <u>4.00</u> | <u>4.00</u> | <u>0.00</u> | <u>4.00</u> |
| CODE ENFORCEMENT | | | | | | |
| CODE ENFORCEMENT OFFICER | GENL | 3.00 | 4.00 | 4.00 | 0.00 | 4.00 |
| | | <u>3.00</u> | <u>4.00</u> | <u>4.00</u> | <u>0.00</u> | <u>4.00</u> |
| <u>POLICE-TOTAL</u> | | <u>105.00</u> | <u>111.00</u> | <u>112.00</u> | <u>1.00</u> | <u>113.00</u> |
| <u>GRAND TOTAL</u> | | <u>273.50</u> | <u>278.50</u> | <u>231.50</u> | <u>7.00</u> | <u>238.50</u> |

* Number of positions to remain unfilled for FY 2019-20

CHART OF ACCOUNTS

| Fund No. | Fund Name |
|----------|---|
| 101 | General Fund |
| 201 | Housing |
| 203 | Public Safety Augmentation |
| 204 | Gas Tax |
| 205 | Measure I |
| 208 | HOME Investment Partnership Program |
| 209 | Community Development Block Grant (CDBG) |
| 210 | Parking Business Improvement Area (PBIA) |
| 211 | Air Quality Management District (AQMD) |
| 214 | Homeland Security Grants - PD |
| 215 | Prop 30 |
| 216 | COPS |
| 217 | Other Grants |
| 218 | Office of Traffic Safety |
| 219 | Local Law Enforcement Block Grant |
| 220 | Asset Forfeiture-Federal Dept. of Justice |
| 222 | CalHOME |
| 223 | Asset Forfeiture- Federal Treasury |
| 224 | Asset Forfeiture - State |
| 225 | BSCC Budget Act |
| 420 | General Capital Improvements |
| 421 | Park Acquisition & Development |
| 422 | Storm Drain Development |
| 423 | Street & Traffic Facility Development |
| 425 | General Capital Projects |
| 426 | Street & Alley Repairs |
| 427 | Energy Efficiency Capital Improvement Project |
| 640 | Water Utility |
| 641 | Solid Waste Utility |
| 645 | Sewer Utility |
| 750 | Fire Annexation Worker's Compensation Fund |
| 751 | Self-Funded Insurance |
| 752 | Fleet Maintenance & Replacement |
| 753 | Information Systems |
| 754 | Building Maintenance & Operations |
| 805 | Successor Agency |

CHART OF ACCOUNTS

| Division No. | Division Name |
|--------------|--|
| 1101 | City Council |
| 1104 | City Treasurer |
| 1201 | City Administration |
| 1301 | Finance |
| 1302 | Mail/Printing Services |
| 1401 | Information Systems |
| 1405 | Council Chambers |
| 1504 | Non-Departmental |
| 1510 | Library |
| 1601 | Human Resources |
| 1602 | Development & Training |
| 1603 | City Attorney |
| 1611 | Workers Compensation |
| 1612 | Unemployment |
| 1613 | Long-Term Disability |
| 1614 | Liability |
| 1615 | Loss Prevention |
| 1701 | City Clerk |
| 2201 | Building And Safety |
| 2202 | Weed Abatement |
| 2203 | Economic Development |
| 2204 | Planning Commission |
| 2205 | Planning |
| 2207 | Santa Fe Depot |
| 2301 | CDBG - Administration |
| 2305 | CDBG - Graffiti Removal |
| 2308 | CDBG - Diamond Court |
| 2309 | CDBG - Fair Housing |
| 2311 | CDBG - Food - St. Joseph |
| 2312 | CDBG - Homeless Services |
| 2314 | CDBG - Housing Mediation |
| 2325 | CDBG - Hope Partners - Food Security |
| 2332 | CDBG - Pacific Lifeline Womens' Program |
| 2336 | CDBG - Business Assistance & Attraction FY 18-19 |
| 2337 | CDBG - Downtown Façade Enhancement FY 18-19 |
| 2338 | CDBG - Emergency Repair Program FY 18-19 |
| 2342 | CDBG - Inland Valley Recovery Services (IVRS) |
| 2345 | CDBG - Business Assistance & Attraction FY 17-18 |

CHART OF ACCOUNTS

| Division No. | Division Name |
|--------------|---|
| 2346 | CDBG - Downtown Façade Enhancement FY 17-18 |
| 2407 | CalHOME Program - 12-8689 |
| 2408 | Program Income Loans |
| 2501 | PBIA |
| 2502 | AQMD |
| 2901 | Successor Agency Administration |
| 2931 | Housing Administration |
| 3201 | Police Administration |
| 3202 | Police Investigations |
| 3205 | Animal Services |
| 3206 | Police Admin Support |
| 3210 | Patrol Support |
| 3211 | Police Patrol |
| 3231 | Special Events & Comm Outreach |
| 3232 | Police Reserves |
| 3233 | Code Enforcement |
| 3256 | COPS Allocation FY 14-15 |
| 3257 | Prop 30- PD |
| 3261 | COPS Allocation FY 13-14 |
| 3262 | COPS Allocation FY 15-16 |
| 3267 | COPS Allocation FY 16-17 |
| 3269 | COPS Allocation FY 17-18 |
| 3423 | Asset Forfeiture - 15% |
| 3512 | Fire Station II |
| 3518 | Historic Fire Station |
| 3521 | Fire Prevention |
| 3522 | Fire Training |
| 4201 | Recreation Administration |
| 4202 | Recreation Classes |
| 4203 | Recreation Facilities |
| 4204 | Youth Programs/Sports |
| 4205 | Senior Center |
| 4206 | Special Events |
| 4207 | Community Outreach Services |
| 4208 | ACCESS Program |
| 4210 | Landecena Center |
| 4402 | Carnegie Library |
| 4409 | Passports |

CHART OF ACCOUNTS

| Division No. | Division Name |
|--------------|---|
| 5201 | Public Works Administration |
| 5202 | NPDES |
| 5301 | Engineering Administration |
| 5302 | Development/Traffic Engineering |
| 5401 | Street Maintenance |
| 5402 | Street Sweeping |
| 5403 | Sidewalk Maintenance |
| 5404 | Street Lighting |
| 5405 | Traffic Control |
| 5406 | Traffic Facility Maintenance |
| 5407 | Weed Abatement |
| 5408 | Flood Control |
| 5409 | Street Tree Maintenance |
| 5410 | Parkway Maintenance |
| 5412 | Maintenance - Main Street |
| 5413 | Maintenance - Metrolink Station |
| 5414 | Fleet Maintenance |
| 5415 | Graffiti Abatement |
| 5416 | Damage To City Property |
| 5420 | Park Maintenance |
| 5421 | Sports Field Maintenance |
| 5601 | City Hall |
| 5602 | Building Maintenance & Operations |
| 6201 | Water Administration |
| 6202 | Customer Service |
| 6203 | Meter Services |
| 6204 | Damage To City Property |
| 6205 | Production/Storage |
| 6206 | Transmission & Distribution |
| 6207 | WECWC Management Control |
| 6208 | Conservation |
| 6210 | Debt Service |
| 6211 | Storm Water Management & Recharge |
| 6212 | Pomona Valley Protective Association (PVPA) |
| 6213 | Customer Service |
| 6301 | Solid Waste |
| 6302 | Household Hazardous Waste |
| 6303 | SHARPS Program |

CHART OF ACCOUNTS

| Division No. | Division Name |
|--------------|--------------------------------|
| 6311 | Used Oil Recycling Grant |
| 6312 | Beverage Recycling Grant |
| 6401 | Landfill Site Maintenance |
| 6402 | Sewer Maintenance & Operations |
| 6403 | Sewer - Residential |
| 6404 | Sewer - Non Residential |

CHART OF ACCOUNTS

| Object No. | Object Name |
|------------|---|
| 5110 | Buy Backs |
| 5111 | Salaries - Full Time |
| 5112 | Salaries - Temporary/Part Time |
| 5113 | Overtime |
| 5116 | Fringe Benefits |
| 5117 | Retirement Contributions |
| 5118 | Employee LTD Costs |
| 5119 | PERS Unfunded Annual Liability |
| 5121 | Salaries - Sworn Fire |
| 5123 | Overtime - Sworn Fire |
| 5126 | Fringe Benefits - Sworn Fire |
| 5127 | Retirement Contributions-Sworn Fire |
| 5129 | PERS Unfunded Annual Liability - Sworn Fire |
| 5131 | Salaries - Sworn Police |
| 5133 | Overtime - Sworn Police |
| 5136 | Fringe Benefits - Sworn Police |
| 5137 | Retirement Contributions - Sworn Police |
| 5139 | PERS Unfunded Annual Liability - Sworn Police |
| 5150 | OPEB Expense |
| 5210 | City Manager Contingency |
| 5211 | Postage |
| 5212 | Advertising |
| 5213 | Dues & Subscriptions |
| 5214 | Training - POST |
| 5215 | Training/Conferences/Meetings |
| 5216 | Office Supplies |
| 5217 | Other Supplies/Materials |
| 5218 | Uniform Expense |
| 5219 | Registration Permits/Licenses |
| 5220 | Fuel Usage |
| 5221 | Mileage Reimbursement |
| 5222 | Print/Mail Charges |
| 5223 | Information Systems Charges |
| 5224 | Vehicle Charges |
| 5225 | Building Maintenance & Operations Charges |
| 5227 | Vehicle Parts/Materials |
| 5231 | Office Equipment (Under \$5,000) |
| 5232 | Computer Equipment (Under \$5,000) |

CHART OF ACCOUNTS

| Object No. | Object Name |
|------------|--|
| 5233 | Other Equipment (Under \$5,000) |
| 5234 | Other Equipment Rental |
| 5235 | Copier Usage Expense |
| 5236 | Rent |
| 5240 | Utilities - Trash |
| 5241 | Utilities - Electric |
| 5242 | Utilities - Gas |
| 5243 | Utilities - Telephone |
| 5244 | Utilities - Water |
| 5245 | Maintenance - Buildings/Structures/Grounds |
| 5246 | Maintenance - Equipment |
| 5247 | Maintenance - Vehicles |
| 5248 | Maintenance - Other |
| 5249 | Other Maintenance |
| 5251 | Legal Services |
| 5252 | Professional Services |
| 5253 | Contract Services |
| 5254 | Data Processing Services |
| 5255 | Banking Services |
| 5256 | Solid Waste Services |
| 5257 | Sewer Treatment Disposal Services |
| 5258 | Other Services |
| 5259 | Recycled Water Purchase |
| 5261 | Library Books & Digital Materials |
| 5262 | Library Books - Children |
| 5269 | PTS Center Outcomes Research Fee |
| 5270 | IBNR Claims Expense |
| 5271 | Insurance Premium |
| 5272 | Claims Expense |
| 5273 | Workers Compensation Charges |
| 5274 | Unemployment Charges |
| 5275 | Long-Term Disability Charges |
| 5276 | Liability Charges |
| 5277 | Loss Prevention Charges |
| 5290 | Late Charges |
| 5291 | Bad Debts Expense |
| 5292 | Administrative Services Expense |
| 5294 | Sponsor/Contribution/Donation |

CHART OF ACCOUNTS

| Object No. | Object Name |
|------------|---|
| 5295 | Pump/Diesel Taxes |
| 5296 | RDA Pass-Through Expense |
| 5298 | Loss-Capital Assets |
| 5310 | Forgivable Loans |
| 5314 | Program Income - HIP Loans |
| 5315 | Program Income - FTHB Loans |
| 5321 | Employee Incentive |
| 5322 | Health Premiums - Retirees |
| 5323 | PERS Supplement |
| 5324 | Other Post-Employment Benefits |
| 5326 | Medical - Retirees |
| 5327 | Dental - Retirees |
| 5328 | Vision - Retirees |
| 5410 | ICRMA Liability Program Annual Assessment |
| 5421 | Lease Principal Expense |
| 5427 | Issuance Costs |
| 5429 | Residual Equity |
| 5424 | Bond Principal Payment |
| 5425 | Bond Interest Expense |
| 5521 | Land |
| 5527 | Buildings |
| 5529 | Building Improvements |
| 5530 | Machinery & Equipment |
| 5531 | Vehicles |

Glossary of Terms

Accrual basis of accounting- A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Appropriation- Legal authorization granted to the City Manager by the City Council to expend monies, and/or to incur legal obligations for specific departmental purposes. An appropriation is usually limited in amount, as well as to the time when it may be expended.

Assessed Valuation- A dollar value placed upon real estate or other property by San Bernardino County as a basis for levying property taxes.

Audit- An examination of systems, procedures, programs and financial data. The end product of an audit is a report issued by an independent auditor describing how well a local government's financial statements describe its financial condition and the results of its operations.

Balanced Budget- A budget in which current revenues equal recurring expenditures.

Beginning Fund Balance- Fund balance available in a fund at the end of the prior fiscal year for use in the following fiscal year.

Bond- A city may raise capital by issuing a written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specific rate.

Budget- A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

Budget Amendment- A revision of the adopted budget that, when approved by the City Council, replaces the original provision. Budget amendments occur frequently throughout the fiscal year, as spending priorities shift.

Budget Calendar- A timetable showing when particular tasks must be completed in order for the City Council to approve the spending plan before the beginning of the next fiscal year.

Budget Message- A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of the principal budget items and summarizes the proposed budget relative to the current year adopted budget.

Capital Improvement Program- A financial plan of proposed capital improvement projects and the means of financing them for a given period of time.

Capital Expenditures- A budget category which budgets all equipment having a unit cost of more than \$5,000. Capital outlay items are budgeted in the operating budget.

Cash Basis of Accounting- A method of accounting in which revenues are recorded only when cash is received and expenditures are recorded only when payments are made. Since payments can be delayed to the next fiscal year, cash basis can result in an inaccurate picture of the financial condition of a fund. To be in conformance with GAAP, local governments must use the accrual basis, rather than the cash basis of accounting.

Chart of Accounts- A chart that assigns a unique number to each type of transaction and to each budgetary unit in the organization. The chart of accounts provides a system for recording revenues and expenditures that fits the organizational structure.

Debt Service- Annual principal and interest payments owed on money that has been borrowed.

Department- An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

Disbursement- Payment for goods or services that have been delivered and invoiced.

Division- An organizational unit consisting of programs and/or activities within a department which furthers the objectives of the City Council by providing services or products.

Encumbrance- Financial commitments related to unperformed contracts for goods or services for which part of an appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund- A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These funds are entirely or predominately self-supporting.

Fiscal Year- A twelve-month period of time to which the budget applies. For the City of Upland, it is July 1 through June 30.

Fund- An independent fiscal and accounting entity used to record all financial transactions related to the specific purposes for which the fund was created. There are five major types of funds: General, Special Revenue, Capital Project, Enterprise Funds, and Fiduciary Funds.

Fund Balance- The amount of financial resources immediately available for use. Generally, this represents the excess of current assets over current liabilities.

Gann Appropriations Limit- Article XIII B of the State constitution was amended by Proposition 4 (Gann initiative) in 1979. Article XIII B limits growth in the spending of tax proceeds appropriated in the "base year" of 1978-79 times the product of the allowable annual percentage change in a cost-of-living factor and the allowable annual percentage change in a population change factor. The cost-of-living factor is the larger of the annual percentage change in the State per capita personal income or the annual percentage change in the local non-residential assessed valuation due to new construction. The population change factor is the larger of the annual

percentage change of the jurisdiction's population or the annual percentage change of the county in which the jurisdiction is located.

Generally Accepted Accounting Principles- Uniform minimum standards used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board (GASB).

General Fund- The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. Examples of departments financed by the General Fund include City Council, Finance, Police and Fire Departments.

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.

Infrastructure- The underlying foundation or basic framework of a system or organization, such as the roads, sewers, water lines, and storm drains.

Interfund Transactions- These budgetary transactions consist of quasi-external transactions which would be treated as revenues and expenditures if they involved organizations external to the governmental unit, reimbursements of expenditures initially made in one fund which are attributable to another fund, and transfers where monies are appropriated from one fund to another fund to reimburse expenses which are of benefit to the first fund.

Interim Financial Reports- Quarterly or monthly comparisons of budgeted with actual revenues and expenditures to date. These reports provide decision makers with an early warning of impending expenditure overruns or revenue shortfalls.

Major fund- A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

Modified accrual basis of accounting- A form of accrual accounting in which (1) the expenditures are recognized when the goods or services are received and (2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

Non-major fund- All other funds that are not a major fund.

Operating Budget- A financial, programmatic and organizational plan for furthering the goals of the City Council through the departments of the City, which does not include one-time capital improvement projects.

Performance Budget- A budget that includes (1) performance goals and objectives (2) demand, workload, efficiency, and effectiveness measures for each government program.

Performance Measures- Indicators used in budgets to show, for example, (1) the amount of work accomplished, (2) the efficiency with which tasks were completed, and (3) the effectiveness of a program.

Proprietary fund- A fund that focuses on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Purchase Order- An agreement to buy goods and services from a specific vendor, with a promise to pay on delivery.

Reimbursements- Payments of amounts remitted on behalf of another party, department, or fund. They are recorded as expenditures or expenses in the reimbursement fund and as reductions of the expenditure or expense in the fund that is reimbursed.

Reserve- An account that is used to earmark a portion of the fund balance as legally segregated for a specific use.

Salary Savings- The reduced expenditures for salaries that result when a position remains unfilled for part of the year or when a more senior employee is replaced by a newer employee at a lower salary.

Unreserved Fund Balance- Money left over from prior years that is not committed for other purposes and can be allocated in the upcoming budget.

List of Acronyms

ADA- American Disabilities Act. The Federal Americans with Disability Act requires accessibility of public facilities for handicap persons and various accommodations for persons with disabilities.

ALS- Advanced Life Support.

AQMD- Air Quality Management District.

BLS- Basic Life Support.

CAFR- The Comprehensive Annual Financial Report is prepared in conformity with Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

CALTRANS- State of California Department of Transportation.

CDBG- The Community Development Block Grant program is funded by the Federal Department of Housing and Urban Development.

CEQA- California Environmental Quality Act.

CFD- Community Facilities Districts are established as funding mechanisms for capital improvements for a specific area of development.

CIP- Capital Improvements Program or Plan. The CIP identifies the infrastructure capital improvements of the City.

CNG- Compressed Natural Gas.

COPS- Community Oriented Policing Services.

DDA- Disposition Development Agreement.

DIF- Developer Impact Fee.

EIR- Environmental Impact Report.

EOC- Emergency Operations Center.

EMS- Emergency Medical Response.

ERAF- Educational Revenue Augmentation Fund is a state mandated property tax shift to schools.

FEMA- Federal Emergency Management Agency is the governing agency for emergency services nationwide.

FTE- Full Time Equivalent. The FTE is a term used to measure staffing and is 2,080 hours per year (FTE = 1.0) or for 1040 hours (FTE = 0.5).

GAAP- Generally Accepted Accounting Principles.

GASB- Governmental Accounting Standards Board.

GFOA- Government Finance Officers Association.

GIS- Geographic Information System.

HAZMAT- Hazardous Materials.

HOME- Home Investment Partnership Program.

HVAC- Heating, Ventilation, and Air Conditioning system.

HUD- Housing and Urban Development.

IEUA- Inland Empire Utilities Agency.

ISTEA- Intermodal Surface Transportation Efficiency Act. ISTEA federal funds provide the City funding for various street and traffic signal projects.

LAIF- Local Agency Investment Fund.

LMI- Low-Moderate Income – Affordable Housing programs.

MOU- Memorandum of Understanding- typically a contractual agreement between the City and an employee union or association.

NPDES- National Pollutant Discharge Elimination System.

OSHA- Occupational Safety and Health Administration.

PARS- Public Agency Retirement Services.

POST- Peace Officer Standards and Training Act; regulates law enforcement standards.

ROPS- Recognized Obligation Payment Schedule.

SBCTA- San Bernardino County Transportation Authority (formerly SANBAG). SBCTA is the clearinghouse for the intergovernmental agency review of capital facilities and other local government activities.

TPA- Third Party Administrator.