

City of Gracious Living
UPLAND, CALIFORNIA



ADOPTED BUDGET
FISCAL YEAR 2020-2021

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City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2020-21 operating and capital budget.

The city of Upland remains committed to keeping our city safe and clean -- and our property values stable and strong, now and into the future.

This year the impact of Coronavirus created an unforeseen negative financial impact that has been felt at all levels of our government and within our community, and we remain concerned about our ability to maintain the services our residents expect and deserve long-term. The measures taken to control and manage the spread of COVID-19 severely impacted the City's anticipated revenues, and projected reductions are shown in the proposed budget as \$2.1 million.

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, despite recent events. With prudent planning, including reductions, the general fund balance is now \$19.8 million, with \$7.4 million reserved for other uses.

Due to the unprecedented times, however, there is a budgeted one-time fund balance use:

1. The Upland Municipal Code section 3.01.030 calls for maintaining a cash balance to adequately provide for "Economic uncertainties, local disasters or catastrophic events, and other financial hardships or downturns in the local or national economy". The Coronavirus pandemic qualifies as all of the above, and as such the \$2.1 million in COVID-19 reduced revenues will be replaced by use of reserve funding.

Despite using undesignated fund balance as a part of balancing the Fiscal Year 2020-21 annual budget, the City is projected to end the year exceeding the 20% operating reserve threshold for the first time, meaning the balanced budget is in compliance with the Fiscal Responsibility Act.

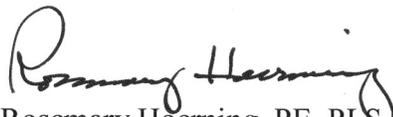
While we hope to be able to receive some funding from the State or Federal governments for future COVID-19 expenditures, to date, populations of 500,000 or greater have been prioritized for funds - leaving smaller communities like Upland to fend for ourselves.

While the City prudently made budget reductions in a way that minimized service disruptions for residents in this budget, unless conditions change, cuts in basic services including police staffing, 9-1-1 emergency response times, the maintenance of streets, parks and public facilities, as well as programs for youth and seniors may be necessary in the future.

The budget request for FY 2020-21 is \$43,600,910 in the General Fund and \$157,714,140 including Transfers Out across all funds, including \$40,348,270 for capital projects. The requested funds will support the necessary operational and capital improvement project needs of each department. With the exception of a reduction to the level of services provided by the library contractor and the reduction of an Animal Control Officer position, this budget generally represents a continuation of the same level of services as Fiscal Year 2019- 20 with only a few other minor changes in staffing (as notated in the attached FY 2020-21 Schedule of Positions). Projected revenues are \$41,487,550 in the General Fund and \$128,595,710 including Transfers In 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 in our community.

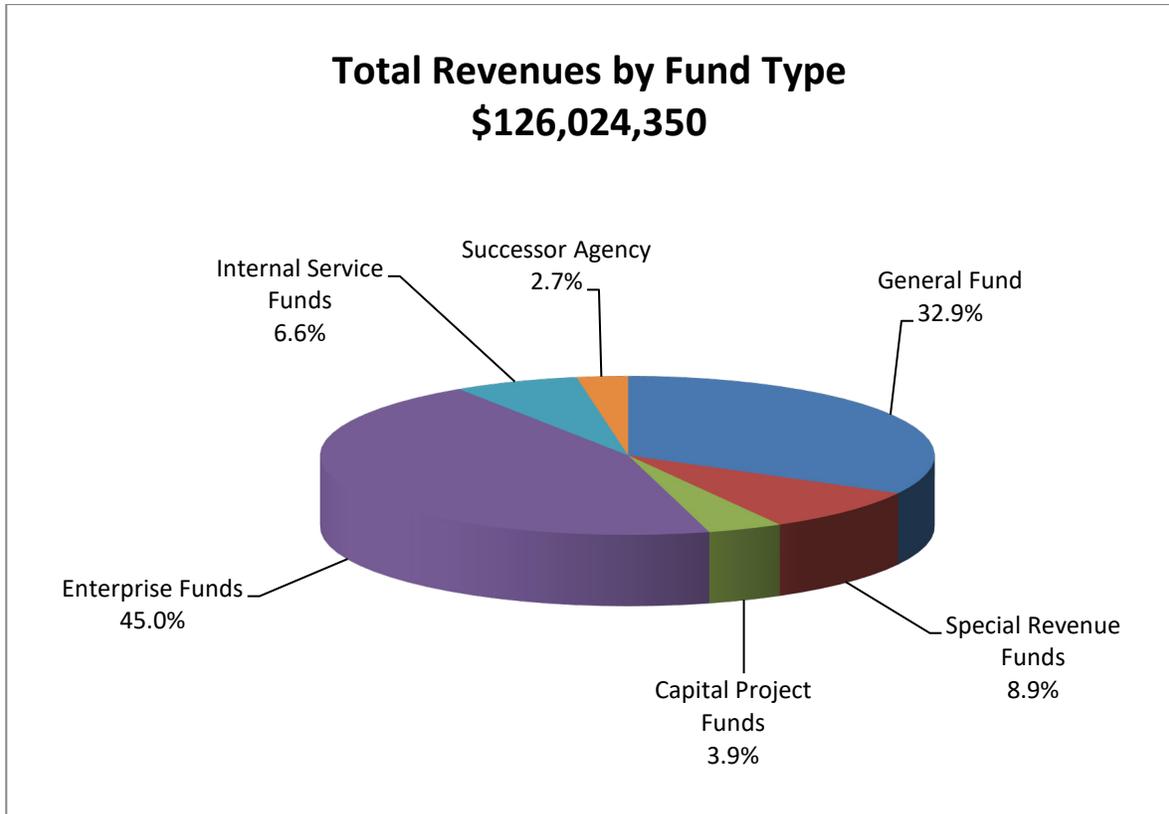
Respectfully submitted,



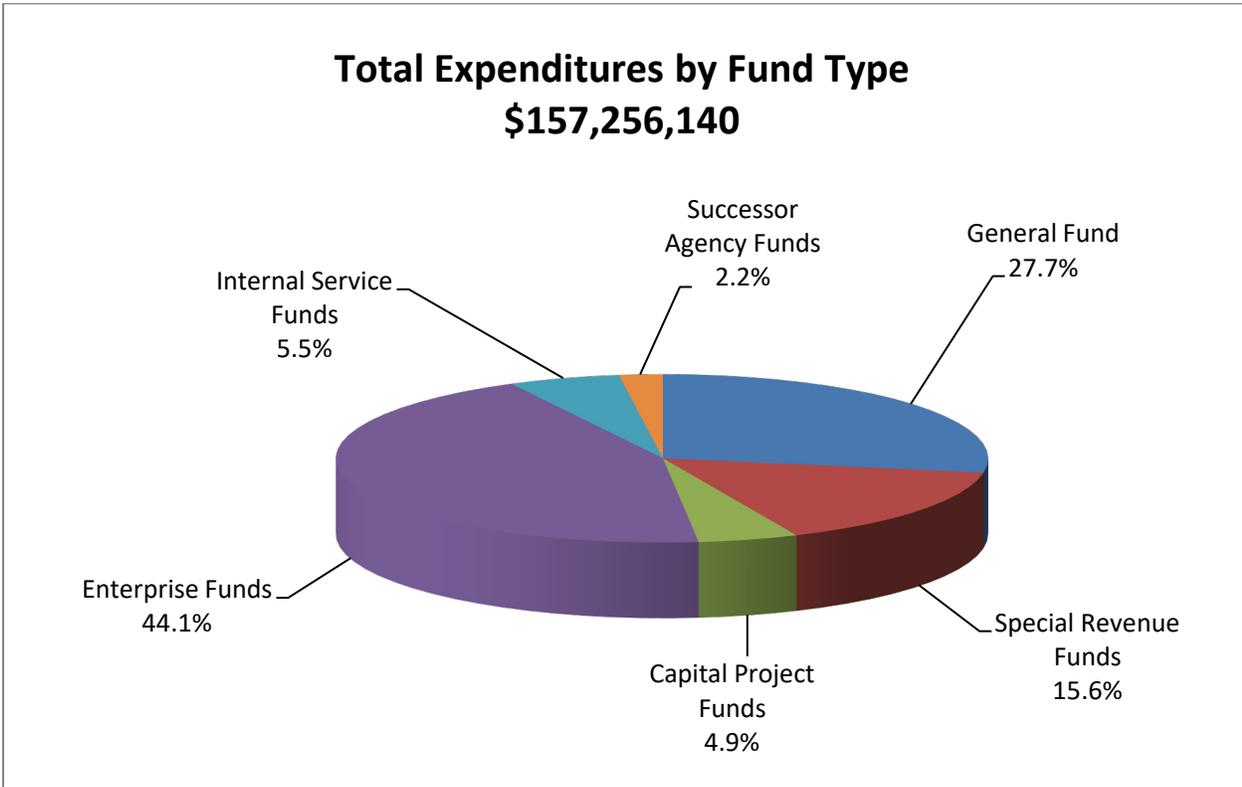
Rosemary Hoerning, PE, PLS, MPA
City Manager

BUDGET OVERVIEW

Projected citywide operating revenues of \$126,024,350 represent an increase of \$3.6 million compared to the prior year. The majority of the increase is a result of an additional \$1.0 million in Water Utility Fund revenue and \$2.4 million in Solid Waste Fund revenue. The funds with the highest revenues are: General Fund (\$41,487,550), Water Utility Fund (\$30,392,430), Solid Waste Utility (\$16,089,030), and Sewer Utility Fund (\$10,198,500). Revenue by fund type is depicted in the following graph:



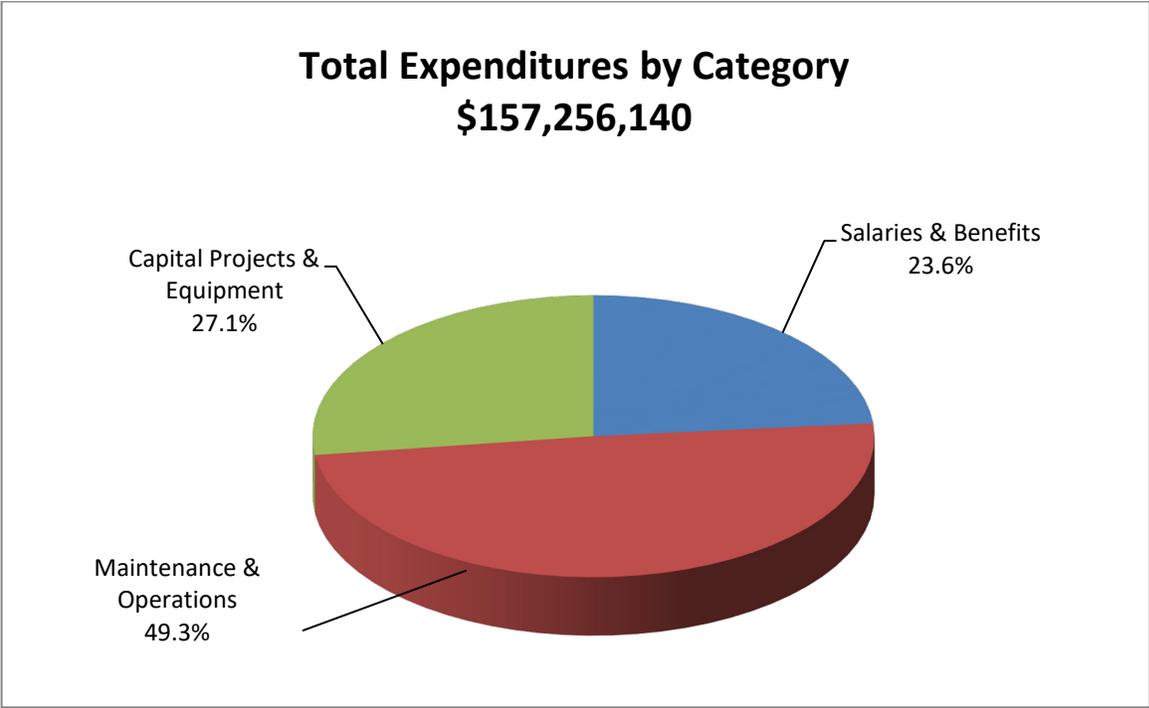
The FY 2020-21 operating and capital expenditure budget totals \$157,256,140, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with one of the largest being the General Fund in the amount of \$43,600,910, or 27.7% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$40,954,080), Solid Waste Utility (\$15,242,410), Sewer Utility Fund (\$13,100,840), Gas Tax Fund (\$8,671,570) and Measure I Fund (\$6,323,790). In summary, appropriations reflect a total increase of \$9,144,000 or 6.2% from the prior year. The most notable expenditure increases are: \$2.1 million in the Solid Waste Fund, \$1.7 million in the General Fund, \$1.4 million in the Street & Traffic Facility Development Fund, \$1.3 million in the Road Maintenance Rehabilitation Account (which the City separated from the Gas Tax Fund) and \$0.7 million in the General Capital Project fund.



Personnel costs inclusive of all City funds are increasing by \$2.6 million from \$34.4 million to \$37.0 million. The most significant components of the increase are the negotiated pay and benefit increases (\$2.3 million) and the PERS employer rate and unfunded liability rate increase (\$1.0 million). These increases are partially offset by an allowance for unfilled positions (\$0.5 million). In total, the number of authorized FTE positions from the 2019-20 amended budget increased by 2 to 242.50 FTE's.

Maintenance and operation appropriations are increasing from \$73.5 million to \$77.6 million or \$4.1 million. \$2.9 million of the increase is attributed to increases in utility funds' costs of operation, \$0.9 million relates to increases in Special Revenue funds and another \$0.8 million relates to increased costs in Internal Service funds. Those increases were partially offset by a \$0.4 million decrease in maintenance and operations expenses in the General Fund, as the City made a concerted effort to reduce expenditures.

Capital Projects & Equipment appropriations are increasing by \$0.1 million from \$40.2 million to \$40.3 million. The increase is primarily due to ongoing city wide capital improvement projects and water facility/infrastructure improvements.



GENERAL FUND

Current year available sources (including estimated revenues and \$2,113,360 one-time fund balance use to cover the estimated revenue decrease associated with COVID-19 stay at home orders) match current year expenditures, which represents a balanced budget.

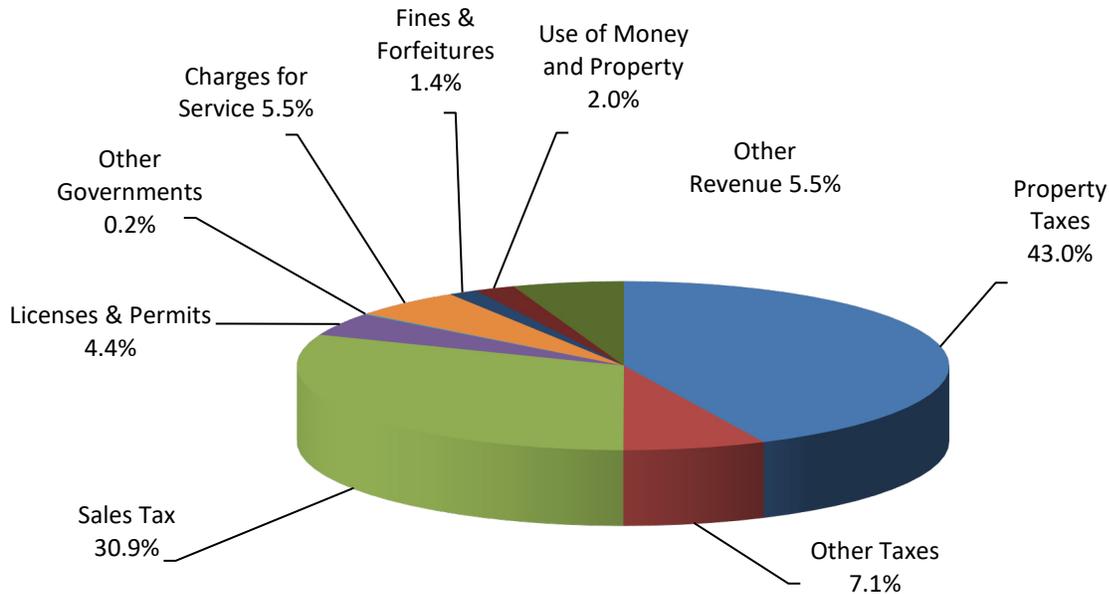
The ending General Fund balance (net of \$7.4 million of approved committed balances) is projected to be \$9,270,202 which exceeds the reserve policy limit of 20.0% of operating expenditures. A summary of the General Fund balance is illustrated below:

General Fund - Fund Balance		
Beginning Fund Balance (estimated)		\$11,383,380
One-Time Fund Balance Use:		
Fund Balance Backfill of COVID-19-Reduced Revenues	2,113,360	2,113,360
Beginning Fund Balance after one-time sources (estimated)		\$9,270,020
Operating:		
Revenues (including one-time sources above)	43,600,910	
Expenditures	(43,600,910)	
Net Change		0
Ending Fund Balance		\$9,270,020

General Fund Revenues:

Total General Fund operating revenues are projected to be \$41,487,550, a decrease of \$1.4 million from the prior year original budget. The changes to the General Fund are outlined below:

General Fund Revenues by Source \$41,487,550



- Property Taxes

Property tax revenues are projected to be \$17,828,290. This estimate reflects an overall increase of \$913,380 over the prior year budget.

- Sales Tax

Retail sales tax are expected to be dramatically affected by a slow recovery from the shutdown due to COVID-19. Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$12,836,240, a decrease of \$1,576,230 from the prior year original budget.

- Revenue From Licenses & Permits

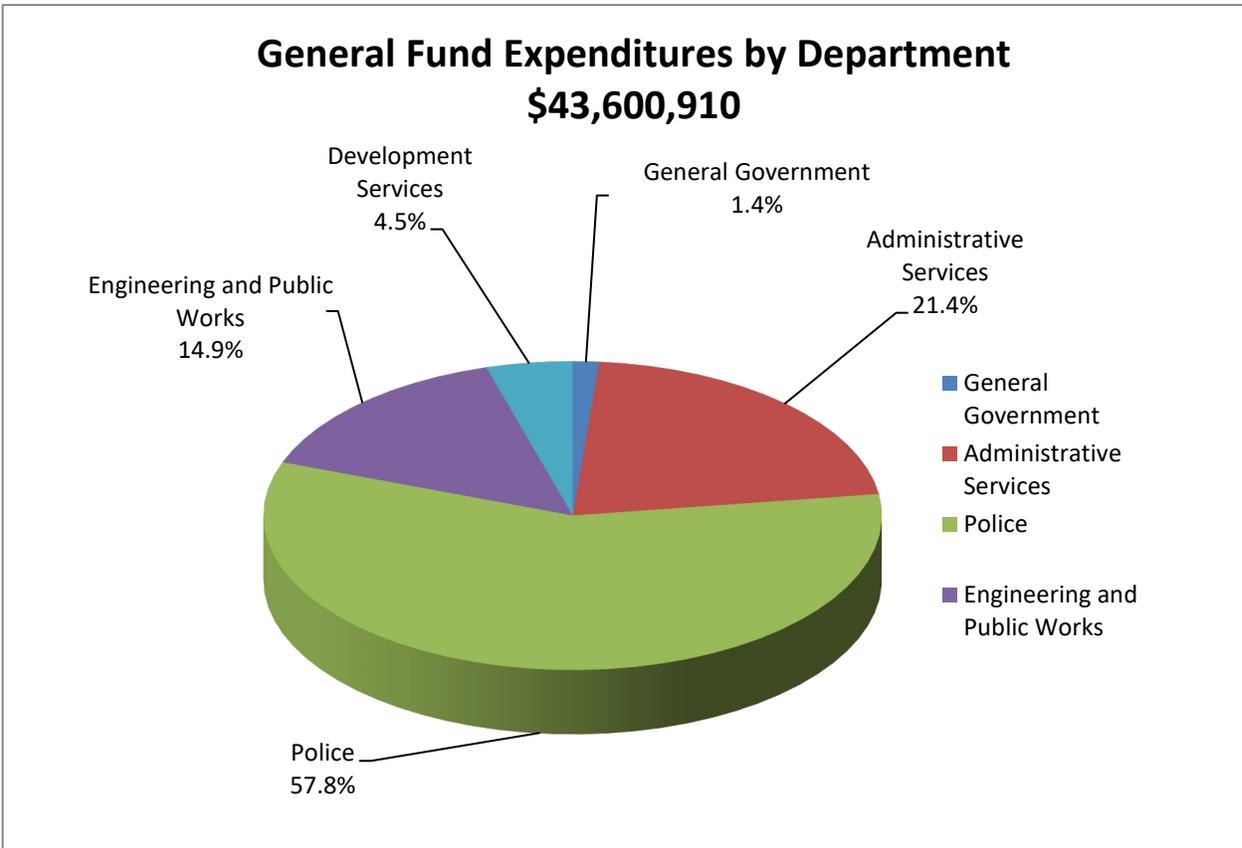
Underground Utility Waiver Permits are deposits collected from developers that had accumulated over the years. The City budgeted to take them in as one-time revenue in FY 2019-20. As no more deposits can now be taken as revenue in the current year, there is a decrease of \$962,800, which makes up the majority of the \$810,490 decrease in licenses and permits.

- Miscellaneous Changes

Other changes include an increase of \$201,580 for other revenue. The largest component of the increase was an increase in Miscellaneous Reimbursements of \$63,890, \$50,000 of which relates to the budgeted sale of property at Arrow and Benson.

General Fund Expenditures:

General Fund operating expenditures are projected to be \$43,660,910 which is \$1,669,210 higher than the prior year's budget. The change is due to an increase in budgeted personnel services and a decrease in operations and maintenance.



- Personnel

General Fund personnel costs are projected to total \$26.5 million, an increase of \$2.0 million over the prior year budget. The increase is due to negotiated pay and benefit increases and the PERS unfunded liability rate increase.

- Maintenance and Operations (M&O)

The maintenance and operations budget is \$17,094,640, which is a decrease of \$369,360. A majority of the decrease is in the Library division, as the library contract for fiscal year 2020-21 reflects a decrease of over \$280,000 from prior year's budget.

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 \$4,194,290.

STREET MAINTENANCE AND IMPROVEMENT FUNDS

The City receives three sources of funds for street infrastructure improvements. The Gas Tax Fund and Road Maintenance Rehabilitation Account Fund accounts for gasoline taxes received from the State of California, and the Measure I Fund accounts for the City's share of San Bernardino County revenue received from the State of California from a special 1/2% sales tax. For FY 2020-21, the total budget for street improvement projects from these sources is \$16 million. Some of the projects of interest include: Arrow Highway Rehabilitation (Benson Avenue to San Antonio Avenue); Campus Avenue Rehabilitation (9th Street to Foothill Blvd); Grove Avenue Rehabilitation (Foothill Blvd. to 15th Street), 14th Street Rehabilitation (Campus Avenue to Grove Avenue) and 7th Street & Harrington Rehabilitation (8th Street to San Antonio Avenue).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program and CALHOME 2020-21 budgets are \$420,000 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 includes additional proceeds from the CARES Act, and the total allocation is \$821,950. 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 \$201,030, 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 \$933,130 and total revenues are anticipated to total \$120,000.

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 \$7,774,630. Projects of interest include: Arrow Highway Storm Drain Improvements (Benson Avenue to Fairwood Avenue), I-10 & Monte Vista Avenue Interchange Project, Utility Undergrounding and the Police Department HVAC system. The revenues for these funds are derived mostly from development impact fees and are projected to be \$5,156,880.

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 \$40,954,080. Proposed capital improvement projects of interest for FY 2020-21 include: Reservoir 16 Repairs, 17th Street Reservoir Replacement and 7th Street Water Main Replacement (San Antonio Avenue to Euclid Avenue). Revenues are projected at \$30,392,430 and year-end fund balance is projected to be \$17,572,280.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$16,089,030 and appropriations and transfers out are \$15,507,410. The Solid Waste fund balance is projected to be \$2,663,400.

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 \$13,100,840, an increase of \$346,690 from the prior year. Significant capital improvement projects include Citywide Sewer Rehabilitation and Landfill Flare Modifications. Revenues and transfers in are projected to be \$10,463,500, leaving an estimated year-end fund balance of \$11,170,530.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$4,683,130, an increase of \$505,600 from the prior year budget. For FY 2020-21, 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 2020-21, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$800,990, revenues are generated from charges to other funds. The fund is projected to have a balance of \$229,870 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 2020-21, Information Systems expenditures are expected to be \$1,965,380. Revenue of an equal amount will be generated from charging other funds. The projected fund balance at year end is \$1,260,730 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 2020-21, operations costs and maintenance of all city facilities are expected to total \$1,437,540 while revenues (charges to other departments/funds) are expected to total \$929,710. Fund balance is projected to be \$625,120 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.

To aid in this strategic process, the City commissioned a resident satisfaction survey in 2020 to gauge constituent interest in service priorities, among other items. Resident priorities included reducing crime and gang activity, maintaining streets, roads, and property values, addressing homelessness, improving the local economy and job market, and preparing for local health emergencies, like the coronavirus. Respondents were also interested in preventing cuts to basic services, including public safety, roads, and basic programs for children and seniors. The City is using these resident priorities to inform Council's strategic actions on identified priorities.

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

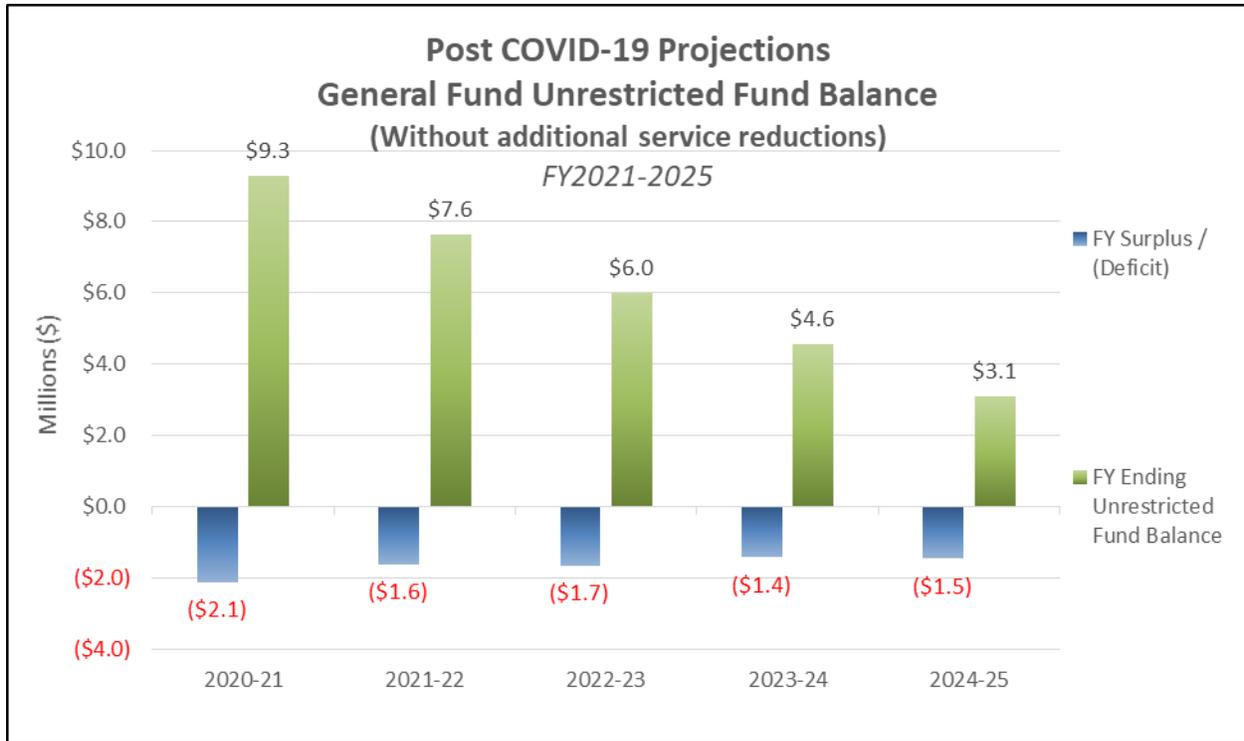
1. Maintain a balanced operating budget in order to avoid dipping into existing reserves.
2. Increase operating reserves with an ultimate goal of 25% of budgeted operating expenditures. We are currently up to a 20.0% reserve.
3. Address unfunded liabilities for CalPERS pension and other postemployment benefits (OPEB). At 5/31/2020, pension and OPEB trust balances were \$6,879,368 and \$1,116,996, respectively. In March 2020, City Council approved a lump sum additional payment of \$1,000,000 to CalPERS 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 focusing on the training and safety of our officers.

In an effort to plan for the future, this year's budget includes a 5 year financial projection. The projection does not assume any additional increase to positions, such as the re-establishing the 5 Police Department positions that were frozen in this budget. It does not assume any increase in service level, such as reinstating the library hours from the existing 5 days a week back to 7 days a week. It also does not provide for additional needs such as addressing deteriorating infrastructure or enhancing existing police services.

The projection does take the existing FY 2020-21 budget and factored in known increases to personnel costs, along with revenue and expenditure assumptions for the future based on the best available information, including the impacts of COVID-19 on current and projected revenue sources. The 5 year financial projection does not include the use of money from the City's Section

115 Trust that was established to address the City’s pension obligation. The projection also does not include any additional revenue associated with new development or future grant opportunities.

The chart below reflects the effect of COVID-19 on the Unrestricted Fund Balance of the General Fund over the next five years.

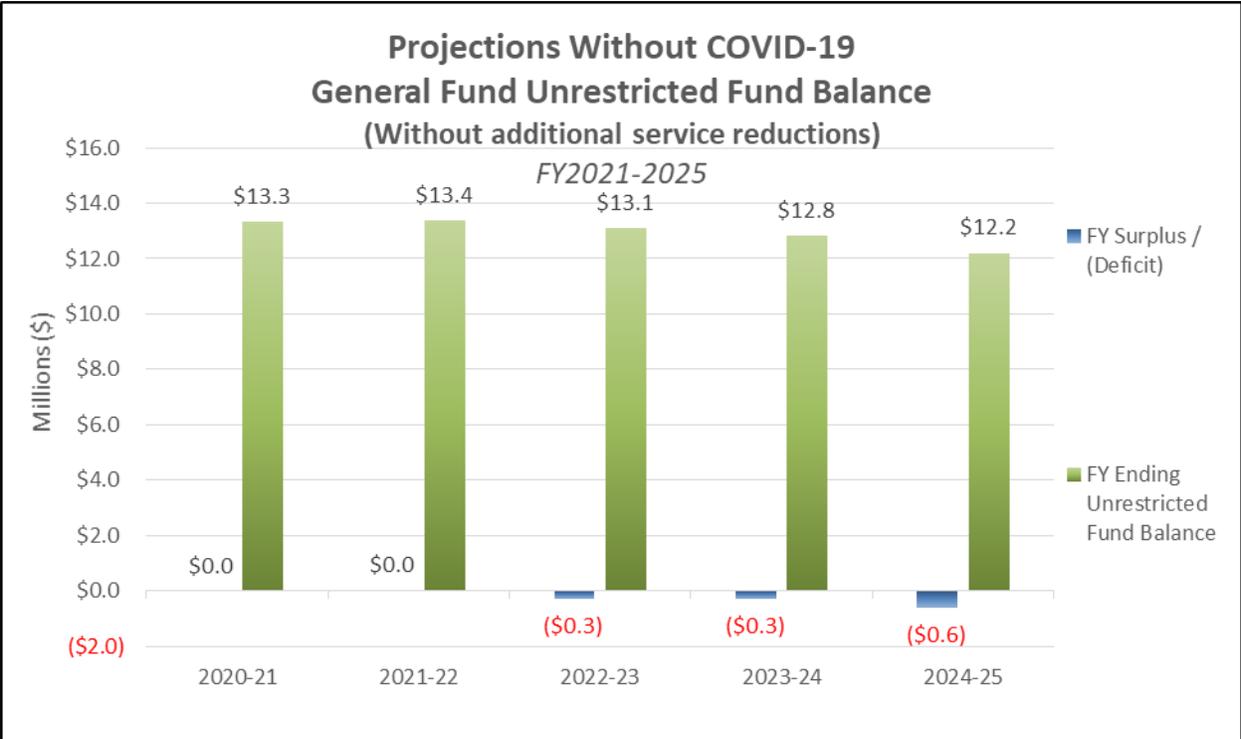


Without additional service reductions, the General Fund’s Unrestricted Fund Balance is projected to decrease from \$9.3 million at the end of the 2020-21 fiscal year (21.3% of operating expenditures) to \$3.1 million (6.5% of operating expenditures)

In order to provide additional funding for police services and infrastructure maintenance and improvements, the City will need to either further reduce spending or find additional sources of local revenue. 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 it is clear that progress has been made toward reaching financial goals, there is still a distance between the City’s current position and long-term financial goals, and the impact of COVID-19 has only exacerbated the situation.

To identify just how significant COVID-19’s impact has been on the City’s long-term financial health, a 5-year projection was run assuming the negative impact on revenues had not occurred as a result of COVID-19. The changes from the “Post COVID-19 Projections” and “Projections Without COVID-19” included retaining originally anticipated sales tax, property tax and transient occupancy tax revenues that were budgeted or projected in FY 2019-20 and FY 2020-21.



This comparative chart indicates that under normal conditions without the COVID-19 pandemic, Upland’s fiscal situation would be much stronger, with revenues approximating expenditures for the next five years. However, we must work with the current and future reality caused by a world-wide pandemic.

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, or the community’s priorities. 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 2020-21 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 2020-21**

Date	Day	Responsibility	Action
January 6, 2020	Monday	Finance	Salary and benefit worksheets are distributed to Department Heads.
January 13, 2020	Monday	Departments	Departments submit revisions to salary and benefit allocations
January 28, 2020	Tuesday	City Manager and Finance	Budget kickoff meeting with City Manager, Assistant City Manager, Finance Officer, and Departments. Budget worksheets and instructions are distributed.
February 10, 2020	Monday	Departments	Departments submit new position/reclassification requests to Finance.
February 13, 2020	Thursday	Departments	Departments submit Internal Service Funds requests to IT and Public Works.
February 27, 2020	Thursday	Departments	Departments submit budget worksheets to Finance, enter FY 2019-20 expenditure/revenue projections and FY 2020-21 proposed expenditure budget and revenue estimates in Munis.
March 2, 2020	Monday	Public Works	Public Works Department submits Fiscal Year 2020-21 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis).
March 3 - March 26, 2020		Finance	Finance prepares First Draft of budget summaries.
March 30, 2020	Monday	Departments	Departments submit narratives, goals and objectives, performance measures and major accomplishments.
April 1, 2020	Wednesday	City Manager, Finance, Police Department	First Round - City Manager, Finance Officer and Police Department staff members assigned with budget preparation meet to discuss FY20-21 proposed budget.
April 2, 2020	Thursday	City Manager, Finance, Public Works Department	First Round - City Manager, Finance Officer and Public Works Department staff members assigned with budget preparation meet to discuss FY20-21 proposed budget.
April 15 -16, 2020		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 23, 2020	Thursday	Finance	Finance completes Second Draft of budget summaries.
April 27 - 30, 2020		City Manager, Assistant City Manager, Finance and Departments	Second Round - City Manager, Assistant 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, 2020	Thursday	Departments	Department PowerPoint slides due for the budget workshop presentation.
May 18, 2020	Monday	City Manager, Finance and Departments	City Council Workshop I - FY 2020/21 Proposed Budget.
June 1, 2020	Monday	City Manager, Finance and Departments	City Council Workshop II - FY 2020/21 Proposed Budget.
June 22, 2020	Monday	City Manager, Finance and Departments	Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2020/21 Budget and 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 transactions 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.

Road Maintenance Rehabilitation Account (RMRA) - This fund accounts for State gasoline taxes received by the City as a result of the passage of the Road Repair and Accountability Act of 2017, better known as SB-1. These funds may only be used for street maintenance, right-of-way acquisition, and street construction. RMRA funds are used for capital projects established within the RMRA Fund.

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 for general and worker's compensation claims. 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 20.0% 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 asset 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, increase size or efficiency 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

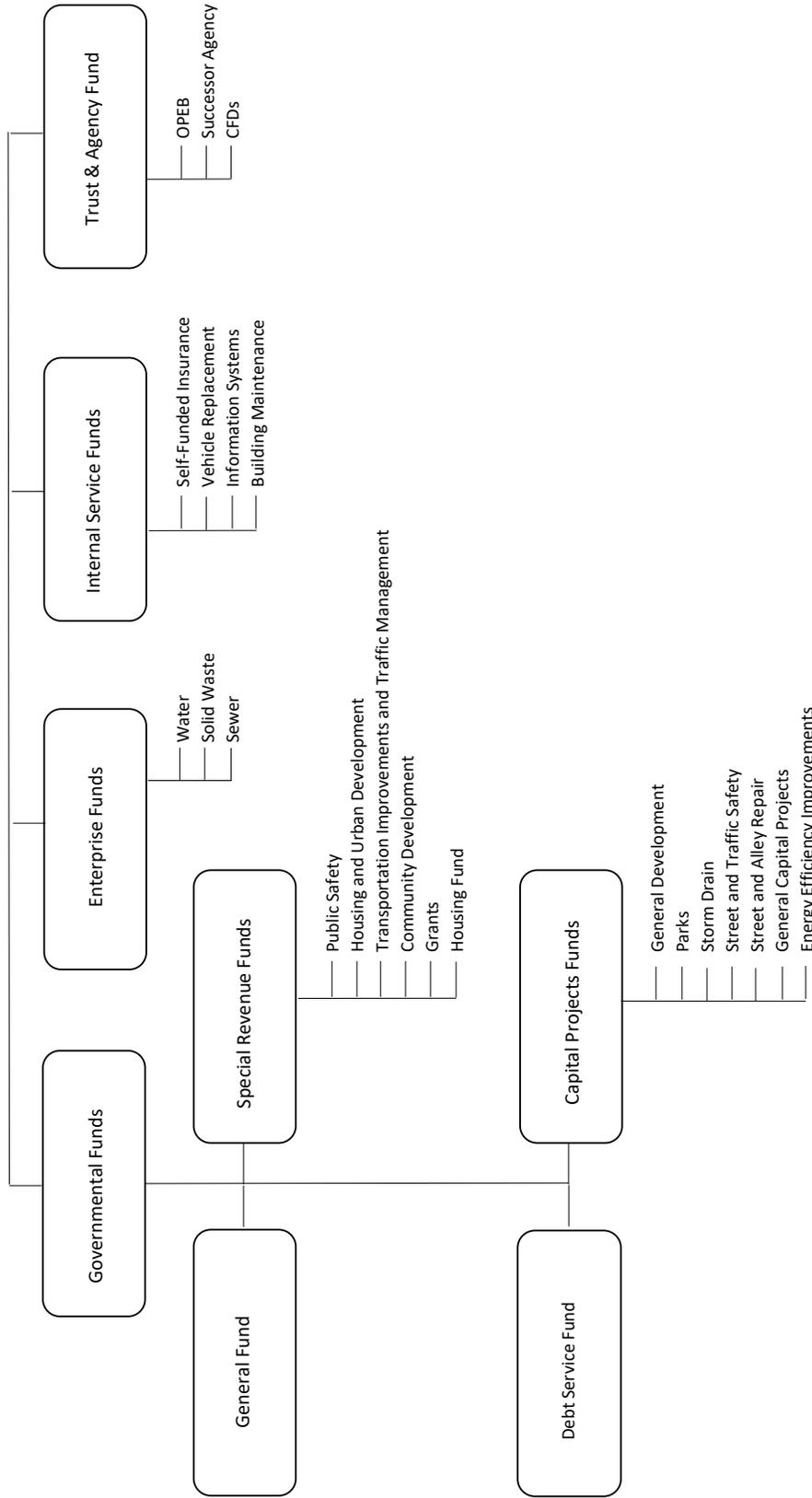
The California Constitution requires that long-term debt pledged by the full faith and credit of the City can only be approved by voter referendum. Currently, the City does not have any general obligation debt. However, per State of California statute, the City's debt limit is set at

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 2020-21

Assessed Valuation	\$9,834,372,315
Debit Limit (15% of assessed value)	1,475,155,847
Debt applicable to limit:	
General obligation bonds	_____ -
Total net debt applicable to limit	\$ _____ -
Legal debt margin	<u>\$1,475,155,847</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. 6549

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND
ADOPTING THE FISCAL YEAR 2020-21 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, 2020 through June 30, 2021; 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 2020-21 Annual Budget.

Section 2. The following funds, appropriations, and transfers, therefore, are hereby authorized for the fiscal year beginning July 1, 2020:

General Fund	\$43,600,910
Housing Fund	4,194,290
Public Safety Augmentation Fund	900,000
Gas Tax	10,001,570
Measure I	6,323,790
HOME Investment Partnership Program	420,000
Community Development Block Grant	821,950
Parking Business Improvement Area	188,720
Air Quality Management District	201,030
Prop 30	140,000
COPS	933,130
Office of Traffic Safety	74,400
CalHOME Program	210,000
General Capital Improvements	546,050
Park Acquisition & Development	145,090
Storm Drain Development	1,232,120
Street & Traffic Safety Development	3,034,800
General Development Capital	1,870,600
Street & Alley Repairs	945,970
Water Utility	41,019,240
Solid Waste Utility	15,539,990

Sewer Utility	13,166,000
Self-Funded Insurance	4,683,130
Fleet Maintenance & Replacement	2,108,550
Information Systems	1,963,550
Building Maintenance & Operations	1,437,540
Successor Agency Housing	<u>3,389,780</u>
Total	<u>\$157,877,040</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, 2020.

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 22nd day of June, 2020.



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 22nd day of June, 2020, by the following vote:

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

ATTEST:


Keri Johnson, City Clerk

RESOLUTION NO. 6550

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF UPLAND FOR FISCAL YEAR 2020-21

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 2020-21 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 2020-21 is hereby found and determined to be \$114,364,196.

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 22nd day of June, 2020.



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 22nd day of June, 2020, by the following vote:

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

ATTEST:


Keri Johnson, City Clerk

**City of Upland
Appropriations Limit Calculation
Fiscal Year 2020-21**

Part I - Calculation of Appropriations Limit

FY 2019-20 Appropriations Limit Adopted by the City Council		\$ 109,691,345
Change in County Population (.51%):	<u>1.0051</u>	(a)
Change in Per Capita Personal Income (3.73%)	<u>1.0373</u>	(a)
Total Annual Adjustment Factor (1.0051 x 1.0373)	<u>1.0426</u>	
Annual Adjustment (109,691,345 X 1.0426)		4,672,851
Appropriations Limit - Fiscal Year 2020-21:		<u><u>\$ 114,364,196</u></u>

Part II - Appropriations Subject to the Limit

Proceeds from Taxes from Schedule B:		\$ 32,405,436
Less: Debt Service Payments		<u>(441,530)</u>
Total Appropriations Subject to the Limit		<u><u>\$ 31,963,906</u></u>

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2020-21		\$ 114,364,196
Less: FY2020-21 Appropriations Subject to Limitation		<u>(31,963,906)</u>
Total Appropriations Under the Limit		<u><u>\$ 82,400,290</u></u>

(a) Source: State of California, Department of Finance, Price and Population Information, May 2020

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					✓
Road Maintenance Rehabilitation Account					✓
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 2020-21 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 20.0% 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, transparency 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.
- ◆ Complete and implement the City's 5-Year Economic Strategic Plan
- ◆ Explore and assist in the facilitation of attracting new, exciting and contemporary business ventures that enhance the City as a destination point for visitors.

Historic Preservation and Enhancement

- ◆ Continue to market the Downtown Façade Program in order to preserve historical structures.
- ◆ Continue to promote key commercial properties in Downtown and 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

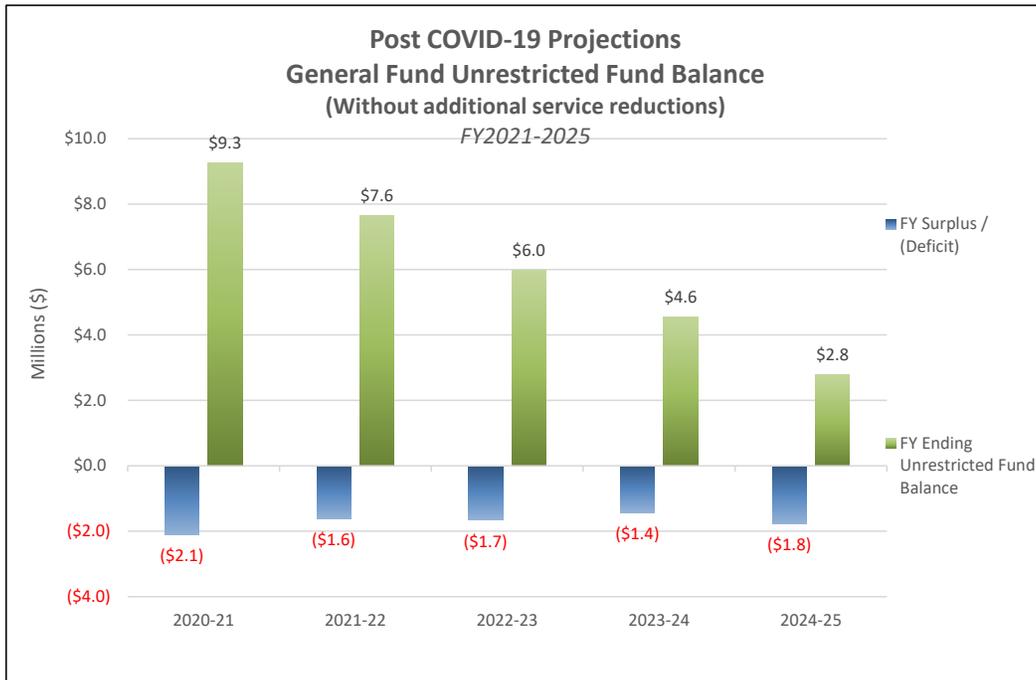
- ◆ Ensure an attractive and well maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the City-owned open space located at Baseline and the 210 Freeway.
- ◆ To establish an 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. Utility Undergrounding
5. Interchange Projects on I-10 at Monte Vista Avenue and Euclid Avenue
6. Campus Avenue Rehabilitation (9th Street to Foothill Blvd)
7. Grove Avenue Rehabilitation (Foothill Blvd. to 15th Street)
8. 13th Street Water Main Replacement and Street Reconstruction (Euclid Avenue to Campus Avenue)
9. Reservoir 16 repairs
10. Reservoir Replacement at 17th Street
11. Arrow Highway Water Main Replacement and Street Reconstruction (Mountain Avenue to San Antonio Avenue)
12. Palm Avenue Water Main Replacement

CITY OF UPLAND FIVE-YEAR FINANCIAL PROJECTION GENERAL FUND

The financial projection on this and the following two pages is designed to provide a general understanding of how revenues and expenditures are expected to influence the City over the next five years. Revenue and expenditure projections are reviewed in relation to their effect on Unrestricted Fund Balances. The City will update its projections during the annual budget process in order to plan for the future. The projection factors used in projecting revenue and cost increases are detailed below:

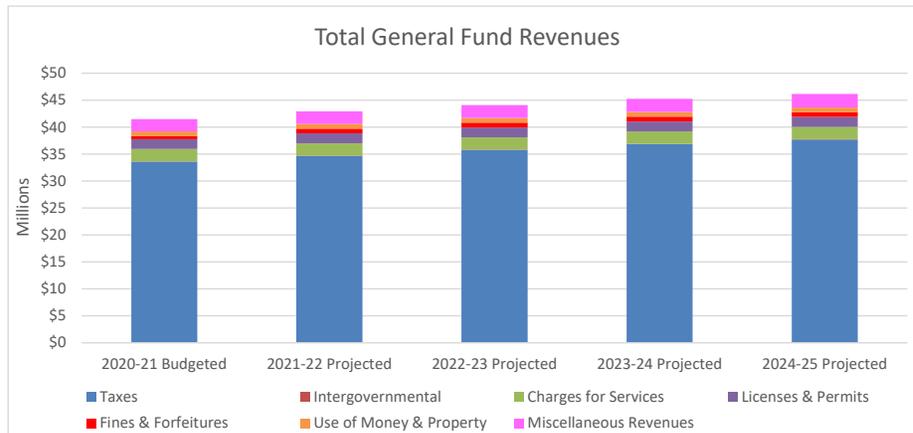
- * Assumed growth of 2% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * Projections from consultant for two fiscal years and then 5% growth for sales taxes
- * No revenue growth for licenses and permits, other governments, charges for service, fines & forfeitures, use of money and property and other revenue categories
- * Salary and benefit growth per existing MOU's, with 2% annual growth thereafter
- * Pension expense increases per most recent CalPERS actuarial valuation
- * Expenditure growth of 2% for most maintenance and operations expenditure line items
- * A \$135,000 increase in costs every two years in City Clerk for election expenses



	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
Beginning Unrestricted Balance	\$ 11,383,380	\$ 9,270,020	\$ 7,643,821	\$ 5,984,727	\$ 4,559,401
Revenues	\$ 41,487,550	\$ 42,930,174	\$ 44,084,736	\$ 45,239,953	\$ 46,136,182
Expenditures	\$ (43,600,910)	\$ (44,556,373)	\$ (45,743,830)	\$ (46,665,279)	\$ (47,899,476)
FY Surplus / (Deficit)	\$ (2,113,360)	\$ (1,626,199)	\$ (1,659,094)	\$ (1,425,326)	\$ (1,763,295)
FY Ending Unrestricted Fund Balance	\$ 9,270,020	\$ 7,643,821	\$ 5,984,727	\$ 4,559,401	\$ 2,796,106
Fund Balance as a % of Operating Expense	21.3%	17.2%	13.1%	9.8%	5.8%

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND EXPENDITURES BY DEPARTMENT PROGRAM**

Object Code	2020-21 Budgeted	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
Taxes					
400X Property Tax	\$ 17,828,290	\$ 17,937,633	\$ 18,263,903	\$ 18,596,699	\$ 18,933,449
4101 Sales and Use Tax	12,836,240	13,696,536	14,381,363	15,100,431	15,553,444
4104 Transient Occupancy Tax	111,800	150,930	203,756	213,943	224,640
4121 Franchise Tax	1,230,000	1,230,000	1,230,000	1,230,000	1,230,000
4102 Business License Tax	985,000	1,014,550	1,044,987	1,076,336	1,108,626
41XX Other Taxes	600,000	610,500	621,315	632,454	643,928
Total Taxes	\$ 33,591,330	\$ 34,640,149	\$ 35,745,323	\$ 36,849,863	\$ 37,694,088
Intergovernmental					
4103 Intergovernmental	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000
Total Intergovernmental	\$ 69,000				
Charges for Services					
46XX Development Services Fees	\$ 723,890	\$ 723,890	\$ 723,890	\$ 723,890	\$ 723,890
46XX Police Department Fees	498,760	498,760	498,760	498,760	498,760
46XX Public Works Fees	125,000	125,000	125,000	125,000	125,000
46XX Community Service Fees	722,600	711,000	711,000	711,000	711,000
46XX Other Fees	221,070	232,670	232,670	232,670	232,670
Total Charges for Services	\$ 2,291,320				
Licenses & Permits					
42XX Development Services Permits	\$ 1,608,260	\$ 1,608,260	\$ 1,608,260	\$ 1,608,260	\$ 1,608,260
42XX Public Works Permits	85,000	85,000	85,000	85,000	85,000
42XX Police Department Permits	131,140	131,140	131,140	131,140	131,140
4218 Other Fees	4,300	4,300	4,300	4,300	4,300
Total Licenses & Permits	\$ 1,828,700				
Fines & Forfeitures					
47XX Fines & Forfeitures	\$ 588,600	\$ 887,600	\$ 887,600	\$ 887,600	\$ 887,600
Total Fines & Forfeitures	\$ 588,600	\$ 887,600	\$ 887,600	\$ 887,600	\$ 887,600
Use of Money & Property					
48XX Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
48XX Rental Income	830,220	846,420	856,430	866,941	877,977
48XX Other	3,000	3,000	3,000	3,000	3,000
Total Use of Money & Property	\$ 833,220	\$ 849,420	\$ 859,430	\$ 869,941	\$ 880,977
Miscellaneous Revenues					
49XX Miscellaneous Revenues	\$ 2,285,380	\$ 2,363,986	\$ 2,403,363	\$ 2,443,529	\$ 2,484,497
Total Miscellaneous Revenue	\$ 2,285,380	\$ 2,363,986	\$ 2,403,363	\$ 2,443,529	\$ 2,484,497
Total Revenues	\$ 41,487,550	\$ 42,930,174	\$ 44,084,736	\$ 45,239,953	\$ 46,136,182



CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND EXPENDITURES BY DEPARTMENT PROGRAM

	2020-21 Budgeted	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
General Government					
City Council	\$ 109,540	\$ 111,942	\$ 114,371	\$ 116,819	\$ 119,334
City Treasurer Administration	1,790	1,828	1,866	1,905	1,945
	486,290	497,858	509,399	520,812	532,610
Total General Government	\$ 597,620	\$ 611,627	\$ 625,636	\$ 639,537	\$ 653,889
Administrative Services					
Finance	\$ 1,470,500	\$ 1,507,398	\$ 1,544,147	\$ 1,580,543	\$ 1,618,285
Non-Departmental	3,394,910	3,430,950	3,466,274	3,499,369	3,533,732
Library	1,354,870	1,411,037	1,444,272	1,502,043	1,562,125
Human Resources	480,760	492,673	504,531	516,213	528,321
City Attorney	430,000	438,600	447,372	456,319	465,446
City Clerk	489,130	363,263	507,373	381,462	525,898
Recreation Administration	816,170	837,151	858,042	878,713	900,175
Recreation Classes	211,850	216,087	220,409	224,817	229,313
Recreation Facilities	32,420	33,068	33,730	34,404	35,092
Youth Programs/Sports	85,780	87,521	89,297	91,111	92,963
Senior Center	356,460	365,075	373,688	382,235	391,073
Special Events	53,690	54,766	55,865	56,984	58,127
Community Outreach Services	-	-	-	-	-
ACCESS Program	-	-	-	-	-
Landecena Center	39,590	40,382	41,189	42,013	42,853
Carnegie Library Operation	97,350	99,297	101,283	103,309	105,375
Passports	19,590	19,989	20,397	20,812	21,237
Total Administrative Services	\$ 9,333,070	\$ 9,397,257	\$ 9,707,869	\$ 9,770,349	\$ 10,110,015
Development Services					
Building & Safety	\$ 975,380	\$ 998,194	\$ 1,021,056	\$ 1,043,843	\$ 1,067,363
Weed Abatement	74,110	75,607	77,133	78,691	80,280
Economic Development	267,460	273,423	279,490	285,790	292,261
Planning Commission	18,200	18,564	18,935	19,314	19,700
Planning	620,180	634,203	648,412	663,063	678,131
Santa Fe Depot	12,000	12,240	12,485	12,734	12,989
Total Development Services	\$ 1,967,330	\$ 2,012,230	\$ 2,057,511	\$ 2,103,436	\$ 2,150,724
Police					
Police Administration	\$ 5,667,370	\$ 5,790,733	\$ 5,915,619	\$ 6,042,640	\$ 6,173,008
Investigations	3,306,840	3,409,498	3,507,307	3,596,646	3,691,166
Animal Services	665,190	681,932	698,688	715,459	732,836
Patrol	14,879,060	15,302,262	15,712,783	16,109,925	16,526,501
Police Special Events & Community Outreach	22,750	23,205	23,669	24,142	24,625
Police Reserves	6,300	6,426	6,555	6,686	6,819
Code Enforcement	667,890	685,527	703,038	720,324	738,304
Total Police	\$ 25,215,400	\$ 25,899,583	\$ 26,567,658	\$ 27,215,821	\$ 27,893,260
Public Works					
Public Works Administration	\$ 804,460	\$ 821,547	\$ 838,887	\$ 856,484	\$ 874,511
Engineering Administration	292,550	300,426	308,192	315,771	323,672
Development/Traffic Engineering	590,400	604,949	619,579	634,447	649,826
Street Maintenance	663,140	680,641	698,263	716,279	734,971
Street Sweeping	18,870	19,430	19,975	20,493	21,037
Sidewalk Maintenance	194,730	199,715	204,691	209,638	214,770
Street Lighting	777,380	793,110	809,129	825,430	842,073
Traffic Control	169,490	174,252	178,960	183,548	188,339
Traffic Facility Maintenance	235,000	239,700	244,494	249,384	254,372
Weed Abatement	31,690	32,425	33,164	33,904	34,667

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND EXPENDITURES BY DEPARTMENT PROGRAM**

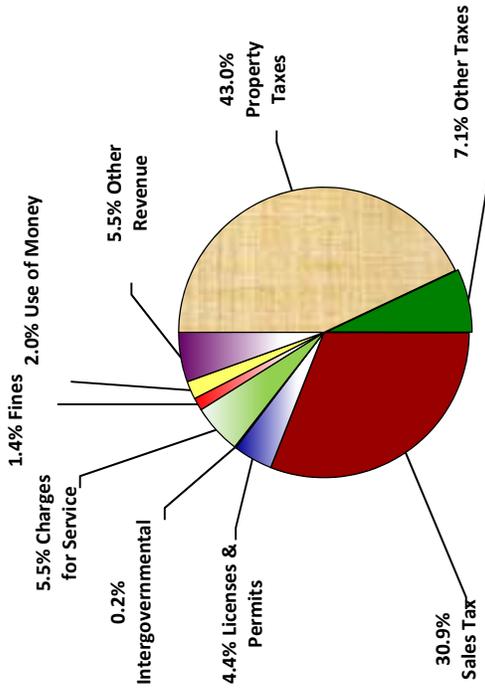
	2020-21 Budgeted	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
<i>(Public Works continued)</i>					
Flood Control	6,000	6,120	6,242	6,367	6,495
Street Tree Maintenance	732,940	748,709	764,651	780,713	797,189
Public ROW Maintenance	404,180	413,304	422,489	431,684	441,148
Maintenance - Main Street	58,510	60,277	62,007	63,673	65,420
Maintenance - Metrolink	195,020	199,174	203,376	207,612	211,954
Fleet Maintenance	-	-	-	-	-
Graffiti Abatement	80,000	81,600	83,232	84,897	86,595
Damage to City Property	56,000	57,120	58,262	59,428	60,616
Park Maintenance	601,450	614,748	628,247	642,045	656,213
Sports Field Maintenance	246,840	253,010	259,188	265,371	271,775
Civic Center	298,660	335,417	342,125	348,968	355,947
Fire Station II Building	17,700	-	-	-	-
Fire Station III - Electric Meter	-	-	-	-	-
Historic Fire Station Building	12,480	-	-	-	-
Total Public Works	\$ 6,487,490	\$ 6,635,676	\$ 6,785,155	\$ 6,936,135	\$ 7,091,588
Grand Total	\$ 43,600,910	\$ 44,556,373	\$ 45,743,830	\$ 46,665,279	\$ 47,899,476

Fiscal Year 2020-21 General Fund Budget Snapshot

- Mayor Debbie Stone • Mayor Pro Tem Rudy Zuniga
- Council Member Janice Elliott • Council Member Bill Velto
- Larry Kinley, City Treasurer



Where does it come from and how is it used?

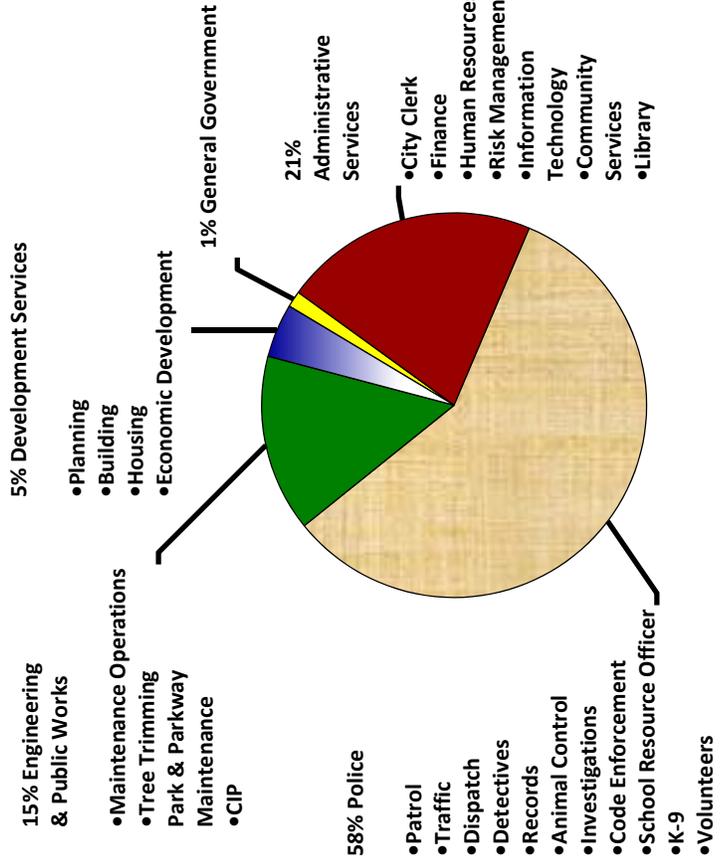


Sources of General Fund Revenue

43.0%	Property Taxes	17,828,290
30.9%	Sales Tax	12,836,240
7.1%	Other Taxes	2,926,800
4.4%	Licenses & Permits	1,828,700
0.2%	Intergovernmental Revenue	69,000
5.5%	Charges for Service	2,291,320
1.4%	Fines & Forfeitures	588,600
2.0%	Use of Money and Property	833,220
5.5%	Other Revenue	2,285,380

Uses of the General Fund by Function

58%	Police	25,215,400
21%	Administrative Services	9,333,070
15%	Engineering and Public Works	6,487,490
5%	Development Services	1,967,330
1%	General Government	597,620



15% Engineering & Public Works

- Maintenance Operations
- Tree Trimming
- Park & Parkway Maintenance
- CIP

5% Development Services

- Planning
- Building
- Housing
- Economic Development

1% General Government

- City Clerk
- Finance
- Human Resources
- Risk Management
- Information Technology
- Community Services
- Library

58% Police

- Patrol
- Traffic
- Dispatch
- Detectives
- Records
- Animal Control
- Investigations
- Code Enforcement
- School Resource Officer
- K-9
- Volunteers

Officials of the City of Upland

Elected Officials

Debbie Stone, Mayor

Rudy Zuniga

Janice Elliot

Bill Velto

Vacant

Mayor Pro Tem District 4

Councilmember District 2

Councilmember At Large

Councilmember District 3

Larry Kinley

City Treasurer

Executive Staff

Rosemary Hoerning, City Manager

Stephen Parker

Steven Flower

Robert Dalquest

Darren Goodman

Steve Nix

Assistant City Manager

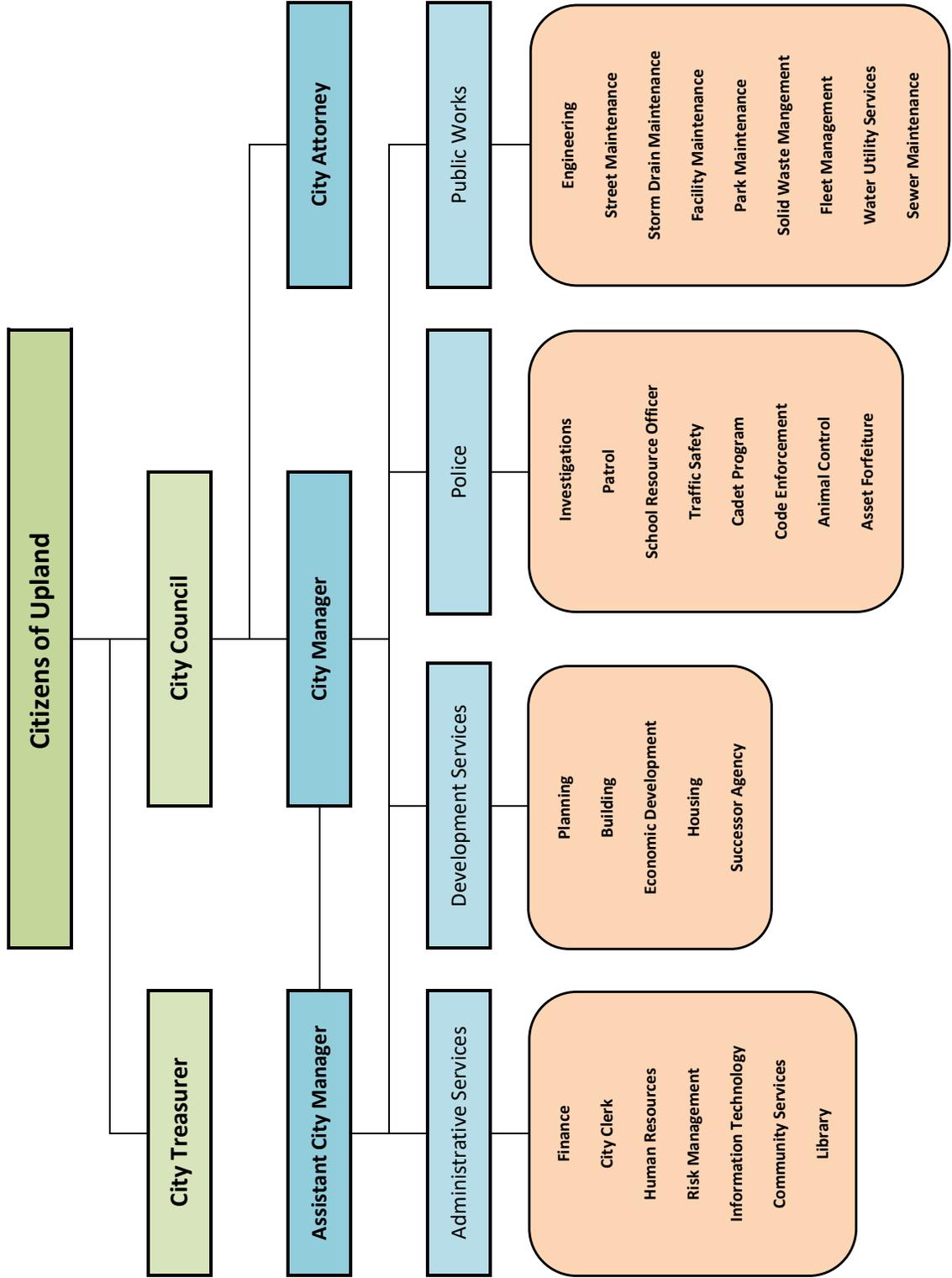
Interim City Attorney

Development Services Director

Police Chief

Interim Public Works Director

City of Upland
 Organizational Chart
 Fiscal Year 2020-21





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 1, 2019

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

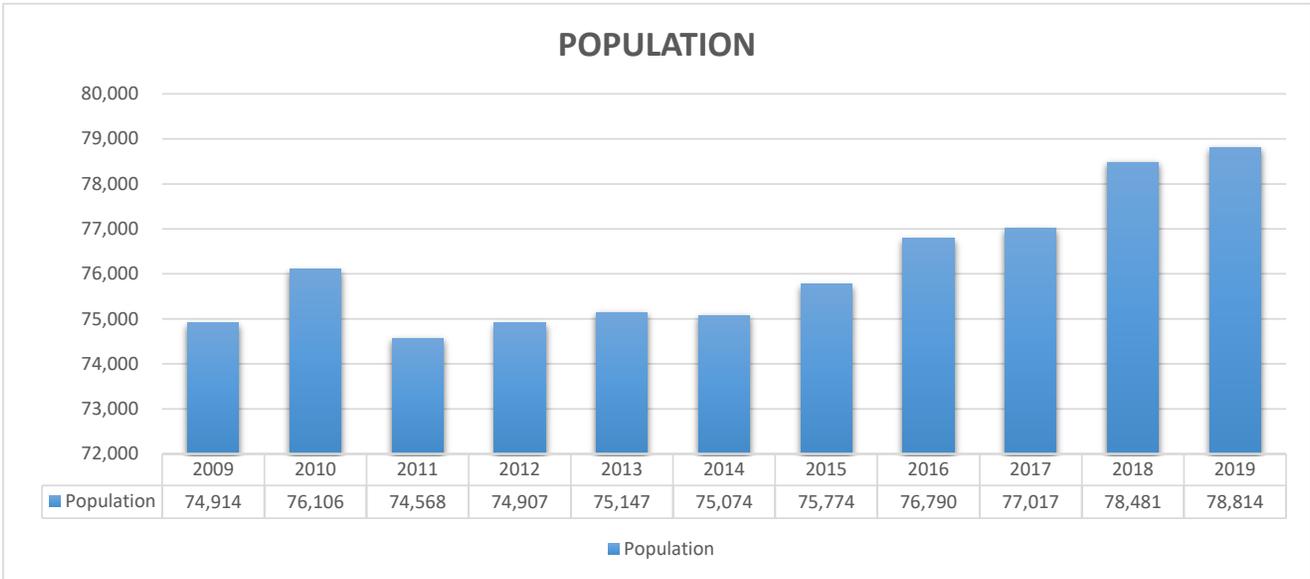
Water Utility
Solid Waste Utility
Sewer Utility

City of Upland
City Demographics

Community Profile

City Services

Date of Incorporation	May 15, 1906	Fire Protection Stations	1
Form of Government	General Law	Police Protection	
Population	78,814	Patrol Units	24
Number of City Employees	242.5	Motorcycles	5
Employees per capita	1 per 325 residents	Sworn Officers	75
Area in Square Miles	15.8	Total Police Department Employees	114
Average Elevation	1,237 feet	Library	
Average Temperature	65.2 F	Facilities	1
Average Rainfall Per Year	21 inches	Volumes	103,466
Number of Public Schools	14	Current Periodical & Serial Subscriptions	40
Miles of City Streets	210.08	Audio-visual items	2,916
Miles of State Highways	6.2	Registered patrons	78,393
Miles of Sewer Lines	224.01	Recreation	
Miles of Water Mains	247.08	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
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
2019	78,814	333	5,666

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>
7 Eleven	Service Stations
Arco AM/PM	Service Stations
Bed Bath & Beyond	Home Furnishings
Cab West/Volvo Leasing	Auto Lease
Chick Fil A	Quick-Service Restaurants
Circle K	Service Stations
Dick's Sporting Goods	Sporting Goods/Bike Stores
F H Gasoline	Service Stations
Ford of Upland	New Motor Vehicle Dealers
G&M Oil	Service Stations
Holliday Rock	Contractors
Home Depot	Building Materials
In N Out Burger	Quick-Service Restaurants
Kohls	Department Stores
Lowes	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
USA Gasoline	Service Stations
Vons Fuel	Service Stations
Walmart	Discount Dept Stores

City of Upland
Principal Property Taxpayers

For the Fiscal Year Ending June 30, 2019

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Colonies-Pacific LLC	\$ 158,754,773	1	1.69%
College Park Apartment Homes LP	59,085,246	2	0.63%
MG Stoneridge Village Grove LLC	45,249,555	3	0.48%
Rancho Monte Vista Apartment Homes	43,873,408	4	0.47%
CT Retail Properties Finance II LLC	42,180,359	5	0.45%
WNG Mountain Springs GP	38,587,820	6	0.41%
Dee Matreyek-Kurth Non Exempt Trust	35,709,897	7	0.38%
NU-168 Apartments LLC	34,446,437	8	0.37%
AMFP IV Alvista	34,333,201	9	0.37%
College Business Park LLC	33,604,919	10	0.36%
Totals	<u>\$ 525,825,615</u>		<u>5.61%</u>

Source: HdL Coren & Cone

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2020-2021 Adopted Budget

Fund No.	City of Upland	Estimated	Estimated	Change	%	Reason for Changes (greater than 10%)
		Spendable Fund Balance July 1, 2020	Spendable Fund Balance June 30, 2021			
General Fund						
101	General Fund - Estimated Unreserved	11,383,380	9,270,020	(2,113,360)	-18.57%	One time Fund Balance use to cover revenue shortfall due to COVID19
	Total General Fund	11,383,380	9,270,020	(2,113,360)	-18.57%	
Special Revenue Funds						
201	Housing	1,826,820	2,065,000	238,180	13.04%	Accumulating resources for future expenses
204	Gas Tax	8,051,540	1,191,080	(6,860,460)	-85.21%	Use of funds accumulated over a period of time
205	Measure I	6,407,320	1,462,800	(4,944,520)	-77.17%	Use of funds accumulated over a period of time
206	Road Maintenance Rehabilitation Account	-	4,030	4,030	-	
208	HOME Investment Partnership Program	988,270	759,480	(228,790)	-23.15%	Use of grant funds to issue loans
209	Community Development Partnership Program	159,660	59,760	(99,900)	-62.57%	Use of grant funds to complete carried over projects
210	Parking Business Improvement Area	238,070	110,350	(127,720)	-53.65%	Use of funds accumulated over a period of time
211	Air Quality Management District	185,720	84,690	(101,030)	-54.40%	Use of funds accumulated over a period of time
215	Prop 30	151,790	13,650	(138,140)	-91.01%	Use of funds accumulated over a period of time
216	COPS	829,120	15,990	(813,130)	-98.07%	Use of funds accumulated over a period of time
217	Other Grants	19,640	8,110	(11,530)	-58.71%	Use of grant funds
219	Local Law Enforcement Block Grant	39,260	39,260	-	0.00%	
220	Asset Forfeiture - Federal DOJ	513,620	513,620	-	0.00%	
222	CalHOME	332,710	129,910	(202,800)	-60.95%	Use of funds accumulated over a period of time
223	Asset Forfeiture - Federal/Treasury	10,020	10,020	-	0.00%	
224	Asset Forfeiture - State	179,320	179,320	-	0.00%	
225	BSCC Budget Act	81,040	81,040	-	0.00%	
	Total Special Revenue Funds	20,013,920	6,728,110	(13,285,810)	-66.38%	
Total Capital Project Funds						
420	General Capital Improvements	2,025,810	2,088,760	62,950	3.11%	
421	Park Acquisition & Development	8,350,460	10,490,370	2,139,910	25.63%	Accumulating resources for future capital projects
422	Storm Drain Development	4,007,800	4,034,230	26,430	0.66%	
423	Street & Traffic Facility Development	2,928,900	489,100	(2,439,800)	-83.30%	Use of funds accumulated over a period of time
425	General Capital Projects	1,677,600	-	(1,677,600)	-100.00%	Use of funds from General Fund transfers
426	Street & Alley Repairs	983,580	253,940	(729,640)	-74.18%	Use of funds accumulated over a period of time
	Total Capital Project Funds	19,974,150	17,356,400	(2,617,750)	-13.11%	

City of Upland
 Summary of Changes in Spendable Fund Balances
 Fiscal Year 2020-2021 Adopted Budget

Fund No.	City of Upland	Estimated	Estimated	Change	%	Reason for Changes (greater than 10%)
		Spendable Fund Balance July 1, 2020	Spendable Fund Balance June 30, 2021			
	Enterprise Funds					
640	Water Utility	28,133,930	17,572,280	(10,561,650)	-37.54%	Use of funds accumulated over a period of time
641	Solid Waste Utility	2,081,780	2,663,400	581,620	27.94%	Accumulating resources for future capital projects
645	Sewer Utility	13,807,870	11,170,530	(2,637,340)	-19.10%	Use of funds accumulated over a period of time
	Total Enterprise Funds	44,023,580	31,406,210	(12,617,370)	-28.66%	
	Total Internal Service Fund					
750	Fire Annexation Worker's Comp	462,520	462,520	-	0.00%	
751	Self-Funded Liability Insurance	(9,710,840)	(9,710,840)	-	0.00%	
752	Fleet Maintenance & Replacement	321,370	229,870	(91,500)	-28.47%	Use of funds accumulated over a period of time
753	Information Systems	1,258,900	1,260,730	1,830	0.15%	
754	Building Maintenance & Operations	1,132,950	625,120	(507,830)	-44.82%	Use of funds accumulated over a period of time
	Total Internal Service Fund	(6,535,100)	(7,132,600)	(597,500)	9.14%	
	Private Purpose Trust Fund					
805	Successor Agency Housing	(16,535,000)	(16,535,000)	-	0.00%	
	Total Private Purpose Trust Fund	(16,535,000)	(16,535,000)	-	0.00%	
	Total All Funds	72,324,930	41,093,140	(31,231,790)	-43.18%	

2020-2021 SCHEDULE OF REVENUES BY FUND & CATEGORY

Fund No.		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
101	General Fund	\$ 40,634,260	\$ 46,873,090	\$ 42,911,180	\$ 41,206,350	\$ 41,487,550
	Total General Fund	\$ 40,634,260	\$ 46,873,090	\$ 42,911,180	\$ 41,206,350	\$ 41,487,550
201	Housing	\$ 18,838,750	\$ 4,327,390	\$ 4,165,000	\$ 4,165,000	\$ 4,432,470
203	Public Safety Augmentation Fund	937,960	1,008,090	1,002,140	1,002,140	900,000
204	Gas Tax	2,403,250	3,772,420	3,336,710	3,336,710	1,811,110
205	Measure I	1,452,760	1,440,130	1,366,800	1,366,800	1,379,270
206	Road Maintenance Rehabilitation Account	-	-	-	-	1,334,030
208	HOME Investment Partnership Program	28,030	234,910	231,000	231,000	191,210
209	Community Development Block Grant	310,600	709,640	638,560	638,560	722,050
210	Parking Business Improvement Area	61,710	66,870	55,500	55,500	61,000
211	Air Quality Management District	100,180	104,140	100,000	260,000	100,000
214	Homeland Security Grants-PD	41,310	1,300	22,940	22,940	-
215	Prop 30	2,040	3,220	1,900	1,900	1,860
216	COPS	170,570	188,940	123,000	123,000	120,000
217	Other Grants	39,230	57,930	-	890	80,870
218	Office of Traffic Safety	135,460	162,980	-	220,770	74,400
219	Other Public Safety Grants	15,700	3,230	-	36,960	-
220	Asset Forfeiture	432,990	19,590	-	-	-
222	CalHOME	13,450	30,690	54,000	54,000	7,200
223	Asset Forfeiture - Federal Treasury	6,990	2,930	-	-	-
224	Asset Forfeiture - State	166,940	8,320	-	-	-
225	BSCC Budget Act	79,310	1,740	-	-	-
	Total Special Revenue Funds	\$ 25,237,230	\$ 12,144,460	\$ 11,097,550	\$ 11,516,170	\$ 11,215,470
420	General Capital Improvements	\$ 427,020	\$ 297,930	\$ 434,300	\$ 434,300	\$ 609,000
421	Park Acquisition & Development	1,102,360	1,301,230	1,651,000	1,651,000	2,285,000
422	Storm Drain Development	872,690	310,000	820,960	820,960	1,258,550
423	Street & Traffic Facility Development	980,430	341,310	738,000	738,000	595,000
426	Street & Alley Repairs	206,120	225,480	216,000	216,000	216,330
427	Energy Efficiency Capital Improvement Projec	7,352,710	4,740	-	-	-
	Total Capital Project Funds	\$ 10,941,330	\$ 2,480,690	\$ 3,860,260	\$ 3,860,260	\$ 4,963,880
640	Water Utility	\$ 29,519,400	\$ 28,088,170	\$ 29,353,500	\$ 29,353,500	\$ 30,392,430
641	Solid Waste Utility	11,785,630	12,780,270	13,717,240	13,717,240	16,089,030
645	Sewer Utility	10,337,260	11,350,170	9,967,280	9,967,280	10,198,500
	Total Enterprise Funds	\$ 51,642,290	\$ 52,218,610	\$ 53,038,020	\$ 53,038,020	\$ 56,679,960
750	Fire Annexation Worker's Compensation	\$ 7,320	\$ 9,930	\$ -	\$ -	\$ -
751	Self-Funded Insurance	4,033,360	4,149,200	4,177,530	4,177,530	4,683,130
752	Fleet Maintenance & Replacement	1,303,710	1,372,490	1,163,420	1,163,420	709,490
753	Information Systems	1,642,710	1,665,420	1,724,560	1,724,560	1,965,380
754	Building Maintenance & Operations	1,106,120	1,122,290	1,078,670	1,078,670	929,710
	Total Internal Service Funds	\$ 8,093,220	\$ 8,319,330	\$ 8,144,180	\$ 8,144,180	\$ 8,287,710
805	Successor Agency	\$ 3,426,900	\$ 4,184,910	\$ 3,366,250	\$ 3,366,250	\$ 3,389,780
	Total Private Purpose Trust Fund	\$ 3,426,900	\$ 4,184,910	\$ 3,366,250	\$ 3,366,250	\$ 3,389,780
	Grand Total	\$ 139,975,230	\$ 126,221,090	\$ 122,417,440	\$ 121,131,230	\$ 126,024,350

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
General Fund						
4001	Current Secured Tax	\$ 5,767,140	\$ 6,039,350	\$ 6,708,310	\$ 6,708,310	\$ 7,070,230
4001	Property Tax (In-Lieu)	7,357,180	7,760,240	8,155,240	8,155,240	8,416,290
4002	Current Unsecured Tax	202,120	209,980	206,170	206,170	383,490
4003	Aircraft Taxes	47,980	44,450	42,420	42,420	46,620
4004	Prior Year Collections	480,880	2,017,940	539,130	539,130	400,000
4005	Current Supplemental	120,730	112,510	73,690	73,690	112,500
4006	Homeowner Property Tax Relief	64,300	63,000	65,580	65,580	64,260
4009	Weed Abatement Assessment	43,710	60,860	65,000	65,000	75,530
4011	RPTTF-Residual	1,016,060	1,083,730	1,000,000	1,000,000	1,200,000
4012	Trailer Coach in Lieu Tax	58,200	55,560	59,370	59,370	59,370
Revenue from Property Tax		\$ 15,158,300	\$ 17,447,620	\$ 16,914,910	\$ 16,914,910	\$ 17,828,290
4101	Sales and Use Tax	\$ 13,704,030	\$ 14,507,930	\$ 14,412,470	\$ 12,626,540	\$ 12,836,240
4102	Business License Tax	1,036,160	1,046,110	965,000	965,000	985,000
4103	Rock Extraction Tax	263,970	221,820	240,000	240,000	240,000
4104	Transient Occupancy Tax	168,820	177,890	155,530	155,530	111,800
4105	Real Property Transfer Tax	438,950	403,640	345,000	345,000	350,000
4110	Disability Access Fee	15,410	19,190	10,000	10,000	10,000
4121	Franchise Tax	1,227,860	1,246,230	1,230,000	1,230,000	1,230,000
Revenue from Other Taxes		\$ 16,855,200	\$ 17,622,810	\$ 17,358,000	\$ 15,572,070	\$ 15,763,040
4201	Building Permits	\$ 614,760	\$ 694,410	\$ 589,050	\$ 589,050	\$ 615,790
4202	Plumbing Permits	240,960	210,280	185,190	185,190	193,520
4203	Electrical Permits	162,620	392,970	268,050	268,050	280,110
4204	Heating & Cooling Permits	90,430	95,920	94,400	94,400	98,650
4205	Public Works Construction Permits	829,520	425,930	150,000	150,000	250,000
4206	Grading Permits	3,360	5,260	4,280	4,280	4,470
4207	Wall Permits	19,130	58,710	79,760	79,760	83,350
4208	Roofing Permits	104,160	91,950	78,820	78,820	82,370
4210	Sanitary Sewer Permits - City	-	-	-	-	-
4215	Other Permits	4,740	1,240	2,730	2,730	2,850
4216	Bicycle Licenses	20	90	40	40	70
4217	Animal Licenses	136,200	134,660	125,400	125,400	127,520
4218	Developer Agreement Fees	-	-	-	-	-
4222	Yard Sale Permits	5,600	5,080	4,300	4,300	4,300
4223	Alarm Permits	530	340	-	-	-
4224	Gun Licenses	750	1,510	900	900	700
4226	MetroLink Parking	47,430	88,760	93,470	93,470	85,000
4235	Underground Utility Wvr Permit	-	118,400	962,800	962,800	-
Revenue from Licenses & Permits		\$ 2,260,210	\$ 2,325,510	\$ 2,639,190	\$ 2,639,190	\$ 1,828,700
4402	State Mandated Costs	\$ 130	\$ 21,750	\$ -	\$ -	\$ -
4403	Motor Vehicle in Lieu Tax	40,420	36,970	32,000	32,000	32,000
4415	Other State Revenue	7,500	-	-	-	-
4421	Police Officer Standard Training	6,270	14,130	1,500	1,500	10,000
4482	State Literacy Program	28,320	27,470	27,070	27,070	27,000
Revenue from Other Governments		\$ 82,640	\$ 100,320	\$ 60,570	\$ 60,570	\$ 69,000
4601	Finance Department Fees	\$ 34,180	\$ 27,670	\$ 25,000	\$ 25,000	\$ 25,000
4602	City Clerk Fees	2,240	1,490	2,000	2,000	2,500
4603	Damage to City Property	25,620	68,510	-	-	-
4604	CFD Admin Fees	18,980	26,100	20,000	20,000	20,000
4611	Planning - Department Fees	143,630	148,960	131,500	131,500	140,000
4613	Planning - Deposit Fees	296,310	364,820	345,000	345,000	295,000
4614	Building - Plan Check Fees	175,640	169,240	221,430	221,430	231,390
4615	Building - Department Fees	280	280	330	330	350
4616	Building - Special Inspection Fees	570	4,660	6,840	6,840	57,150
4617	Economic Development Fees	1,320	19,220	-	-	-
4621	Police - Booking Fee Reimbursement	10	-	-	-	-
4622	Police - Department Fees	196,030	194,390	180,000	180,000	200,000
4623	Police - Special Service Fees	47,780	32,360	24,570	24,570	16,000
4624	Animal Services - Animal Impounds	24,190	23,030	22,000	22,000	22,150
4625	Animal Services - Animal Adoptions	20	-	-	-	-
4626	Police - 30 Day Vehicle Impound Fee	282,270	217,940	260,000	260,000	188,000

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
<i>General Fund (continued)</i>					
4627 Police - School Resources Officer	130,920	72,610	76,980	76,980	72,610
4628 Police - Emergency Response	-	1,490	-	-	-
4629 Animal Services - Spay/Neuter Fees	15,440	4,590	-	-	-
4630 Animal Services - Animal Control Fees	1,700	1,650	1,600	1,600	1,440
4635 Fire - Department Fees	56,950	-	-	-	-
4638 Fire - Emergency Response	1,110	20	-	-	-
4640 Fire - Permit Fees	4,240	-	-	-	-
4641 Fire - Air Ambulance	119,800	-	-	-	-
4642 Fire Merger Reimbursement	18,750	29,160	-	-	-
4645 Public Works - Department Fees	370,480	193,790	120,000	120,000	125,000
4646 Public Works - Engr Map & Plan Check Fees	232,580	759,570	250,000	250,000	300,000
4654 Sport Field Usage	-	16,500	30,000	30,000	22,500
4655 Recreation - Recreation Program Fees	27,440	51,520	42,000	42,000	50,000
4656 Recreation - Youth Sports	73,000	62,170	89,200	89,200	49,100
4657 Recreation - User Fees	292,530	292,200	250,000	250,000	256,000
4658 Recreation - Special Events	7,210	38,900	41,200	115,960	30,000
4659 Senior Center Program Fees	10,450	9,580	8,000	8,000	8,000
4660 Youth Partnership Program	18,940	11,810	27,000	27,000	-
4665 Library - Photocopy Revenue	7,040	7,760	7,000	7,000	7,000
4667 Landecena - Program Fees	10,660	5,660	10,000	10,000	3,400
4679 Library - Passport Services	35,060	38,750	38,000	38,000	35,000
4680 User Dept- OPEB	80,200	119,280	115,620	115,620	133,730
Revenue from Charges for Service	\$ 2,763,570	\$ 3,015,680	\$ 2,345,270	\$ 2,420,030	\$ 2,291,320
4701 Non-Vehicle Code Fines	\$ 370	\$ 410	\$ -	\$ -	\$ -
4702 Vehicle Code Fines	195,230	249,540	190,000	190,000	150,000
4703 Red Light Code Fines	36,160	36,160	-	-	24,000
4704 Muni-Code- Code Enforcement Fines	90,070	114,170	59,240	59,240	60,000
4705 Muni Code- Animal Fines	9,200	5,080	9,660	9,660	4,600
4706 Muni Code- Parking Citation Fines	101,690	192,170	94,000	94,000	94,000
4707 Muni Code- Business License Fines	82,110	95,930	85,000	85,000	85,000
4708 Muni Code- False Alarm Fines	101,660	436,050	166,700	166,700	160,000
4709 Muni Code- Library Fines	30,380	25,560	28,000	28,000	11,000
Revenue from Fines & Forfeitures	\$ 646,870	\$ 1,155,070	\$ 632,600	\$ 632,600	\$ 588,600
4801 Interest Earnings	\$ 197,950	\$ 536,520	\$ 125,000	\$ 125,000	\$ 125,000
4802 Lease of City Property	719,220	827,980	694,340	694,340	646,220
4803 Rents - Recreation	19,240	22,350	13,000	13,000	24,000
4804 Rents - Park Sites	45,960	37,550	40,000	40,000	35,000
4807 Rents - Library	3,860	430	4,500	4,500	3,000
4814 City Stop Sales	300	260	-	-	-
4872 Unrealized Gain/Loss	(502,720)	634,520	-	-	-
4901 Sale of Assets	-	132,620	-	-	-
Revenue from Use of Money & Property	\$ 483,810	\$ 2,192,230	\$ 876,840	\$ 876,840	\$ 833,220
4904 Donations - General	\$ 49,020	\$ 8,920	\$ -	\$ -	\$ -
4905 Donation - Police	500	30	-	6,340	-
4908 Miscellaneous Reimbursements	31,360	100,780	40,000	40,000	103,890
4909 Other Revenue	225,380	161,510	-	-	-
4910 Water - Administrative Service Fee	1,314,930	1,256,910	1,367,880	1,367,880	1,415,430
4911 Solid Waste - Administrative Service Fee	374,680	407,120	437,350	437,350	514,850
4912 Sewer - Administrative Service Fee	252,000	267,270	238,220	238,220	241,960
4913 Cash- Over/ Short	(120)	70	-	-	-
4914 15% PBIA Admin Fee (Fire Merge)	-	-	-	100	8,780
4915 Donations - Animal	250	10	100	250	170
4916 Misc. Reimbursements - Animal Services	3,270	200	250	-	300
4917 Litigation Reimbursement	134,440	-	-	-	-
4918 Prior Year Revenue	(2,050)	811,030	-	-	-
Other Revenue	\$ 2,383,660	\$ 3,013,850	\$ 2,083,800	\$ 2,090,140	\$ 2,285,380
Total General Fund	\$ 40,634,260	\$ 46,873,090	\$ 42,911,180	\$ 41,206,350	\$ 41,487,550

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
Housing Fund					
4801 Interest Income	\$ 37,230	\$ 47,200	\$ 15,000	\$ 15,000	\$ 23,000
4805 Rents - Apartments Market	3,665,690	3,609,270	4,000,000	4,000,000	4,200,000
4809 Rents - Apartments Low Income	-	260,860	-	-	-
4872 Unrealized Gain/Loss	-	5,300	-	-	-
4900 Note Proceeds	14,865,000	-	-	-	-
4908 Miscellaneous Reimbursements	-	-	-	-	134,470
4909 Other Revenue	198,890	389,210	150,000	150,000	75,000
4918 Prior Year Revenue	53,190	-	-	-	-
4920 Late Charges	18,750	15,550	-	-	-
Total Housing Fund	\$ 18,838,750	\$ 4,327,390	\$ 4,165,000	\$ 4,165,000	\$ 4,432,470
Public Safety Augmentation Fund					
4106 Sales Tax- Prop 172	\$ 935,610	\$ 1,006,130	\$ 1,002,140	\$ 1,002,140	\$ 900,000
4801 Interest Income	2,350	1,680	-	-	-
4872 Unrealized Gain/Loss	-	280	-	-	-
Total Public Safety Augmentation Fund	\$ 937,960	\$ 1,008,090	\$ 1,002,140	\$ 1,002,140	\$ 900,000
Gas Tax Fund					
4450 Gas Tax Apportionment 2107.5	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500
4451 Gas Tax Apportionment 2106	260,950	251,170	268,390	268,390	241,780
4452 Gas Tax Apportionment 2107	543,460	491,620	562,640	562,640	484,680
4453 Gas Tax Apportionment 2105	409,040	392,440	428,470	428,470	405,970
4456 Gas Tax Apportionment 2103	300,490	230,810	656,860	656,860	626,180
4457 Gas Tax Apportionment 2032	449,960	1,412,350	1,274,760	1,274,760	-
4458 Gas Tax Apportionment - Loan Repayment	-	-	86,860	86,860	-
4801 Interest Income	68,010	112,150	51,230	51,230	45,000
4872 Unrealized Gain/Loss	-	12,730	-	-	-
4908 Miscellaneous Reimbursements	276,540	782,170	-	-	-
4909 Other Revenue	87,300	86,980	-	-	-
Total Gas Tax Fund	\$ 2,403,250	\$ 3,772,420	\$ 3,336,710	\$ 3,336,710	\$ 1,811,110
Measure I Fund					
4501 Measure I Apportionment	\$ 1,340,640	\$ 1,342,420	\$ 1,328,700	\$ 1,328,700	\$ 1,364,270
4801 Interest Income	44,630	87,550	38,100	38,100	15,000
4872 Unrealized Gain/Loss	-	10,160	-	-	-
4908 Miscellaneous Reimbursement	67,490	-	-	-	-
Total Measure I Fund	\$ 1,452,760	\$ 1,440,130	\$ 1,366,800	\$ 1,366,800	\$ 1,379,270
Road Maintenance Rehabilitation Account Fund					
4457 Gas Tax Apportionment 2032	-	-	-	-	1,334,030
Total Road Maintenance Rehabilitation Account Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,334,030
HOME Investment Partnership Program Fund					
4801 Interest Income	\$ 12,450	\$ 20,890	\$ 13,000	\$ 13,000	\$ 810
4872 Unrealized Gain/Loss	-	2,570	-	-	-
4921 Program Income- Admin 10%	-	7,050	13,000	13,000	400
4922 Recaptured Income	15,580	153,750	75,000	75,000	75,000
4923 Program Income Revenue- HIP	-	50,650	90,000	90,000	75,000
4924 Program Income Revenue- FTHB	-	-	40,000	40,000	40,000
Total HOME Fund	\$ 28,030	\$ 234,910	\$ 231,000	\$ 231,000	\$ 191,210
Community Development Block Grant Fund					
4310 CDBG Apportionment	\$ 310,600	\$ 709,640	\$ 638,560	\$ 638,560	\$ 722,050
Total Community Development Block Grant Fund	\$ 310,600	\$ 709,640	\$ 638,560	\$ 638,560	\$ 722,050
Parking Business Improvement Area Fund					
4108 Park & Bus Imp Tax- Zone A	\$ 50,100	\$ 52,170	\$ 47,000	\$ 47,000	\$ 49,000
4109 Park & Bus Imp Tax- Zone B	9,150	9,680	4,500	4,500	9,500
4801 Interest Earnings	2,460	4,500	4,000	4,000	2,500
4872 Unrealized Gain/Loss	-	520	-	-	-
Total Parking Business Improvement Area Fund	\$ 61,710	\$ 66,870	\$ 55,500	\$ 55,500	\$ 61,000

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
Air Quality Management District (AQMD) Fund					
4360 SCIP Grant	-	-	-	160,000	-
4502 Motor Vehicle AB2766 Fees	98,480	99,900	100,000	100,000	100,000
4801 Interest Income	1,700	3,790	-	-	-
4872 Unrealized Gain/Loss	-	450	-	-	-
Total Air Quality Management District Fund	\$ 100,180	\$ 104,140	\$ 100,000	\$ 260,000	\$ 100,000
Homeland Security Grants Fund - PD					
4342 Homeland Security Grant- 2015	41,310	1,300	22,940	22,940	-
Total Homeland Security Grants Fund - PD	\$ 41,310	\$ 1,300	\$ 22,940	\$ 22,940	\$ -
Proposition 30 Fund					
4801 Interest Income	2,040	2,890	1,900	1,900	1,860
4872 Unrealized Gain/Loss	-	330	-	-	-
Total Proposition 30 Fund	\$ 2,040	\$ 3,220	\$ 1,900	\$ 1,900	\$ 1,860
COPS Fund					
4423 COPS	163,560	174,730	120,000	120,000	120,000
4801 Interest Income	7,010	12,710	3,000	3,000	-
4872 Unrealized Gain/Loss	-	1,500	-	-	-
Total COPS Fund	\$ 170,570	\$ 188,940	\$ 123,000	\$ 123,000	\$ 120,000
Other Grants Fund					
4326 Spark of Love Grant	3,890	-	-	-	-
4355 State Reimbursements	-	-	-	-	80,870
4483 Library Literacy - Donations	-	5,230	-	270	-
4509 JPL NASA Grant	130	-	-	90	-
4801 Interest Income	210	280	-	-	-
4872 Unrealized Gain/Loss	-	30	-	-	-
4904 General Donations/Owner Contributions	-	51,500	-	-	-
4908 Miscellaneous Reimbursements	35,000	-	-	-	-
4909 Other Revenue	-	890	-	530	-
Total Other Grants Fund	\$ 39,230	\$ 57,930	\$ -	\$ 890	\$ 80,870
Office of Traffic Safety Fund					
4419 OTS- Alcohol Beverage Control	4,200	-	-	-	-
4432 OTS- Sobriety Checkpoint Grants	131,260	162,980	-	220,770	74,400
Total Office of Traffic Safety Fund	\$ 135,460	\$ 162,980	\$ -	\$ 220,770	\$ 74,400
Other Public Safety Grants					
4355 State Reimbursements	-	-	-	36,960	-
4434 JAG Grants	15,210	3,230	-	-	-
4801 Interest Income	490	-	-	-	-
Total Local Law Enforcement Block Grants Fund	\$ 15,700	\$ 3,230	\$ -	\$ 36,960	\$ -
Asset Forfeiture Fund					
4435 Asset Forfeiture- Federal	24,600	8,590	-	-	-
4801 Interest Income	6,600	9,870	-	-	-
4872 Unrealized Gain/Loss	-	1,130	-	-	-
4918 Prior Year Revenue	401,790	-	-	-	-
Total Asset Forfeiture Fund	\$ 432,990	\$ 19,590.00	\$ -	\$ -	\$ -
CalHOME Investment Partnership Program Fund					
4315 CAL-HOME-Program Income	-	-	50,000	50,000	-
4801 Interest Income	5,410	5,780	4,000	4,000	200
4872 Unrealized Gain/Loss	-	900	-	-	-
4923 Program Income - HIP	-	19,740	-	-	-
4924 Program Income - FTHB	8,040	4,270	-	-	7,000
Total CalHOME Fund	\$ 13,450	\$ 30,690.00	\$ 54,000	\$ 54,000	\$ 7,200
Asset Forfeiture - Federal Treasury					
4435 Asset Forfeiture	80	2,750	-	-	-
4801 Interest Income	100	160	-	-	-
4872 Unrealized Gain/Loss	-	20	-	-	-
4918 Prior Year Revenue	6,810	-	-	-	-

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
<i>Asset Forfeiture - Federal Treasury (continued)</i>					
Total Asset Forfeiture-Federal Treasury	\$ 6,990	\$ 2,930	\$ -	\$ -	\$ -
Asset Forfeiture - State					
4321 H&S Police Forfeiture	\$ 1,120	\$ 120	\$ -	\$ -	-
4422 Asset Forfeiture - State	3,750	4,360	-	-	-
4801 Interest Income	2,380	3,450	-	-	-
4872 Unrealized Gain/Loss	-	390	-	-	-
4918 Prior Year Revenue	159,690	-	-	-	-
Total Asset Forfeiture - State	\$ 166,940	\$ 8,320	\$ -	\$ -	\$ -
BSCC Budget Act					
4436 State BSCC Funding	\$ 78,310	\$ -	\$ -	\$ -	-
4801 Interest Income	1,000	1,560	-	-	-
4872 Unrealized Gain/Loss	-	180	-	-	-
Total BSCC Budget Act	\$ 79,310	\$ 1,740	\$ -	\$ -	\$ -
General Capital Improvements Fund					
4219 General Capital Impact Fee	\$ 164,090	\$ 64,650	\$ 170,300	\$ 170,300	\$ 236,000
4220 Fire Capital Impact Fee	102,410	77,960	98,000	98,000	145,000
4221 Police Capital Impact Fee	146,300	127,310	154,000	154,000	214,000
4801 Interest Income	14,220	25,080	12,000	12,000	14,000
4872 Unrealized Gain/Loss	-	2,930	-	-	-
Total General Capital Improvements Fund	\$ 427,020	\$ 297,930	\$ 434,300	\$ 434,300	\$ 609,000
Park Acquisition & Development Fund					
4107 Construction Tax	\$ 1,033,030	\$ 1,174,290	\$ 1,600,000	\$ 1,600,000	\$ 2,200,000
4801 Interest Income	69,330	113,760	51,000	51,000	85,000
4872 Unrealized Gain/Loss	-	13,180	-	-	-
Total Park Acquisition & Development Fund	\$ 1,102,360	\$ 1,301,230	\$ 1,651,000	\$ 1,651,000	\$ 2,285,000
Storm Drain Development Fund					
4211 Storm Drain Permits	\$ 745,370	\$ 166,580	\$ 720,000	\$ 720,000	\$ 1,150,000
4801 Interest Income	38,180	64,660	30,000	30,000	35,000
4872 Unrealized Gain/Loss	-	7,400	-	-	-
4902 Lease Proceeds	89,140	71,360	70,960	70,960	73,550
Total Storm Drain Development Fund	\$ 872,690	\$ 310,000	\$ 820,960	\$ 820,960	\$ 1,258,550
Street & Traffic Facility Development Fund					
4212 Street & Traffic Facility Permits	\$ 554,130	\$ 298,190	\$ 720,000	\$ 720,000	\$ 570,000
4801 Interest Income	20,630	38,650	18,000	18,000	25,000
4872 Unrealized Gain/Loss	-	4,470	-	-	-
4908 Miscellaneous Reimbursements	405,670	-	-	-	-
Total Street & Traffic Facility Development Fund	\$ 980,430	\$ 341,310	\$ 738,000	\$ 738,000	\$ 595,000
Street & Alley Repairs Fund					
4225 Street & Alley- Burrtec	\$ 206,120	\$ 208,400	\$ 216,000	\$ 216,000	\$ 216,330
4801 Interest Income	-	15,350	-	-	-
4872 Unrealized Gain/Loss	-	1,730	-	-	-
Total Street & Alley Repairs Fund	\$ 206,120	\$ 225,480	\$ 216,000	\$ 216,000	\$ 216,330
Energy Efficiency Capital Improvement Project					
4801 Interest Income	\$ 7,230	\$ 4,740	\$ -	\$ -	-
4902 Lease Proceeds	2,797,090	-	-	-	-
4903 Bond Proceeds	4,548,390	-	-	-	-
Total Energy Efficiency Capital Improvement Project	\$ 7,352,710	\$ 4,740	\$ -	\$ -	\$ -
Water Utility Fund					
4214 Water Construction Permits	\$ 486,580	\$ 422,170	\$ 600,000	\$ 600,000	\$ 900,000
4355 State Reimbursements	86,100	-	-	-	-
4603 Damage to City Property	50,070	29,640	-	-	-
4681 Water Sales- Metered	22,820,230	23,713,210	27,200,000	27,200,000	28,000,000
4682 Water Sales- Flat Rate	65,910	358,740	200,000	200,000	200,000
4688 Water Sales- Recycled	306,250	460,890	661,000	661,000	679,930
4690 Water Connection Fee	15,220	40,640	45,000	45,000	-

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
<i>Water Utility Fund (continued)</i>					
4691 Water Meter Installation	83,320	194,730	145,000	145,000	110,000
4692 Lease of Stored Water	3,549,510	169,910	-	-	-
4697 Hydrant Flow Test	5,670	6,210	5,500	5,500	5,500
4698 Water Jumper Install Fee	2,210	20,060	13,000	13,000	13,000
4699 Joint Venture Net Income	1,161,500	375,650	-	-	-
4710 Municipal Code- Late Charges	213,460	237,500	65,000	-	-
4801 Interest Income	195,470	334,360	-	65,000	65,000
4872 Unrealized Gain/Loss	-	38,550	-	-	-
4901 Sale of Capital Assets	-	23,800	-	-	-
4904 General Donations/Owner Contributions	-	1,112,230	-	-	-
4908 Miscellaneous Reimbursements	247,040	265,580	264,000	264,000	264,000
4909 Other Revenue	230,860	284,300	155,000	155,000	155,000
Total Water Utility Fund	\$ 29,519,400	\$ 28,088,170	\$ 29,353,500	\$ 29,353,500	\$ 30,392,430
Solid Waste Utility Fund					
4351 Beverage Recycling Grant	\$ 45,430	\$ 57,710	\$ -	\$ -	\$ -
4352 Used Oil Block Grant	25,170	-	-	-	-
4685 Solid Waste- Residential	4,545,360	4,684,700	4,790,000	4,790,000	5,513,340
4686 Solid Waste- Non-Residential	6,987,470	7,836,800	8,700,000	8,700,000	10,398,460
4689 HHW Transfer In	154,590	156,300	162,240	162,240	162,230
4801 Interest Income	27,610	40,060	15,000	15,000	15,000
4872 Unrealized Gain/Loss	-	4,700	-	-	-
4908 Miscellaneous Reimbursement	-	-	50,000	50,000	-
Total Solid Waste Utility Fund	\$ 11,785,630	\$ 12,780,270	\$ 13,717,240	\$ 13,717,240	\$ 16,089,030
Sewer Utility Fund					
4210 Sanitary Sewer Permits- City	\$ 321,420	\$ 310,060	\$ 245,600	\$ 245,600	\$ 250,700
4213 Wastewater Permits	76,800	60,860	60,000	60,000	60,000
4683 Sewer Collection Charges	3,491,350	3,473,810	3,096,480	3,096,480	2,975,200
4684 Sewer Treatment- IEUA	6,189,550	6,582,940	6,391,100	6,391,100	6,742,500
4687 Sewer Connection Fees	7,110	84,440	30,000	30,000	15,000
4694 Sewer- Pass-Thru- Montclair	470	460	500	500	500
4695 Sewer- Pass-Thru- Ontario	42,730	42,420	36,000	36,000	45,000
4696 Sewer- Pass-Thru- LA County	15,100	17,020	16,000	16,000	18,000
4801 Interest Income	192,440	308,480	91,600	91,600	91,600
4872 Unrealized Gain/Loss	-	35,810	-	-	-
4904 General Donations/Owner Contributions	-	432,300	-	-	-
4909 Other Revenue	290	1,570	-	-	-
Total Sewer Utility Fund	\$ 10,337,260	\$ 11,350,170	\$ 9,967,280	\$ 9,967,280	\$ 10,198,500
Fire Annexation Worker's Compensation					
4801 Interest Income	\$ 7,320	\$ 8,910	\$ -	\$ -	\$ -
4872 Unrealized Gain/Loss	-	1,020	-	-	-
Total Fire Annexation Worker's Compensation	\$ 7,320	\$ 9,930	\$ -	\$ -	\$ -
Self-Funded Insurance Fund					
4671 User Departments- Workers Compensation	\$ 1,457,340	\$ 1,456,020	\$ 1,529,550	\$ 1,529,550	\$ 1,924,880
4672 User Departments- Unemployment	123,280	121,360	123,430	123,430	64,870
4673 User Departments- Long-Term Disability	124,110	121,390	123,210	123,210	125,140
4674 User Departments- Liability	2,179,870	2,260,500	2,275,280	2,275,280	2,443,260
4675 User Departments- Loss Prevention	136,230	137,650	126,060	126,060	124,980
4801 Interest Income	80	1,740	-	-	-
4908 Miscellaneous Reimbursements	11,740	21,840	-	-	-
4909 Other Revenue	710	28,700	-	-	-
Total Self-Funded Insurance Fund	\$ 4,033,360	\$ 4,149,200	\$ 4,177,530	\$ 4,177,530	\$ 4,683,130
Fleet Management Fund					
4662 Replacement Charges	\$ 553,200	\$ -	\$ -	\$ -	\$ -
4676 User Departments- Vehicle Replacement	717,220	1,314,100	1,133,070	1,133,070	655,990
4801 Interest Income	9,820	14,770	-	-	-
4872 Unrealized Gain/Loss	-	1,730	-	-	-
4901 Sale of Assets	23,050	42,000	30,350	30,350	53,500
4909 Other Revenue	420	(110)	-	-	-
Total Fleet Management Fund	\$ 1,303,710	\$ 1,372,490	\$ 1,163,420	\$ 1,163,420	\$ 709,490

2020-2021 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
Information Systems Fund					
4125 PEG Fees	\$ 87,000	\$ 198,430	\$ 130,000	\$ 130,000	\$ 130,000
4662 Replacement Charges	50,000	-	-	-	-
4669 User Departments- Information Systems	1,488,680	1,435,140	1,594,560	1,594,560	1,835,380
4801 Interest Income	16,780	25,210	-	-	-
4872 Unrealized Gain/Loss	-	2,890	-	-	-
4908 Miscellaneous Reimbursements	170	180	-	-	-
4909 Other Revenue	80	3,570	-	-	-
Total Information Systems Fund	\$ 1,642,710	\$ 1,665,420	\$ 1,724,560	\$ 1,724,560	\$ 1,965,380
Building Maintenance & Operations Fund					
4670 User Departments- Building Maint & Operations	\$ 1,093,820	\$ 1,098,840	\$ 1,078,670	\$ 1,078,670	\$ 929,710
4801 Interest Income	12,300	20,950	-	-	-
4872 Unrealized Gain/Loss	-	2,500	-	-	-
Total Building Maintenance & Operations Fund	\$ 1,106,120	\$ 1,122,290	\$ 1,078,670	\$ 1,078,670	\$ 929,710
Successor Agency Fund					
4430 SA Administrative Allowance	\$ 233,300	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
4431 SA RPTTF	3,140,300	2,629,670	3,075,060	3,075,060	3,134,580
4801 Interest Income	37,800	21,170	41,190	41,190	5,200
4802 Rents General	15,500	-	-	-	-
4901 Sale of Capital Assets	-	1,284,070	-	-	-
Total Successor Agency Fund	\$ 3,426,900	\$ 4,184,910	\$ 3,366,250	\$ 3,366,250	\$ 3,389,780
Grand Total	\$ 139,975,230	\$ 126,221,090	\$ 122,417,440	\$ 121,131,230	\$ 126,024,350

2020-2021 SCHEDULE OF EXPENDITURES BY FUND

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Amended	2020-21 Adopted
General Fund	\$	37,335,470	\$ 38,037,710	\$ 41,931,700	\$ 43,763,590	\$ 43,600,910
Total General Fund	\$	37,335,470	\$ 38,037,710	\$ 41,931,700	\$ 43,763,590	\$ 43,600,910
Housing	\$	21,141,810	\$ 2,471,200	\$ 4,105,240	\$ 4,128,240	\$ 4,194,290
Public Safety Augmentation		938,260	1,007,510	1,002,140	1,002,140	900,000
Gas Tax		2,900,570	2,912,630	8,924,110	8,357,720	8,671,570
Measure I		39,930	299,070	6,059,150	6,073,880	6,323,790
Road Maintenance Rehabilitation Account		-	-	-	-	1,330,000
HOME Investment Partnership Program		90,490	-	205,000	205,000	420,000
Community Development Block Grant		310,600	709,620	636,410	1,025,710	821,950
Parking Business Improvement Area		1,890	6,880	204,200	222,200	188,720
Air Quality Management District		18,070	14,990	195,210	355,210	201,030
Homeland Security Grants - PD		37,220	1,300	22,940	22,940	-
Prop 30		-	-	140,000	140,000	140,000
COPS		-	20,860	626,870	744,330	933,130
Other Grants		39,010	57,620	-	890	92,400
Office of Traffic Safety		140,340	156,530	-	220,770	74,400
Other Public Safety Grants		15,710	3,590	-	36,960	-
Asset Forfeiture - Federal/Treasury		5,060	-	-	-	-
CalHOME		108,020	-	210,000	210,000	210,000
Asset Forfeiture State		1,930	-	-	-	-
Total Special Revenue Funds	\$	25,788,910	\$ 7,661,800	\$ 22,331,270	\$ 22,745,990	\$ 24,501,280
Public Financing Authority	\$	-	-	-	-	-
Total Debt Service Fund	\$	-	-	-	-	-
General Capital Improvements	\$	114,900	\$ 16,990	\$ 54,850	\$ 54,850	\$ 546,050
Park Acquisition & Development		100,000	7,390	178,400	171,010	145,090
Storm Drain Development		50	241,100	655,420	588,150	1,232,120
Street & Traffic Facility Development		1,137,210	50	1,629,520	1,629,520	3,034,800
General Capital Projects		1,018,950	217,300	1,163,930	2,006,310	1,870,600
Street & Alley Repairs		8,540	250,150	776,750	745,390	945,970
Energy Efficiency Capital Imp Project		4,747,650	2,495,980	275,120	101,860	-
Total Capital Project Funds	\$	7,127,300	\$ 3,228,960	\$ 4,733,990	\$ 5,297,090	\$ 7,774,630
Water Utility	\$	20,011,420	\$ 22,594,900	\$ 41,491,190	\$ 41,468,720	\$ 40,954,080
Solid Waste Utility		11,151,680	12,235,590	13,101,560	13,132,530	15,242,410
Sewer Utility		8,752,770	8,879,490	12,754,150	12,725,450	13,100,840
Total Enterprise Funds	\$	39,915,870	\$ 43,709,980	\$ 67,346,900	\$ 67,326,700	\$ 69,297,330
Self-Funded Insurance	\$	4,712,960	\$ 6,320,180	\$ 4,177,530	\$ 4,177,530	\$ 4,683,130
Fleet Management		1,396,670	1,387,200	1,433,070	1,887,270	800,990
Information Systems		1,632,020	1,506,360	1,677,510	2,030,020	1,963,550
Building Maintenance & Operations		1,014,240	877,410	1,156,300	1,296,020	1,244,540
Total Internal Service Funds	\$	8,755,890	\$ 10,091,150	\$ 8,444,410	\$ 9,390,840	\$ 8,692,210
Successor Agency	\$	1,101,030	\$ 2,752,200	\$ 3,323,870	\$ 3,323,870	\$ 3,389,780
Total Private Purpose Trust Fund	\$	1,101,030	\$ 2,752,200	\$ 3,323,870	\$ 3,323,870	\$ 3,389,780
Grand Total	\$	120,024,470	\$ 105,481,800	\$ 148,112,140	\$ 151,848,080	\$ 157,256,140

Transfers not included in the Schedule of Expenditures by Fund.

2020-2021 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Maintenance & Operations	Capital Projects & Equipment	Total
General Fund	\$ 26,506,270	\$ 17,094,640	\$ -	\$ 43,600,910
Total General Fund	\$ 26,506,270	\$ 17,094,640	\$ -	\$ 43,600,910
Housing	\$ 733,510	\$ 3,460,780	\$ -	\$ 4,194,290
Public Safety Augmentation	900,000	-	-	900,000
Gas Tax	-	306,540	8,365,030	8,671,570
Measure I	-	-	6,323,790	6,323,790
Road Maintenance Rehabilitation Account	-	-	1,330,000	1,330,000
HOME Investment Partnership Program	-	420,000	-	420,000
Community Development Block Grant	115,370	606,580	100,000	821,950
Parking Business Improvement Area	-	49,730	138,990	188,720
Air Quality Management District	5,460	31,000	164,570	201,030
Prop 30	-	-	140,000	140,000
COPS	-	-	933,130	933,130
Other Grants	38,770	53,630	-	92,400
Office of Traffic Safety	70,650	3,750	-	74,400
CalHOME	-	210,000	-	210,000
Total Special Revenue Funds	\$ 1,863,760	\$ 5,142,010	\$ 17,495,510	\$ 24,501,280
General Capital Improvements	\$ -	\$ -	\$ 546,050	\$ 546,050
Park Acquisition & Development	-	-	145,090	145,090
Storm Drain Development	-	-	1,232,120	1,232,120
Street & Traffic Facility Development	-	-	3,034,800	3,034,800
General Capital Projects	-	-	1,870,600	1,870,600
Street & Alley Repairs	-	-	945,970	945,970
Total Capital Project Funds	\$ -	\$ -	\$ 7,774,630	\$ 7,774,630
Water Utility	\$ 4,258,480	\$ 21,674,980	\$ 15,020,620	\$ 40,954,080
Solid Waste Utility	710,620	14,281,790	250,000	15,242,410
Sewer Utility	1,795,820	9,536,330	1,768,690	13,100,840
Total Enterprise Funds	\$ 6,764,920	\$ 45,493,100	\$ 17,039,310	\$ 69,297,330
Self-Funded Insurance	\$ 297,650	\$ 4,385,480	\$ -	\$ 4,683,130
Fleet Maintenance & Replacement	332,740	310,850	157,400	800,990
Information Systems	422,890	1,360,660	180,000	1,963,550
Building Maintenance & Operations	577,940	651,600	15,000	1,244,540
Total Internal Service Funds	\$ 1,631,220	\$ 6,708,590	\$ 352,400	\$ 8,692,210
Successor Agency	\$ 245,400	\$ 3,144,380	\$ -	\$ 3,389,780
Total Private Purpose Trust Fund	\$ 245,400	\$ 3,144,380	\$ -	\$ 3,389,780
Grand Total	\$ 37,011,570	\$ 77,582,720	\$ 42,661,850	\$ 157,256,140

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

2020-21 EXPENDITURES BY DEPARTMENT PROGRAM

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Adopted
General Government					
City Council	\$ 112,920	\$ 105,930	\$ 118,670	\$ 118,670	\$ 109,540
City Treasurer	1,650	1,700	1,800	1,800	1,790
Administration	389,180	526,940	438,330	531,330	486,290
Total General Government	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620
Administrative Services					
Finance	\$ 1,911,550	\$ 1,863,010	\$ 2,463,960	\$ 2,538,890	\$ 1,470,500
Non-Departmental	324,910	2,130,360	3,180,290	4,180,290	3,394,910
Library	1,651,090	1,570,350	1,637,320	1,643,660	1,354,870
Human Resources	438,440	558,200	686,850	846,850	681,790
City Attorney	487,500	374,700	490,000	490,000	430,000
City Clerk	436,050	262,480	330,050	423,350	489,130
Recreation Administration	621,450	618,330	683,420	706,740	816,170
Recreation Classes	189,540	202,650	226,800	226,800	211,850
Recreation Facilities	106,960	96,160	128,940	128,940	32,420
Youth Programs/Sports	67,590	100,590	118,600	103,600	85,780
Senior Center	310,170	362,380	312,020	312,020	356,460
Special Events	40,670	67,230	63,270	138,030	53,690
Community Outreach Services	24,360	60,770	47,720	47,720	-
ACCESS Program	220	-	-	-	-
Landecena Center	31,230	60,170	36,900	36,900	39,590
Carnegie Library Operation	63,650	70,090	93,960	93,960	97,350
Passports	24,430	13,150	19,590	19,590	19,590
Recreation Grants	39,010	57,620	-	890	-
Risk Management	4,712,960	6,320,180	4,177,530	4,177,530	4,683,130
Information Technology	1,632,020	1,506,360	1,677,510	2,030,020	1,963,550
Total Administrative Services	\$ 13,113,800	\$ 16,294,780	\$ 16,374,730	\$ 18,145,780	\$ 16,180,780
Development Services					
Building & Safety	\$ 748,040	\$ 737,510	\$ 802,060	\$ 802,060	\$ 975,380
Weed Abatement	56,180	66,330	54,810	79,720	74,110
Economic Development	218,040	237,760	277,900	315,950	267,460
Planning Commission	10,140	9,680	14,340	14,340	18,200
Planning	628,240	531,780	563,460	566,460	620,180
Santa Fe Depot	-	-	27,700	27,700	12,000
Housing	21,141,810	2,471,200	4,105,240	4,128,240	4,194,290
HOME Program	90,490	-	205,000	205,000	420,000
CBDG	310,600	709,620	636,410	1,025,710	821,950
PBIA	1,890	6,880	204,200	222,200	188,720
CalHOME Program	108,020	-	210,000	210,000	210,000
Energy Efficiency Capital Imp Project	4,747,650	2,495,980	275,120	101,860	-
Successor Agency	1,101,030	2,752,200	3,323,870	3,323,870	3,389,780
Total Development Services	\$ 29,162,130	\$ 10,018,940	\$ 10,700,110	\$ 11,023,110	\$ 11,192,070
Fire					
Fire Administration	\$ 1,901,380	\$ 45,400	\$ -	\$ 14,540	\$ -
Fire Station I	134,560	-	-	-	-
Fire Station II	501,050	-	-	-	-
Fire Station III	182,310	-	-	-	-
Fire Station IV	129,470	8,430	-	-	-
Emergency Medical Services	860	-	-	-	-
Special Operations	10	-	-	-	-
Air Ambulance	180,870	-	-	-	-
Historic Fire Station	23,600	-	-	-	-
Fire Prevention	33,640	-	-	-	-

2020-21 EXPENDITURES BY DEPARTMENT PROGRAM

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Adopted
<i>(Fire continued)</i>					
Fire Training & Emergency	100	-	-	-	-
Total Fire	\$ 3,087,850	\$ 53,830	\$ -	\$ 14,540	\$ -
Police					
Police Administration	\$ 4,847,230	\$ 5,629,480	\$ 5,694,710	\$ 5,738,510	\$ 5,732,370
Investigations	2,207,960	2,480,950	2,921,930	2,921,930	3,306,840
Animal Services	522,900	559,760	644,500	686,710	665,190
Patrol	12,753,110	12,745,410	13,653,520	13,677,140	15,980,260
Police Special Events & Community Outreach	12,180	17,950	14,700	14,700	22,750
Police Reserves	650	1,660	3,200	3,200	6,300
Code Enforcement	467,310	582,380	726,960	726,960	667,890
Police Grants	200,260	182,280	789,810	1,165,000	1,239,930
Total Police	\$ 21,011,600	\$ 22,199,870	\$ 24,449,330	\$ 24,934,150	\$ 27,621,530
Public Works					
Public Works Administration	\$ 671,340	\$ 626,000	\$ 730,320	\$ 730,320	\$ 804,460
Engineering Administration	307,450	367,260	295,740	295,740	292,550
Development/Traffic Engineering	406,370	504,730	387,130	567,130	590,400
Street Maintenance	669,360	682,620	703,490	703,490	663,140
Street Sweeping	16,660	18,220	16,660	16,660	18,870
Sidewalk Maintenance	159,000	161,450	176,740	176,740	194,730
Street Lighting	886,700	882,030	881,600	881,600	777,380
Traffic Control	211,800	211,070	156,480	156,480	169,490
Traffic Facility Maintenance	232,590	213,920	292,000	292,000	235,000
Weed Abatement	35,860	48,000	51,860	51,860	31,690
Flood Control	18,500	19,080	8,000	8,000	6,000
Street Tree Maintenance	762,930	766,710	820,010	820,010	732,940
Public ROW Maintenance	544,380	465,490	480,840	480,840	404,180
Maintenance - Main Street	51,280	47,520	59,400	59,400	58,510
Maintenance - Metrolink	16,530	24,830	182,280	202,280	195,020
Fleet Maintenance	2,150	-	-	-	-
Graffiti Abatement	-	-	90,000	90,000	80,000
Damage to City Property	49,530	55,190	55,000	55,000	56,000
Park Maintenance	735,870	644,900	645,500	658,770	601,450
Sports Field Maintenance	249,470	257,100	243,840	243,840	246,840
Civic Center	264,590	331,560	354,740	354,740	298,660
Fire Station II Building	-	17,280	4,600	104,600	17,700
Fire Station III - Electric Meter	-	5,910	-	-	-
Historic Fire Station Building	-	23,950	14,540	14,540	12,480
Street Projects	2,940,500	3,211,700	14,983,260	14,431,600	16,325,360
General Capital Improvement	114,900	16,990	54,850	54,850	279,850
Park Acquisition & Development	100,000	7,390	178,400	171,010	145,090
Storm Drain Development	50	241,100	655,420	588,150	1,232,120
Street & Traffic Facility Development	1,137,210	50	1,629,520	1,629,520	3,034,800
General Capital Projects	225,000	203,020	1,163,930	1,984,150	1,870,600
Street & Alley Repairs	8,540	250,150	776,750	745,390	945,970
Water Utility	20,011,420	22,594,900	41,491,190	41,468,720	40,954,080
Solid Waste Utility	11,151,680	12,235,590	13,101,560	13,132,530	15,242,410
Sewer Utility	8,752,770	8,879,490	12,754,150	12,725,450	13,100,840
Fleet Maintenance & Replacement	1,396,670	1,387,200	1,433,070	1,887,270	800,990
Building Maintenance & Operations	1,014,240	877,410	1,156,300	1,296,020	1,244,540
Total Public Works	\$ 53,145,340	\$ 56,279,810	\$ 96,029,170	\$ 97,078,700	\$ 101,664,140
Grand Total	\$ 120,024,470	\$ 105,481,800	\$ 148,112,140	\$ 151,848,080	\$ 157,256,140

FISCAL YEAR 2020-21
SUMMARY OF TRANSFERS

Fund No.	Fund Name	Transfers In	Transfers Out
425	General Capital Projects	\$ 193,000	
754	Building Maintenance & Operations To Fund Police Building HVAC Replacement Project.		\$ 193,000
645	Sewer Utility	265,000	
641	Solid Waste Utility To Transfer for Landfill Costs.		265,000
Total		\$ 458,000	\$ 458,000

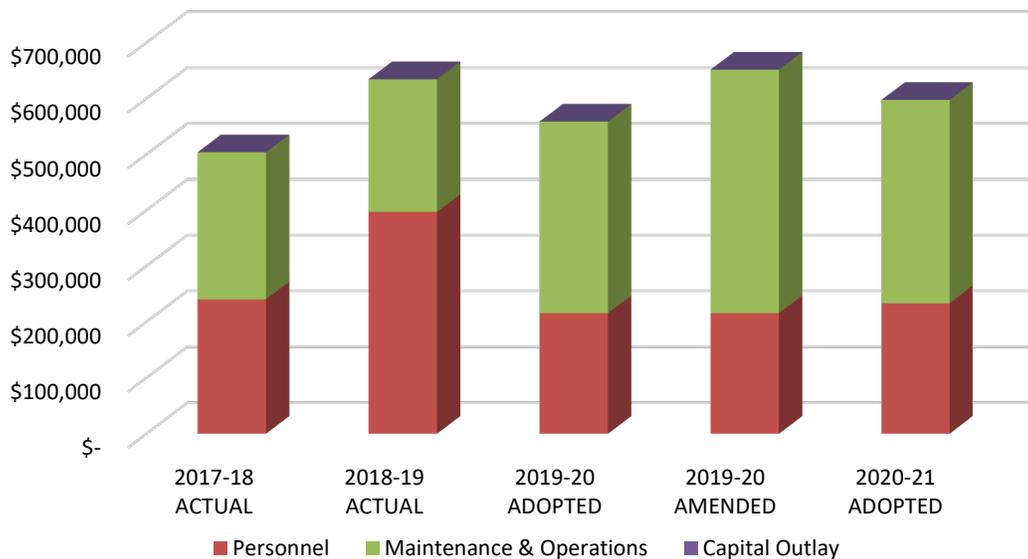
GENERAL GOVERNMENT

MISSION STATEMENT

The Mission of the General Government of the City of Upland is to provide accessible, proactive leadership and governance for the community through the establishment of policies that pursue City Council goals and objectives. To provide quality, customer focused municipal services in a timely and competent manner. To promote the best interest of City residents locally and with other governmental agencies in order to create a vibrant and healthy economic, physical, and social environment.

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 240,250	\$ 396,860	\$ 215,510	\$ 215,510	\$ 233,260
Maintenance & Operations	263,500	237,710	343,290	436,290	364,360
TOTAL BUDGET	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620

General Government Expense Classification



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
FUNDING SOURCES*					
GENERAL FUND	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620
TOTAL BUDGET	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620

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 represent one of four Districts and 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 2020-21 GOALS AND OBJECTIVES

- ◆ To continue to expand citizen participation in local government through advisory commissions, boards, committees, semi-monthly council meetings and educational workshops.
- ◆ 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.
- ◆ To pursue additional revenue sources to support the services and resources provided to the community.
- ◆ To provide transparency through technology and open government platforms, and improve the public trust.
- ◆ To conclude a Request for Proposals for City Attorney services

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 6546 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 2020-21 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
ADMINISTRATION				
CITY MANAGER	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	0.50	1.00	1.00	1.00
DEPUTY CITY MANAGER	0.50	0.00	0.00	0.00
EXECUTIVE ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	1.00
TOTAL DEPARTMENT	3.00	3.00	3.00	3.00

FY 2020-21 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.
- ◆ To hire & retain key personnel.
- ◆ To continue to seek reimbursement and grant opportunities from County, State, and Federal Government agencies in response to the COVID-19 Pandemic.
- ◆ To continue to seek resources and disseminate information to assist residents and businesses recover economically and socially from the COVID-19 Pandemic.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Percentage of Agenda items reviewed and approved within two days	99%	99%	99%	100%
Percentage of calls referred to responsible employees and/or departments within the organization within 24 hours, and bring closure to citizens' concerns in a timely manner	90%	95%	98%	100%
Percentage of inquiries from various Department personnel responded within two days or when scheduled	95%	95%	98%	98%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Percentage of Electronic Message Board Requests posted prior to requested posting date	100%	100%	100%	100%

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Negotiated a development agreement for a major facility on the west corridor of Upland on a 50-acre blighted sight south of Cable Airport.
- ◆ Retained Terra West to develop a strategic plan to assist with economic development activity.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers.
- ◆ Completed union and exempt employee negotiations and labor agreements.
- ◆ Constructed an electric vehicle charging station at the Civic Center utilizing grant funding.
- ◆ Held several public government education workshops including City Council Goal Setting meetings.
- ◆ Added a Fraud Prevention and Transparency Research Portal to the City website.
- ◆ Developed and Adopted an Emergency Operations Plan.
- ◆ Completed the selection of an Animal Services Provider.
- ◆ Modernized Administrative Policy and Procedure in regard to City Website and Social Media.
- ◆ Hired a new Assistant City Manager, Human Resources Manager, and Executive Assistant to the City Manager.
- ◆ Activated the Emergency Operations Plan in response to the COVID-19 Pandemic.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2020-21 PROPOSED BUDGET

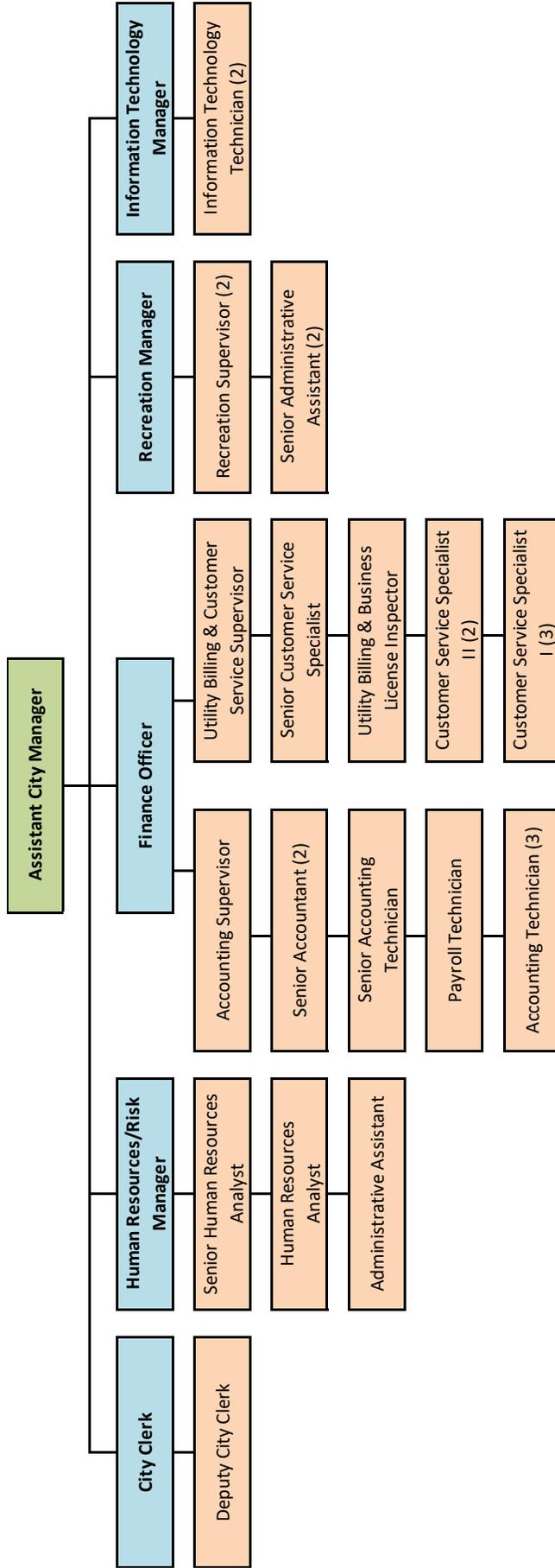
GENERAL GOVERNMENT		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
1101	CITY COUNCIL					
	Personnel	\$ 42,900	\$ 41,000	\$ 34,490	\$ 34,490	\$ 35,460
	Maintenance & Operations	70,020	64,930	84,180	84,180	74,080
	Capital Outlay	-	-	-	-	-
	TOTAL CITY COUNCIL	\$ 112,920	\$ 105,930	\$ 118,670	\$ 118,670	\$ 109,540
1104	CITY TREASURER					
	Personnel	\$ 1,360	\$ 1,370	\$ 1,420	\$ 1,420	\$ 1,410
	Maintenance & Operations	290	330	380	380	380
	Capital Outlay	-	-	-	-	-
	TOTAL CITY TREASURER	\$ 1,650	\$ 1,700	\$ 1,800	\$ 1,800	\$ 1,790
1201	ADMINISTRATION					
	Personnel	\$ 195,990	\$ 354,490	\$ 179,600	\$ 179,600	\$ 196,390
	Maintenance & Operations	193,190	172,450	258,730	351,730	289,900
	Capital Outlay	-	-	-	-	-
	TOTAL ADMINISTRATION	\$ 389,180	\$ 526,940	\$ 438,330	\$ 531,330	\$ 486,290
	TOTAL GENERAL GOVERNMENT					
	Personnel	\$ 240,250	\$ 396,860	\$ 215,510	\$ 215,510	\$ 233,260
	Maintenance & Operations	263,500	237,710	343,290	436,290	364,360
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL GOVERNMENT	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 7,500	\$ 6,810	\$ 4,660	\$ 4,660	\$ 10,000
5111	Salaries - Full Time	129,460	297,280	137,740	137,740	140,040
5112	Salaries - Temporary/Part Time	40,900	-	-	-	-
5116	Fringe Benefits	17,660	22,100	21,940	21,940	28,080
5117	Retirement Contributions	10,280	10,610	12,820	12,820	13,820
5119	Unfunded Annual PERS Liability	34,450	60,060	38,350	38,350	41,320
	TOTAL PERSONNEL EXPENSES	\$ 240,250	\$ 396,860	\$ 215,510	\$ 215,510	\$ 233,260
	MAINTENANCE & OPERATIONS					
5210	City Manager Contingency	\$ -	-	\$ 25,000	\$ 75,000	\$ 50,000
5211	Postage	4,510	4,670	5,520	5,520	6,020
5212	Advertising	30,150	15,200	9,200	9,200	8,700
5213	Dues & Subscriptions	54,120	59,280	60,760	60,760	60,960
5215	Training/Conferences/Meetings	14,000	9,350	32,620	32,620	25,520
5216	Office Supplies	2,110	200	1,500	1,500	1,500
5217	Other Supplies/Materials	2,950	1,070	22,770	22,770	22,770
5220	Fuel Usage	1,570	810	-	-	-
5222	Central Duplicating Charges	150	220	170	170	170
5223	Information Systems Charges	16,160	9,850	13,930	13,930	13,470
5224	Vehicle Charges	1,650	2,210	-	-	-
5233	Other Equipment	1,260	4,650	-	-	-
5248	Maintenance - Other	-	1,500	-	-	-
5252	Professional Services	30,330	29,750	62,000	80,000	62,000
5253	Contract Services	54,080	49,220	54,000	79,000	54,000
5258	Other Services	14,630	14,810	18,000	18,000	18,000
5271	Insurance Premium	230	330	450	450	450
5273	Workers Compensation Charges	11,120	12,140	12,030	12,030	14,920
5274	Unemployment Charges	940	1,010	970	970	500
5275	Long-term Disability Charges	950	1,010	970	970	970
5276	Liability Charges	16,590	18,840	17,910	17,910	18,940
5277	Loss Prevention	1,000	1,140	990	990	970
5294	Sponsor/Contribution/Donation	-	450	4,500	4,500	4,500
5427	Issuance Costs	5,000	-	-	-	-
	TOTAL MAINTENANCE & OPERATIONS	\$ 263,500	\$ 237,710	\$ 343,290	\$ 436,290	\$ 364,360
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5531	Vehicles	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -				
	TOTAL DEPARTMENT	\$ 503,750	\$ 634,570	\$ 558,800	\$ 651,800	\$ 597,620

ADMINISTRATIVE SERVICES

City of Upland
Organizational Chart
Fiscal Year 2020-21



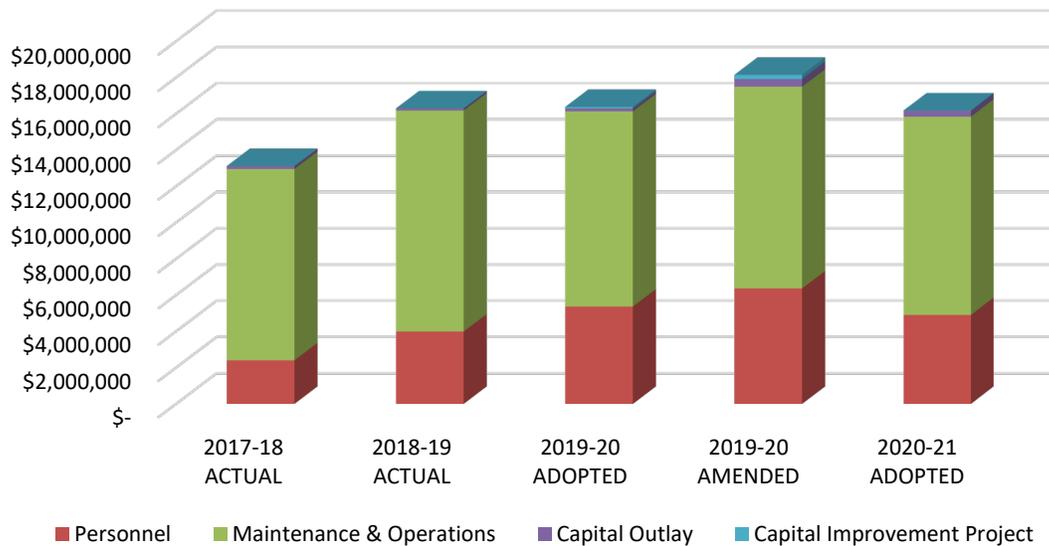
MISSION STATEMENT

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.

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 2,402,430	\$ 3,990,310	\$ 5,366,670	\$ 6,366,670	\$ 4,903,430
Maintenance & Operations	10,552,190	12,183,780	10,764,110	11,126,610	10,932,780
Capital Outlay	159,180	120,690	168,950	417,500	334,000
Capital Improvement Project	-	-	75,000	235,000	10,570
TOTAL BUDGET	\$ 13,113,800	\$ 16,294,780	\$ 16,374,730	\$ 18,145,780	\$ 16,180,780

Administrative Services Expense Classification



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 6,711,740	\$ 8,395,630	\$ 10,324,480	\$11,582,130	\$ 9,333,070
AIR QUALITY MANAGEMENT FUND	18,070	14,990	195,210	355,210	201,030
OTHER GRANTS	39,010	57,620	-	890	-
PUBLIC FINANCING AUTHORITY	-	-	-	-	-
SELF-FUNDED INSURANCE	4,712,960	6,320,180	4,177,530	4,177,530	4,683,130
INFORMATION SYSTEMS	1,632,020	1,506,360	1,677,510	2,030,020	1,963,550
TOTAL BUDGET	\$13,113,800	\$16,294,780	\$ 16,374,730	\$18,145,780	\$16,180,780

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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
CITY CLERK				
CITY CLERK	0.00	0.50	1.00	1.00
DEPUTY CITY CLERK	1.00	0.50	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	0.00
TOTAL DIVISION	2.00	2.00	2.00	2.00

FY 2020-21 GOALS AND OBJECTIVES

- ◆ Coordinate all activities with the County Registrar of Voters related to the November 2020 Municipal Election for Mayor, District 1 Councilmember and City Treasurer.
- ◆ Assist departments with records management to ensure compliance with adopted records retention schedules.

- ◆ Continue to coordinate the relocation of records to the 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
City Council and Council Committee agendas/packets prepared and posted	75	63	68	44
Campaign disclosure filings and Statements of Economic Interest filings processed	117	159	102	120
Agreements, resolutions and ordinances processed	131	120	124	125
Records requests handled by staff	400	376	409	400
Subpoenas processed	23	21	15	19

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Prepared informational brochures to encourage public participation in City Council meetings and encourage residents to apply to serve on boards, commissions, and committees.
- ◆ Coordinated with Information Technology to redesign the City Clerk website pages.
- ◆ Completed the RFP process and oversaw the installation of high density mobile shelving units for the new City Clerk records center.
- ◆ Coordinated the relocation of over 700 boxes of records to the new records center eliminating the need for monthly rental of storage space for records saving the City \$4,296 annually.

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 apprises 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 2020-21 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
FINANCE				
FINANCE OFFICER	1.00	1.00	1.00	1.00
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	2.00
ACCOUNTANT	1.00	1.00	1.00	0.00
SENIOR ACCOUNTING TECHNICIAN	0.00	1.00	1.00	1.00
PAYROLL TECHNICIAN	1.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN	3.00	3.00	3.00	3.00
ACCOUNTING CLERK	1.00	0.00	0.00	0.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	1.00	1.00	1.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	1.00	1.00	1.00	1.00
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	0.00	0.00	1.00	1.00
CUSTOMER SERVICE SPECIALIST II	2.00	2.00	2.00	2.00
CUSTOMER SERVICE SPECIALIST I	3.00	3.00	3.00	3.00
TOTAL DIVISION	16.00	16.00	17.00	17.00

FY 2020-21 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, 2020.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2020-21 and present budget recommendations to the City Council in February 2021.
- ◆ Provide good fiscal stewardship by ensuring Fiscal Year 2021-22 City budget is adopted by the City Council prior to the close of Fiscal Year 2020-21.
- ◆ Conduct a Cost Allocation Plan and Fully Burdened Hourly Rate Study and update user fees as necessary.
- ◆ Reduce the number of days from fiscal year end until the Comprehensive Annual Financial Report is issued to 184.
- ◆ 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.
- ◆ Create and design a new resident friendly webpage dedicated to utility billing. Items to be included: starting service application and requirements, current water, sewer and refuse rates, along with other important phone numbers related to utilities.

◆ Implement a pay by phone option for utility bills.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 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	100%	100%	100%	100%
Number of days from fiscal year-end until CAFR is issued	215	233	184	184
Implementation of Fixed Assets in Munis Software	Work in Process	Work in Process	Work in Process	100%
Centralize Accounts Payable using electronic workflow	Work in Process	Work in Process	Work in Process	100%
Implement Electronic Timecard entry for payroll	Work in Process	Work in Process	Work in Process	100%
Convert cash receipting records to electronic	N/A	Deferred to FY 2019-20	Deferred to FY 2020-21	100%
Percentage of utility accounts enrolled in the online biller program	56%	58%	61%	65%
Percentage of utility accounts enrolled in the Auto-Pay program	21%	23%	25%	27%
Percentage of utility accounts signed up for paperless statements	21%	23%	25%	27%
Implement and convert Utility Billing to the new ERP system	N/A	Deferred to FY 2019-20	Deferred to FY 2020-21	100%
Develop and distribute welcome pamphlets for new City residents	N/A	Deferred to FY 2019-20	Deferred to FY 2020-21	100%
Accept General Billing payments online	N/A	Deferred to FY 2019-20 (as tied to new Utility Billing ERP system)	Deferred to FY 2020-21 (as tied to new Utility Billing ERP system)	100%

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City’s annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2019-20.
- ◆ Received the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2019.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2019-2020, and presented budget recommendations to the City Council in March 2020.
- ◆ Reorganized Chart of Accounts to include division numbers in the revenue account numbers for more efficient tracking and reporting.
- ◆ Maintained the timeliness of revenue and expenditure report distribution.
- ◆ Issued 498 purchase orders and 5,322 accounts payable checks.
- ◆ Processed 490 help desk tickets to assist departments with various Finance related needs.
- ◆ Partially audited (on going) pool, clubhouse and landscape accounts associated with apartments and HOAs to ensure accurate billing and level of service.
- ◆ Continued working 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
INFORMATION SYSTEMS				
INFORMATION TECHNOLOGY MANAGER	1.00	1.00	1.00	1.00
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	1.00	1.00	1.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	0.00	0.00	0.00	2.00
TOTAL DIVISION	2.00	2.00	2.00	3.00

FY 2020-21 GOALS AND OBJECTIVES

- ◆ Migrate emails and home folders to Cloud.
- ◆ Configure collaboration software TEAMS.
- ◆ Continue implementation of Utilities Module.
- ◆ Go-live with Online permitting application.
- ◆ Upgrade PD and City Intranet.
- ◆ Upgrade Council Chambers AV System.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Percentage of information systems service requests resolved within 24 hours	100%	99%	100%	100%
Number of unplanned network outages	1	1	1	1
Number of unplanned server/service outages	1	1	0	0
Number of electronic devices maintained for employee use	949	949	950	925
Number of Help Desk tickets received for IT service requests (excluding weekend and phone requests)	1,509	1,518	1,525	1,550

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Implemented Geoviewer software for sewer and water to improve their processes and productivity.
- ◆ Implemented a reliable backup solution for PD servers.
- ◆ Implemented auditing software to audit City’s file access.
- ◆ Implemented a centralized Email Archiver to archive all emails according to policy.
- ◆ Completed Emergency Operations Center setup in the Carnegie Library.
- ◆ Upgraded library public computers and also updated the reservation software.

- ◆ Successfully went live with Building and Planning software EnerGov.
- ◆ Implemented secure remote access for staff to work from home.
- ◆ Successfully conducted remote council meetings and planning commission meetings using Zoom.
- ◆ Completed Planning Committee project tracking map.
- ◆ Created and implemented online app to survey/track homeless activity for PD’s IMPACT Team.

HUMAN RESOURCES

The Human Resources Department provides consultation, guidance and support in all aspects of human resources; while working collaboratively with Departments 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
HUMAN RESOURCES				
HUMAN RESOURCES/RISK MANAGER	1.00	1.00	1.00	1.00
SENIOR HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT I	0.00	0.00	0.00	1.00
TOTAL DIVISION	3.00	3.00	3.00	4.00

FY 2020-21 GOALS AND OBJECTIVES

- ◆ 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 – 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.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Number of recruitments concluded	47	70	75	75
Number of employees participating in the Rideshare program	20	20	20	40
Number of employee safety meetings	15	15	15	15
Number of applications processed	5,000	1,182	3,872	6,500
Number of Subrogations processed	21	26	25	25
Subrogation recovery amounts	\$66,904	\$98,154	\$100,000	\$100,00
Number of liability claims closed	84	111	125	125

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Hired a Human Resources/Risk Manager and Senior Human Resources Analyst.
- ◆ Filled a total of 67 full and part-time positions, to date.
- ◆ Filled 3 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 implemented Sexual Harassment training for all City Employees in order to bring the City into compliance with AB 1825.
- ◆ Moved to Social Media for recruitment and public relations which had a direct impact on the number of qualified candidate applications.

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 2020-21 GOALS AND OBJECTIVES

- ◆ Continue to 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 and explore health and wellness program offerings to include resources such as on-going health related webinars, newsletters and in house Wellness Wednesday. These programs will be used to encourage employees to develop and maintain a balanced personal and work lifestyle thereby, increasing employee 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 2019-20 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.
- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third party administrator.

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 2020-21 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.
- ◆ 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Library programs provided to the community	524	545	475	525
Library requests filled during the year	13,190	14,147	13,500	15,000
Adult literacy students	75	83	64	70
Presentations about Upland and the Inland Empire's history	4	4	3	4
Circulation	160,490	174,746	160,000	175,000
Downloaded e-materials	10,879	11,792	14,000	15,000
New Card Registrations	4,083	4,142	4,000	4,500
Internet use by patrons	24,128	20,950	13,000	13,000

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Worked with dedicated community members to fund the renovation of the old Friends of the Library bookstore to create a Teen / Literacy program area, which is now host to Teen Advisory Board meetings, programs for young people and after school homework hangout meet-ups.
- ◆ Hosted a grant-funded summer internship for 13 local teenagers.
- ◆ Continued to provide, improve, and expand successful, enriching and popular adult, teen, and children's programs; including a new series on genealogy, electronic gaming for adults, sensory story times for preschoolers, and fun nutrition topics for school aged children.
- ◆ Our partnership with Upland School District fed more than 4,200 healthy meals to hungry children during the second year of our summertime Lunch at the Library program.

- ◆ Worked with dedicated tutors in our Adult Literacy Program to help more than 80 people learn to read in English to improve their work skills, pass the US Citizenship exam and help their children with school.
- ◆ Enhanced electronic resources for patrons as a result of the COVID-19 Pandemic.

Alternate sources of funding received by the Library:

- Received a \$27,474 California State Literacy Services grant to support our Literacy Program.
- Received \$3,500 for our Summer Nutrition and Early Nutrition programs 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 fundraiser.
- Received over \$35,000 from the Friends of the Library to support services and programs.

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, inclusion, and human development; offer activities which continually reflect the desires and changing trends of our growing and richly diverse community; to maintain clean, safe, and accessible recreational facilities thus enhancing the desirability of the City as a place to live; and strengthen community image

PERSONNEL				
PERMANENT POSITIONS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
RECREATION & COMMUNITY SERVICES				
COMMUNITY SERVICES DIRECTOR	1.00	0.00	0.00	0.00
RECREATION MANAGER	1.00	1.00	1.00	1.00
RECREATION SUPERVISOR	2.00	2.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	2.00	2.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00
TOTAL DIVISION	6.00	5.00	5.00	5.00

FY 2020-21 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 of identifying specific needs in our community and matching them to projects, as well as continually increasing our volunteer pool through actively recruiting those in the community who have a desire to give back.
- ◆ Continue to coordinate with Boy Scouts working on their Eagle Scout project and Girl Scouts working on their Gold Awards, providing opportunities of success, enrichment, learning and goal achievement.
- ◆ Continue expense account tracking to better forecast the monetary needs for various events, programs, and activities.
- ◆ Locate and secure alternate sources of funding, such as grant opportunities and sponsorships, to help off-set costs associated with special events, programs, and activities.
- ◆ Continue to partner with local organizations in the community to share costs for programs and facility maintenance.
- ◆ Maximize space at the Gibson Senior Center by continually evaluating programs, service delivery, and events, in an effort to increase revenue and provide desired programming and usage of the facility.
- ◆ Practice preventative maintenance techniques to ensure furniture, equipment and facilities remain operational, safe, clean, and accessible.
- ◆ Continue to enhance program advertising through social media and improve marketing efforts by leveraging relationships and expanding our reach in the community.
- ◆ Attend community meetings/meet with concerned citizens, continue to be responsive to the diverse needs and develop simple partnerships as needed to improve service delivery.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Volunteer hours provided	11,490	12,250	12,297	12,350
Revenue received from sponsorships	\$38,732	\$39,411	\$41,018	\$41,500

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

- ◆ Host a diverse selection of workshops on topics of interest and need to our community.
- ◆ Continue to expand general and senior class offerings through the Recreation and Community Services Division.

- ◆ Continue to offer exceptional day trip experiences that appeal to the community-wide diversity of people who reside in Upland.
- ◆ Continue to develop the VolunTEEN program, providing experiences for on-the-job training in our programs and events, develop leadership skills, and make a positive impact in the community.
- ◆ Emphasize good customer service by providing ongoing staff training and development opportunities, as well as increasing the awareness of the ever-changing and dynamic community and learning together how to be an inclusive division.
- ◆ Continue to partner with other departments and outside agencies to offer a variety of programs tailored to unique services desired in the community.
- ◆ Develop programs to provide tech help to seniors, such as training and classes to increase working knowledge of personal computers, smart phones, tablets, and other forms of technology.
- ◆ Introduce the Upland Trifecta Challenge to receive a special commemorative medal for those participants 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Classes held	1,592	1,767	1,820	1,830
Special events held	90	106	104	110

To foster a positive image of the City by creating opportunities to promote the City during City-wide community events:

- ◆ Actively participate and host community events to increase usage and awareness of Upland’s clean, safe and family-friendly parks and public spaces.
- ◆ Enhance the Summer Concert Series to include movies and special events for children, alternating between park locations, increasing access to residents throughout the city.
- ◆ Provide professional quality advertisements to ensure sponsors and partners have the opportunities to share their messaging with residents as well as showcase their stewardship in the community collaborating with Upland.
- ◆ Closely work with large groups wishing to utilize City parks to hold events, providing space for private, fee-based use as well as also looking for opportunities to partner with groups who wish to offer their services to the community as a whole.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Special Events Attendance/Outreach	15,146	24,371	17,871*	25,560
*Reduction in numbers due cancellations as a result of COVID-19 pandemic				

FY 2019-20 MAJOR ACCOMPLISHMENTS

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

- ◆ Hosted the 2019 Concerts, Movies, and Special Events at Magnolia, Memorial, and McCarthy Park. Approximately 1,000 residents enjoyed live entertainment, exciting movies, and fun activities for kids.
- ◆ Hosted the Pancake Breakfast and Wheels on Parade as a holiday alternative to the Annual 4th of July Fireworks Spectacular.
- ◆ Hosted the Scary-A-Faire, in Historic Downtown Upland, providing a safe alternative to Trick-Or-Treating for nearly 5,000 children and their families.
- ◆ Hosted the 5th Annual Holiday Tree Lighting Ceremony in the Civic Center Courtyard.
- ◆ Twelve residents participated in the Annual Home for the Holidays House Decorating Contest. For the second year, the community voted for their “Fan Favorite” through poll located on Recreation’s Facebook page.
- ◆ In the Letters to Santa Program, 61 children wrote to Santa Claus, receiving personalized letters in return.
- ◆ In conjunction with the Public Works’ Water Conservation and Environmental Services, free paper shredding, hazardous waste disposal, and other services were available at the Freshen Up Your New Year event, attended by 200 residents.
- ◆ Planned the Second Annual Spring Fling for April 2020; in the best interest of Public Health and Safety, this event was cancelled due to the COVID-19 pandemic.
- ◆ Hosted two virtual sessions of Butterflies in May, distributed over 100 Butterfly Home Kits to families.
- ◆ Through the VolunTEEN Program, continued to offer volunteer opportunities for teens in the community to achieve volunteer goals for school and gain job experience. Fifty-eight teens provided over 1,500 cumulative hours of service.
- ◆ Hosted the Annual Art Exhibit at the Gibson Senior Center.
- ◆ Hosted the National Night Out with the Upland Police Department, giving seniors and opportunity to discuss safety concerns in their community.

- ◆ Converted the TV room at the Senior Center into a private meeting room, to provide one-on-one counseling services for seniors and community organizations (ex. CAL-Fresh, 211, and Long Term Care Ombudsmen).
- ◆ The Organic Food Recycling Program has been implemented at the Senior Center and allows the Food Service Association (FSA) to recycle their food waste into compost.
- ◆ Approximately 1,279 individuals have applied for passports through the Gibson Senior Center.
- ◆ Added new excursions to accommodate the requests of the residents; new excursions include Pageant of the Masters and multiple events at the Hollywood Bowl.
- ◆ A wide range of youth dance and youth sporting classes were added to Recreation programming.
- ◆ Created a NextDoor account as an additional means of Social Media for the Recreation Department.
- ◆ Recently updated the Recreation Department features on the City website which allows user-friendly navigation and experience.
- ◆ Detailed information of City Park and Facility rentals is now available online, with the ability to reserve park picnic areas online.
- ◆ The second annual “Picture It, Upland” photograph contest took place this year; Upland residents captured the essence of the City of Upland through photographs of people, pets, places, and nature.
- ◆ Recreation’s Facebook feed is now embedded on the City website to encourage additional followers and enable those who do not have a Facebook account to see upcoming programs, activities, announcements, and discussions.

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

- ◆ Distributed “Lettuce Grow a Garden” Home Kits to encourage children and families to grow a garden and reap the benefits of healthy eating.
- ◆ Hosted the 3rd Annual Firecracker 5K Run/Walk at Memorial Park with 350 participants.
- ◆ Hosted the 12th Annual 5k Turkey Trot Run/Walk on Thanksgiving morning with over 494 participants.
- ◆ Planned the Second Annual Irish for a Day 5K, with nearly 300 registered runners; in the best interest of Public Health and Safety, this event was cancelled due to the COVID-19 pandemic

- ◆ Upland Memorial Skate Park provided fun for skateboarders of all ages with regularly scheduled hours of operation and on-site Recreation Staff.
- ◆ The Gibson Senior Center hosted several lecture series regarding health and fitness.
- ◆ Introduced Black History Month activities in February at the Senior Center.
- ◆ Approximately 679 children and adults participated in the 2019 Summer Aquatics series.
- ◆ Approximately 180 children participated in our 2019/2020 Co-Ed Youth Basketball League encouraging fun while learning a healthy activity.
- ◆ Several new fitness related classes were implemented throughout the year for youth, adults and seniors.

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

- ◆ 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.
- ◆ Partnered with Upland-Foothill Kiwanis, for the Breakfast with Santa, 4th of July Wheels on Parade and the Summer Concert and Movies Snack Bar.
- ◆ Continued partnership with Upland CERT for 5K course safety and the Scary A Faire.
- ◆ Continued Partnership with Upland High School's Boys and Girls Cross Country Team for the Annual Turkey Trot 5K.
- ◆ Partnered with Upland Public Works' Water Conservation and Environmental Services to host the 2020 Freshen up the New Year event.
- ◆ Partnered with Western Christian High School Choir Department for live entertainment at the 5th Annual Holiday Tree Lighting Ceremony.
- ◆ Partnered with the Upland Police Department for the National Night Out Event at the Senior Center.
- ◆ Continued partnership with the Upland Military Banner Program to recognize those who are actively serving in the military.
- ◆ Continued partnership with RaceWire to provide online registration, race timing, and convenience for those participating in 5K races hosted by the City.
- ◆ Continued partnership with the Upland Community Partnership for Youth Development, to provide an afterschool program, VIC'S Place, where free tutoring and enrichment activities are available for at-risk youth in the community.

- ◆ Partnership with FSA to provide healthy meals for seniors at the Gibson Senior Center.
- ◆ In partnership with Upland-Foothill Kiwanis, provided a monthly “Cooking with Kiwanis” at the Gibson Senior Center allowing seniors a low cost meal or snack, accommodating between 30-40 participants per event.
- ◆ Partnership with the Upland-Foothill Kiwanis to provide other services at events at the Senior Center, such as the Thanksgiving Lunch, Holiday Breakfast, and more.
- ◆ Partnered with Vons Pharmaceutical to provide seniors in the Community with Free Flu Shots.
- ◆ Continued partnership with the Girl and Boy Scout Troops to upgrade the garden area at the Senior Center.

The COVID-19 pandemic has impacted and disrupted service delivery in an unprecedented manner. The Recreation Division was forced to close, cancel, and postpone every class, program, and service set to take place in the latter part of March and all of April and May. As a result of specific orders to maintain social distancing, eliminate group gatherings, and close facilities to the public staff created “virtual services” to keep residents connected to their community and find ways to maintain mental and physical wellness and health during this challenging time.

- ◆ Gibson Senior Center staff created a Friendly Ear program to maintain communication with our homebound seniors as a result of the shelter in place order. Staff also created a resource handout to mail to seniors, and also provide in-person during the weekly frozen meals distribution program.
- ◆ Developed and implemented virtual recreation programs such as a Selfie Scavenger Hunt; transitioning a few of the spring programs so that families can do them at home on their own, such as the Lettuce Grow a Garden and Butterflies in May; offering senior-based exercise classes through Facebook and other mediums; and identifying a host of other adaptable programs for virtual delivery.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2020-21 PROPOSED BUDGET

ADMINISTRATIVE SERVICES		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
1301	FINANCE					
	Personnel	\$ 724,950	\$ 703,840	\$ 780,650	\$ 780,650	\$ 793,510
	Maintenance & Operations	1,123,700	1,107,970	1,606,870	1,681,800	607,800
	Capital Outlay	-	-	-	-	-
	TOTAL FINANCE	\$ 1,848,650	\$ 1,811,810	\$ 2,387,520	\$ 2,462,450	\$ 1,401,310
1302	MAIL/PRINTING SERVICES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	62,900	51,200	76,440	76,440	69,190
	Capital Outlay	-	-	-	-	-
	TOTAL MAIL/PRINTING SERVICES	\$ 62,900	\$ 51,200	\$ 76,440	\$ 76,440	\$ 69,190
1504	NON-DEPARTMENTAL					
	Personnel	\$ 18,040	\$ 1,553,240	\$ 2,701,180	\$ 3,701,180	\$ 2,131,200
	Maintenance & Operations	306,870	577,120	479,110	479,110	1,263,710
	Capital Outlay	-	-	-	-	-
	TOTAL NON-DEPARTMENTAL	\$ 324,910	\$ 2,130,360	\$ 3,180,290	\$ 4,180,290	\$ 3,394,910
1510/4401	LIBRARY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	1,651,090	1,570,350	1,637,320	1,643,660	1,354,870
	Capital Outlay	-	-	-	-	-
	TOTAL LIBRARY	\$ 1,651,090	\$ 1,570,350	\$ 1,637,320	\$ 1,643,660	\$ 1,354,870
1601	HUMAN RESOURCES					
	Personnel	\$ 87,500	\$ 80,180	\$ 183,700	\$ 183,700	\$ 199,970
	Maintenance & Operations	222,240	372,340	250,290	250,290	219,840
	Capital Outlay	-	-	-	-	-
	TOTAL HUMAN RESOURCES	\$ 309,740	\$ 452,520	\$ 433,990	\$ 433,990	\$ 419,810
1602	DEVELOPMENT & TRAINING					
	Personnel	\$ 95,080	\$ 85,850	\$ 31,650	\$ 31,650	\$ 37,950
	Maintenance & Operations	15,550	4,840	26,000	26,000	23,000
	Capital Outlay	-	-	-	-	-
	TOTAL DEVELOPMENT & TRAINING	\$ 110,630	\$ 90,690	\$ 57,650	\$ 57,650	\$ 60,950
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	487,500	374,700	490,000	490,000	430,000
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ 487,500	\$ 374,700	\$ 490,000	\$ 490,000	\$ 430,000
1701	CITY CLERK					
	Personnel	\$ 193,420	\$ 202,060	\$ 226,500	\$ 226,500	\$ 227,080
	Maintenance & Operations	242,630	60,420	103,550	196,850	262,050
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ 436,050	\$ 262,480	\$ 330,050	\$ 423,350	\$ 489,130
4201	RECREATION ADMINISTRATION					
	Personnel	\$ 410,940	\$ 417,530	\$ 429,200	\$ 444,200	\$ 500,730
	Maintenance & Operations	210,510	200,800	254,220	262,540	315,440
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION ADMINISTRATION	\$ 621,450	\$ 618,330	\$ 683,420	\$ 706,740	\$ 816,170
4202	RECREATION CLASSES					
	Personnel	\$ 1,300	\$ 670	\$ -	\$ -	\$ -
	Maintenance & Operations	188,240	201,980	226,800	226,800	211,850
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION CLASSES	\$ 189,540	\$ 202,650	\$ 226,800	\$ 226,800	\$ 211,850

ADMINISTRATIVE SERVICES

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
4203 RECREATION FACILITIES					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	106,960	96,160	128,940	128,940	32,420
Capital Outlay	-	-	-	-	-
TOTAL RECREATION FACILITIES	\$ 106,960	\$ 96,160	\$ 128,940	\$ 128,940	\$ 32,420
4204 YOUTH PROGRAMS/SPORTS					
Personnel	\$ 42,620	\$ 69,060	\$ 84,200	\$ 69,200	\$ 58,840
Maintenance & Operations	24,970	31,530	34,400	34,400	26,940
Capital Outlay	-	-	-	-	-
TOTAL YOUTH PROGRAMS/SPORTS	\$ 67,590	\$ 100,590	\$ 118,600	\$ 103,600	\$ 85,780
4205 SENIOR CENTER					
Personnel	\$ 108,700	\$ 205,580	\$ 184,470	\$ 184,470	\$ 205,140
Maintenance & Operations	201,470	156,800	127,550	127,550	151,320
Capital Outlay	-	-	-	-	-
TOTAL SENIOR CENTER	\$ 310,170	\$ 362,380	\$ 312,020	\$ 312,020	\$ 356,460
4206 SPECIAL EVENTS					
Personnel	\$ 24,780	\$ 31,490	\$ 5,770	\$ 5,770	\$ 6,270
Maintenance & Operations	15,890	35,740	57,500	132,260	47,420
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 40,670	\$ 67,230	\$ 63,270	\$ 138,030	\$ 53,690
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 19,030	\$ 54,400	\$ 40,070	\$ 40,070	\$ -
Maintenance & Operations	5,330	6,370	7,650	7,650	-
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 24,360	\$ 60,770	\$ 47,720	\$ 47,720	\$ -
4208 ACCESS PROGRAM					
Personnel	\$ 220	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL ACCESS PROGRAM	\$ 220	\$ -	\$ -	\$ -	\$ -
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	31,230	60,170	36,900	36,900	39,590
Capital Outlay	-	-	-	-	-
TOTAL LANDECENA CENTER	\$ 31,230	\$ 60,170	\$ 36,900	\$ 36,900	\$ 39,590
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	63,650	70,090	93,960	93,960	97,350
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 63,650	\$ 70,090	\$ 93,960	\$ 93,960	\$ 97,350
4409 PASSPORTS					
Personnel	\$ 24,040	\$ 12,990	\$ 16,740	\$ 16,740	\$ 16,740
Maintenance & Operations	390	160	2,850	2,850	2,850
Capital Outlay	-	-	-	-	-
TOTAL PASSPORTS	\$ 24,430	\$ 13,150	\$ 19,590	\$ 19,590	\$ 19,590
101 TOTAL GENERAL FUND					
Personnel	\$ 1,750,620	\$ 3,416,890	\$ 4,684,130	\$ 5,684,130	\$ 4,177,430
Maintenance & Operations	4,961,120	4,978,740	5,640,350	5,898,000	5,155,640
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 6,711,740	\$ 8,395,630	\$ 10,324,480	\$ 11,582,130	\$ 9,333,070

ADMINISTRATIVE SERVICES

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
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211	TOTAL AIR QUALITY MANAGEMENT DISTRICT				
Personnel	\$ 5,140	\$ 6,240	\$ 5,060	\$ 5,060	\$ 5,460
Maintenance & Operations	12,930	8,750	31,200	31,200	31,000
Capital Outlay	-	-	83,950	83,950	154,000
Capital Improvement Project	-	-	75,000	235,000	10,570
TOTAL AIR QUALITY MANAGEMENT DISTRICT	\$ 18,070	\$ 14,990	\$ 195,210	\$ 355,210	\$ 201,030
217	TOTAL OTHER GRANTS				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	39,010	57,620	-	890	-
Capital Outlay	-	-	-	-	-
TOTAL OTHER GRANTS	\$ 39,010	\$ 57,620	\$ -	\$ 890	\$ -
301	TOTAL PUBLIC FINANCING AUTHORITY				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC FINANCING AUTHORITY	\$ -	\$ -	\$ -	\$ -	\$ -
751	TOTAL SELF-FUNDED INSURANCE				
Personnel	\$ 294,520	\$ 218,810	\$ 272,250	\$ 272,250	\$ 297,650
Maintenance & Operations	4,418,440	6,101,370	3,905,280	3,905,280	4,385,480
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE	\$ 4,712,960	\$ 6,320,180	\$ 4,177,530	\$ 4,177,530	\$ 4,683,130
753	INFORMATION SYSTEMS FUND				
Personnel	\$ 352,150	\$ 348,370	\$ 405,230	\$ 405,230	\$ 422,890
Maintenance & Operations	1,120,690	1,037,300	1,187,280	1,291,240	1,360,660
Capital Outlay	159,180	120,690	85,000	333,550	180,000
TOTAL INFORMATION SYSTEMS FUND	\$ 1,632,020	\$ 1,506,360	\$ 1,677,510	\$ 2,030,020	\$ 1,963,550
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 2,402,430	\$ 3,990,310	\$ 5,366,670	\$ 6,366,670	\$ 4,903,430
Maintenance & Operations	10,552,190	12,183,780	10,764,110	11,126,610	10,932,780
Capital Outlay	159,180	120,690	168,950	417,500	334,000
Capital Improvement Project	-	-	75,000	235,000	10,570
TOTAL ADMINISTRATIVE SERVICES	\$ 13,113,800	\$ 16,294,780	\$ 16,374,730	\$ 18,145,780	\$ 16,180,780

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

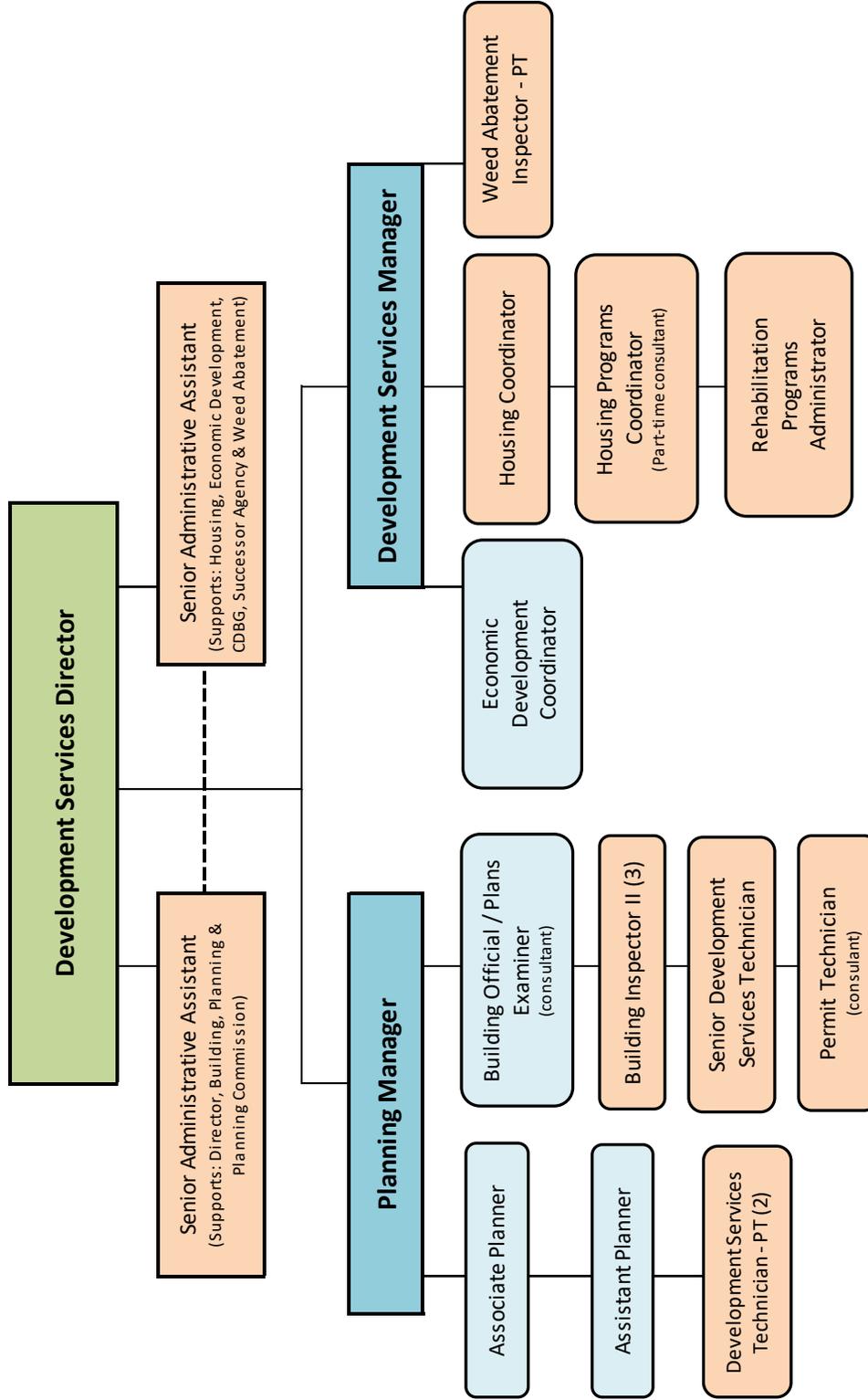
OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 5,700	\$ 11,580	\$ 14,150	\$ 14,150	\$ 18,600
5111	Salaries - Full Time	1,335,170	1,270,240	1,355,440	1,355,440	890,760
5112	Salaries - Temporary/Part Time	213,230	319,600	367,600	367,600	218,370
5113	Overtime	16,080	14,060	31,050	31,050	33,550
5116	Fringe Benefits	261,560	258,340	342,770	342,770	390,970
5117	Retirement Contributions	157,100	167,900	156,320	156,320	180,090
5118	Employee LTD Costs	39,820	32,000	46,030	46,030	46,030
5119	Unfunded Annual PERS Liability	356,530	371,780	651,350	1,651,350	736,500
5129	Unfunded Annual PERS Liability - Sworn	-	1,525,480	2,401,960	2,401,960	2,388,560
5133	Overtime - Sworn Police	15,180	17,110	-	-	-
5136	Fringe Benefits - Sworn Police	2,060	2,220	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 2,402,430	\$ 3,990,310	\$ 5,366,670	\$ 6,366,670	\$ 4,903,430
	MAINTENANCE & OPERATIONS					
5205	Recruitment Costs - Other	\$ 310	\$ -	\$ -	\$ -	\$ 5,000
5211	Postage	44,950	39,730	52,440	52,440	46,150
5212	Advertising	19,010	14,030	20,700	20,700	12,850
5213	Dues & Subscriptions	6,750	11,500	10,250	10,250	13,360
5215	Training/Conferences/Meetings	21,660	19,040	42,670	42,670	38,180
5216	Office Supplies	20,840	14,060	39,750	39,750	27,500
5217	Other Supplies/Materials	47,760	53,470	78,730	79,350	60,450
5218	Uniform Expense	730	-	-	-	-
5219	Registration/License/Permits	98,070	75,500	135,440	135,440	171,770
5220	Fuel Usage	1,700	2,450	1,600	1,600	2,400
5221	Mileage Reimbursement	560	470	1,610	1,610	1,410
5222	Print/Mail Charges	570	2,400	5,200	5,200	5,150
5223	Information Systems Charges	396,360	296,960	416,420	416,420	390,310
5224	Vehicle Charges	5,950	7,830	45,060	45,060	6,710
5225	Building Maint & Operations	336,490	379,840	358,640	358,640	43,410
5231	Office Equipment (Under 5,000)	5,580	6,340	3,000	11,320	2,830
5232	Computer Equip (Under 5,000)	136,100	120,080	60,000	60,270	83,000
5233	Other Equipment (Under 5,000)	11,460	12,220	-	-	-
5234	Other Equipment Rental	78,960	55,620	112,270	112,270	87,400
5235	Copier Usage Expense	61,320	54,320	65,000	65,000	65,000
5236	Rent	-	1,280	3,000	3,000	1,500
5241	Utilities - Electric	73,460	42,120	63,300	63,300	37,800
5242	Utilities - Gas	9,560	12,100	9,500	9,500	11,550
5243	Utilities - Telephone	272,040	285,410	265,000	265,000	308,170
5245	Maintenance - Building/Structure/Grounds	660	-	-	-	-
5246	Maintenance - Equipment	100	1,840	-	-	-
5248	Maintenance - Other	30,360	19,310	52,200	56,160	50,000
5251	Legal Services	813,980	776,070	1,071,400	1,071,400	733,950
5252	Professional Services	67,380	37,550	131,000	140,930	76,000
5253	Contract Services	1,574,140	1,518,680	1,592,540	1,592,540	1,467,710
5254	Data Processing Services	380,410	453,860	513,500	613,500	620,500
5255	Banking Services	71,240	73,560	90,280	90,280	92,280
5258	Other Services	796,400	566,530	763,720	922,020	887,010
5261	Books & Digital Materials	155,110	148,340	165,570	171,910	120,570
5269	PTS Center Outcomes Research Fee	770	470	-	-	-
5270	IBNR Claims Expense	201,230	2,394,320	-	-	-
5271	Insurance Premium	765,350	895,980	917,610	917,610	1,186,570
5272	Claims Expense	2,722,830	2,232,410	1,951,450	1,951,450	2,511,040
5273	Workers Compensation Charges	104,110	98,970	105,780	105,780	135,150
5274	Unemployment Charges	8,800	8,260	8,530	8,530	4,550
5275	Long-term Disability Charges	8,880	8,260	8,520	8,520	8,780
5276	Liability Charges	155,300	153,650	157,390	157,390	171,540
5277	Loss Prevention Charges	9,330	9,360	8,710	8,710	8,770

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
5290	Late Charges	2,610	4,650	1,000	1,000	-
5291	Bad Debts Expense	14,450	4,670	-	-	-
5294		-	-	-	74,760	-
5299	Prior Year Expenses	(61,550)	-	-	-	-
5301	Lemon Festival	35,000	51,500	-	-	-
5303	DDA/OPA	302,910	281,490	353,340	353,340	300,000
5321	Employee Incentive	12,930	8,750	30,000	30,000	30,000
5322	Health Premiums - Retirees	123,350	116,330	248,000	248,000	300,000
5323	PERS Supplement	25,550	21,070	43,140	43,140	31,000
5326	Medical - Retirees	203,040	194,870	186,360	186,360	186,360
5327	Dental - Retirees	46,080	69,790	54,840	54,840	54,840
5328	Vision - Retirees	3,710	5,910	4,080	4,080	5,040
5329	Cobra	-	90	-	-	-
5410	ICRMA Liability Program Annual Assessment	114,900	87,690	87,690	87,690	87,690
5424	Bond Principal Payment	83,610	160,420	161,860	161,860	182,490
5425	Bond Interest Expense	129,030	272,360	266,020	266,020	259,040
	TOTAL MAINTENANCE & OPERATIONS	\$ 10,552,190	\$ 12,183,780	\$ 10,764,110	\$ 11,126,610	\$ 10,932,780
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ 130,840	\$ 120,690	\$ 85,000	\$ 333,550	\$ 180,000
5531	Vehicles	28,340	-	83,950	83,950	154,000
	TOTAL CAPITAL OUTLAY	\$ 159,180	\$ 120,690	\$ 168,950	\$ 417,500	\$ 334,000
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ 75,000	\$ 235,000	\$ 10,570
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ -	\$ 75,000	\$ 235,000	\$ 10,570
	TOTAL DEPARTMENT	\$ 13,113,800	\$ 16,294,780	\$ 16,374,730	\$ 18,145,780	\$ 16,180,780

DEVELOPMENT SERVICES

City of Upland
Organizational Chart
Fiscal Year 2020-21

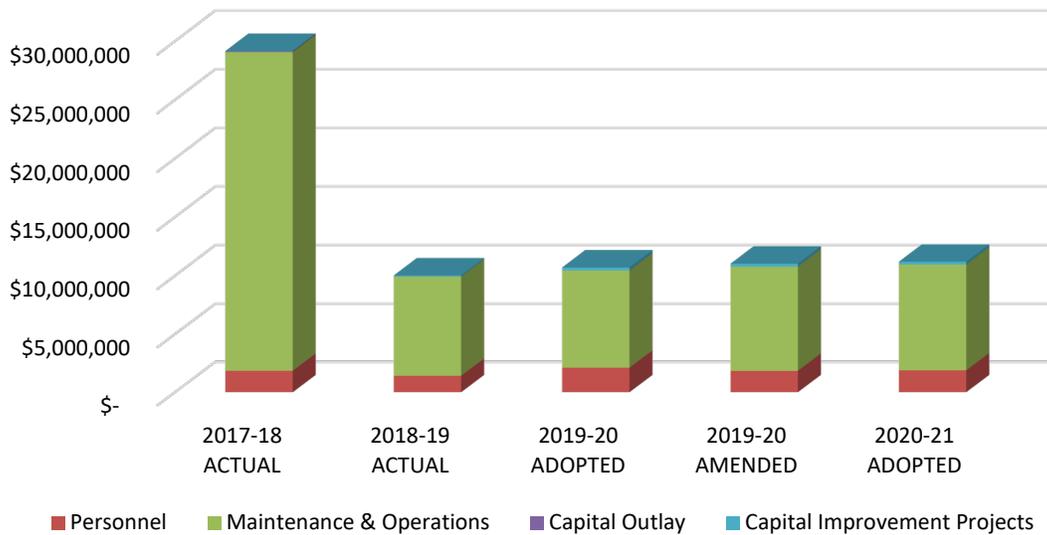


MISSION STATEMENT

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.

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 1,839,450	\$ 1,410,590	\$ 2,106,530	\$ 1,834,170	\$ 1,882,170
Maintenance & Operations	27,235,350	8,510,850	8,344,890	8,940,250	9,070,910
Capital Outlay	84,820	-	-	-	-
Capital Improvement Projects	2,510	97,500	248,690	248,690	238,990
TOTAL BUDGET	\$ 29,162,130	\$ 10,018,940	\$ 10,700,110	\$ 11,023,110	\$ 11,192,070

Development Services Expense Classification



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 1,660,640	\$ 1,583,060	\$ 1,740,270	\$ 1,806,230	\$ 1,967,330
HOUSING	21,141,810	2,471,200	4,105,240	4,128,240	4,194,290
HOME	90,490	-	205,000	205,000	420,000
CDBG	310,600	709,620	636,410	1,025,710	821,950
PBIA	1,890	6,880	204,200	222,200	188,720
CALHOME	108,020	-	210,000	210,000	210,000
ENERGY EFFICIENCY					
CAPITAL IMPROV PROJ	4,747,650	2,495,980	275,120	101,860	-
SUCCESSOR AGENCY	1,101,030	2,752,200	3,323,870	3,323,870	3,389,780
TOTAL BUDGET	\$ 29,162,130	\$ 10,018,940	\$ 10,700,110	\$ 11,023,110	\$ 11,192,070

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 development related to development, historic preservation, land use compatibility with Cable Airport, and regional planning efforts. In 2019, the Division prepared regulations related to sidewalk vending to create a legal pathway for vending in spaces that were formerly restricted. This aligns with a new state law - SB 946, the Safe Sidewalk Vending Act-which decriminalized street vending in public spaces. The new program prioritizes public health and safety and expands economic opportunity for those who vend lawfully with appropriate permits. Upland’s approach to sidewalk vending strikes an important balance that will create an inclusive, safe, and successful business environment for vendors and customers, ensure public safety, and allow our public spaces to be enjoyed by all.

The Division was also requested to amend the Upland Municipal Code (UMC) regarding “small wireless facilities”. Section 5.36.190 of the UMC was amended to provide location requirements, permitting requirements and development standards for applications received by the City for “small wireless facilities”. The amendment addressed the need to establish regulations which were lacking for these types of facilities.

BUILDING AND SAFETY

The Building Division is responsible for providing reasonable controls for building and structure construction projects, to ensure occupancy of buildings, and to enforce fire hazard mitigation standards consistent with state and federal laws.

The role of the Building and Safety Department is to:

- a. Enforce all building-related municipal codes through timely and effective plan review and inspections.
- b. Adopt the latest building code and standards as published by the State of California Building Standards Commission.
- c. Provide uniformity in construction by collaborating with surrounding cities.
- d. Review and, where possible, approve alternate methods and materials of construction.

- e. Encourage environmental sustainability through the construction of energy efficient buildings.

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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
BUILDING AND PLANNING				
DEVELOPMENT SERVICES DIRECTOR	1.00	1.00	1.00	1.00
DEVELOPMENT SERVICES MANAGER	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	1.00	1.00	1.00	1.00
DEVELOPMENT SPECIALIST	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	2.00	2.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00
PLANNING MANAGER	0.00	0.00	1.00	1.00
SENIOR PLANNER	1.00	1.00	0.00	0.00
ASSOCIATE PLANNER	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	1.00	1.00	1.00	1.00
BUILDING OFFICIAL	1.00	1.00	1.00	1.00
PLANS EXAMINER	1.00	1.00	1.00	1.00
BUILDING INSPECTOR II	2.00	2.00	2.00	3.00
BUILDING INSPECTOR I	1.00	1.00	1.00	0.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	1.00	1.00	1.00	1.00
TOTAL DIVISIONS	15.00	14.00	14.00	14.00

FY 2020-21 GOALS AND OBJECTIVES

PLANNING

- ◆ To continue to provide assistance to the public, business and development community regarding land use and zoning matters.
- ◆ Continue to review and analyze entitlement applications in accordance with the timelines established in the Government Code and present recommendations to the Planning Commission and City Council.
- ◆ Continue processing zoning entitlements timely and in accordance with Permit Streamlining laws.
- ◆ Train Planning Commissioners through an orientation, annual workshop, and conferences.
- ◆ Continue to evaluate opportunities to maximize staff resources and assess areas for creating efficiencies in staffing through cross training and use of contract and temporary employees as needed. Prioritize staff job satisfaction and growth through special project assignments, training opportunities, mentoring, timely performance evaluations and team building.
- ◆ Amend the zoning code to address internal conflicts and/or sections that are outdated due to changes in land use law.
- ◆ Prepare amendments to the Zoning Code revising the City's regulations pertaining to Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) to conform with the revisions to Government Code Sections 65852.2 and 65852.22 that went into effect on January 1, 2020. Specifically, the proposed amendments would update regulations permitting the development of ADUs and JADUs in conjunction with any residential development in all residential and mixed-use zones.
- ◆ Prepare a Development Processing Guide to illustrate how a development project is typically processed through the City's Planning and Building Divisions. Narratives will provide detailed descriptions of the development review process within each Division followed by a sample process flow chart.
- ◆ Prepare regulations relating to wireless telecommunications facilities and related infrastructure within the public right-of-way and non-residential zones. State and Federal Regulations Wireless facilities are governed by the Federal Telecommunication Act of 1996, which was intended to balance the national interest in advanced communications infrastructure deployment with the local interest in maintaining authority to protect public health, safety and welfare. The industry is regulated by the Federal Communications Commission (FCC) and the California Public Utilities Commission (CPUC), and the City is subject to the Telecommunications Act, FCC regulations, and state law and regulations.

- ◆ Develop an Ordinance that addresses Private Vacation Short-Term rentals. The Ordinance would provide a process and operational standards to regulate this land use so that it does not impact the residential areas of the City and to require that these short-term rentals pay a Transient Occupancy Tax and obtain a business license.
- ◆ Develop an Ordinance adding and amending certain provisions within the Upland Municipal Code to provide a process for making reasonable accommodation to land use and zoning decisions and procedures regulating the siting, funding, development, and use of housing matters for persons with disabilities.
- ◆ To prepare a Zoning Code update for the purpose of establishing sign standards and guidelines to encourage an “uncluttered” atmosphere with signs that enhance economic revitalization and enhance the aesthetic quality of Upland. These standards and design criteria will establish sign placement, letter type, sign styles, and other design-related restrictions with the intent to establish consistency and compatibility of signs in the area.
- ◆ Prepare new Water Conservation in Landscape Regulations to reduce water waste in landscaping by promoting the use of region-appropriate plants that require minimal supplemental irrigation and by establishing standards for irrigation efficiency. These regulations will provide detailed requirements for landscaping and irrigation systems for select new and rehabilitated landscape areas. These regulations would further the City's current water conservation efforts, reduce future water demands and comply with State water conservation requirements.

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, HVAC systems and other minor construction projects.
- ◆ 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.
- ◆ To develop a Business License Inspection Program. Initially, this program will require all first-time and reinstatement of expired business license applicants operating in a commercial building or space within the City to have the Building and Safety Department inspect these premises prior to issuance of a business license. Key elements of fire- and life-safety requirements reviewed with the applicant during this inspection include: Exiting, Egress,

Emergency Lighting and Mechanical, Electrical and Plumbing appliances and fixtures for code compliance and occupant safety.

- ◆ To issue permits online for minor construction projects. The types of permits that may be issued online include: Water Heaters, HVAC Systems, Re-roofing, Plumbing Sewer Line and House Re-piping and other minor projects not requiring construction plans.
- ◆ To date (FY 07/01/2019 to 03/31/2020), the Building and Safety Department has issued more than 1,800 construction permits. Hundreds of construction permits were processed at the end of Calendar Year 2019 because several home builders wanted to ensure that the remaining construction projects in their planned communities would be inspected under the 2016 California Residential Code (Effective 01/01/2020, the City adopted the current model codes published by the State's Building Standards Commission). With more than 3 months remaining in the current fiscal year, the total number of permits processed may exceed 2,000.

WEED ABATEMENT

- ◆ Continue the weed abatement program.
- ◆ Inspect 22,119 properties for possible violations.
- ◆ Assess and lien non-compliant properties (380 properties).
- ◆ Abate non-compliant properties (25 properties).
- ◆ Resolve all violations as efficiently and effectively as possible.
- ◆ Continue searching for other avenues to notify residents and property owners of the Weed Abatement Program; currently utilizing the city website, marquee, water payment online screen, letters and notification in the water bills.

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 leases for City-owned properties.
- ◆ 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 promote the Commercial Rehabilitation Program (CRP) and Business Assistance & Attraction Program (BAAP) for the Historic Downtown Façade Revitalization project area.
- ◆ Continue to provide Economic Development Division updates to the Development Services Director for the Monthly Report.

FY 2019-20 MAJOR ACCOMPLISHMENTS

PLANNING

- ◆ Prepared regulations related sidewalk vending to create a legal pathway for vending in spaces that were formerly restricted. This aligns with a new state law - SB 946, the Safe Sidewalk Vending Act.
- ◆ Participated in and coordinated the review of 158 planning projects through the Administrative Approval, Technical Review Committee, Planning Commission and City Council by March 2020.
- ◆ Coordinated with other City Departments to process and issue approximately 43 Special Event and Film Permits.

- ◆ Worked with the Community Services Department review, provide comments, and provide operational conditions for Special Projects and Event Permits for City-sponsored events.
- ◆ Launched a redesign of its website to include a monthly Development Highlights Newsletter, major projects under CEQA Review and a Notable Development Projects Map.
- ◆ Responded to approximately 5,178 (19/day avg.) phone and walk-in inquiries.
- ◆ Processed 52 requests for address assignments.
- ◆ The Division also worked on a number of ongoing and recurring projects such as the Department's web site, continuing budget challenges, department monthly development highlights newsletter.
- ◆ Reviewed/responded to environmental documents prepared by other jurisdictions.
- ◆ The Draft MNDs for the Bridge Point Upland Project and Villa Serena Specific Plan were all circulated for public comment.
- ◆ Provided environmental review documents (Notice of Exemption) and assistance to Public Works on Citywide CIP projects.
- ◆ Conducted two public workshops with the Planning Commission on a new Accessory Dwelling Unit Ordinance for consistency with recent changes in State Law.
- ◆ Assisted Code Enforcement Officers in maintaining and improving the quality of Upland's neighborhoods by operating programs that ensure public compliance with the City's Municipal Code. Additionally, we responded to customer complaints of potential Municipal, Zoning and Health and Safety Code violations and initiated fair and unbiased enforcement action to correct those violations and educate property owners to maintain code compliance.
- ◆ 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.

- ◆ Adopted the new 2019 California Building Standards Codes.
- ◆ Implemented over-the-counter/one day plan review for residential and commercial roof top solar, residential bathroom and kitchen remodels.
- ◆ Responded to approximately 8,619 (31/day avg.) phone and walk-in inquiries.
- ◆ Conducted 99% of more than 12,300 inspections within 24 hours of request.
- ◆ Issued more than 1,800 permits (based on projected permit applications for FY 2019-2020) for various building, mechanical, electrical, plumbing, roofing, patio covers/decks, swimming pools and commercial tenant improvement construction projects
- ◆ Issued permits for 14 Accessory Dwelling Units (ADU).
- ◆ More than 13,300 Construction Inspections performed by the City's three inspectors.

WEED ABATEMENT

- ◆ Due to Governor Newsom's "Stay at Home" order issued on March 19, 2020, this program cannot meet the County Assessor's timelines/deadlines to place on property tax roll of August 2020.

ECONOMIC DEVELOPMENT

- ◆ For site-selection assistance, a new feature has been added to our City's website, "Sites for Lease/Sale", that provides information from Loopnet on available spaces for lease and properties for-sale in the City.
- ◆ Met with a commercial developer who has expressed interest in the downtown City-owned property at the northwest corner of 1st and A Street for a potential retail project.
- ◆ On April 17, 2019, the City had a workshop on "Challenges to Economic Development" as part of the Open Government Workshop series. Guest speakers included Gurbax Sahota, President and CEO of California Association for Local Economic Development and Jim Simon, Principal/President of RSG.
- ◆ The City and the Upland Chamber of Commerce have partnered to offer "Snaptown", a mobile app that promotes our local businesses, as part of a collaborative and ongoing effort to encourage local shopping and provide our community with exclusive benefits and savings. Snaptown launched on September 23, 2019.
- ◆ The City Council proclaimed November 30, 2019, as Small Business Saturday urging residents of our community and communities across the country to support small business on Small Business Saturday and throughout the year.

- ◆ On Small Business Saturday, the City had an informational booth at the Historic Downtown Upland (HDU) Holiday Festival that was held in downtown to provide business assistance information and spin to win City swag.
- ◆ Prepare to re-issue an RFP for disposition and development of a former Successor Agency property on Arrow Highway and Benson Avenue.
- ◆ Negotiated a policy and plan with Historic Downtown Upland (HDU) for receiving Parking and Business Improvement Area funds for the betterment of downtown to assist HDU's efforts to enhance the economic vitality of the downtown.
- ◆ Coordinated with the Small Business Development Center (SBDC) in conducting Business Training Events and business assistance services.
- ◆ Continue with the agreement to partner with the Small Business Development Center (SBDC).
- ◆ Entered into an agreement with Tierra West Advisors for economic development services to assist the City with its business attraction, retention, and expansion efforts. Worked with our Economic Development partner, Tierra West Advisors, to prepare a 5-year Economic Development Action Plan, including an extensive public outreach effort to solicit input from the residents and businesses through several open meetings and an online survey. Additional tasks to be performed include Market Analytics, Community Profile, Marketing Packet, Business and Retail Attraction Support, and a Market Study for historic downtown Upland.
- ◆ In September 2019, staff attended the International Council of Shopping Centers (ICSC) convention in Los Angeles to market and promote tenant spaces available within our shopping centers to all retailers, promote Upland, and discuss potential development opportunities in the City.
- ◆ 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 and March 2020 of an article which highlighted and promoted Upland businesses and the City.
- ◆ Coordinated with Business View magazine for a January 2020 feature article which highlighted Upland and several businesses in the City.
- ◆ 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.
- ◆ ECI Fuels facility construction is underway and anticipated to be completed soon. 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 one new cell tower facility proposed within Memorial Park.
- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor's Office by February 15, 2020.
- ◆ 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.
- ◆ A Request for Proposal was issued for the sale of four City-owned properties located at Euclid Avenue, south of the I-210 Freeway and the north side of Laurel Avenue that are zoned for single family dwelling. In January 2020, the City received an offer for the purchase of all four parcels and for the potential development of single-family homes on each lot.
- ◆ Continued to efficiently manage leases for City-owned properties.
- ◆ 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.
- ◆ Prepared Economic Development Division updates to the Development Services Director for the Monthly Report.

PLANNING

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
General Plan Amendments	1	1	1	1
Zone Change/Code Amendments	3	3	3	4
Specific Plan Reviews	0	0	1	0
Conditional Use Permits	13	12	14	16
Site Plan Reviews	15	16	7	9
Design Reviews	24	20	12	15
Sign Design Reviews	79	60	33	35
Parcel Map/Tract Maps	6	5	5	7
Administrative Use Permits	25	18	19	22
Administrative Determinations	11	12	18	15
Environmental Impact Reports/Negative Declarations	1	1	2	2
Special Event Permits	60	53	49	51
Appeals	-	1	0	0

BUILDING AND SAFETY

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Inspections within 24 hours	99%	99%	99%	99%
Total number of inspections	9,500	12,300	11,400	12,000
Plan check turn-around time (business days)	2-4 weeks	4weeks	4 weeks	2-3 weeks
Total number of plan checks	900	900	1,230	1,270
Total number of building permits issues	1,900	1,700	1,950	2,000
New commercial buildings	15	15	1	3
New residential buildings	520	520	350	310
New multi-family units	110	110	124	200

WEED ABATEMENT

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Properties Inspected	21,882	21,882	0	21,937
Properties Assessed/Liened	360	360	0	378
Notices Sent Out	360	360	0	378
Properties Abated (via contractor)	51	60	0	19

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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 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 2020-21 GOALS AND OBJECTIVES

- ◆ To create and implement a new single and multi-family residential inspection program.
- ◆ To continue GRID partnership to complete 10 solar installation projects.
- ◆ 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 continue the process to develop the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ To prepare RFP and receive appraisal to develop 1st Ave property.
- ◆ To continue to assist in marketing the County's Home Weatherization Grant Program and the Neighborhood Stabilization Program, Building Industry Association Housing Action Resource Trust Program and California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ To continue to support financing Homeless activities.
- ◆ To prepare and submit the annual Housing Element activities report to HCD.
- ◆ To consider new unsolicited housing proposals as appropriate or necessary.
- ◆ To develop strategies to create additional affordable housing opportunities.
- ◆ To administer the City's Mobile Home Park Rent Control Ordinance and prepare the Consumer Price Index letter for all Mobile Home Parks on an annual basis.
- ◆ To procure the audited calendar year-end financial statements for the three Housing Fund apartments.
- ◆ To provide monitoring oversight of 308 housing units.
- ◆ To prepare and complete the Low and Moderate Income Housing Fund report.

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Completed one (1) solar installation project through GRID partnership.
- ◆ Earned approximately a net \$2.4 million from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Continued to implement UCHI's loan agreement which will assist with the construction of a proposed 72 unit senior affordable housing development project.
- ◆ Conducted numerous meetings with UCHI and Link Housing non-profits regarding affordable housing opportunities.
- ◆ Coordinated and received the biannual appraisal of Housing Property assets with a value of \$54,000,000.
- ◆ Prepared an RFP and received an appraisal to develop the Washington Avenue & 1st and A Street sites as appropriate.

- ◆ 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 Department of Housing and Community Development.
- ◆ Assisted and prepared the monthly HEAP Grant reporting requirements.
- ◆ Provided monitoring oversight of 308 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 and prepared to send the Consumer Price Index annual letter to all Mobile Home Parks.
- ◆ Reconciled program loans related to the financial audit.
- ◆ Balanced the Housing Rent Revenue budget for FY 2019-20.
- ◆ Received two (2) Resale Restriction Termination Agreement payments for FY 2019-20.
- ◆ Received one (1) Historic Home Rehabilitation Program loan payoff for FY 2019-20.
- ◆ Completed the Low and Moderate Income Housing Fund report for FY 19-20.

HOME INVESTMENT PARTNERSHIP PROGRAM

The Housing Division administers the State HOME/CALHOME Programs consistent with applicable Federal and State rules and regulations, as well as City Council policies and directives in order to improve the City’s housing stock and promote home ownership.

FY 2020-21 GOALS AND OBJECTIVES

- ◆ To implement the City’s State HOME and CalHome grant programs to finance approximately 3 new Housing Improvement Program (HIP) single-family housing rehabilitation project loans.
- ◆ To continue to service the approximately \$5.1 million State HOME and CalHome program loan portfolio.
- ◆ To continue to implement the new green building standards in the Housing Improvement Program.
- ◆ To update program manuals, as needed.

- ◆ To prepare and submit timely, all State HOME and CalHome program HCD annual financial and performance reporting documents.
- ◆ To recommence marketing strategies for HOME and CalHome grant programs through various advertising avenues.
- ◆ To calculate CalHome annual anticipated 5% service fee on Reuse Account as housing revenue.

FY 2019-20 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.
- ◆ Prepared and submitted the Request for Release of Funds and Certification to HUD for the HOME program and received signed Authority to Use Grant Funds for a total of \$1,500,000.
- ◆ Assisted with one (1) subordination in FY 2019-20.
- ◆ Received two (2) HOME loan payoffs for FY 19-20 and one (1) partial interest/principal CalHome payment.
- ◆ Prepared and submitted another waiver for the Sales/Value limit (203b) to Housing and Community Development (HCD); continued discussions with the Department of Housing Community Development.
- ◆ Receipt of calculated CalHome annual anticipated 5% service fee on Reuse Account as housing revenue by the end of FY 2019-20.

COMMUNITY DEVELOPMENT BLOCK GRANT

The Housing Division is responsible for administering the City's annual CDBG Program consistent with applicable Federal rules and regulations, as well as City Council policies and directives.

FY 2020-21 GOALS AND OBJECTIVES

- ◆ To implement the City's \$638,558 CDBG Funds/Program for FY 2020-21. To administer and monitor all sub-recipient CDBG contracts.

- ◆ To assist 6 non-profit organizations in providing public service programs to approximately 700 Upland residents.
- ◆ To continue to provide Fair Housing and Landlord/Tenant Mediation services through the Inland Fair Housing and Mediation Board.
- ◆ Continue to implement the Business Assistance and Attraction Program (BAAP) to businesses located in the downtown area in order to promote new local jobs to persons of low to moderate income. Fund one (1) BAAP project.
- ◆ Continue to implement the Commercial Rehabilitation Program (CRP) – Historic Downtown Revitalization façade improvements to preserve and beautify historical commercial corridors. Fund three (3) CRP projects.
- ◆ To develop the annual CDBG Action Plan and file with HUD using the e-con planning suite.
- ◆ To prepare and submit timely to HUD all annual financial and performance reporting documents.
- ◆ To comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ To continue to participate in HUD trainings.
- ◆ To continue to implement the Emergency Repair Program (ERP). Assist up to 10 very low-income families with small-scale emergent code repairs to their owner-occupied single-family homes or mobile homes.

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$1,025,714.45 CDBG program funding (inclusive of prior year's carryovers).
- ◆ With assistance from the CDBG Committee and City Council, developed the City's CDBG program and one year action plan for FY 2020-21.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Conducted a 5-Year Consolidated Plan presentation to the CDBG Committee.
- ◆ Prepare and finalize the 5 Year Consolidated Plan 2020-2024 and Action Plan for FY 2020-21.
- ◆ Completed two (2) 5-Year Consolidated Plan public meetings and received approximately 300 Residential and Stakeholder surveys.
- ◆ Prepared and finalized the Citizen Participation Plan for FY 2020-2025.

- ◆ Prepared and finalized the Limited English Proficiency Plan for FY 2020-2025.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2018-19 to HUD.
- ◆ Received CAPER FY 2018-19 approval letter from the Department of Housing and Urban Development (HUD).
- ◆ Continued the Emergency Repair Program (ERP) which assisted 10 very low income owner occupied households.
- ◆ Continued to provide Fair Housing and Landlord/Tenant Mediation services through the Inland Fair Housing and Mediation Board.
- ◆ Prepared and filed with HUD all required financial and performance reporting documents.
- ◆ Continued to review the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Continued to provide the Business Assistance and Attraction Program (BAAP) to businesses located in the downtown area in order to promote new local jobs to persons of low to moderate income. Funded one (1) BAAP project.
- ◆ Continued to implement the Commercial Rehabilitation Program – Historic Downtown Revitalization façade improvement to preserve and beautify historical commercial corridors. Assisted with one (1) CRP project.
- ◆ Completed 10 Agency-funded Emergency Repairs Program (ERP) small-scale rehabilitation projects.
- ◆ Finalized the preparation of the new CDBG procedure manual.
- ◆ Participated with financial single audit for FY 2018-19 CDBG.

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 2020-21 GOALS AND OBJECTIVES

- ◆ To prepare the Recognized Obligation Payment Schedule (ROPS) when required and submit to the Department of Finance and the County Auditor-Controller's Office.

- ◆ To prepare a DOF Prior Period Adjustment Report and submit the three (3) back up County reports and back up materials to the County Auditor-Controller's Office.
- ◆ To continue to balance the Successor Agency budget.

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the 2020-21 annual ROPS which was reviewed and approved by the Countywide Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Attended one (1) Oversight Board meeting.
- ◆ Prepared a DOF Prior Period Adjustment Report and submitted the three (3) back up County reports and back up materials to the County Auditor-Controller's Office.
- ◆ Balanced the Successor Agency budget.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2020-21 PROPOSED BUDGET

DEVELOPMENT SERVICES	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
2201 BUILDING AND SAFETY					
Personnel	\$ 356,240	\$ 263,990	\$ 467,990	\$ 343,730	\$ 372,790
Maintenance & Operations	391,800	473,520	334,070	458,330	602,590
Capital Outlay	-	-	-	-	-
TOTAL BUILDING AND SAFETY	\$ 748,040	\$ 737,510	\$ 802,060	\$ 802,060	\$ 975,380
2202 WEED ABATEMENT					
Personnel	\$ 29,300	\$ 29,100	\$ 30,510	\$ 30,510	\$ 31,230
Maintenance & Operations	26,880	37,230	24,300	49,210	42,880
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 56,180	\$ 66,330	\$ 54,810	\$ 79,720	\$ 74,110
2203 ECONOMIC DEVELOPMENT					
Personnel	\$ -	\$ -	\$ 100,050	\$ 100,050	\$ 100,320
Maintenance & Operations	218,040	237,760	177,850	215,900	167,140
Capital Outlay	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	\$ 218,040	\$ 237,760	\$ 277,900	\$ 315,950	\$ 267,460
2204 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	10,140	9,680	14,340	14,340	18,200
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 10,140	\$ 9,680	\$ 14,340	\$ 14,340	\$ 18,200
2205 PLANNING					
Personnel	\$ 211,190	\$ 167,300	\$ 386,660	\$ 327,400	\$ 283,550
Maintenance & Operations	417,050	364,480	176,800	239,060	336,630
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 628,240	\$ 531,780	\$ 563,460	\$ 566,460	\$ 620,180
2207 SANTA FE DEPOT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	27,700	27,700	12,000
Capital Outlay	-	-	-	-	-
TOTAL SANTA FE DEPOT	\$ -	\$ -	\$ 27,700	\$ 27,700	\$ 12,000
101 TOTAL GENERAL FUND					
Personnel	\$ 596,730	\$ 460,390	\$ 985,210	\$ 801,690	\$ 787,890
Maintenance & Operations	1,063,910	1,122,670	755,060	1,004,540	1,179,440
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 1,660,640	\$ 1,583,060	\$ 1,740,270	\$ 1,806,230	\$ 1,967,330
201 TOTAL HOUSING					
Personnel	\$ 949,950	\$ 770,310	\$ 898,590	\$ 789,750	\$ 733,510
Maintenance & Operations	20,107,040	1,700,890	3,206,650	3,338,490	3,460,780
Capital Outlay	84,820	-	-	-	-
TOTAL HOUSING	\$ 21,141,810	\$ 2,471,200	\$ 4,105,240	\$ 4,128,240	\$ 4,194,290
208 TOTAL HOME PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	90,490	-	205,000	205,000	420,000
Capital Outlay	-	-	-	-	-
TOTAL HOME PROGRAM	\$ 90,490	\$ -	\$ 205,000	\$ 205,000	\$ 420,000

DEVELOPMENT SERVICES		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
209	TOTAL CDBG					
	Personnel	\$ 52,480	\$ 46,590	\$ 41,080	\$ 61,080	\$ 115,370
	Maintenance & Operations	257,500	566,840	495,330	864,630	606,580
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	620	96,190	100,000	100,000	100,000
	TOTAL CDBG	\$ 310,600	\$ 709,620	\$ 636,410	\$ 1,025,710	\$ 821,950
210	TOTAL PARKING BUSINESS IMPROVEMENT AREA					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	5,570	55,510	73,510	49,730
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	1,890	1,310	148,690	148,690	138,990
	TOTAL PARKING & BUSINESS IMPROVEMEN	\$ 1,890	\$ 6,880	\$ 204,200	\$ 222,200	\$ 188,720
222	TOTAL CALHOME PROGRAM					
	Personnel	\$ 8,990	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	99,030	-	210,000	210,000	210,000
	Capital Outlay	-	-	-	-	-
	TOTAL CALHOME PROGRAM	\$ 108,020	\$ -	\$ 210,000	\$ 210,000	\$ 210,000
427	TOTAL ENERGY EFFICIENCY CAPITAL IMP PROJECT					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	4,747,650	2,495,980	275,120	101,860	-
	Capital Outlay	-	-	-	-	-
	TOTAL ENERGY EFFICIENCY CAPITAL IMP	\$ 4,747,650	\$ 2,495,980	\$ 275,120	\$ 101,860	\$ -
805	TOTAL SUCCESSOR AGENCY					
	Personnel	\$ 231,300	\$ 133,300	\$ 181,650	\$ 181,650	\$ 245,400
	Maintenance & Operations	869,730	2,618,900	3,142,220	3,142,220	3,144,380
	Capital Outlay	-	-	-	-	-
	TOTAL SUCCESSOR AGENCY	\$ 1,101,030	\$ 2,752,200	\$ 3,323,870	\$ 3,323,870	\$ 3,389,780
	TOTAL DEVELOPMENT SERVICES					
	Personnel	\$ 1,839,450	\$ 1,410,590	\$ 2,106,530	\$ 1,834,170	\$ 1,882,170
	Maintenance & Operations	27,235,350	8,510,850	8,344,890	8,940,250	9,070,910
	Capital Outlay	84,820	-	-	-	-
	Capital Improvement Projects	2,510	97,500	248,690	248,690	238,990
	TOTAL DEVELOPMENT SERVICES	\$ 29,162,130	\$ 10,018,940	\$ 10,700,110	\$ 11,023,110	\$ 11,192,070

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

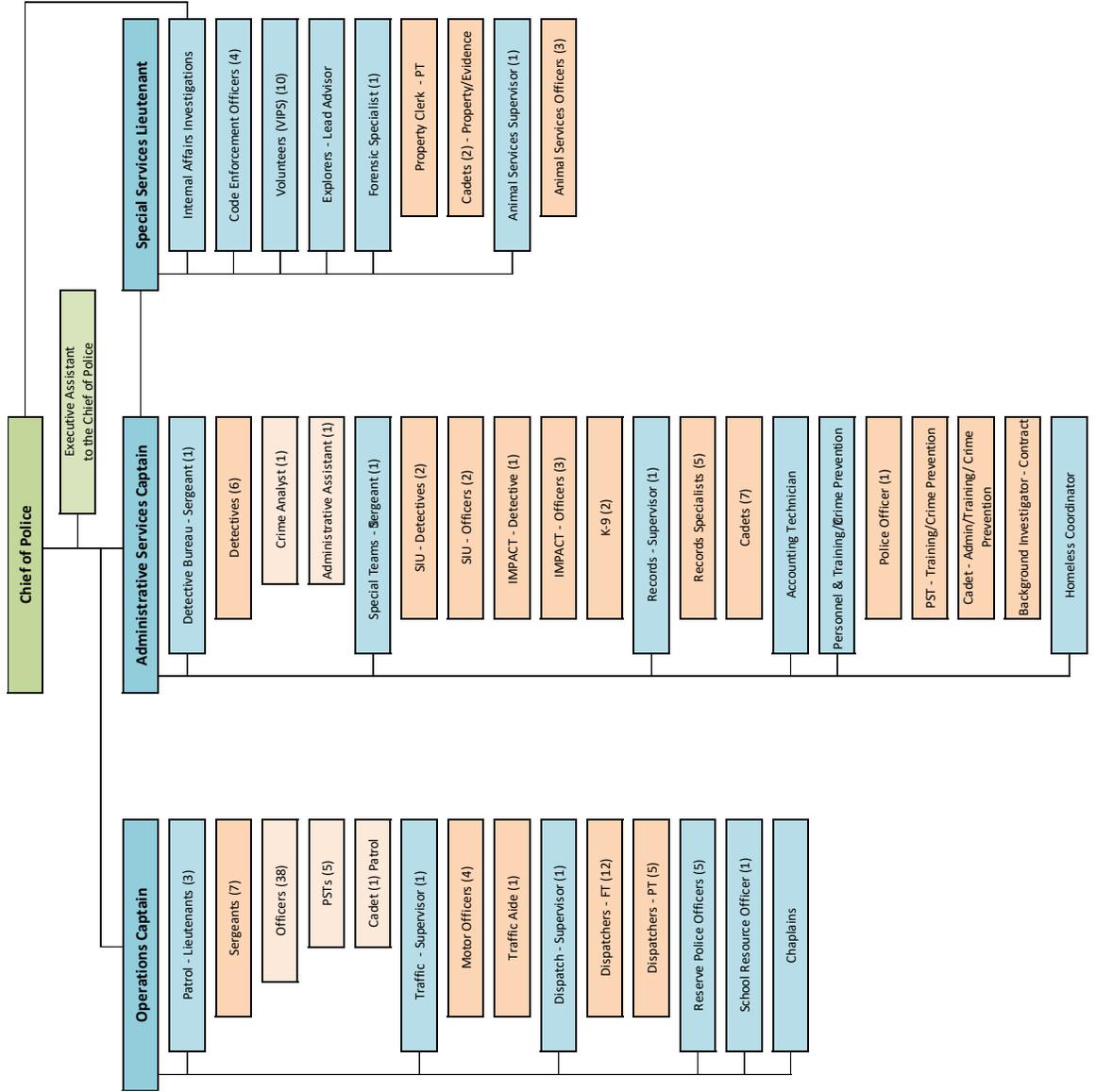
OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 15,550	\$ 8,630	\$ 11,700	\$ 11,700	\$ 17,180
5111	Salaries - Full Time	1,101,580	780,770	1,246,890	1,034,270	1,112,190
5112	Salaries - Temporary/Part Time	92,250	79,840	73,570	93,570	74,720
5113	Overtime	19,300	22,340	16,000	19,000	30,000
5116	Fringe Benefits	215,290	179,200	296,890	244,210	279,760
5117	Retirement Contributions	107,430	81,980	146,610	116,550	147,390
5119	Unfunded Annual PERS Liability	288,050	257,830	314,870	314,870	220,930
	TOTAL PERSONNEL EXPENSES	\$ 1,839,450	\$ 1,410,590	\$ 2,106,530	\$ 1,834,170	\$ 1,882,170
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 280	\$ 80	\$ 800	\$ 800	\$ 600
5212	Advertising	24,810	18,230	26,000	29,500	27,500
5213	Dues & Subscriptions	350	7,800	12,830	12,830	12,190
5215	Training/Conferences/Meetings	4,040	3,430	18,420	18,420	24,170
5216	Office Supplies	4,140	4,530	4,850	4,850	5,300
5217	Other Supplies/Materials	1,560	1,190	15,630	15,630	5,750
5218	Uniform Expense	250	490	1,000	1,000	1,000
5219	Permits/Licenses/Fee/Assessments	10	-	-	-	20
5220	Fuel Usage	3,850	4,050	4,250	4,250	4,200
5221	Mileage Reimbursement	-	190	500	500	850
5222	Print/Mail Charges	800	920	900	900	2,900
5223	Information Systems Charges	132,460	93,720	127,510	127,510	160,230
5224	Vehicle Charges	9,320	12,230	15,330	15,330	13,470
5225	Building Maint & Operations	-	-	27,700	27,700	12,000
5231	Office Equipment (Under 5,000)	-	3,850	-	-	-
5234	Other Equipment Rental	-	8,250	2,250	2,750	-
5241	Utilities - Electric	80	230	-	-	350
5243	Utilities - Telephone	1,780	840	-	-	1,650
5245	Maintenance - Building/Structure/Grounds	31,540	20,920	19,820	19,820	19,320
5248	Maintenance - Other	-	1,780	-	18,000	-
5251	Legal Services	5,060	14,190	13,500	13,500	13,570
5252	Professional Services	1,135,390	1,125,630	636,920	954,770	1,037,750
5253	Contract Services	4,818,520	2,622,240	327,620	184,860	-
5255	Banking Services	28,900	11,270	8,200	8,200	12,300
5258	Other Services	330,700	557,290	2,148,300	2,481,560	2,447,710
5273	Workers Compensation Charges	119,450	101,990	108,310	108,310	119,760
5274	Unemployment Charges	10,110	8,500	8,730	8,730	4,030
5275	Long-term Disability Charges	10,180	8,500	8,720	8,720	7,790
5276	Liability Charges	178,210	158,340	161,110	161,110	152,020
5277	Loss Prevention Charges	10,700	9,630	8,930	8,930	7,780
5294	Sponsor/Contribution/Donation	-	5,000	-	-	-
5296	Pass-Thru Expense	-	1,658,540	-	-	-
5299	Prior Year Expenses	123,590	-	-	-	-
5302	Loans	(840)	-	-	-	-
5305	Emergency Repairs Program	42,120	-	-	-	-
5310	Forgivable Loans	50,000	50,000	60,000	125,010	120,000
5314	HIP Loans	60,800	-	210,000	210,000	420,000
5315	FRHB Loans	-	-	205,000	205,000	210,000
5324	Other Post Employee Benefits	-	-	18,910	18,910	17,460
5424	Bond Principal Expense	18,444,850	514,160	2,681,810	2,681,810	2,849,000
5425	Bond Interest Expense	1,423,570	1,327,310	1,461,040	1,461,040	1,360,240
5427	Issuance Costs	228,770	-	-	-	-
5430	Closing Costs	-	155,530	-	-	-
	TOTAL MAINTENANCE & OPERATIONS	\$ 27,235,350	\$ 8,510,850	\$ 8,344,890	\$ 8,940,250	\$ 9,070,910

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2020-21 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
5527	CAPITAL OUTLAY					
	Buildings	\$ 84,820	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ 84,820	\$ -	\$ -	\$ -	\$ -
55XX	CAPITAL IMPROVEMENT PROJECTS					
	Capital Improvement Projects	\$ 2,510	\$ 97,500	\$ 248,690	\$ 248,690	\$ 238,990
	CAPITAL IMPROVEMENT PROJECTS	\$ 2,510	\$ 97,500	\$ 248,690	\$ 248,690	\$ 238,990
	TOTAL DEPARTMENT	\$ 29,162,130	\$ 10,018,940	\$ 10,700,110	\$ 11,023,110	\$ 11,192,070

POLICE DEPARTMENT

City of Upland Organizational Chart Fiscal Year 2020-21

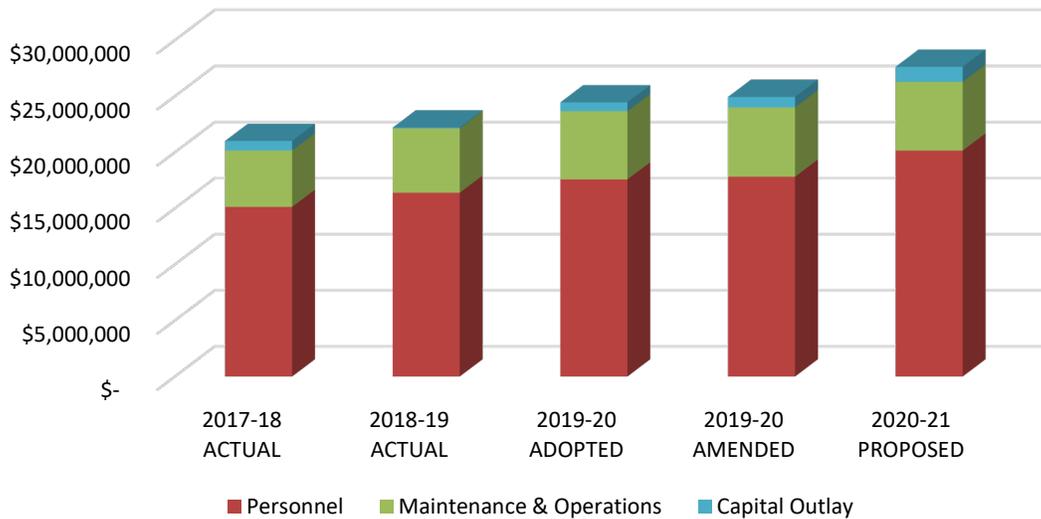


MISSION STATEMENT

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.

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 15,126,650	\$ 16,388,370	\$ 17,575,190	\$ 17,815,960	\$ 20,149,760
Maintenance & Operations	5,027,520	5,747,590	6,084,330	6,187,300	6,132,440
Capital Outlay	857,430	63,910	789,810	930,890	1,339,330
TOTAL BUDGET	\$ 21,011,600	\$ 22,199,870	\$ 24,449,330	\$ 24,934,150	\$ 27,621,530

Police Department Expense Classification



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 19,079,130	\$ 20,995,800	\$ 22,657,380	\$ 22,744,850	\$ 25,215,400
PUBLIC SAFETY AUGMENTATION	938,260	1,007,510	1,002,140	1,002,140	900,000
GEN CAPITAL IMPROVEMENTS	-	-	-	-	266,200
GENERAL CAPITAL PROJECTS	793,950	14,280	-	22,160	-
HOMELAND SECURITY GRANTS	37,220	1,300	22,940	22,940	-
PROPOSITION 30	-	-	140,000	140,000	140,000
COPS	-	20,860	626,870	744,330	933,130
HOMELESS EMERGENCY AID PROG	-	-	-	-	92,400
OFFICE OF TRAFFIC SAFETY	140,340	156,530	-	220,770	74,400
OTHER PUBLIC SAFETY GRANTS	15,710	3,590	-	36,960	-
ASSET FORFEITURE – FEDERAL	5,060	-	-	-	-
ASSET FORFEITURE – STATE	1,930	-	-	-	-
TOTAL BUDGET	\$ 21,011,600	\$ 22,199,870	\$ 24,449,330	\$ 24,934,150	\$ 27,621,530

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 includes a minimum of five Officers and a Field Supervisor (Sergeant). The Traffic Unit consists of four Traffic Officers and one 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.

ADMINISTRATIVE SERVICES DIVISION

The Administrative 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 Unit for crime scene processing/photography and evidence storage. The 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 UNIT

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

within the department. This consists of Code Enforcement, Property and Evidence personnel, Animal Control, 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. Animal Control handles all animal related issues in the City ensuring public safety as it relates to animals and pets.

PERSONNEL				
PERMANENT POSITIONS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 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
CRIME ANALYST	0.00	0.00	1.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	0.00	0.00	1.00	1.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00
CRIME ANALYST TRAINEE	1.00	1.00	0.00	0.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00
LEAD DISPATCHER	2.00	2.00	2.00	2.00
POLICE DISPATCHER II	10.00	10.00	10.00	10.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	1.00
POLICE RECORDS SPECIALIST II	6.00	6.00	5.00	5.00
HOMELESS COORDINATOR	0.00	0.00	0.00	1.00
POLICE SERVICES TECHNICIAN	4.00	5.00	6.00	6.00
ANIMAL SERVICES SUPERVISOR	1.00	1.00	1.00	1.00
ANIMAL SERVICES OFFICER	3.00	3.00	3.00	3.00
CODE ENFORCEMENT OFFICER	4.00	4.00	4.00	4.00
TOTAL DEPARTMENT	111.00	112.00	113.00	114.00

FY 2020-21 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 will continue to work with the Homeless Outreach Coordinator and Impact Team to improve the quality of life concerns with the members of the community.
- ◆ IMPACT Team consisting of two to four Officers to focus on specific on-going crime and quality of life issues. They will continue their proactive work to reduce blight related calls for service by 10% from last year and improve quality of life within Upland.

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%.
- ◆ Increase computer forensic training to an additional detective.
- ◆ Streamline investigation process when dealing with ID Theft/Fraud Cases.
- ◆ Utilize partnership with Ring Neighborhood to help prevent/solve additional crimes.
- ◆ Crosstrain Detectives in handling different/multiple case assignments.

Prepare to meet state mandate for RIPA (Racial and Identity Profiling Act):

- ◆ RIPA requires agencies the size of Upland Police department to record and report the race and other information for all proactive contacts beginning with 2022 calendar year.
- ◆ Department will develop policy and procedure for compliance.
- ◆ Department will develop tracking system to gather necessary data.

Transition Department Policy and Procedure from internal policy to Lexipol:

- ◆ Identify Lexipol policies which will replace current policies.
- ◆ Identify current policies without Lexipol equivalents and revise to match Lexipol formatting.

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 professional staff.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Number of Part 1 Crimes	2,486	2,671	2,651	2,810
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)	5	15	20	25
Total patrol calls	77,489	77,539	75,620	76,904
Number of injury traffic collisions	542	306	453	534

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Number of Reserve volunteer hours	1,300	2,296	1,125	1,200
Number of VIPS volunteer hours	2,588	1,740	1,360	1,500
Number of Graffiti Reward Payments	2	2	2	4
Number of Intersections equipped with automated license plate readers	4	4	4	4
Number of code enforcement cases resolved	1,659	1,790	2,050	2,200
Code Enforcement Inspections	2,773	2,845	3,017	3,100
Notice of Vacate	57	62	36	50
Citations	6	15	10	15
Administrative Citations	98	92	87	125
Cases filed	4	8	5	12
Signs	1,149	1,050	915	1,200
Carts	189	125	150	145
Animals returned to owner	15%	16%	18%	25%
Animals euthanized	10%	10%	10%	10%

FY 2019-20 MAJOR ACCOMPLISHMENTS

Quality of life Issues

Patrol/Investigations

- ◆ 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 51 criminal search warrants.
- ◆ Made 60 Felony Arrests.
- ◆ 18 Firearms were removed from the streets.
- ◆ Participated in 6 Multi-Jurisdictional Sweeps.
- ◆ Successfully identified 4 Burglary crews.
- ◆ Successfully procured 4 out of state extraditions (suspects returned to California for criminal prosecution).
- ◆ Upland IMPACT team made 384 arrests.
- ◆ 27 Individuals were successfully placed in shelters and/or housed by IMPACT.
- ◆ 6 Businesses conducting illicit activities were closed.
- ◆ Experienced a 19.5% reduction in transient/criminal vagrant related calls.
- ◆ 267 Surveys completed on homeless individuals.
- ◆ Completed 117 Follow-up surveys (repeat surveys, update location and other information).

Code Enforcement

- ◆ Conducted Joint compliance inspection with IMPACT Team at large recycling center to address blight, carts, and homelessness.
- ◆ Partnered with the IMPACT Team in serving of search warrants at several illegal marijuana businesses operating in the city.
- ◆ Code Enforcement closed 3 illegal marijuana grow facilities and 2 illegal gambling operations
- ◆ Code Enforcement took a major role in the removal of one thousand illegally posted signs throughout the city.
- ◆ Closed a 3 year long case on a residential property which was abated via a rehabilitation agreement and the City's cost recovery ordinance. With the assistance of the City Prosecutor, the city received \$64,000 in cost recovery and the property was restored to city standards.

- ◆ Implemented the units first ever code enforcement based software that allows the code officers to manage and document their investigations electronically.
- ◆ Code enforcement continued to partner with Burrtec and the public works department to facilitate the Taking Care of Business (TCB) blight detail. This detail proactively removes blight from alleys and other public right of ways.

Animal Control

- ◆ Completed 153 disposal requests.
- ◆ Received 1,317 stray animals at the shelter.
- ◆ Reunited 231 pets with their families.
- ◆ Trapped, neutered and released 8 feral cats.
- ◆ Collected and disposed of 317 deceased animals.

Operational Effectiveness

Patrol/Investigations

- ◆ Received a grant from the California Office of Traffic Safety (OTS) which funded 4 radars, 4 LIDARS, 2 Traffic Data Collectors, 1 Aerostar Balloon Light, 160 DOT Cones, 24 Flashing Beacon Lights, 12 Floor Mats.
- ◆ Continued with modified patrol schedule and staffing model which allowed the creation of two specialized teams.
- ◆ Received 75,620 calls for service.
- ◆ Performed 15,179 officer-initiated contacts.
- ◆ 11,000 police reports were taken.
- ◆ Over 4,000 suspects were arrested.
- ◆ 153,778 calls were handled by Dispatch with over 28,800 9-1-1 calls.
- ◆ Purchased new Facial Recognition Software to be used as an investigative lead.
- ◆ 918 cases were cleared by arrest.
- ◆ 479 cases exceptionally cleared.

- ◆ Upland IMPACT handled the majority of calls relating to criminal vagrants which allowed patrol officers to respond to more serious and higher priority calls.

Code Enforcement

- ◆ Re-wrote Administrative Citation Ordinance to include new fee schedule for all violations.
- ◆ Inspected several massage parlors to ensure accountability and compliance with local ordinance.

Evidence

- ◆ A new part-time employee was assigned to handle property and evidence storage. He assists with lab deliveries, scanning paperwork into cases, and logging lab results. This has allowed the forensic specialist to handle other important and pressing tasks.

K-9 Team

- ◆ Added 2nd K9 Team – Officer McCallon and K9 (Timur). This 2nd K9 team was fully funded through donations from our Community, Thank You!
- ◆ 58 deployments resulted in 8 surrenders and 3 bite apprehensions.
- ◆ 14 hidden narcotic finds resulted in the seizure of narcotics.
- ◆ Performed 11 Deployments assisting other regional agencies.
- ◆ Completed 329 Training hours.
- ◆ Countless hours of patrol time were saved by using the K9 team for large searches.

Technology

- ◆ Implemented new on-line crime reporting system.
- ◆ Purchased new software for video redacting.
- ◆ Continued the use of 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 removing the burden from Records.
- ◆ Implemented a new Code Enforcement Records Management System which improves efficiency and allows access to more data in the field.
- ◆ Implemented interfaces between the CAD system and other law enforcement networks.

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.
- ◆ Attended 28 block parties participating in the National Night Out event held on August 7, 2019. Participants at the event included the Detective Bureau, Traffic Bureau, K-9 Unit, VIPs, Upland CERT, Explorers, PST's, Code Enforcement, patrol officers, sergeants, lieutenants, captains and the Chief of Police.
- ◆ Utilized a vehicle 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, Read Across America, "Stranger Danger" presentations, and Fuel for Success Anti-bullying program).
- ◆ Performed 8 Department tours for Girl Scouts and Boy Scouts.
- ◆ Completed 90 weekly Social media posts. Completed 5 Crime Prevention through Environmental Design (CPTED) assessments at local businesses.
- ◆ Participated in 5 community charitable events (Red Cross blood drive, Cop on a Rooftop)
- ◆ Attended 4 Neighborhood Watch meetings.
- ◆ Hosted 3 Coffee/Conversation with a Cop events.
- ◆ Guest speaker at Boy Scout meetings and Uplanders' Club.
- ◆ Held 1 Citizen's Academy.
- ◆ Participated in 4 community fundraisers – Over 50 toys donated to the Cops for Kids Fly-In event at Loma Linda University Children's Hospital, 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.

Employee Development & Training

Firearms / Use of Force

- ◆ (2) Officers attended Pistol Mounted Optics Transition Course.
- ◆ (2) Officers attended Sig Sauer Academy Pistol Mounted Red Dot Instructor Course.
- ◆ (4) Officers attended Firearms Tactical Rifle Instructor Course.
- ◆ (2) Officers attended Firearms Instructor Course.
- ◆ (2) Officer attended OC Aerosol Instructor Course.
- ◆ (2) Officers attended Less Lethal Munitions Instructor Course.
- ◆ (2) Officers attended Chemical Munitions Instructor Course.
- ◆ (2) Officers attended Distraction Devices Instructor Course.

Special Assignment / Career Advancement

- ◆ (1) Officer attended Police K-9 Handler School.
- ◆ (2) Officers attended Field Training Officer School.
- ◆ (4) Officers attended Detective School.
- ◆ (4) Officers attended the San Bernardino County Sheriff's Department Deputy Leadership Institute.
- ◆ (4) Officers attended the San Bernardino County Sheriff's Department Special Weapons and Tactics (Basic) Course.

Supervisory / Leadership (Sergeant and Above)

- ◆ (1) Sergeant attended San Bernardino County Sheriff's Department Special Weapons and Tactics (Basic) Course.
- ◆ (2) Sergeants attended the Sherman Block Supervisory Leadership Institute (SLI).
- ◆ (2) Sergeants attended Tactical Leadership Course.
- ◆ (3) Command Staff personnel attended Strategic Planning training.

Professional Staff Development

- ◆ (1) Animal Control Officer attended the Basic Animal Law Enforcement Academy.
- ◆ (1) Homeless Coordinator attended PC832 course.
- ◆ (2) Records Specialist attended Managing Police Records training.
- ◆ (3) Records Specialist attended Public Records Act training.
- ◆ (3) Records Specialist attended NIBRS: The Role of the Analyst training.
- ◆ (3) Professional Staff personnel attended Grant Writing training.

Internal Department Training

- ◆ Conducted (4) in-house, 8-hour classes on First Aid/Combat Casualty and CPR for department personnel.
- ◆ Conducted (2) in-house, 5-hour classes on Active Shooter for department personnel.
- ◆ UPD hosted training on Court and Temporary Holding Facilities and Title 15 for select department personnel.
- ◆ UPD hosted training on Crisis Intervention and Behavioral Health SB11 for department and outside personnel.
- ◆ UPD hosted training on De-Escalation and Tactical Communication for department and outside personnel.

Recruitment and Retention

Applicants / Hiring

- ◆ Since July 1, 2019, UPD has received and reviewed 1,472 applications for various positions within the Department; such as, Police Officer (Trainee, Pre-Service, Lateral, and Reserve), Police Dispatcher (I and II), Police Cadet, Police Records Specialist I, Homeless Coordinator, Animal Services Officer, Police Service Technician, Chaplain, and Volunteers.
- ◆ Since July 1, 2019, UPD has hired 23 applicants: (8) Police Officer Trainees, (4) Police Officer Pre-Service, (1) Police Officer Lateral, (2) Police Dispatcher II, (1) Homeless Coordinator, (2) Chaplains, (3) Police Cadets, and (1) Records Specialist I.

Hiring Incentives

- ◆ Implemented New Hire Signing Bonus for Lateral Police Officer (\$7,500).
- ◆ Implemented New Hire Signing Bonus for Police Officer Pre-Service (\$5,000).
- ◆ Implemented New Hire Signing bonus for Police Dispatcher II (\$5,000).
- ◆ Implemented New Hire Signing Bonus for Police Dispatcher I (\$2,500).

Brand Recognition / Recruiting

- ◆ Created and purchased various UPD “Swag” items; such as, foam UPD Ford Explorer police cars, UPD branded lip balms, UPD branded backpacks/tote bags, UPD branded cooler/insulated bags, and UPD branded Thin Blue Line wristbands.
- ◆ Procured (2) UPD branded “Step and Repeat” banners for hiring booth, swear-in ceremonies, and public forums.
- ◆ Procured UPD branded table cloths for hiring booth.
- ◆ Attended the annual Cal State San Bernardino College Criminal Justice Department Career Fair.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2020-21 PROPOSED BUDGET

POLICE	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
3201 POLICE ADMINISTRATION					
Personnel	\$ 1,447,460	\$ 1,664,190	\$ 1,896,640	\$ 1,896,640	\$ 1,377,390
Maintenance & Operations	3,382,460	3,965,290	3,798,070	3,841,870	4,289,980
Capital Outlay	-	-	-	-	-
TOTAL POLICE ADMINISTRATION	\$ 4,829,920	\$ 5,629,480	\$ 5,694,710	\$ 5,738,510	\$ 5,667,370
3202 POLICE INVESTIGATIONS					
Personnel	\$ 2,061,020	\$ 2,222,500	\$ 2,645,120	\$ 2,645,120	\$ 3,083,230
Maintenance & Operations	146,940	258,450	276,810	276,810	223,610
Capital Outlay	-	-	-	-	-
TOTAL POLICE INVESTIGATIONS	\$ 2,207,960	\$ 2,480,950	\$ 2,921,930	\$ 2,921,930	\$ 3,306,840
3205/4501 ANIMAL CONTROL					
Personnel	\$ 240,280	\$ 312,760	\$ 334,040	\$ 334,040	\$ 351,170
Maintenance & Operations	254,650	247,000	310,460	352,670	314,020
Capital Outlay	27,970	-	-	-	-
TOTAL ANIMAL CONTROL	\$ 522,900	\$ 559,760	\$ 644,500	\$ 686,710	\$ 665,190
3206 POLICE ADMINISTRATION SUPPORT					
Personnel	\$ 4,200	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE ADMINISTRATION SUPPORT	\$ 4,200	\$ -	\$ -	\$ -	\$ -
3210 POLICE SUPPORT					
Personnel	\$ 13,110	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE SUPPORT	\$ 13,110	\$ -	\$ -	\$ -	\$ -
3211 POLICE PATROL					
Personnel	\$ 10,120,840	\$ 10,661,450	\$ 11,278,650	\$ 11,278,650	\$ 13,861,910
Maintenance & Operations	884,590	1,039,990	1,372,730	1,372,730	1,017,150
Capital Outlay	15,470	22,180	-	1,460	-
TOTAL POLICE PATROL	\$ 11,020,900	\$ 11,723,620	\$ 12,651,380	\$ 12,652,840	\$ 14,879,060
3231 POLICE SPECIAL EVENTS & COMMUNITY OUTREACH					
Personnel	\$ 11,370	\$ 17,040	\$ 10,550	\$ 10,550	\$ 16,000
Maintenance & Operations	810	910	4,150	4,150	6,750
Capital Outlay	-	-	-	-	-
TOTAL POLICE SPEC EVENTS & COMM OUTREACH	\$ 12,180	\$ 17,950	\$ 14,700	\$ 14,700	\$ 22,750
3232 POLICE RESERVES					
Personnel	\$ 30	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	620	1,660	3,200	3,200	6,300
Capital Outlay	-	-	-	-	-
TOTAL POLICE RESERVES	\$ 650	\$ 1,660	\$ 3,200	\$ 3,200	\$ 6,300
3233 CODE ENFORCEMENT					
Personnel	\$ 175,390	\$ 387,870	\$ 408,050	\$ 408,050	\$ 450,640
Maintenance & Operations	291,920	194,510	318,910	318,910	217,250
Capital Outlay	-	-	-	-	-
TOTAL CODE ENFORCEMENT	\$ 467,310	\$ 582,380	\$ 726,960	\$ 726,960	\$ 667,890

POLICE

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
101 TOTAL GENERAL FUND					
Personnel	\$ 14,073,700	\$ 15,265,810	\$ 16,573,050	\$ 16,573,050	\$ 19,140,340
Maintenance & Operations	4,961,990	5,707,810	6,084,330	6,170,340	6,075,060
Capital Outlay	43,440	22,180	-	1,460	-
TOTAL GENERAL FUND	\$ 19,079,130	\$ 20,995,800	\$ 22,657,380	\$ 22,744,850	\$ 25,215,400
203 TOTAL PUBLIC SAFETY AUGMENTATION FUND					
Personnel	\$ 938,260	\$ 1,007,510	\$ 1,002,140	\$ 1,002,140	\$ 900,000
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC SAFETY AUGMENTATION FUND	\$ 938,260	\$ 1,007,510	\$ 1,002,140	\$ 1,002,140	\$ 900,000
420 GENERAL CAPITAL IMPROVEMENTS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	266,200
TOTAL GENERAL CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 266,200
425 GENERAL CAPITAL PROJECTS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	25,250	-	-	-	-
Capital Outlay	768,700	14,280	-	22,160	-
TOTAL GENERAL CAPITAL PROJECTS	\$ 793,950	\$ 14,280	\$ -	\$ 22,160	\$ -
2XX TOTAL GRANTS					
Personnel	\$ 114,690	\$ 115,050	\$ -	\$ 240,770	\$ 109,420
Maintenance & Operations	33,290	39,780	-	16,960	57,380
Capital Outlay	45,290	27,450	789,810	907,270	1,073,130
TOTAL POLICE GRANTS	\$ 193,270	\$ 182,280	\$ 789,810	\$ 1,165,000	\$ 1,239,930
2XX ASSET FORFEITURE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	6,990	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE GRANTS	\$ 6,990	\$ -	\$ -	\$ -	\$ -
TOTAL POLICE					
Personnel	\$ 15,126,650	\$ 16,388,370	\$ 17,575,190	\$ 17,815,960	\$ 20,149,760
Maintenance & Operations	5,027,520	5,747,590	6,084,330	6,187,300	6,132,440
Capital Outlay	857,430	63,910	789,810	930,890	1,339,330
TOTAL POLICE	\$ 21,011,600	\$ 22,199,870	\$ 24,449,330	\$ 24,934,150	\$ 27,621,530

CITY OF UPLAND
POLICE DEPARTMENT
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

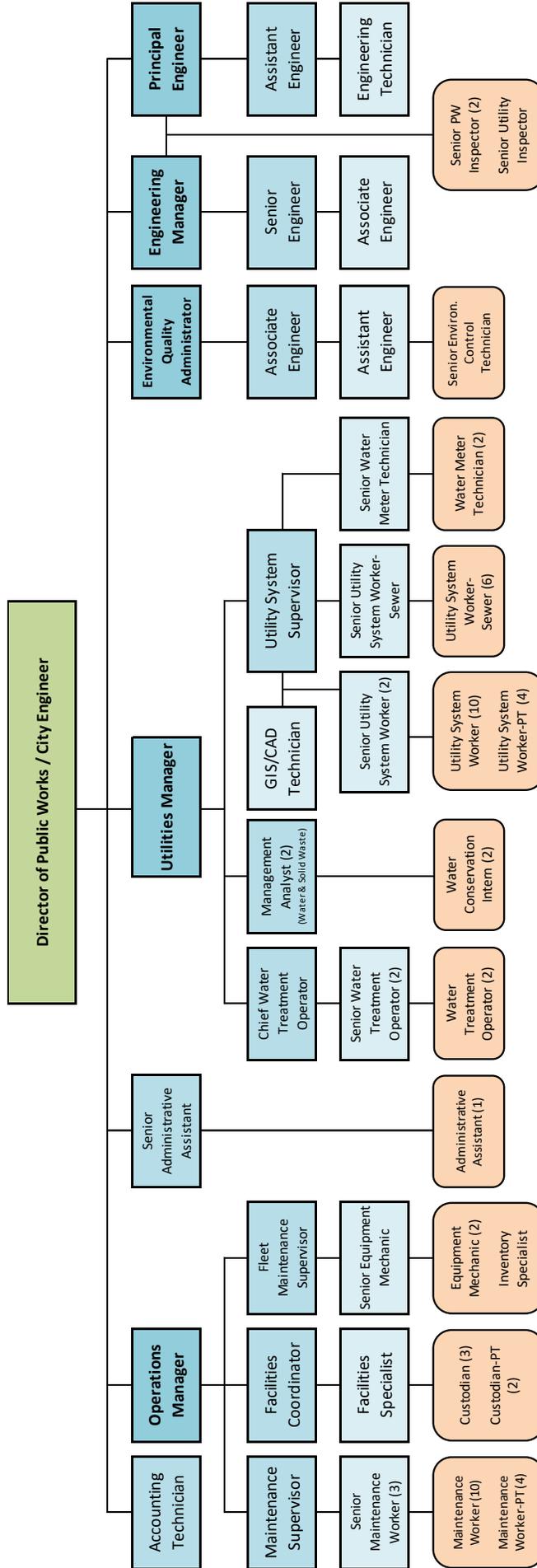
OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 48,920	\$ 60,050	\$ 64,840	\$ 64,840	\$ 76,250
5111	Salaries - Full Time	1,598,010	1,864,100	1,972,760	1,973,480	2,159,930
5112	Salaries - Temporary/Part Time	337,490	164,820	307,980	307,980	324,450
5113	Overtime	230,890	198,540	212,460	212,460	230,690
5116	Fringe Benefits	354,000	405,180	594,260	594,260	676,630
5117	Retirement Contributions	161,750	189,390	236,640	236,640	274,510
5119	Unfunded Annual PERS Liability	449,110	617,310	456,970	456,970	581,260
5131	Salaries - Sworn Police	6,604,060	6,845,980	7,369,580	7,369,580	8,025,630
5133	Overtime - Sworn Police	1,058,210	1,096,380	852,070	1,092,120	1,118,830
5136	Fringe Benefits - Sworn Police	1,086,270	1,149,170	1,370,630	1,370,630	1,513,210
5137	Retirement Contributions - Sworn Police	1,002,030	1,112,200	1,613,640	1,613,640	1,812,150
5139	Unfunded Annual PERS Liab - Sworn	2,195,910	2,685,250	2,523,360	2,523,360	3,356,220
	TOTAL PERSONNEL EXPENSES	\$ 15,126,650	\$ 16,388,370	\$ 17,575,190	\$ 17,815,960	\$ 20,149,760
	MAINTENANCE & OPERATIONS					
5205	Recruitment Costs - Other	\$ 5,340	\$ -	\$ -	\$ -	\$ -
5211	Postage	320	310	1,250	1,250	1,250
5213	Dues & Subscriptions	14,240	34,450	33,730	77,530	51,940
5215	Training/Conferences/Meetings	52,450	79,500	185,580	194,170	164,900
5216	Office Supplies	11,050	15,510	16,100	16,100	15,100
5217	Other Supplies/Materials	79,880	88,740	128,000	130,370	122,480
5218	Uniform Expense	32,390	32,130	45,820	45,820	54,350
5219	Licences, Registration and Permits	25,250	120	-	-	-
5220	Fuel Usage	164,480	184,570	202,500	202,500	191,600
5222	Print/Mail Charges	360	980	2,250	5,250	2,650
5223	Information Systems Charges	479,680	765,480	669,230	669,230	799,240
5224	Vehicle Charges	491,190	649,580	797,440	797,440	331,050
5225	Building Maint & Operations	325,980	316,160	260,390	260,390	366,030
5227	Vehicle Parts/Materials	-	1,570	-	-	-
5231	Office Equipment (Under 5,000)	1,850	5,890	25,500	25,500	23,000
5232	Computer Equip (Under 5,000)	9,900	260	-	-	-
5233	Other Equipment (Under 5,000)	88,540	89,140	81,310	84,310	66,510
5234	Other Equipment Rental	230	220	-	-	1,550
5236	Rent	-	2,400	2,400	2,400	2,640
5241	Utilities - Electric	154,770	92,280	130,500	130,500	70,000
5242	Utilities - Gas	15,860	19,590	18,650	18,650	14,450
5243	Utilities - Telephone	1,030	-	-	-	-
5245	Maintenance - Buildings/Structures/Grounds	54,090	-	-	-	-
5246	Maintenance - Equipment	22,340	20,250	59,960	59,960	29,160
5247	Maintenance - Vehicle	4,210	4,820	13,900	13,900	10,000
5249	Other Maintenance	-	1,000	-	-	-
5251	Legal Services	250,180	207,370	160,000	160,000	191,970
5253	Contract Services	342,560	332,360	576,650	618,860	554,560
5254	Data Processing Services	-	22,200	-	-	-
5255	Banking Services	2,810	2,810	3,380	3,380	3,100
5258	Other Services	332,530	357,510	403,380	403,380	417,880
5267	Undercover Activity	2,050	-	-	-	-
5273	Workers Compensation Charges	749,140	801,260	829,840	829,840	1,065,950
5274	Unemployment Charges	63,380	66,760	66,980	66,980	35,930
5275	Long-term Disability Charges	63,800	66,790	66,860	66,860	69,300
5276	Liability Charges	1,117,630	1,243,990	1,234,310	1,234,310	1,353,010
5277	Loss Prevention Charges	67,110	75,760	68,420	68,420	69,210
5291	Bad Debts Expense	-	165,630	-	-	-
5297	Other Expenses	900	200	-	-	-
5318	Prevention	-	-	-	-	24,570
5319	Navigation	-	-	-	-	29,060

CITY OF UPLAND
POLICE DEPARTMENT
 FY 2020-21 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	TOTAL MAINTENANCE & OPERATIONS	\$ 5,027,520	\$ 5,747,590	\$ 6,084,330	\$ 6,187,300	\$ 6,132,440
	CAPITAL OUTLAY					
5528	Improvements Other Than Buildings	\$ 27,970	\$ -	\$ -	\$ -	\$ -
5530	Machinery & Equipment	829,460	43,030	789,810	930,890	1,073,130
5531	Vehicles	-	20,880	-	-	266,200
	TOTAL CAPITAL OUTLAY	\$ 857,430	\$ 63,910	\$ 789,810	\$ 930,890	\$ 1,339,330
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 21,011,600	\$ 22,199,870	\$ 24,449,330	\$ 24,934,150	\$ 27,621,530

PUBLIC WORKS

City of Upland
Organizational Chart
Fiscal Year 2020-21

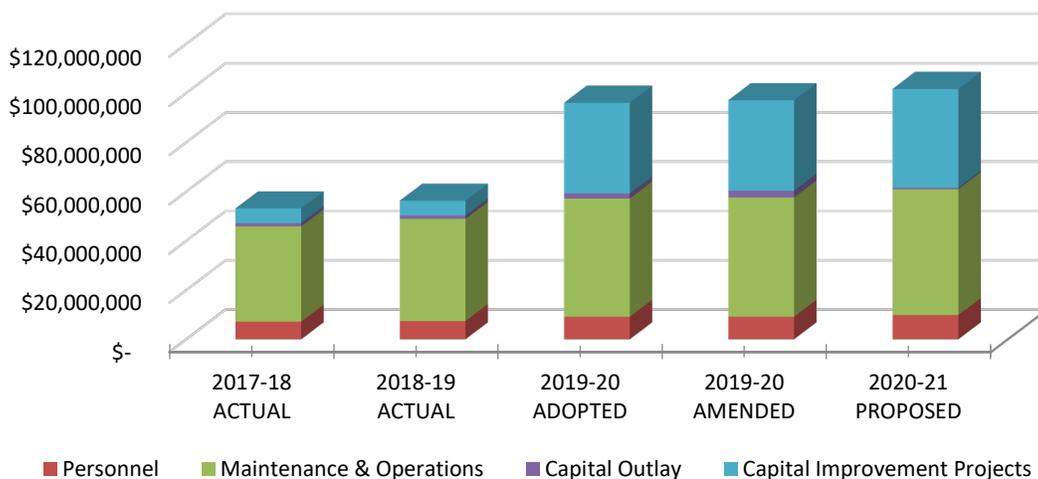


MISSION STATEMENT

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.

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 7,142,560	\$ 7,418,880	\$ 9,155,800	\$ 9,155,800	\$ 9,842,950
Maintenance & Operations	38,734,510	41,487,540	47,992,180	48,413,310	51,082,230
Capital Outlay	1,284,840	1,346,960	2,051,550	2,770,880	640,250
Capital Improvement Projects	5,983,430	6,026,430	36,829,640	36,738,710	40,098,710
TOTAL BUDGET	\$ 53,145,340	\$ 56,279,810	\$ 96,029,170	\$ 97,078,700	\$101,664,140

Public Works Expense Classification



	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 6,292,360	\$ 6,374,820	\$ 6,650,770	\$ 6,964,040	\$ 6,487,490
GAS TAX	2,900,570	2,912,630	8,924,110	8,357,720	8,671,570
MEASURE I	39,930	299,070	6,059,150	6,073,880	6,323,790
ROAD MAINTENANCE REHAB	-	-	-	-	1,330,000
GEN CAPITAL IMPROVEMENTS	114,900	16,990	54,850	54,850	279,850
PARK ACQUISITION & DEV.	100,000	7,390	178,400	171,010	145,090
STORM DRAIN DEVELOPMENT	50	241,100	655,420	588,150	1,232,120
STREET & TRAFFIC FACILITY	1,137,210	50	1,629,520	1,629,520	3,034,800
GENERAL CAPITAL PROJECTS	225,000	203,020	1,163,930	1,984,150	1,870,600
STREET & ALLEY REPAIRS	8,540	250,150	776,750	745,390	945,970
WATER UTILITY	20,011,420	22,594,900	41,491,190	41,468,720	40,954,080
SOLID WASTE UTILITY	11,151,680	12,235,590	13,101,560	13,132,530	15,242,410
SEWER UTILITY	8,752,770	8,879,490	12,754,150	12,725,450	13,100,840
FLEET MANAGEMENT	1,396,670	1,387,200	1,433,070	1,887,270	800,990
BUILDING MAINT & OPS	1,014,240	877,410	1,156,300	1,296,020	1,244,540
TOTAL BUDGET	\$ 53,145,340	\$ 56,279,810	\$ 96,029,170	\$ 97,078,700	\$101,664,140

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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
PUBLIC WORKS - ADMINISTRATION				
PUBLIC WORKS DIRECTOR/CITY ENGINEER	1.00	1.00	1.00	1.00
OPERATIONS MANAGER	1.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN	0.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	1.00
PUBLIC WORKS – OPERATIONS				
MAINTENANCE SUPERVISOR	1.00	1.00	1.00	1.00
SENIOR MAINTENANCE WORKER	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	10.00	10.00	10.00	10.00
FACILITIES COORDINATOR	1.00	1.00	1.00	1.00
FACILITIES SPECIALIST	1.00	1.00	1.00	1.50
CUSTODIAN	3.50	3.50	3.50	3.00
SENIOR EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC	2.00	2.00	2.00	2.00
INVENTORY SPECIALIST	1.00	1.00	1.00	1.00
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	2.00	2.00	2.00	2.00
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	1.00	1.00	1.00	1.00
TOTAL DIVISIONS	36.50	36.50	36.50	37.50

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 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 2020-21 budget year, the Fleet Maintenance Division will be in its fifth 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's 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 Graffiti Protective Coatings, the City's 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 signals & street light poles, signs and pavement. 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 2020-21 the City will be establishing/implementing a new contract for Metrolink Station security.

FY 2020-21 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.
- ◆ Provide city trees with periodic care within the funding allocation including removal and replacement when needed.
- ◆ 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’s Traffic Signal system.
- ◆ 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
 - 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:
 - 7th Street, from Harrington Avenue to San Antonio Avenue
 - 7th Street, from San Antonio Avenue to Euclid Avenue
 - 13th Street, from Euclid Avenue to Campus Avenue
 - 14th Street, from Campus Avenue to Grove Avenue
 - 17th Street, from San Antonio Avenue to Euclid Avenue
 - Alpine Street, Vernon Drive & Palm Avenue
 - Arrow Highway, Benson Avenue to San Antonio Avenue
 - Campus Avenue, 9th Street to Foothill Blvd.
 - Grove Avenue, from Foothill Blvd. to 15th Street
 - Harrington Avenue, from 7th Street to 8th Street
 - Mulberry Avenue, Foothill Boulevard to Pine Street
 - Various Alley Pavement Improvements:
 - Reconstruction of Alleys:
 - Between 2nd Ave. & 4th Ave., north of Mesa Court
 - Between 3rd Place & 4th Ave., south of Mesa Court
 - Between 1st Ave. & 2nd Ave. and between Arrow Hwy. & “F” St.
 - Between 2nd Ave. & 3rd Ave. and between “D” St. & Arrow Hwy.
 - Between 5th Ave. & 6th Ave. and between “F” St. & “G” St.

- North of Mesa Court, west of 11th Avenue
- Between Berlyn Ave. & 11th Ave. and between 7th St. & Highland Ct.
- Pavement Maintenance Treatment:
 - Various residential streets throughout the City
- Purchase and replacement of 21 vehicles:
 - 9 police department (4 administration, 4 patrol and 1 animal control)
 - 7 public works - operations (2 engineering, 3 inspection services, 1 street maintenance and 1 fleet maintenance)
 - 1 public works – water (1 administration)
 - 1 public works - environmental
 - 3 development services – building & safety

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Repairs of streets and alleys (a)	650	310	1,200	2,000
Street miles swept twice per month	14,170	15,000	15,000	15,500
Street lights replaced/repaired	275	40	400	100
New and replaced street signs	120	45	120	120
Flood control drains cleaned	120	50	50	50
Tree issues resolved (b)	1,750	6,800	9,100	8,000
Trees removed	358	740	548	400
Trees planted	318	212	306	300
Trees Trimmed	5,040	5,678	5,618	6,000
Manholes inspected and cleaned (*)	27	80	52	65
Park and bike trail issues resolved (c)	1,200	1,400	1,500	1,500
Sewer lateral issues resolved (d) (*)	75	68	70	70
Automotive repairs	1,118	1,238	1,210	1,200
Claim Reports	71	92	84	60
Public Property Damage Reports	33	20	15	10
(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 2019-20 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.
- ◆ 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.
- ◆ Constructed street improvements on:
 - 3rd Avenue, from "A" Street to 11th Street
 - 9th Street, from 3rd Avenue to east of 8th Avenue
 - Pavement Maintenance Treatment:
 - Residential neighborhood surrounding Citrus Elementary School
 - Residential neighborhood between Arrow Hwy./11th Street and Brentwood Ave./Silverwood Ave.
 - Residential neighborhood between 9th Street/Arrow Hwy. and Campus Ave./12th Ave.
 - Residential neighborhood between 15th Street/16th Street and Benson Ave./Mountain Ave.
 - Residential neighborhood between 17th Street/18th Street and Winston Ave./Fernbrook Ave.
 - Residential neighborhood between 20th Street/22nd Street and San Antonio Ave./Euclid Ave.
- ◆ Completed striping improvements on 8th Street, 11th Street, 13th Street, "A" Street, Arrow Highway, Campus Avenue, San Antonio Avenue, and San Bernardino Road.
- ◆ 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 18 vehicles:
 - 11 police vehicles (4 patrol and 7 administration vehicle)
 - 1 public works- operations vehicle (1 street maintenance)
 - 1 community service (1 recreation vehicle)
 - 1 public works - environmental (sewer vector truck)
 - 4 public works - water vehicles (1 transmission, 2 meter service and 1 utility billing)
- ◆ 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
PUBLIC WORKS - WATER				
UTILITIES MANAGER	1.00	1.00	1.00	1.00
MANAGEMENT ANALYST	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
UTILITY SYSTEM SUPERVISOR	1.00	1.00	1.00	1.00
GIS/CAD TECHNICIAN	1.00	1.00	1.00	1.00
SENIOR UTILITY SYSTEM WORKER	2.00	2.00	2.00	2.00
UTILITY SYSTEM WORKER	5.00	8.00	10.00	10.00
SENIOR UTILITY SYSTEM WORKER-SEWER	1.00	1.00	1.00	1.00
UTILITY SYSTEM WORKER- SEWER	4.00	4.00	6.00	6.00
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	27.00	31.00	31.00

FY 2020-21 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	19,444	17,596	18,500	18,500
Water samples taken	3,000	3,600	3,800	3,600
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	1,300	629	750	900
Meter installations (new service & replacements)	1,200	948	1,000	1,500
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	493	221	300	300
Main leaks repaired	44	49	125	150

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Fire Hydrant damages repaired	13	5	6	5
Fire Hydrants maintained	128	33	4	10
Number of exercised valves	1,500	1,500	100	1,500
Valve Replacement	20	14	15	15
USA tickets received and marked	2,400	2,525	2,600	2,600
Service “turn-on” and “turn-off”	3,315	2,798	2,500	2,500
Water conservation contacts	869	905	1,152	1,250
Educational events	9	8	8	11
Water efficient landscape classes	5	7	7	8
New water pipelines and appurtenances installed (linear feet)	8,036	520	5,990	4,600
Manholes inspected and cleaned	900	998	1,100	1,000
Miles of main sewer lines cleaned	80	138	100	150
Sewer miles inspected by camera	12	16	25	25
Sewer lateral issues resolved (*)	75	68	70	70
(*) Sewer backup, root & blockage, lateral damage due to city tree roots and lateral repair				

FY 2019-20 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 2019, residential customers reduced their water use by 16% 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 2019 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.
- ◆ Initiated bid process for the construction of the 7.5 MG reservoir at Benson Avenue and 17th Street and associated water improvements. Submitted 1st disbursement request for State Revolving Fund Loan for the design costs of the reservoir project.
- ◆ 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.
- ◆ 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
PUBLIC WORKS – SOLID WASTE MANAGEMENT ANALYST	0.00	0.00	1.00	1.00
TOTAL DIVISION	0.00	0.00	1.00	1.00

FY 2020-21 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	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Disposal rate* (pounds per person per day)	4.4	4.4	4.4	5.2
Number of household hazardous waste participants	5,491	5,500	5,500	5,600
Household hazardous waste volume (lbs)	351,872	350,000	350,000	350,000
Number of Solid Waste educational events	4	4	5	7

*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 2019-20 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.

SEWER

MISSION STATEMENT

To provide the City with reliable sewage disposal, 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. The Division is responsible for the beneficial use of the City's sewer system at an equitable cost. This includes the planning, administration, and identification of rehabilitation and CIP projects. Staff conducts CCTV camera inspection, administers lining projects for rehabilitation, and inspects sewer construction and maintenance projects. Additional responsibilities of the Sewer Division include the implementation of a comprehensive program for storm water pollution control to reduce, prevent, and eliminate the contamination of surface and ground water.

The Sewer Division works closely with its wastewater treatment purveyor, Inland Empire Utilities Agency (IEUA) on various issues pertaining to wastewater disposal, including all costs associated with the wastewater treatment. The City pays IEUA for the acquisition, construction, maintenance, and operation of facilities within the regional sewer system. These costs include costs for wastewater treatment, reuse, and disposal of treated effluent, 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 program.

The Sewer Division is responsible for the administration of the City's Storm Water Program, including the development of management plans to capture storm water surface runoff for groundwater recharge. Compliance with the State's requirements for the management and operation of sewer collection systems including regular updates to the Sewer System Management Plan, are of utmost importance. This includes the regular update of sewer modeling for hydraulic evaluation (shared with other Public Works Divisions) and project identification for the inclusion in the CIP. The Division's activities include applying for grants to fund pertinent projects when available, as well as the implementation of the Recycled Water Program.

In addition, the Sewer 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 to prevent methane migration outside of the Landfill perimeter in compliance with requirements imposed by regulatory agencies including SCAQMD. Additional responsibilities include the monitoring of groundwater quality underneath the Landfill, as required by State and Federal regulations.

The administration of the National Pollutant Discharge Elimination System (NPDES) Program is a significant duty of the Sewer Division. The NPDES permit was issued to the County of San Bernardino as principal permittee by the State Water Resources Control Board, Santa Ana Region.

The City and surrounding cities are covered under this permit as co-permittees thru the Area-wide Storm Water Permit Implementation Agreement. The goal of the NPDES program is the prevention and elimination of runoff causing impairment to local surface waters. The City is bound to the west by the San Antonio Channel and to the east by the Cucamonga Channel, both of which discharge to the Santa Ana River and ultimately the ocean. If left uncontrolled, runoff of pollutants would result in the destruction of aquatic life habitat and impair public health. The NPDES Program has enforcement mechanisms designed to prevent harmful contaminants from being discharged to these local channels. To fulfill that objective, staff is tasked with the inspection of public and private businesses and construction sites. Staff also participates in a variety of storm water pollution activities, including source control identification, comprehensive bacteria reduction, watershed action committees and public education.

The City is compelled by Federal and State Law to comply with the NPDES Permit. Non-compliance with NPDES provisions may result in the issuance of substantial fines and imprisonment. Staff participate in the administrative review and plan check process of development sponsored public improvements.

PERSONNEL				
PERMANENT POSITIONS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2020-21 ADOPTED
PUBLIC WORKS - SEWER				
ENVIRONMENTAL QUALITY ADMINISTRATOR	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
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	1.00	1.00	1.00	1.00
TOTAL DIVISION	4.00	4.00	4.00	4.00

FY 2020-21 GOALS AND OBJECTIVES

- ◆ To comply with all regulatory requirements for the collection, treatment, and discharge of wastewater, as well as other environmental issues, including the National Pollutant Discharge Elimination System (NPDES) by:
 - Implementing the Statewide Trash Provision Order, with the installation of full trash capture devices inside the inlets' catch basins situated in the priority land use areas.
 - Revision of the NPDES Local Implementation Plan (LIP) to reflect the new WQMP workflow, City Public Works Organization, and Trash Provision Order Track 1 Implementation.
 - Continuing implementation of the Low Impact Development requirements mandated by the County's NPDES program.

- ◆ To ensure City compliance with and Sewer System Management Plan (SSMP) requirements and prevent sanitary sewer overflows, by developing relevant guidelines and procedures for proper management, hydraulic evaluations, operation and maintenance of the City's sewage collection system in order to provide reliable sewage disposal services to residents and businesses.

- ◆ To 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 Sewage Contract with Inland Empire Utilities Agency.
 - Recycled Water Program and Water Conservation Project implementation.
 - Storm Water Drainage Master Plan Update.
 - Sewer System Management Plan Update.
 - Grant funding applications for City projects, if feasible.

- ◆ To continue auditing the billings of utility services (water, sewer and solid waste) to prevent the loss of utility revenues and, ultimately, improve the City’s financial stability.

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

- ◆ To streamline the existing Recycled Water Cross Connection inspection program in accordance with State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) regulations.

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Sewer miles cleaned or lined (miles)	110 miles cleaned	138 miles cleaned	100 miles cleaned	150 miles cleaned
Sewer miles inspected by camera (*)	12	16	25	25
Sewer manholes/facilities repaired	15	9	9	7
Permitted dischargers or active permits	190	190	197	190
Trunk Line wastewater samples collected	0	0	0	0
Permitted businesses inspected	115	113	130	190
New sewer connections processed	14	15	13	10
Permit violation letters issued (due to discharge limits and reporting requirements)	15	13	6	10
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

PERFORMANCE MEASUREMENTS	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROJECTED	2020-21 TARGET
Storm water inspections (a)	125	88	174	180
Mandated countywide storm water protection meetings attended	12	12	12	11
Recycled water retrofit plans submitted and approved by Department of Public Health	0(b)	1(b)	0(b)	2(b)
Retrofitted sites/new connections	1	2	0	2
(*) 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) 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.				

FY 2019-20 MAJOR ACCOMPLISHMENTS

- ◆ Replaced nine (9) brick manholes deemed to be structurally vulnerable to earthquake damage (with precast concrete manholes).
- ◆ Revised the existing Storm Drain maps identifying “priority land use areas” per the Statewide Trash Provisions (STP) Order.
- ◆ Quantified and field identified the catch basin locations for first year CIP implementation of the STP Order.
- ◆ Completed conversion to the new Co-Permittee MS4 database for implementation under the San Bernardino County MS4 Permit Area-wide Urban Storm Water Runoff Management Program.
- ◆ Established a Post-Construction WQMP tracking and inspection program from compliance with the NPDES Permit.
- ◆ Completed a full inventory of WQMP locations and maintenance obligations, and collected the recorded maintenance agreements.
- ◆ Obtained a SCAQMD Permit for conversion of the City’s closed landfill from a flare system for landfill gas to a carbon exchange system.
- ◆ Continued participation in the Inland Empire Utilities Agency Sewer Contract Negotiation of the Regional Sewage Service Contract. The fifty (50) year contract is due for renewal in January 2023.
- ◆ 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 agency regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Maintained National Pollutant Discharge Elimination System (NPDES) compliance without full-time NPDES inspector position.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2020-21 PROPOSED BUDGET

PUBLIC WORKS

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
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GENERAL FUND - FUND 101

5201 PUBLIC WORKS ADMINISTRATION					
Personnel	\$ 90,090	\$ 99,970	\$ 101,890	\$ 101,890	\$ 108,670
Maintenance & Operations	581,250	526,030	628,430	628,430	695,790
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 671,340	\$ 626,000	\$ 730,320	\$ 730,320	\$ 804,460
5301 ENGINEERING ADMINISTRATION					
Personnel	\$ 281,560	\$ 335,450	\$ 222,550	\$ 222,550	\$ 214,180
Maintenance & Operations	25,890	31,810	73,190	73,190	78,370
Capital Outlay	-	-	-	-	-
TOTAL ENGINEERING ADMINISTRATION	\$ 307,450	\$ 367,260	\$ 295,740	\$ 295,740	\$ 292,550
5302 DEVELOPMENT/TRAFFIC ENGINEERING					
Personnel	\$ 203,980	\$ 249,500	\$ 339,720	\$ 339,720	\$ 367,580
Maintenance & Operations	202,390	255,230	47,410	227,410	222,820
Capital Outlay	-	-	-	-	-
TOTAL DVLPMENT/TRAFFIC ENGINEERING	\$ 406,370	\$ 504,730	\$ 387,130	\$ 567,130	\$ 590,400
5401 STREET MAINTENANCE					
Personnel	\$ 316,610	\$ 335,720	\$ 523,080	\$ 523,080	\$ 553,330
Maintenance & Operations	352,750	339,350	180,410	180,410	109,810
Capital Outlay	-	7,550	-	-	-
TOTAL STREET MAINTENANCE	\$ 669,360	\$ 682,620	\$ 703,490	\$ 703,490	\$ 663,140
5402 STREET SWEEPING					
Personnel	\$ 16,660	\$ 18,220	\$ 16,660	\$ 16,660	\$ 18,870
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL STREET SWEEPING	\$ 16,660	\$ 18,220	\$ 16,660	\$ 16,660	\$ 18,870
5403 SIDEWALK MAINTENANCE					
Personnel	\$ 107,050	\$ 117,910	\$ 137,130	\$ 137,130	\$ 162,370
Maintenance & Operations	51,950	43,540	39,610	39,610	32,360
Capital Outlay	-	-	-	-	-
TOTAL SIDEWALK MAINTENANCE	\$ 159,000	\$ 161,450	\$ 176,740	\$ 176,740	\$ 194,730
5404 STREET LIGHTING					
Personnel	\$ 16,660	\$ 18,220	\$ 16,660	\$ 16,660	\$ 18,870
Maintenance & Operations	870,040	863,810	864,940	864,940	758,510
Capital Outlay	-	-	-	-	-
TOTAL STREET LIGHTING	\$ 886,700	\$ 882,030	\$ 881,600	\$ 881,600	\$ 777,380
5405 TRAFFIC CONTROL					
Personnel	\$ 165,000	\$ 173,570	\$ 116,480	\$ 116,480	\$ 127,680
Maintenance & Operations	46,800	37,500	40,000	40,000	41,810
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC CONTROL	\$ 211,800	\$ 211,070	\$ 156,480	\$ 156,480	\$ 169,490
5406 TRAFFIC FACILITY MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	232,590	213,920	292,000	292,000	235,000
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 232,590	\$ 213,920	\$ 292,000	\$ 292,000	\$ 235,000

PUBLIC WORKS

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
5407 WEED ABATEMENT					
Personnel	\$ 7,430	\$ 8,470	\$ 8,420	\$ 8,420	\$ 9,980
Maintenance & Operations	28,430	39,530	43,440	43,440	21,710
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 35,860	\$ 48,000	\$ 51,860	\$ 51,860	\$ 31,690
5408 FLOOD CONTROL					
Personnel	\$ 1,930	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	16,570	19,080	8,000	8,000	6,000
Capital Outlay	-	-	-	-	-
TOTAL FLOOD CONTROL	\$ 18,500	\$ 19,080	\$ 8,000	\$ 8,000	\$ 6,000
5409 STREET TREE MAINTENANCE					
Personnel	\$ 36,730	\$ 40,650	\$ 94,590	\$ 94,590	\$ 107,790
Maintenance & Operations	726,200	726,060	725,420	725,420	625,150
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 762,930	\$ 766,710	\$ 820,010	\$ 820,010	\$ 732,940
5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 103,090	\$ 98,050	\$ 86,790	\$ 86,790	\$ 97,410
Maintenance & Operations	433,140	367,440	394,050	394,050	306,770
Capital Outlay	8,150	-	-	-	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 544,380	\$ 465,490	\$ 480,840	\$ 480,840	\$ 404,180
5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 48,030	\$ 45,540	\$ 56,400	\$ 56,400	\$ 55,510
Maintenance & Operations	3,250	1,980	3,000	3,000	3,000
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 51,280	\$ 47,520	\$ 59,400	\$ 59,400	\$ 58,510
5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ -	\$ -	\$ 22,670	\$ 22,670	\$ 25,610
Maintenance & Operations	16,530	24,830	159,610	159,610	169,410
Capital Outlay	-	-	-	20,000	-
TOTAL MAINTENANCE - METROLINK ST.	\$ 16,530	\$ 24,830	\$ 182,280	\$ 202,280	\$ 195,020
5414 FLEET MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	2,150	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL FLEET MAINTENANCE	\$ 2,150	\$ -	\$ -	\$ -	\$ -
5415 GRAFFITI ABATEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	90,000	90,000	80,000
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 80,000
5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	49,530	55,190	55,000	55,000	56,000
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 49,530	\$ 55,190	\$ 55,000	\$ 55,000	\$ 56,000
5420 PARK MAINTENANCE					
Personnel	\$ 124,870	\$ 133,900	\$ 155,920	\$ 155,920	\$ 171,160
Maintenance & Operations	503,600	456,120	489,580	502,850	430,290
Capital Outlay	107,400	54,880	-	-	-
TOTAL PARK MAINTENANCE	\$ 735,870	\$ 644,900	\$ 645,500	\$ 658,770	\$ 601,450

PUBLIC WORKS

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
5421 SPORTS FIELD MAINTENANCE					
Personnel	\$ 103,840	\$ 135,980	\$ 110,840	\$ 110,840	\$ 128,340
Maintenance & Operations	145,630	121,120	133,000	133,000	118,500
Capital Outlay	-	-	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 249,470	\$ 257,100	\$ 243,840	\$ 243,840	\$ 246,840
5601 CITY HALL/CITY BUILDINGS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	264,590	378,700	373,880	395,940	328,840.00
Capital Outlay	-	-	-	77,940	-
TOTAL CITY HALL/CITY BUILDINGS	\$ 264,590	\$ 378,700	\$ 373,880	\$ 473,880	\$ 328,840
101 TOTAL GENERAL FUND					
Personnel	\$ 1,623,530	\$ 1,811,150	\$ 2,009,800	\$ 2,009,800	\$ 2,167,350
Maintenance & Operations	4,553,280	4,501,240	4,640,970	4,856,300	4,320,140
Capital Outlay	115,550	62,430	-	97,940	-
TOTAL GENERAL FUND	\$ 6,292,360	\$ 6,374,820	\$ 6,650,770	\$ 6,964,040	\$ 6,487,490
204 TOTAL GAS TAX					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	4,440	4,160	5,270	6,540	306,540
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	2,896,130	2,908,470	8,918,840	8,351,180	8,365,030
TOTAL GAS TAX	\$ 2,900,570	\$ 2,912,630	\$ 8,924,110	\$ 8,357,720	\$ 8,671,570
205 TOTAL MEASURE I					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	39,930	299,070	6,059,150	6,073,880	6,323,790
TOTAL MEASURE I	\$ 39,930	\$ 299,070	\$ 6,059,150	\$ 6,073,880	\$ 6,323,790
206 TOTAL ROAD MAINTENANCE REHABILITATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	1,330,000
TOTAL ROAD MAINTENANCE REHAB	\$ -	\$ -	\$ -	\$ -	\$ 1,330,000
420 GENERAL CAPITAL IMPROVEMENTS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	114,900	16,990	54,850	54,850	279,850
TOTAL GENERAL CAPITAL IMPROVEMENT	\$ 114,900	\$ 16,990	\$ 54,850	\$ 54,850	\$ 279,850
421 PARK ACQUISITION & DEVELOPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	60,000	60,000	60,000
Capital Improvement Projects	100,000	7,390	118,400	111,010	85,090
TOTAL PARK ACQUISITION & DVLMP	\$ 100,000	\$ 7,390	\$ 178,400	\$ 171,010	\$ 145,090
422 STORM DRAIN DEVELOPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	157,730	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	50	83,370	655,420	588,150	1,232,120
TOTAL STORM DRAIN DEVELOPMENT	\$ 50	\$ 241,100	\$ 655,420	\$ 588,150	\$ 1,232,120

PUBLIC WORKS

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
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423 STREET & TRAFFIC FACILITY DVLPMT				
Personnel	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Capital Outlay	-	-	-	-
Capital Improvement Projects	1,137,210	50	1,629,520	1,629,520
TOTAL STREET & TRAFFIC FACILITY	\$ 1,137,210	\$ 50	\$ 1,629,520	\$ 1,629,520

425 GENERAL CAPITAL PROJECTS				
Personnel	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Capital Outlay	-	-	-	-
Capital Improvement Projects	225,000	203,020	1,163,930	1,984,150
TOTAL GENERAL CAPITAL PROJECTS	\$ 225,000	\$ 203,020	\$ 1,163,930	\$ 1,984,150

426 STREET & ALLEY REPAIRS				
Personnel	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Capital Outlay	-	-	-	-
Capital Improvement Projects	8,540	250,150	776,750	745,390
TOTAL STREET & ALLEY REPAIRS	\$ 8,540	\$ 250,150	\$ 776,750	\$ 745,390

WATER UTILITY - FUND 640

6201 ADMINISTRATION				
Personnel	\$ 613,330	\$ 605,690	\$ 803,800	\$ 803,800
Maintenance & Operations	2,900,830	2,943,980	3,336,400	3,373,890
Capital Outlay	225,070	182,950	-	40,850
TOTAL ADMINISTRATION	\$ 3,739,230	\$ 3,732,620	\$ 4,140,200	\$ 4,177,690

6202 CUSTOMER SERVICE				
Personnel	\$ 491,140	\$ 487,670	\$ 121,720	\$ 121,720
Maintenance & Operations	160,400	172,130	47,270	47,270
Capital Outlay	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 651,540	\$ 659,800	\$ 168,990	\$ 168,990

6203 METER SERVICES				
Personnel	\$ 206,650	\$ 209,150	\$ 258,710	\$ 258,710
Maintenance & Operations	449,160	311,430	605,330	605,330
Capital Outlay	-	33,060	129,200	129,200
TOTAL METER SERVICES	\$ 655,810	\$ 553,640	\$ 993,240	\$ 993,240

6204 DAMAGE TO CITY PROPERTY				
Personnel	\$ 10	\$ -	\$ -	\$ -
Maintenance & Operations	10,160	4,970	3,000	3,000
Capital Outlay	-	-	-	-
DAMAGE TO CITY PROPERTY	\$ 10,170	\$ 4,970	\$ 3,000	\$ 3,000

6205 PRODUCTION & STORAGE				
Personnel	\$ 497,450	\$ 478,570	\$ 585,110	\$ 585,110
Maintenance & Operations	10,893,280	12,172,390	14,993,230	14,993,230
Capital Outlay	46,290	141,890	30,000	190,790
TOTAL PRODUCTION & STORAGE	\$ 11,437,020	\$ 12,792,850	\$ 15,608,340	\$ 15,769,130

6206 TRANSMISSION & DISTRIBUTION				
Personnel	\$ 1,011,140	\$ 961,450	\$ 1,502,850	\$ 1,502,850
Maintenance & Operations	494,250	899,040	967,160	967,160
Capital Outlay	-	128,550	185,100	185,100
TOTAL TRANSMISSION & DISTRIBUTION	\$ 1,505,390	\$ 1,989,040	\$ 2,655,110	\$ 2,655,110

PUBLIC WORKS

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
6207 WECWC MANAGEMENT CONTROL					
Personnel	\$ 110,630	\$ 100,570	\$ 107,100	\$ 107,100	\$ 116,900
Maintenance & Operations	660	30	6,030	6,030	6,030
Capital Outlay	-	-	-	-	-
TOTAL WECWC MANAGEMENT CONTROL	\$ 111,290	\$ 100,600	\$ 113,130	\$ 113,130	\$ 122,930
6208 WATER CONSERVATION					
Personnel	\$ 42,470	\$ 39,810	\$ 110,320	\$ 110,320	\$ 124,890
Maintenance & Operations	40,830	31,880	155,140	155,140	155,080
Capital Outlay	-	-	-	-	-
TOTAL WATER CONSERVATION	\$ 83,300	\$ 71,690	\$ 265,460	\$ 265,460	\$ 279,970
6210 DEBT SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	343,850	328,900	719,650	719,650	719,750
Capital Outlay	-	-	-	-	-
TOTAL DEBT SERVICE	\$ 343,850	\$ 328,900	\$ 719,650	\$ 719,650	\$ 719,750
6211 STORM WATER MGMT AND RECHARGE					
Personnel	\$ 194,110	\$ 176,330	\$ 251,950	\$ 251,950	\$ 260,020
Maintenance & Operations	100,100	101,020	200,850	200,850	231,420
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RCHG	\$ 294,210	\$ 277,350	\$ 452,800	\$ 452,800	\$ 491,440
6212 PVPA					
Personnel	\$ 28,740	\$ 32,650	\$ 1,500	\$ 1,500	\$ 1,500
Maintenance & Operations	3,590	1,400	2,500	2,500	2,500
Capital Outlay	-	-	-	-	-
TOTAL PVPA	\$ 32,330	\$ 34,050	\$ 4,000	\$ 4,000	\$ 4,000
6213 CUSTOMER SERVICE					
Personnel	\$ -	\$ 1,290	\$ 241,270	\$ 241,270	\$ 261,090
Maintenance & Operations	-	-	223,680	223,680	223,970
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ -	\$ 1,290	\$ 464,950	\$ 464,950	\$ 485,060
640 TOTAL WATER UTILITY FUND					
Personnel	\$ 3,195,670	\$ 3,093,180	\$ 3,984,330	\$ 3,984,330	\$ 4,258,480
Maintenance & Operations	15,397,110	16,967,170	21,260,240	21,297,730	21,674,980
Capital Outlay	271,360	486,450	344,300	505,090	85,850
Capital Improvement Projects	1,147,280	2,048,100	15,902,320	15,681,570	14,934,770
TOTAL WATER UTILITY FUND	\$ 20,011,420	\$ 22,594,900	\$ 41,491,190	\$ 41,468,720	\$ 40,954,080
SOLID WASTE UTILITY- FUND 641					
6213 CUSTOMER SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	41,200
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ -	\$ -	\$ 41,200
6301 SOLID WASTE					
Personnel	\$ 241,860	\$ 281,380	\$ 541,250	\$ 541,250	\$ 602,550
Maintenance & Operations	10,723,550	11,733,170	12,103,010	12,133,980	14,139,840
Capital Outlay	-	-	-	-	-
TOTAL SOLID WASTE	\$ 10,965,410	\$ 12,014,550	\$ 12,644,260	\$ 12,675,230	\$ 14,742,390

PUBLIC WORKS

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
6302 HOUSEHOLD HAZARDOUS WASTE					
Personnel	\$ 65,100	\$ 68,230	\$ 102,690	\$ 102,690	\$ 104,090
Maintenance & Operations	74,010	95,110	98,750	98,750	98,750
Capital Outlay	-	-	105,000	105,000	105,000
TOTAL HOUSEHOLD HAZARDOUS WASTE	\$ 139,110	\$ 163,340	\$ 306,440	\$ 306,440	\$ 307,840
6303 SHARPS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	2,580	-	2,000	2,000	2,000
Capital Outlay	-	-	-	-	-
TOTAL SHARPS	\$ 2,580	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
63XX USED OIL RECYCLING GRANTS					
Personnel	\$ 5,110	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	20,060	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL USED OIL RECYCLING GRANT	\$ 25,170	\$ -	\$ -	\$ -	\$ -
63XX BEVERAGE CONTAINER GRANTS					
Personnel	\$ 16,120	\$ 48,970	\$ 3,860	\$ 3,860	\$ 3,980
Maintenance & Operations	3,290	8,730	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL BEVERAGE CONTAINER GRANT	\$ 19,410	\$ 57,700	\$ 3,860	\$ 3,860	\$ 3,980
641 TOTAL SOLID WASTE UTILITY FUND					
Personnel	\$ 328,190	\$ 398,580	\$ 647,800	\$ 647,800	\$ 710,620
Maintenance & Operations	10,823,490	11,837,010	12,203,760	12,234,730	14,281,790
Capital Outlay	-	-	105,000	105,000	105,000
Capital Improvement Projects	-	-	145,000	145,000	145,000
TOTAL SOLID WASTE UTILITY FUND	\$ 11,151,680	\$ 12,235,590	\$ 13,101,560	\$ 13,132,530	\$ 15,242,410
SEWER UTILITY - FUND 645					
6213 CUSTOMER SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	48,600
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ -	\$ -	\$ 48,600
6401 LANDFILL SITE MAINTENANCE					
Personnel	\$ 156,520	\$ 110,750	\$ 117,290	\$ 117,290	\$ 123,830
Maintenance & Operations	102,420	82,130	160,550	160,550	158,100
Capital Outlay	-	-	-	-	-
TOTAL LANDFILL SITE MAINTENANCE	\$ 258,940	\$ 192,880	\$ 277,840	\$ 277,840	\$ 281,930
6402 MAINTENANCE & OPERATIONS					
Personnel	\$ 694,420	\$ 849,220	\$ 1,145,000	\$ 1,145,000	\$ 1,332,560
Maintenance & Operations	717,650	552,730	845,700	848,450	918,530
Capital Outlay	140,420	65,000	695,200	695,200	217,000
TOTAL MAINTENANCE & OPERATIONS	\$ 1,552,490	\$ 1,466,950	\$ 2,685,900	\$ 2,688,650	\$ 2,468,090
6403 SEWER - RESIDENTIAL					
Personnel	\$ 252,830	\$ 237,230	\$ 189,500	\$ 189,500	\$ 216,850
Maintenance & Operations	6,180,340	6,578,480	6,776,470	6,776,470	7,116,310
Capital Outlay	-	4,000	-	-	-
TOTAL SEWER - RESIDENTIAL	\$ 6,433,170	\$ 6,819,710	\$ 6,965,970	\$ 6,965,970	\$ 7,333,160

PUBLIC WORKS

	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
6404 SEWER - NON-RESIDENTIAL					
Personnel	\$ 118,870	\$ 123,180	\$ 117,360	\$ 117,360	\$ 122,580
Maintenance & Operations	74,910	61,970	1,301,620	1,301,620	1,294,790
Capital Outlay	-	4,980	-	-	-
TOTAL SEWER - NON-RESIDENTIAL	\$ 193,780	\$ 190,130	\$ 1,418,980	\$ 1,418,980	\$ 1,417,370
645 TOTAL SEWER UTILITY FUND					
Personnel	\$ 1,222,640	\$ 1,320,380	\$ 1,569,150	\$ 1,569,150	\$ 1,795,820
Maintenance & Operations	7,075,320	7,275,310	9,084,340	9,087,090	9,536,330
Capital Outlay	140,420	73,980	695,200	695,200	217,000
Capital Improvement Projects	314,390	209,820	1,405,460	1,374,010	1,551,690
TOTAL SEWER UTILITY FUND	\$ 8,752,770	\$ 8,879,490	\$ 12,754,150	\$ 12,725,450	\$ 13,100,840
752 TOTAL FLEET MAINTENANCE & REPLACEMENT FUND					
Personnel	\$ 316,150	\$ 365,830	\$ 385,070	\$ 385,070	\$ 332,740
Maintenance & Operations	368,530	340,650	265,950	265,950	310,850
Capital Outlay	711,990	680,720	782,050	1,236,250	157,400
TOTAL FLEET MANT & REPLACEMENT	\$ 1,396,670	\$ 1,387,200	\$ 1,433,070	\$ 1,887,270	\$ 800,990
754 TOTAL BUILDING MAINT & OPERATIONS FUND					
Personnel	\$ 456,380	\$ 429,760	\$ 559,650	\$ 559,650	\$ 577,940
Maintenance & Operations	512,340	404,270	531,650	664,970	651,600
Capital Outlay	45,520	43,380	65,000	71,400	15,000
TOTAL BUILDING MAINT & OPERATIONS	\$ 1,014,240	\$ 877,410	\$ 1,156,300	\$ 1,296,020	\$ 1,244,540
TOTAL PUBLIC WORKS					
Personnel	\$ 7,142,560	\$ 7,418,880	\$ 9,155,800	\$ 9,155,800	\$ 9,842,950
Maintenance & Operations	38,734,510	41,487,540	47,992,180	48,413,310	51,082,230
Capital Outlay	1,284,840	1,346,960	2,051,550	2,770,880	640,250
Capital Improvement Projects*	5,983,430	6,026,430	36,829,640	36,738,710	40,098,710
TOTAL PUBLIC WORKS	\$ 53,145,340	\$ 56,279,810	\$ 96,029,170	\$ 97,078,700	\$ 101,664,140

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

CITY OF UPLAND
PUBLIC WORKS
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 39,010	\$ 34,540	\$ 38,300	\$ 38,300	\$ 28,380
5111	Salaries - Full Time	4,392,330	4,485,290	5,146,600	5,146,600	5,463,710
5112	Salaries - Temporary/Part Time	134,880	106,530	498,450	498,450	480,950
5113	Overtime	297,910	344,220	324,400	324,400	315,600
5116	Fringe Benefits	915,960	927,040	1,357,300	1,357,300	1,549,450
5117	Retirement Contributions	413,990	424,070	585,570	585,570	680,310
5119	Unfunded Annual PERS Liability	948,480	1,097,190	1,205,180	1,205,180	1,324,550
	TOTAL PERSONNEL EXPENSES	\$ 7,142,560	\$ 7,418,880	\$ 9,155,800	\$ 9,155,800	\$ 9,842,950
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 83,330	\$ 79,510	\$ 113,300	\$ 113,300	\$ 192,000
5212	Advertising	1,120	420	24,030	24,030	23,030
5213	Dues & Subscriptions	8,780	11,000	16,570	16,570	16,200
5215	Training/Conferences/Meetings	24,680	20,430	70,950	70,950	64,700
5216	Office Supplies	12,880	11,530	27,110	27,110	28,600
5217	Other Supplies/Materials	914,050	1,092,600	1,704,860	1,704,860	1,180,610
5218	Uniform Expense	24,770	33,020	39,770	39,770	44,670
5219	Registration/Permits/Licenses	179,520	200,950	287,230	287,230	328,720
5220	Fuel Usage	114,600	130,410	136,850	136,850	138,000
5222	Print/Mail Charges	2,660	2,710	680	680	5,780
5223	Information Systems Charges	403,020	269,130	367,470	367,470	472,130
5224	Vehicle Charges	647,420	642,250	311,460	311,460	304,760
5225	Building Maint & Operations	371,610	402,840	431,940	431,940	508,270
5227	Vehicle Parts/Materials	238,090	250,790	197,200	197,200	193,200
5231	Office Equipment (Under 5,000)	5,350	8,340	6,030	6,030	4,780
5232	Computer Equip (Under 5,000)	21,300	20,600	20,850	20,850	25,850
5233	Other Equipment (Under 5,000)	87,950	99,930	67,500	80,770	583,260
5234	Other Equipment Rental	19,140	32,460	54,200	54,200	58,830
5236	Rent	50,860	52,900	54,000	54,000	55,000
5241	Utilities - Electric	2,376,030	2,243,930	2,700,200	2,700,200	2,627,700
5242	Utilities - Gas	7,920	8,710	8,600	8,600	9,600
5243	Utilities - Telephone	-	2,200	-	-	-
5244	Utilities - Water	8,698,310	9,875,330	11,586,000	11,586,000	11,847,500
5245	Maintenance - Building/Structure/Grounds	490,290	388,440	527,020	682,400	633,000
5246	Maintenance - Equipment	15,980	5,730	660	660	600
5247	Maintenance - Vehicle	3,530	4,570	-	-	-
5248	Maintenance - Other	27,590	62,090	118,000	118,000	183,300
5249	Other Maintenance	1,970	80	1,000	1,000	1,000
5251	Legal Services	6,670	58,250	308,000	308,000	303,000
5252	Professional Services	225,450	321,540	244,860	478,350	445,710
5253	Contract Services	1,110,520	1,718,220	2,139,610	2,139,610	2,106,480
5254	Data Processing Services	1,180	20,160	19,900	19,900	21,160
5255	Banking Services	127,900	116,740	128,700	128,700	115,580
5256	Solid Waste Services	10,038,060	11,127,520	11,400,000	11,400,000	13,310,700
5257	Sewer Treatment Disposal Services	5,870,980	6,283,430	6,486,600	6,486,600	6,813,160
5258	Other Services	1,701,540	795,470	2,378,170	2,397,160	2,281,030
5259	Recycled Water Purchase	1,074,910	1,031,170	1,362,000	1,362,000	1,055,270
5273	Workers Compensation Charges	436,150	441,660	473,590	473,590	589,100
5274	Unemployment Charges	36,890	36,830	38,220	38,220	19,860
5275	Long-term Disability Charges	37,150	36,830	38,140	38,140	38,300
5276	Liability Charges	656,380	685,680	704,560	704,560	747,750
5277	Loss Prevention Charges	44,760	41,780	39,010	39,010	38,250
5290	Late Charges	30	450	-	-	-
5291	Bad Debts Expense	119,770	26,530	-	-	-
5292	Administrative Services Expense	1,941,610	1,931,300	2,043,450	2,043,450	2,172,240
5294	Sponsor/Contribution/Donation	2,500	2,510	5,200	5,200	5,200

CITY OF UPLAND
PUBLIC WORKS
FY 2020-21 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 ADOPTED
5295	Pump/Diesel Taxes	2,140	2,490	5,000	5,000	5,000
5297	Other Expenses	300	-	-	-	-
5298	Loss-Cap Assets	78,640	36,680	-	-	-
5299	Prior Year Expenses	(26,630)	-	-	-	-
5303	DDA/OPA	-	157,730	-	-	-
5304	Contributions	73,810	334,000	490,000	490,000	650,000
5313	Program Income	180	-	-	-	-
5324	Other Post-Employment Benefits	-	-	96,710	96,710	116,270
5421	Lease Principal Expense	-	-	830	830	830
5424	Bond Principal Payment	-	-	365,000	365,000	380,000
5425	Bond Interest Expense	340,870	327,670	351,150	351,150	336,250
	TOTAL MAINTENANCE & OPERATIONS	\$ 38,734,510	\$ 41,487,540	\$ 47,992,180	\$ 48,413,310	\$ 51,082,230
	CAPITAL OUTLAY					
5521	Land	\$ 62,710	\$ 5,000	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	18,020	-	-	77,940	-
5529	Building Improvements	-	-	170,000	170,000	120,000
5530	Machinery & Equipment	196,010	573,020	555,000	712,000	400,000
5531	Vehicles	999,520	768,940	1,326,550	1,810,940	120,250
5535	Intangibles - Software	8,580	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ 1,284,840	\$ 1,346,960	\$ 2,051,550	\$ 2,770,880	\$ 640,250
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 5,983,430	\$ 6,026,430	\$ 36,829,640	\$ 36,738,710	\$ 40,098,710
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 5,983,430	\$ 6,026,430	\$ 36,829,640	\$ 36,738,710	\$ 40,098,710
	TOTAL DEPARTMENT	\$ 53,145,340	\$ 56,279,810	\$ 96,029,170	\$ 97,078,700	\$ 101,664,140

CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2020-21 proposed Capital Improvement Program (CIP) budget provides \$12.3 million for new projects and \$28 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 2020-21 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 2019-20 or prior years and were not completed as of June 30, 2020. Therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2020-21 budget and beyond, if necessary.

The proposed FY 2020-21 CIP budget, summarized by categories, is provided below:

FY 2020-21	
BUILDINGS AND FACILITIES	1,298,220
PARK ACQUISITION & DEVELOPMENT	85,090
STORM DRAIN	1,232,120
STREET AND TRAFFIC FACILITIES	21,101,380
WATER UTILITY	14,934,770
SOLID WASTE	145,000
SEWER UTILITY	1,551,690
TOTAL CIP	\$40,348,270

The administrative costs associated with managing these projects have been estimated (generally six to ten percent of estimated construction costs) and 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 from development fees, fees charged when property is developed that 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). Revenue sources include development fees charged when property is developed that 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), Road Maintenance Rehabilitation Account Fund (Fund 206), 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 a utility 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 that are dedicated to the funding of sewer infrastructure projects.

**CITY OF UPLAND
CAPITAL IMPROVEMENT PROGRAM
FY 2020-21**

Fund	Proj. No.	Proj. ID	Project Description	2019/2020 Adopted CIP Budget	2019/2020 Amended CIP Budget	2019/2020 Projected Expenses	Projected Balance 6/30/2020	Return to Fund Balance	2020/2021 New Approp.	2020/2021 ADOPTED CIP Budget
204	7003		Pavement Management System	\$ 125,000	\$ 124,580	\$ (7,760)	\$ 116,810	\$ -	\$ 33,180	\$ 150,000
204	7031		Traffic Safety Projects - Annual	50,000	49,710	(1,610)	48,090	-	30,000	78,090
204	7065		3rd Avenue Rehab ("A" Street to 11th Street)	449,190	381,560	(312,310)	69,250	(69,250)	-	-
204	7067		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/18	184,580	129,760	(11,720)	118,040	(88,040)	-	30,000
204	7069		Arrow Highway Rehab (Benson to Mountain)	1,200,000	1,199,990	(8,070)	1,191,910	-	-	1,191,910
204	7070		Citywide Concrete Maintenance 2018/19	287,340	289,280	(5,420)	283,860	-	-	283,860
204	7071		Citywide Concrete Repairs 2018/19	398,560	398,460	(7,760)	390,700	-	-	390,700
204	7072		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2018/19	364,610	355,080	(240,690)	114,390	(114,390)	-	-
204	7073		Citywide Striping Replacement 2018/19	279,860	277,500	(180,720)	96,770	(96,770)	-	-
204	7075		7th Street Rehab (San Antonio to Euclid)	510,000	509,660	(20,340)	489,320	-	300,000	789,320
204	7076		Alpine Street Rehab (West End to Palm Ave.)	520,000	520,000	(3,120)	516,870	-	200,000	716,870
204	7077		Vernon Drive (West End to Palm Ave.)	300,000	300,000	(3,080)	296,910	-	100,000	396,910
204	7078		Palm Avenue (9th Street to Arrow Hwy.)	590,000	590,000	(3,080)	586,920	-	200,000	786,920
204	7079		Citywide Concrete Maintenance 2019/20	300,000	300,000	-	300,000	-	-	300,000
204	7080		Citywide Concrete Repairs 2019/20	300,000	300,000	-	300,000	-	-	300,000
204	7081		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2019/20	380,000	380,000	(329,030)	50,960	(50,960)	-	-
204	8617		Arrow Route Widening (Monte Vista Avenue to San Antonio Channel East)	249,480	249,480	-	249,480	-	-	249,480
204	9121		9th Street Rehab (3rd Avenue to Campus Avenue)	1,030,220	596,030	(386,450)	209,570	(209,570)	-	-
204	9124		Arrow Highway Rehab (Mountain to San Antonio)	1,050,000	1,050,010	(9,040)	1,040,970	-	-	1,040,970
204	7500	70001	Citywide Concrete Maintenance 2020/21		-	-	-	-	300,000	300,000
204	7500	70002	Citywide Concrete Repairs 2020/21		-	-	-	-	500,000	500,000
204	7500	70003	Citywide Striping Replacement 2020/21		-	-	-	-	200,000	200,000
204	7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21		-	-	-	-	500,000	500,000
204	7500	70005	14th Street Rehab (Campus to Grove)		-	-	-	-	160,000	160,000
Total Gas Tax				\$ 8,568,840	\$ 8,001,100	\$ (1,530,200)	\$ 6,470,820	\$ (628,980)	\$ 2,523,180	\$ 8,365,030
205	7339		Campus Ave. Rehab (9th St. to Foothill Blvd.)	\$ 1,590,000	\$ 1,589,660	\$ (6,030)	\$ 1,583,630	\$ -	\$ -	\$ 1,583,630
205	7340		17th Street Reconstruction (San Antonio to Euclid)	652,150	652,150	-	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	(186,500)	13,500	(13,500)	-	-
205	7345		Grove Avenue Rehab (Foothill to 15th Street)	1,200,000	1,200,000	(4,040)	1,195,950	-	-	1,195,950
205	7346		Citywide Pavement Maintenance 2019/2020	140,000	140,000	-	140,000	-	-	140,000
205	9122		13th Street Reconstruction (Euclid to Campus) or SBCTA	690,000	689,490	(14,430)	675,060	-	-	675,060
205	7500	74001	7th Street & Harrington Rehab (8th Street to San Antonio)		-	-	-	-	1,150,000	1,150,000
205	7500	74002	Citywide Pavement Maintenance 2020/2021		-	-	-	-	290,000	290,000
205	7500	74003	Phase-II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)		-	-	-	-	500,000	500,000
Total Measure I				\$ 6,059,150	\$ 6,058,300	\$ (211,000)	\$ 5,847,290	\$ (1,463,500)	\$ 1,940,000	\$ 6,323,790
206	7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	\$ 350,000	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
206	7500	70005	14th Street Rehab (Campus to Grove)		-	-	-	-	980,000	980,000
Total Road Maintenance Rehabilitation				\$ 350,000	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ 980,000	\$ 1,330,000
209	7613		Landecena Interior Improvements	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Total CDBG				\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
210	7702		Parking Lot Rehabilitation (1st Ave. & "A" Street) & Downtown Striping (1st, 2nd, & 3rd Ave.)	\$ 148,690	\$ 148,690	\$ (9,700)	\$ 138,990	\$ -	\$ -	\$ 138,990
Total PBIA				\$ 148,690	\$ 148,690	\$ (9,700)	\$ 138,990	\$ -	\$ -	\$ 138,990
211	7901		City Hall Green Energy Transportation Enhancements	\$ 75,000	\$ 235,000	\$ (224,420)	\$ 10,570	\$ -	\$ -	\$ 10,570
Total AQMD Subvention Fund Improvements				\$ 75,000	\$ 235,000	\$ (224,420)	\$ 10,570	\$ -	\$ -	\$ 10,570

**CITY OF UPLAND
CAPITAL IMPROVEMENT PROGRAM
FY 2020-21**

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420	8039		Police Dept. Entrance to Impound Lot / Fuel Island	\$ 54,850	\$ 54,850	\$ -	\$ 54,850	\$ -	\$ -	\$ 54,850
420	7500	80001	PD Women's Locker Room		-	-	-	-	225,000	225,000
Total Development Improvements				\$ 54,850	\$ 54,850	\$ -	\$ -	\$ -	\$ 225,000	\$ 279,850
421	8203		Sports Park	45,000	45,000	(8,300)	36,700	-	-	36,700
421	8209		Magnolia Restroom ADA Compliance	23,400	23,400	-	23,400	-	-	23,400
421	8231		Memorial Park	50,000	42,610	(17,610)	24,990	-	-	24,990
Total Park Acquisition & Development				\$ 118,400	\$ 111,010	\$ (25,910)	\$ 85,090	\$ -	\$ -	\$ 85,090
422	8402		Misc. Storm Drain Replacements - Annual	\$ 263,700	\$ 196,430	\$ (4,920)	\$ 191,500	\$ -	\$ -	\$ 191,500
422	8405		Euclid Avenue Storm Drain	91,950	91,950	(200)	91,740	-	-	91,740
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	(890)	199,110	-	-	199,110
422	7500	84001	Arrow Hwy. Storm Drain Improvements (Benson to Fairwood)		-	-	-	-	650,000	650,000
Total Storm Drain Development				\$ 655,420	\$ 588,150	\$ (6,010)	\$ 582,120	\$ -	\$ 650,000	\$ 1,232,120
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	-	1,405,280	1,499,890
423	8624		Traffic Signal Upgrades 2018-19	149,950	149,950	-	149,950	-	-	149,950
423	8625		Traffic Signal Upgrades 2019-20	150,000	150,000	-	150,000	-	-	150,000
Total Street & Traffic Facility Development				\$ 1,629,520	\$ 1,629,520	\$ -	\$ 1,629,520	\$ -	\$ 1,405,280	\$ 3,034,800
425	8032		Citywide Records Center	\$ 12,090	\$ 12,090	\$ -	\$ 12,090	\$ -	\$ -	\$ 12,090
425	8038		Magnolia Rec. Center Upgrades	29,040	230,080	(82,880)	147,190	-	-	147,190
425	8040		Utility Undergrounding 2019	962,800	962,800	-	962,800	-	-	962,800
425	9659		Library Power System Upgrades	160,000	175,190	(151,660)	23,520	-	-	23,520
425	7500	82336	Civic Center Paving and ADA	-	175,000	-	175,000	-	-	175,000
425	7500	82337	PD HVAC System	-	357,000	-	357,000	-	193,000	550,000
Total General Capital Projects				\$ 1,163,930	\$ 1,912,160	\$ (234,540)	\$ 1,677,600	\$ -	\$ 193,000	\$ 1,870,600
426	8801		Street & Alley Program	\$ 366,750	\$ 335,380	\$ (4,400)	\$ 330,970	\$ -	\$ -	\$ 330,970
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	-	205,000	-	-	205,000
426	7500	86001	Street & Alley Program Rehab 2020-21		-	-	-	-	205,000	205,000
Total Street & Alley Program				\$ 776,750	\$ 745,380	\$ (4,400)	\$ 740,980	\$ -	\$ 205,000	\$ 945,970
640	7065		3rd Ave. Water Main Replacement ("A" St. to 11th St.)	\$ 229,730	\$ 229,150	\$ (70,870)	\$ 158,280	\$ (158,280)	\$ -	\$ -
640	9048		Reservoir 16 Structural Evaluation (San Antonio Park)	15,230	15,230	-	15,230	-	-	15,230
640	9049		Citywide Lateral Replacements - Annual	50,000	50,000	-	50,000	-	-	50,000
640	9050		Citywide Hydrant Replacements - Annual	50,000	50,000	-	50,000	-	-	50,000
640	9052		Waste to Drain Discharge Lines	50,000	50,000	-	50,000	-	-	50,000
640	9065		Retrofit Designs for Phase 1 Recycled Water Users	36,200	27,750	(17,050)	10,700	-	-	10,700
640	9081		Reservoir 16 Repairs	1,075,000	1,075,000	-	1,075,000	-	-	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	857,830	857,780	(2,180)	855,590	-	-	855,590
640	9094		Greentree Road Water Main	19,440	19,440	(2,640)	16,790	-	-	16,790
640	9095		7th Street Water Main (San Antonio to Euclid)	-	-	-	-	-	900,000	900,000
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	9122		13th Street Water Main Repl. (Euclid to Campus)	900,000	900,000	(3,000)	897,000	-	-	897,000
640	9124		Arrow Highway Water Main Repl. (Mountain to San Antonio)	1,050,000	1,050,000	(7,440)	1,042,560	(642,560)	-	400,000
640	9127		Ground Water Nitrate Treatment - Study & Design	300,000	300,000	-	300,000	-	-	300,000
640	9128		Reservoir Replacement at 17th Street	1,006,200	1,005,840	(15,130)	990,700	-	500,000	1,490,700
640	9129		Reservoir No. 4 Aeration System (6th Avenue)	25,000	25,000	(2,980)	22,010	-	-	22,010

**CITY OF UPLAND
CAPITAL IMPROVEMENT PROGRAM
FY 2020-21**

Fund	Proj. No.	Proj. ID	Project Description	2019/2020 Adopted CIP Budget	2019/2020 Amended CIP Budget	2019/2020 Projected Expenses	Projected Balance 6/30/2020	Return to Fund Balance	2020/2021 New Approp.	2020/2021 ADOPTED CIP Budget
640	9131		9th Street Water Main Improvements (3rd Ave. to Campus Ave.)	1,157,110	552,050	(310,030)	242,010	(242,010)	-	-
640	9132		Water Interconnect with CVWD System	346,750	346,740	-	346,740	(296,740)	-	50,000
640	9133		Water Conservation Landscape Modification Project	120,000	120,000	-	120,000	-	-	120,000
640	9134		Reservoir 15 Enhancements	90,020	84,830	(11,290)	73,540	-	-	73,540
640	9135		Plant 6 Motor Control Center (15th Street)	210,000	210,000	(330)	209,660	-	65,330	275,000
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	(1,040)	278,950	-	-	278,950
640	9139		Alley Water Main Replacement 2018-19	400,000	400,000	-	400,000	-	-	400,000
640	9140		17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)	450,000	450,000	-	450,000	-	-	450,000
640	9141		19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid)	1,310,000	1,310,000	-	1,310,000	(1,310,000)	-	-
640	9142		Arrow Highway Water Main Repl. (Benson to Mountain)	1,190,000	1,190,000	(3,690)	1,186,300	(786,300)	-	400,000
640	9143		Mulberry Avenue Water Main Repl. (Foothill Blvd. to Pine Street ~ 920')	440,000	440,000	-	440,000	-	-	440,000
640	9144		Huntington Drive Water Main Repl. (West End to Benson Avenue)	50,000	50,000	(980)	49,010	-	-	49,010
640	9145		Alpine Street Water Main Repl. (West End to Palm Avenue)	500,000	500,000	(2,970)	497,030	-	-	497,030
640	9146		Vernon Drive Water Main Repl. (West End to Palm Avenue)	310,000	310,000	(2,980)	307,010	-	-	307,010
640	9147		Palm Avenue Water Main Repl. (9th Street to Arrow Hwy.)	790,000	790,000	(3,010)	786,980	-	-	786,980
640	9148		New Well Chino Basin (drilling only) & Pipeline	1,188,350	1,187,270	-	1,187,270	-	-	1,187,270
640	9149		Storm Water Trash Capture Devices (In Catch Basins)	300,000	300,000	(440)	299,550	-	300,000	599,550
640	9150		Alley Water Main Replacement 2019-20	200,000	200,000	-	200,000	-	-	200,000
640	9151		Recycled Water Main (15th Street)	80,000	80,000	-	80,000	(80,000)	-	-
640	9152		Grove Avenue Water Main Repl. (Foothill Blvd. to 15th Street)	100,000	100,000	(3,040)	96,950	-	900,000	996,950
640	7500	91000	7th Street Water Hyd. & Service Repl. (Harrington to San Antonio Ave.)		-	-	-	-	375,000	375,000
640	7500	91001	14th Street Water Main Repl. (Alta Ave. to Grove Ave.)		-	-	-	-	470,000	470,000
640	7500	91002	Alley Water Main Replacement 2020-21		-	-	-	-	200,000	200,000
Total Water Utility				\$ 15,902,320	\$ 15,281,540	\$ (461,090)	\$ 14,820,320	\$ (3,595,890)	\$ 3,710,330	\$ 14,934,770
641	9501		HHW Canopy Improvements	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
641	9502		Downtown Trash Enclosures	90,000	90,000	-	90,000	-	-	90,000
Total Solid Waste				\$ 145,000	\$ 145,000	\$ -	\$ 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	350,000	346,900	-	346,900	-	-	346,900
645	9329		Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).	350,460	322,110	(17,230)	304,870	(304,870)	-	-
645	9330		Richland Street Trunk Main Repair	75,000	75,000	-	75,000	-	-	75,000
645	9331		Citywide Sewer Rehabilitation 2019/2020 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).	500,000	500,000	(200)	499,790	-	-	499,790
645	7500	94001	Citywide Sewer Rehabilitation 2020/2021 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).		-	-	-	-	500,000	500,000
Total Sewer Utility				\$ 1,405,460	\$ 1,374,010	\$ (17,430)	\$ 1,356,560	\$ (304,870)	\$ 500,000	\$ 1,551,690

**CITY OF UPLAND
CAPITAL IMPROVEMENT PROGRAM
FY 2020-21**

Fund	Proj. No.	Proj. ID	Project Description	2019/2020 Adopted CIP Budget	2019/2020 Amended CIP Budget	2019/2020 Projected Expenses	Projected Balance 6/30/2020	Return to Fund Balance	2020/2021 New Approp.	2020/2021 ADOPTED CIP Budget
TOTALS BY FUND										
204			GAS TAX	\$ 8,568,840	\$ 8,001,100	\$ (1,530,200)	\$ 6,470,820	\$ (628,980)	\$ 2,523,180	\$ 8,365,030
205			MEASURE I	6,059,150	6,058,300	(211,000)	5,847,290	(1,463,500)	1,940,000	6,323,790
206			ROAD MAINTENANCE REHABILITATION	350,000	350,000	-	350,000	-	980,000	1,330,000
209			CDBG	100,000	100,000	-	100,000	-	-	100,000
210			PBIA	148,690	148,690	(9,700)	138,990	-	-	138,990
211			AQMD SUBVENTION FUND	75,000	235,000	(224,420)	10,570	-	-	10,570
420			DEVELOPMENT IMPROVEMENTS	54,850	54,850	-	-	-	225,000	279,850
421			PARK ACQUISITION & DEVELOPMENT	118,400	111,010	(25,910)	85,090	-	-	85,090
422			STORM DRAIN DEVELOPMENT	655,420	588,150	(6,010)	582,120	-	650,000	1,232,120
423			STREET & TRAFFIC FACILITY DEVELOPMENT	1,629,520	1,629,520	-	1,629,520	-	1,405,280	3,034,800
425			GENERAL CAPITAL PROJECTS	1,163,930	1,912,160	(234,540)	1,677,600	-	193,000	1,870,600
426			STREET & ALLEY PROGRAM	776,750	745,380	(4,400)	740,980	-	205,000	945,970
640			WATER UTILITY	15,902,320	15,281,540	(461,090)	14,820,320	(3,595,890)	3,710,330	14,934,770
641			SOLID WASTE	145,000	145,000	-	145,000	-	-	145,000
645			SEWER UTILITY	1,405,460	1,374,010	(17,430)	1,356,560	(304,870)	500,000	1,551,690
TOTALS:				\$ 37,153,330	\$ 36,734,710	\$ (2,724,700)	\$ 33,954,860	\$ (5,993,240)	\$ 12,331,790	\$ 40,348,270

CIP Project Descriptions (FY 2020/2021)

Project No.	Project ID	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.
204-7065		3 rd Avenue Rehab ("A" Street to 11 th Street)	Complete	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.
204-7067		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/2018	Complete Retention Remains	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.
204-7069		Arrow Highway Rehab (Benson to Mountain)	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7070		Citywide Concrete Maintenance 2018/19	Construction	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.	street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community. 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	Complete	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	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 with increased visibility by organizing vehicles into efficient lanes, reducing the potential for vehicle conflicts.
204-7075		7 th Street Rehab (San Antonio to Euclid)	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7076		Alpine Street Rehab (West End to Palm Ave.)	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.
204-7077		Vernon Drive (West End to Palm Ave.)	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.
204-7078		Palm Avenue (9th Street to Arrow Hwy.)	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.
204-7079		Citywide Concrete Maintenance 2019/20	Construction	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.
204-7080		Citywide Concrete Repairs 2019/20	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 No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7081		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2019/20	Complete	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks. 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)	Complete	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)	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.
204-7500	70001	Citywide Concrete Maintenance 2020/21	New	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.
204-7500	70002	Citywide Concrete Repairs 2020/21	New	Engineering Division project to provide neighborhood concrete repairs to curbs,	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	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.
204-7500	70003	Citywide Striping Replacement 2020/21	New	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.
204-7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21	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.
204-7500	70005	14 th Street Rehab (Campus to Grove)	New	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.
205-7339		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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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.	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. 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)	Delayed by Council action 9/9/2019	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	Complete	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.
205-7345		Grove Avenue Rehabilitation (Foothill to 15 th Street)	Design	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	Carry-Over	Project provides for asphalt pavement rehabilitation to various roadway segments	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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. Work also includes a segment of new water main and service laterals.	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.
205-7500	74001	7 th Street & Harrington Rehab (8 th Street to San Antonio)	Construction	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. Work will also include replacement of water service laterals and fire hydrant upgrades.	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.
205-7500	74002	Citywide Pavement Maintenance 2020/21	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.
205-7500	74003	Phase II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	New	Cooperative Agreement with SBCTA to design and construct a new signalized pedestrian/bicycle crossing at Campus Avenue and the SP/PE Trail; a pedestrian automated crossing safety gate at the railroad tracks located on Euclid Avenue, just	This project will provide pedestrian and bicycle safety and mobility improvements on the SP/PE Trail and in the vicinity of the Upland Metrolink Station.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
206-7500	70006	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. Work will also include replacement of water infrastructure as necessary.	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.
206-7500	70005	14 th Street Rehab (Campus to Grove)	New	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.
209-7613		Landecena Interior Improvements	Carry-Over	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.)	Design	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 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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					deterioration in order to continue to serve the community.
211-7901		City Hall Green Energy Transportation Enhancements	Complete	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.
420-8039		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.
420-7500	80001	PD Women's Locker Room	New	Project will provide expanded locker room capacity by increasing the locker square footage into the gymnasium area	Project will provide expanded capacity for PD staff.
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	Construction	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	Design	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 ID	Project Name	Status	Project Description	Impact and Benefit
422-7500	84001	Arrow Hwy. Storm Drain Improvements (Benson to Fairwood)	Design	Project consists of designing and constructing a storm drain pipeline and catch basins on the north side of Arrow Highway, from Benson Ave. to Fairwood Way)	Project will help mitigate flooding concerns along the #2 westbound lane of Arrow Highway east of Benson Avenue.
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 is part of the SBCTA Arterial Program.	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	Construction	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	Construction	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	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.
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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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 eliminates potential downed power lines as a result of strong wind events.
425-9659		Library Power System Upgrades	Complete	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.
425-7500	82336	Civic Center Paving and ADA	New	Project will provide for asphalt pavement rehabilitation and parking lot striping replacement at the Civic Center.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the parking lot. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping in order to continue to serve the Upland community.
425-7500	82337	PD HVAC System	New	Project will provide for HVAC repairs at the Upland Police Station, including piping, boiler, and replacement of air handlers	Project is required in order to keep a public facility in operational use.
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	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
426-7500	86001	Street & Alley Program Rehab 2020/21	New	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City.	deterioration in order to continue to serve the community. 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.
640-7065		3 rd Avenue Water Main Replacement ("A" St. to 11 th St.)	Complete	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.
640-9052		Waste to Drain Discharge Lines	As Needed	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.)	Carry-Over	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)	Carry-Over	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					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	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.
640-9094		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	Construction	Aged water main replacement in 7 th Street, from San Antonio Avenue to Euclid Avenue.	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)	Carry-Over	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.
640-9122		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)	Design	Project consists of replacing the aged water service laterals in conjunction with the CIP project.	Reduce water waste and damage to property due to water main/service 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	Bidding	Project will provide the expedited replacement of a 7.5 MGD facility due to the	Reservoir 15 is an integral part of the City water supply system that receives water from

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				existing tank design being similar to tanks with defects.	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.)	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. 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)	Design	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.
640-9137		Generator at Plant 2 (1285 W. 24 th Street)	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)	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.
604-9139		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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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.	for the maximum beneficial use of the City's various water supplies. 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)	Delayed by Council action 9/9/2019	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)	Design	Project consists of replacing the aged water services 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)	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.
640-9146		Vernon Drive Water Main Replacement (West End to Palm Avenue)	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.
640-9147		Palm Avenue Water Main Replacement (9 th Street to Arrow Hwy.)	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.
640-9148		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 ID	Project Name	Status	Project Description	Impact and Benefit
640-9149		Storm Water Trash Capture Devices (In Catch Basins)	Design	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.
604-9150		Alley Water Main Replacement 2019/20	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.
604-9151		Recycled Water Main (15 th Street)	Delete	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 Holiday Rock.
640-9152		Grove Avenue Water Main Replacement (Foothill Blvd. to 15 th Street)	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.
640-7500	91000	7 th Street Water Hyd. & Service Repl. (Harrington to San Antonio)	Construction	Project consists of replacing the aged water services and fire hydrants 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.
640-7500	91001	14 th Street Water Main Repl. (Alta to Grove)	New	Project consists of replacing a section of aged water main, services, and fire hydrants 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.
604-7500	91002	Alley Water Main Replacement 2020/21	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.
641-9501		HHW Canopy Improvements	Design	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 stormwater requirements.
641-9502		Downtown Trash Enclosures	Design	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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 State mandated Sanitary Sewer Management Plan.
645-9324		Landfill Flare Modifications	Permitting	Project will consist 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"
645-9329		Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Complete	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.
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)	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.
645-7500	94001	Citywide Sewer Rehabilitation 2020/2021 (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.

2020-21 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 CHANGE	2020-21 ADOPTED
<u>GENERAL GOVERNMENT</u>										
<u>ELECTED/APPOINTED</u>										
MAYOR	ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
COUNCIL	ELEC	-	-	-	4.00	4.00	4.00	4.00	0.00	4.00
TREASURER	ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
					6.00	6.00	6.00	6.00	0.00	6.00
<u>ADMINISTRATION</u>										
CITY MANAGER	EXEC	96	\$17,279	\$23,239	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT CITY MANAGER	EXEC	83	\$12,535	\$16,858	0.50	1.00	1.00	1.00	0.00	1.00
DEPUTY CITY MANAGER	EXEC	-	-	-	0.50	0.00	0.00	0.00	0.00	0.00
EXECUTIVE ASSISTANT TO THE CITY MANAGER	MMGT	41	\$4,443	\$5,976	1.00	1.00	1.00	1.00	0.00	1.00
					3.00	3.00	3.00	3.00	0.00	3.00
					9.00	9.00	9.00	9.00	0.00	9.00
<u>GENERAL GOVERNMENT-TOTAL</u>										
<u>ADMINISTRATIVE SERVICES</u>										
<u>CITY CLERK</u>										
CITY CLERK	MMGT	60	\$7,103	\$9,553	0.00	0.50	1.00	1.00	0.00	1.00
DEPUTY CITY CLERK	GENL	35	\$3,832	\$5,153	1.00	0.50	0.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
					2.00	2.00	2.00	2.00	0.00	2.00
<u>FINANCE</u>										
FINANCE OFFICER	MMGT	62	\$7,463	\$10,037	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING SUPERVISOR	MMGT	57	\$6,596	\$8,871	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTANT	GENL	46	\$5,027	\$6,761	1.00	1.00	1.00	1.00	1.00	2.00
ACCOUNTANT	GENL	-	-	-	1.00	1.00	1.00	1.00	(1.00)	0.00
SENIOR ACCOUNTING TECHNICIAN	GENL	40	\$4,335	\$5,830	0.00	1.00	1.00	1.00	0.00	1.00
PAYROLL TECHNICIAN	GENL	39	\$4,229	\$5,688	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	GENL	35	\$3,832	\$5,153	3.00	3.00	3.00	3.00	0.00	3.00
ACCOUNTING CLERK	GENL	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	MMGT	50	\$5,549	\$7,463	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	GENL	40	\$4,335	\$5,830	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	GENL	38	\$4,126	\$5,549	0.00	0.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST II	GENL	29	\$3,304	\$4,443	2.00	2.00	2.00	2.00	0.00	2.00
CUSTOMER SERVICE SPECIALIST I	GENL	25	\$2,993	\$4,026	3.00	3.00	3.00	3.00	0.00	3.00
					16.00	16.00	17.00	17.00	0.00	17.00
<u>INFORMATION TECHNOLOGY</u>										
INFORMATION TECHNOLOGY MANAGER	MMGT	62	\$7,463	\$10,037	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	GENL	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	GENL	39	\$4,229	\$5,688	0.00	0.00	0.00	2.00	0.00	2.00
					2.00	2.00	2.00	3.00	0.00	3.00

2020-21 SCHEDULE OF POSITIONS

Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 CHANGE	2020-21 ADOPTED
HUMAN RESOURCES									
HUMAN RESOURCES/RISK MANAGER	62	\$7,463	\$10,037	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR HUMAN RESOURCES ANALYST	53	\$5,976	\$8,037	1.00	1.00	1.00	1.00	0.00	1.00
HUMAN RESOURCES ANALYST	44	\$4,785	\$6,435	1.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	26	\$3,068	\$4,126	0.00	0.00	0.00	0.00	1.00	1.00
				3.00	3.00	3.00	3.00	1.00	4.00
RECREATION AND COMMUNITY SERVICES									
COMMUNITY SERVICES DIRECTOR	EXEC	-	-	1.00	0.00	0.00	0.00	0.00	0.00
RECREATION MANAGER	55	\$6,278	\$8,444	1.00	1.00	1.00	1.00	0.00	1.00
RECREATION SUPERVISOR	42	\$4,554	\$6,125	2.00	2.00	2.00	2.00	0.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	33	\$3,647	\$4,905	1.00	1.00	2.00	2.00	0.00	2.00
ADMINISTRATIVE ASSISTANT	-	-	-	1.00	1.00	0.00	0.00	0.00	0.00
				6.00	5.00	5.00	5.00	0.00	5.00
				29.00	28.00	29.00	30.00	1.00	31.00
ADMINISTRATIVE SERVICES-TOTAL									
DEVELOPMENT SERVICES									
BUILDING AND PLANNING									
DEVELOPMENT SERVICES DIRECTOR	3243	\$9,984	\$13,428	1.00	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SERVICES MANAGER	61	\$7,281	\$9,792	1.00	1.00	1.00	1.00	0.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	46	\$5,027	\$6,761	1.00	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SPECIALIST	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	33	\$3,647	\$4,905	1.00	1.00	2.00	2.00	0.00	2.00
ADMINISTRATIVE ASSISTANT	-	-	-	1.00	1.00	0.00	0.00	0.00	0.00
PLANNING MANAGER (FY 2020-21 FREEZE POSITION)	63	\$7,650	\$10,288	0.00	0.00	1.00	1.00	0.00	1.00
SENIOR PLANNER	MMGT	-	-	1.00	1.00	0.00	0.00	0.00	0.00
ASSOCIATE PLANNER	46	\$5,027	\$6,761	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT PLANNER	42	\$4,554	\$6,125	1.00	1.00	1.00	1.00	0.00	1.00
BUILDING OFFICIAL (FY 2020-21 FREEZE POSITION)	63	\$7,650	\$10,288	1.00	1.00	1.00	1.00	0.00	1.00
PLANS EXAMINER (FY 2020-21 FREEZE POSITION)	47	\$5,153	\$6,930	1.00	1.00	1.00	1.00	0.00	1.00
BUILDING INSPECTOR II	41	\$4,443	\$5,976	2.00	2.00	2.00	2.00	1.00	3.00
BUILDING INSPECTOR I	GENL	-	-	1.00	1.00	1.00	1.00	(1.00)	0.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	33	\$3,647	\$4,905	1.00	1.00	1.00	1.00	0.00	1.00
				15.00	14.00	14.00	14.00	0.00	14.00
HOUSING / SUCCESSOR AGENCY									
HOUSING COORDINATOR	43	\$4,668	\$6,278	1.00	1.00	1.00	1.00	0.00	1.00
				1.00	1.00	1.00	1.00	0.00	1.00
				16.00	15.00	15.00	15.00	0.00	15.00
DEVELOPMENT SERVICES-TOTAL									

2020-21 SCHEDULE OF POSITIONS

PUBLIC WORKS

PUBLIC WORKS - ADMINISTRATION

PUBLIC WORKS DIRECTOR/CITY ENGINEER
 OPERATIONS MANAGER
 ACCOUNTING TECHNICIAN
 SENIOR ADMINISTRATIVE ASSISTANT
 ADMINISTRATIVE ASSISTANT

Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ADOPTED	2019-20 AMENDED	2020-21 CHANGE	2020-21 ADOPTED
EXEC	3247	\$10,391	\$13,972	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	67	\$8,444	\$11,356	1.00	1.00	1.00	1.00	0.00	1.00
GENL	35	\$3,832	\$5,153	0.00	1.00	1.00	1.00	0.00	1.00
GENL	33	\$3,647	\$4,905	1.00	1.00	1.00	1.00	0.00	1.00
GENL	26	\$3,068	\$4,126	1.00	0.00	0.00	0.00	1.00	1.00
				4.00	4.00	4.00	4.00	1.00	5.00

PUBLIC WORKS - OPERATIONS

MAINTENANCE SUPERVISOR
 SENIOR MAINTENANCE WORKER
 MAINTENANCE WORKER
 FACILITIES COORDINATOR
 FACILITIES SPECIALIST
 CUSTODIAN
 SENIOR EQUIPMENT MECHANIC
 EQUIPMENT MECHANIC
 INVENTORY SPECIALIST

MMGT	45	\$4,905	\$6,596	1.00	1.00	1.00	1.00	0.00	1.00
GENL	34	\$3,738	\$5,027	3.00	3.00	3.00	3.00	0.00	3.00
GENL	28	\$3,223	\$4,335	10.00	10.00	10.00	10.00	0.00	10.00
GENL	40	\$4,335	\$5,830	1.00	1.00	1.00	1.00	0.00	1.00
GENL	36	\$3,927	\$5,282	1.00	1.00	1.50	1.50	0.00	1.50
GENL	22	\$2,779	\$3,738	3.50	3.50	3.00	3.00	0.00	3.00
GENL	38	\$4,126	\$5,549	1.00	1.00	1.00	1.00	0.00	1.00
GENL	34	\$3,738	\$5,027	2.00	2.00	2.00	2.00	0.00	2.00
GENL	26	\$3,068	\$4,126	1.00	1.00	1.00	1.00	0.00	1.00
				23.50	23.50	23.50	23.50	0.00	23.50

PUBLIC WORKS - CAPITAL PROJECTS

ENGINEERING MANAGER
 SENIOR ENGINEER
 ASSOCIATE ENGINEER
 SENIOR PUBLIC WORKS INSPECTOR
 SENIOR WATER UTILITY INSPECTOR

MMGT	67	\$8,444	\$11,356	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	60	\$7,103	\$9,553	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	54	\$6,125	\$8,238	1.00	1.00	1.00	1.00	0.00	1.00
GENL	45	\$4,905	\$6,596	2.00	2.00	2.00	2.00	0.00	2.00
GENL	45	\$4,905	\$6,596	1.00	1.00	1.00	1.00	0.00	1.00
				6.00	6.00	6.00	6.00	0.00	6.00

TRAFFIC ENGINEERING

PRINCIPAL ENGINEER
 ASSISTANT ENGINEER
 ENGINEERING TECHNICIAN

MMGT	63	\$7,650	\$10,288	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	48	\$5,282	\$7,103	1.00	1.00	1.00	1.00	0.00	1.00
GENL	30	\$3,387	\$4,554	1.00	1.00	1.00	1.00	0.00	1.00
				3.00	3.00	3.00	3.00	0.00	3.00

PUBLIC WORKS - SEWER

ENVIRONMENTAL QUALITY ADMINISTRATOR
 ASSOCIATE ENGINEER
 ASSISTANT ENGINEER
 SENIOR ENVIRONMENTAL CONTROL TECHNICIAN

MMGT	63	\$7,650	\$10,288	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	54	\$6,125	\$8,238	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	48	\$5,282	\$7,103	1.00	1.00	1.00	1.00	0.00	1.00
GENL	38	\$4,126	\$5,551	1.00	1.00	1.00	1.00	0.00	1.00
				4.00	4.00	4.00	4.00	0.00	4.00

PUBLIC WORKS - SOLID WASTE

MANAGEMENT ANALYST

MMGT	44	\$4,785	\$6,435	0.00	0.00	1.00	1.00	0.00	1.00
				0.00	0.00	1.00	1.00	0.00	1.00

PUBLIC WORKS - WATER

UTILITIES MANAGER
 MANAGEMENT ANALYST
 CHIEF WATER TREATMENT OPERATOR
 SENIOR WATER TREATMENT OPERATOR

MMGT	67	\$8,444	\$11,356	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	44	\$4,785	\$6,435	1.00	1.00	1.00	1.00	0.00	1.00
MMGT	51	\$5,688	\$7,650	1.00	1.00	1.00	1.00	0.00	1.00
GENL	43	\$4,668	\$6,278	2.00	2.00	2.00	2.00	0.00	2.00

2020-21 SCHEDULE OF POSITIONS

Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2017-18	2018-19	2019-20	2019-20	2020-21	2020-21
				ACTUAL	ACTUAL	ADOPTED	AMENDED	CHANGE	ADOPTED
<i>(Public Works Continued)</i>									
WATER TREATMENT OPERATOR	37	\$4,026	\$5,414	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY SYSTEM SUPERVISOR	50	\$5,549	\$7,463	1.00	1.00	1.00	1.00	0.00	1.00
GIS/CAD TECHNICIAN	39	\$4,229	\$5,688	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR UTILITY SYSTEM WORKER	43	\$4,668	\$5,830	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY SYSTEM WORKER	34	\$3,738	\$5,027	5.00	8.00	10.00	10.00	0.00	10.00
SENIOR UTILITY SYSTEM WORKER-SEWER	43	\$4,668	\$5,830	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY SYSTEM WORKER-SEWER	34	\$3,738	\$5,027	4.00	4.00	6.00	6.00	0.00	6.00
SENIOR WATER METER TECHNICIAN	34	\$3,738	\$5,027	1.00	1.00	1.00	1.00	0.00	1.00
WATER METER TECHNICIAN	30	\$3,387	\$4,554	2.00	2.00	2.00	2.00	0.00	2.00
				24.00	27.00	31.00	31.00	0.00	31.00
				64.50	67.50	72.50	72.50	1.00	73.50

PUBLIC WORKS-TOTAL

FIRE

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

FIRE- SWORN

EXEC	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
DEPUTY FIRE CHIEF	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
BATTALION CHIEF	-	-	-	2.00	0.00	0.00	0.00	0.00	0.00
FIRE CAPTAIN	-	-	-	12.00	0.00	0.00	0.00	0.00	0.00
FIRE ENGINEER	-	-	-	12.00	0.00	0.00	0.00	0.00	0.00
FIRE FIGHTER	-	-	-	40.00	0.00	0.00	0.00	0.00	0.00
<u>FIRE- NON-SWORN</u>									
FLIGHT PARAMEDIC	-	-	-	2.00	0.00	0.00	0.00	0.00	0.00
MEDICAL CREW LEAD	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
FLIGHT NURSE	-	-	-	3.00	0.00	0.00	0.00	0.00	0.00
FIRE INSPECTOR/INVESTIGATOR	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
DEPUTY FIRE MARSHAL	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	-	-	-	9.00	0.00	0.00	0.00	0.00	0.00
				49.00	0.00	0.00	0.00	0.00	0.00

FIRE-TOTAL

POLICE

POLICE- SWORN

EXEC	94	\$16,447	\$22,119	1.00	1.00	1.00	1.00	0.00	1.00
CHIEF OF POLICE	6461	\$11,565	\$14,057	2.00	2.00	2.00	2.00	0.00	2.00
POLICE CAPTAIN	5421	\$9,805	\$11,919	4.00	4.00	4.00	4.00	0.00	4.00
POLICE LIEUTENANT (FY 2020-21 FREEZE ONE POSITION)				9.00	9.00	9.00	9.00	0.00	9.00
POLICE SERGEANT	5387	\$8,123	\$9,873	9.00	9.00	9.00	9.00	0.00	9.00
POLICE DETECTIVE	6363	\$6,661	\$8,097	9.00	9.00	9.00	9.00	0.00	9.00

2020-21 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2017-18	2018-19	2019-20	2019-20	2020-21	2020-21
					ACTUAL	ACTUAL	ADOPTED	AMENDED	CHANGE	ADOPTED
<i>(Police Continued)</i>										
POLICE OFFICER (FY 2020-21 FREEZE TWO POSITIONS)										
	PDSW	6339	\$5,926	\$7,203	50.00	50.00	50.00	50.00	0.00	50.00 *(2)
					75.00	75.00	75.00	75.00	0.00	75.00
POLICE- NON-SWORN										
CRIME ANALYST	MMGT	45	\$4,905	\$6,596	0.00	0.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	MMGT	41	\$4,443	\$5,976	0.00	0.00	1.00	1.00	0.00	1.00
FORENSIC SPECIALIST	GENL	38	\$4,126	\$5,549	1.00	1.00	1.00	1.00	0.00	1.00
CRIME ANALYST TRAINEE	GENL	38	-	-	1.00	1.00	0.00	0.00	0.00	0.00
ACCOUNTING TECHNICIAN	GENL	35	\$3,832	\$5,153	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	33	-	-	1.00	1.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	26	\$3,068	\$4,126	0.00	0.00	1.00	1.00	0.00	1.00
POLICE DISPATCH SUPERVISOR	MMGT	44	\$4,785	\$6,435	1.00	1.00	1.00	1.00	0.00	1.00
LEAD DISPATCHER (FY 2020-21 FREEZE ONE POSITION)	GENL	37	\$4,026	\$5,414	2.00	2.00	2.00	2.00	0.00	2.00 *(1)
POLICE DISPATCHER II	GENL	35	\$3,832	\$5,153	10.00	10.00	10.00	10.00	0.00	10.00
POLICE RECORDS SUPERVISOR	MMGT	34	\$3,738	\$5,027	1.00	1.00	1.00	1.00	0.00	1.00
POLICE RECORDS SPECIALIST II	GENL	25	\$2,993	\$4,026	6.00	6.00	5.00	5.00	0.00	5.00
HOMELESS COORDINATOR	GENL	30	\$3,387	\$4,554	0.00	0.00	0.00	1.00	0.00	1.00
POLICE SERVICES TECHNICIAN	GENL	27	\$3,145	\$4,229	4.00	5.00	6.00	6.00	0.00	6.00
					28.00	29.00	30.00	31.00	0.00	31.00
ANIMAL SERVICES										
ANIMAL SERVICES SUPERVISOR	MMGT	38	\$4,126	\$5,549	1.00	1.00	1.00	1.00	0.00	1.00
ANIMAL SERVICES OFFICER (FY 20-21 FREEZE ONE POSITION)	GENL	32	\$3,558	\$4,785	3.00	3.00	3.00	3.00	0.00	3.00 *(1)
					4.00	4.00	4.00	4.00	0.00	4.00
CODE ENFORCEMENT										
CODE ENFORCEMENT OFFICER	GENL	38	\$4,126	\$5,549	4.00	4.00	4.00	4.00	0.00	4.00
					4.00	4.00	4.00	4.00	0.00	4.00
					111.00	112.00	113.00	114.00	0.00	114.00
					POLICE-TOTAL					
					278.50	231.50	238.50	240.50	2.00	242.50
					GRAND TOTAL					

* Number of positions to remain unfilled for FY 2020-21

CHART OF ACCOUNTS

Fund No.	Fund Name
101	General Fund
201	Housing
203	Public Safety Augmentation
204	Gas Tax
205	Measure I
206	Road Maintenance Rehabilitation Account (RMRA)
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
301	Public Financing Authority Fund
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 Comp
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.