



City of Upland Annual Budget Fiscal Year 2018-2019



The first Whole Foods 365 in San Bernardino County is now open in the new Sycamore Hills Development on Upland's western border with Claremont. This development features retail, dining, and a neighboring residential development featuring 321 residential units.



Table of Contents

City Manager’s Message	1
Financial Information	
Budget Process	12
Operating and CIP Budget Calendar	16
Financial Policies	17
Budget Resolution	22
Appropriations Limit Resolution	24
Department/Fund Matrix	26
City Profile	
City Council Strategic Goals	27
Officials of the City of Upland.....	31
Organizational Chart	32
Government Finance Officers Association Award	33
History of Upland.....	34
City Demographics.....	35
Top 25 Sales Tax Producers.....	36
Principal Property Taxpayers	37
Budget Summaries	
Summary of Changes in Fund Balance	38
Schedule of Revenues by Fund and Category.....	39
Schedule of Revenue Detail by Fund	40
Schedule of Expenditures by Fund.....	46
Schedule of Expenditures by Fund and Category	47
Expenditures by Department Program	48
Summary of Transfers	50
General Government	51
City Council	52
City Treasurer.....	52
City Manager.....	53

Administrative Services	58
City Clerk	60
City Attorney.....	62
Finance	62
Information Systems	66
Human Resources.....	67
Self-Funded Insurance.....	70
Library	72
Recreation.....	74
Development Services	84
Planning.....	86
Building and Safety.....	86
Weed Abatement.....	86
Economic Development	86
Housing	93
HOME Investment Partnership Program	95
Community Development Block Grant.....	97
Successor Agency	99
Police Department	103
Public Works	113
Engineering	116
Operations	116
Water	122
Solid Waste	128
Sewer	131
Capital Improvement Program	
Capital Improvement Program	143
Capital Improvement Projects Fiscal Year 2018-19	146
Capital Improvement Project Descriptions (Fiscal Year 2018-19).....	149
2018-19 Schedule of Positions	162
Chart of Accounts	

Fund Numbers	166
Division Numbers	167
Object Codes	171
Appendix	
Glossary of Terms	174
List of Acronyms.....	177



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CITY MANAGER'S OFFICE
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City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2018-19 operating and capital budget. The objectives used in developing this budget were to submit to the Council:

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

The City of Upland, like many residential communities, struggles to balance existing revenue sources with increasing expenses. As a team under the leadership of the City Council, the City of Upland has made great strides financially. Fiscal years 2012 and 2013 presented the greatest challenges with the General Fund balance having less than a million dollars both years. However, with careful recovery and prudent planning, the general fund balance is now \$14.5 million dollars and the operating reserve has reached 17.5%.

These are great strides, but there are ongoing and impending significant issues that must be addressed. First, our infrastructure has lacked proper maintenance over the long term due to lack of funding. Additional funding is needed on an ongoing basis for streets, sidewalks, and other infrastructure. While we have made many improvements in the last two years, deferred maintenance not only increases liability exposure, but also increases the cost of maintenance in the long term. Secondly, the increase in pension liabilities continue to be an area of focus. The City Council has made a wise decision to continue to fund a PARS account specifically to fund pension liabilities. While it isn't enough to cover the increases over the next ten years, it does provide time to explore alternative options to address this obligation. Staff will present options to the Council in the coming months.

The budget request of \$40,924,710 in the General Fund and \$135,312,540 across all funds supports the necessary operational and capital improvement project needs of each department. This is supported by projected revenue of \$41,180,920 in the General Fund and \$110,435,580 across all funds. This budget represents a continuation of the same level of services and basic complement of staffing as Fiscal Year 2017-18.

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

Respectfully submitted,

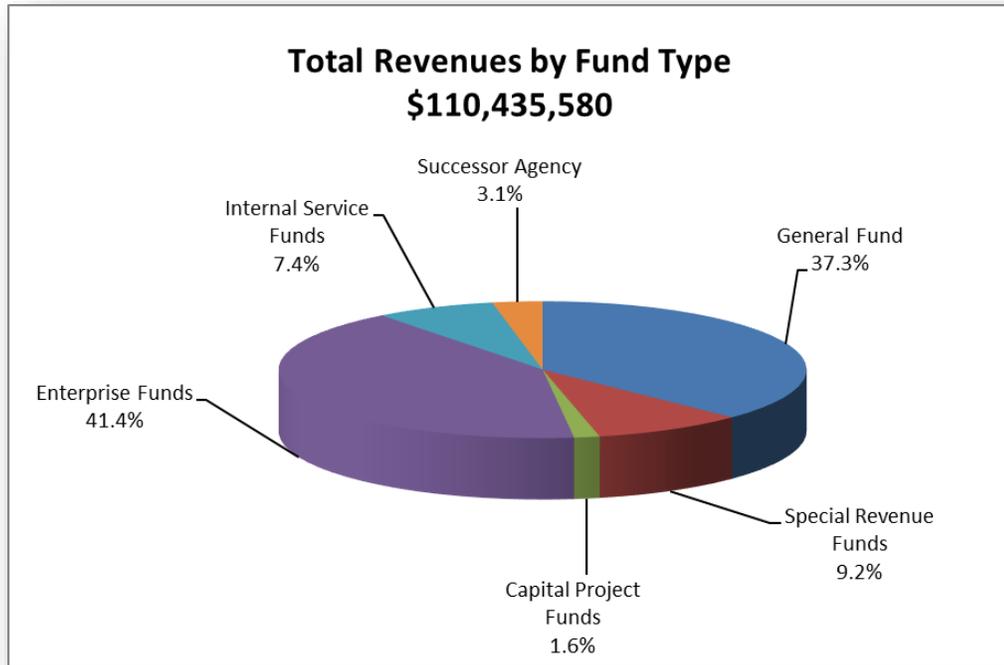
A handwritten signature in black ink that reads "Bill R. Manis". The signature is written in a cursive, flowing style.

Bill Manis
City Manager

Attachments: Budget Overview
Long-Term Financial Planning

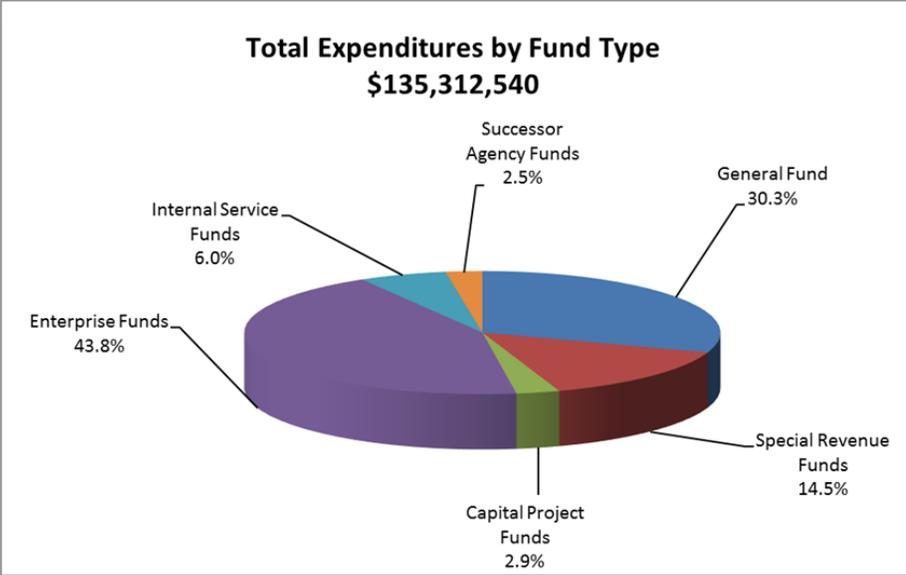
BUDGET OVERVIEW

Total City operating revenues are projected to be \$110,435,580 which represents an increase of \$8.6 million compared to the prior year. The majority of the increase is as a result of an additional \$2.1 million in property taxes, \$1.1 million in gas tax revenue, \$4.1 million in Water Fund revenues and \$1 million in Solid Waste Fund revenues. The funds with the highest revenues are: General Fund (\$41,180,920), Water Utility Fund (\$24,259,850), Solid Waste Utility (\$11,753,900), and Sewer Utility Fund (\$9,755,620). Revenue by fund type is depicted in the following graph:



The FY 2018-19 operating expenditure budget totals \$135,312,540, 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 \$40,924,710, or 30.2% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$36,577,960), Solid Waste Utility (\$11,501,030), Sewer Utility Fund (\$11,245,500), Gas Tax Fund (\$8,767,340) and Successor Agency (\$3,356,270). In sum, appropriations reflect a total increase of \$9,800,012 or 7.8% from the prior year. The most notable increases are: \$2.8 million in the General Fund, \$3.2 million in the Gas Tax and Measure I funds, and \$7.6 million in the enterprise funds. The most notable decrease is \$2.3 million in the Housing Fund.

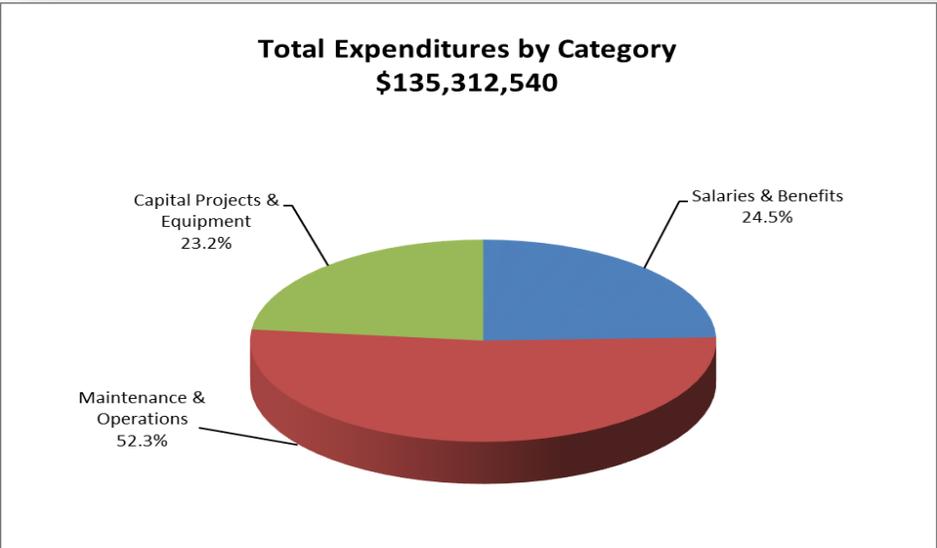
Current year revenues in the General Fund exceed current year expenditures by \$256,210 which, in other words represents a balanced budget.



Personnel costs inclusive of all City funds are increasing by \$1.2 million from \$31.9 million to \$33.1 million. A portion of this increase is attributable to promotions and routine step increases. The majority of the increase is the result of PERS employer and unfunded liability rate increases. Even though the number of authorized FTE positions decreased by 46 (fire department annexation) to 231.50 FTEs, the City remains responsible for funding the existing unfunded pension liability for all former fire employees. Unfunded pension liability payments will be made to CalPERS annually.

Maintenance and operation appropriations are increasing from \$68.2 million to \$70.8 million or \$2.6 million. The Water Utility Fund is responsible for \$1.4 million of this increase, the Solid Waste Utility Fund is responsible for \$.7 million and the Sewer Utility Fund is responsible for \$.5 million.

Capital Projects and Equipment appropriations are also increasing by \$6 million from \$25.4 million to \$31.4 million. The increase is primarily due to necessary city wide capital improvement projects and emergent water facility/infrastructure improvements.



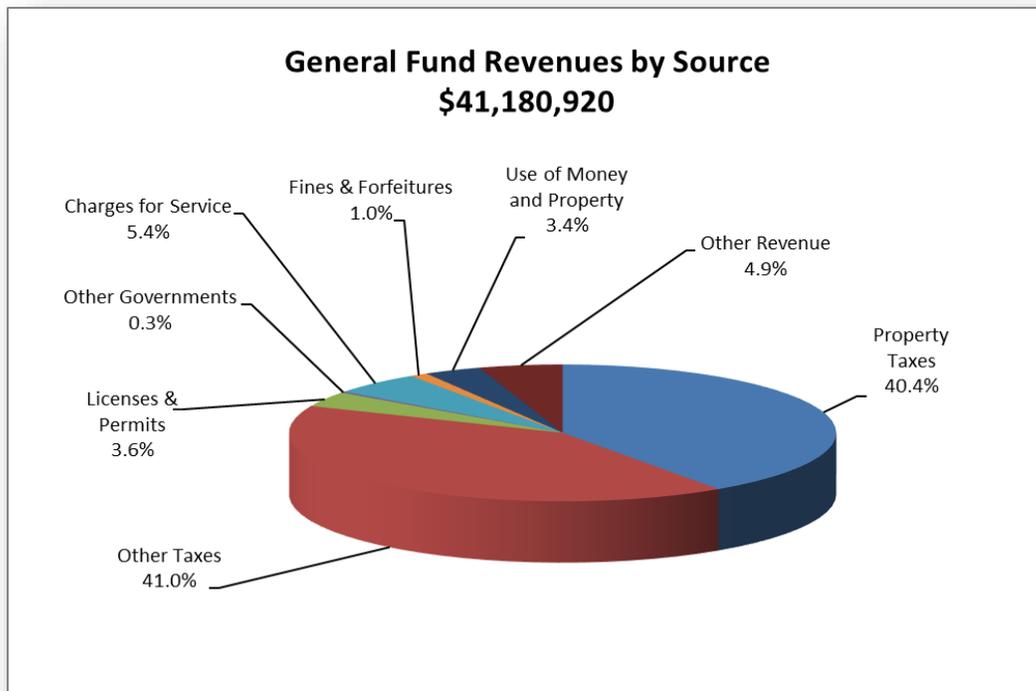
GENERAL FUND

The ending General Fund balance (net of approved committed balances) is projected to be \$8,732,640 which exceeds the fund balance reserve policy requirement of 17.5% of operating expenditures. A summary of the General Fund balance is illustrated below:

General Fund - Fund Balance		
Beginning Fund Balance (estimated)		\$ 8,476,430
Operating:		
Revenues	41,180,920	
Expenditures	(40,924,710)	
Non-Operating:		
Transfers In	0	
Transfers Out	0	
Net Change		256,210
Ending Fund Balance		\$ 8,732,640

General Fund Revenues:

Total General Fund operating revenues are projected to be \$41,180,920, an increase of \$2.6 million from the prior year budget.



Significant changes to General Fund revenues include:

- Property Taxes

Property tax revenues are projected to be \$16,621,280. This estimate reflects an overall increase of \$591,820 over the prior year adopted budget and is net of the property tax transfer associated with the fire services annexation to the San Bernardino County Fire District.

- Sales Taxes

Retail sales tax is showing signs of continued growth. Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$13,975,790, a modest increase of \$56,290 over the prior year budget.

- Revenue From Use of Property and Money

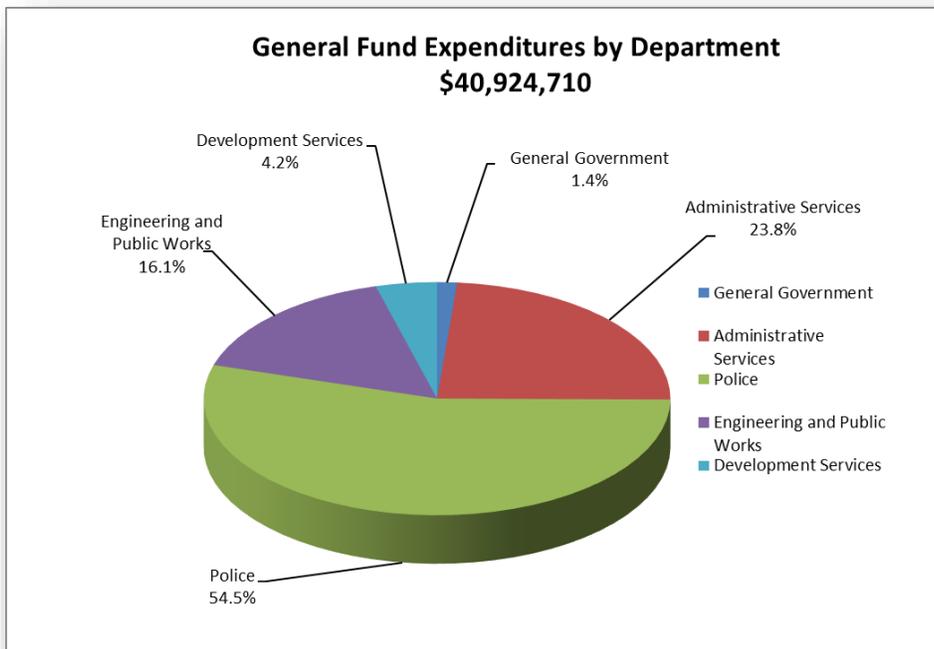
Interest rates have increased and investment earnings are conservatively forecasted at \$125,000. The City has entered into several additional leases of city property which should result in a \$265,154 increase in lease revenue.

- Miscellaneous Changes

Other changes include an increase of \$591,090 for licenses and permits due to an expected increase in development activity and increases in charges for services and other revenues of \$616,230 expected as a result of increased cost recovery activities.

General Fund Expenditures:

General Fund operating expenditures are projected to be \$40,924,710 which is \$2.77 million higher than the prior year's budget. The changes noted include an increase in personnel services of \$1.33 million and an increase in maintenance and operations of \$1.44 million.



- Personnel

General Fund personnel costs are projected to total \$23.9 million, an increase of \$1.3 million over the prior year budget. The increase is mostly due to increases in the PERS employer and PERS unfunded liability rates. Additional increases are the result of promotions and regular step increases.

- Maintenance and Operations (M&O)

The maintenance and operations budget is \$17,003,840, which is an increase of \$1,435,501. The police department is responsible for approximately \$800,000 of this increase mostly stemming from additional costs relating to the implementation and maintenance of the new Computer Aided Dispatch (CAD) system. The public works department is responsible for \$375,000 of the increase, more than half of which is the result of additional allocations for facilities maintenance. The public works department inherited the cost of maintaining a building formerly known as fire station number 2, the cost of which was originally reported under the fire services 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 \$3,802,880.

STREET MAINTENANCE AND IMPROVEMENT FUNDS

The City receives two sources of funds for street infrastructure improvements. The Gas Tax Fund accounts for gasoline taxes received from the State of California, and the Measure I Fund accounts for revenue received from the State of California from a special 1/2% sales tax. For FY 2018-19, the total budget for street improvement projects from these sources is \$12.8 million. Some of the projects of interest include: 3rd Avenue Rehab ("A" Street to 11th Street), 9th Street Rehab (3rd Avenue to Campus Avenue), and Arrow Highway Rehab (Benson Avenue to San Antonio Avenue).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program and CALHOME 2018-19 budgets are \$210,000 and \$270,000 respectively. These funds are received from the State and U.S. Housing and Urban Development Department and are used to assist limited income individuals and families in the purchase of their first home or to make needed improvements and repairs.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

This year's CDBG program allocation totals \$712,760. 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 \$111,160, and total estimated revenues are \$99,460. 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 for front-line police activity. The total appropriations are \$579,910 and total revenues are \$119,680.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, Street & Traffic Facility Development, General Capital Projects, and Street & Alley Repairs. The total budget is \$3,971,070. Projects of interest are: Magnolia Recreation Center Upgrades, Sports Park, Storm Drain Master Plan Improvements – Phase 1, 1-10 Interchange projects, and Arrow Route Widening (Monte Vista to Central). The revenues for these funds are derived from Fiscal year 2018-19 General Fund transfers and development impact fees and are projected to be \$1,728,290.

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 \$36,577,960. Proposed capital improvement projects of interest for FY 2018-19 include: 13th Street Water Main Replacement (Euclid to Campus), 3rd Avenue Water Main Replacement (“A” Street to 11th Street), 7th Street Water Main Replacements (San Antonio Avenue to Euclid Avenue) and Pressure Reducing Valve Stations. Revenues are projected at \$24,259,850 and year-end fund balance is projected to be \$560,190.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$11,753,900 and appropriations and transfers out are \$11,766,030. The Solid Waste fund balance is projected to be \$521,680.

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 \$11,245,500, a decrease of \$161,454 from the prior year. Significant capital improvement projects include Citywide Sewer Rehabilitation and Landfill Flare Modifications. Revenues and transfers in are projected to be \$10,020,620, leaving an estimated year-end fund balance of \$9,057,160.

INTERNAL SERVICE FUNDS

SELF-FUNDED INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$4,096,690, an increase of \$75,858 from the prior year budget. For FY 2018-19, Self-Funded Insurance expenses have been allocated to other funds based on a 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 2018-19, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$1,314,100, revenues are generated from charges to other funds. The fund is projected to have a balance of \$1,001,690 at year-end, which will be used to purchase replacement vehicles in future years.

INFORMATION SYSTEMS FUND

The Information Systems Fund provides for the operation of the City's Information Systems Division, including maintenance of the City's communications network, computer network and hardware infrastructure. In FY 2018-19, Information Systems expenditures are expected to be \$1,565,130. Revenue of an equal amount will be generated from charging other funds. The projected fund balance at year end is \$1,399,430 and will be used for computer 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 2018-19, Building Maintenance & Operations expected revenues and expenses total \$1,098,830. The fund is projected to have a balance of \$990,880 at year-end.

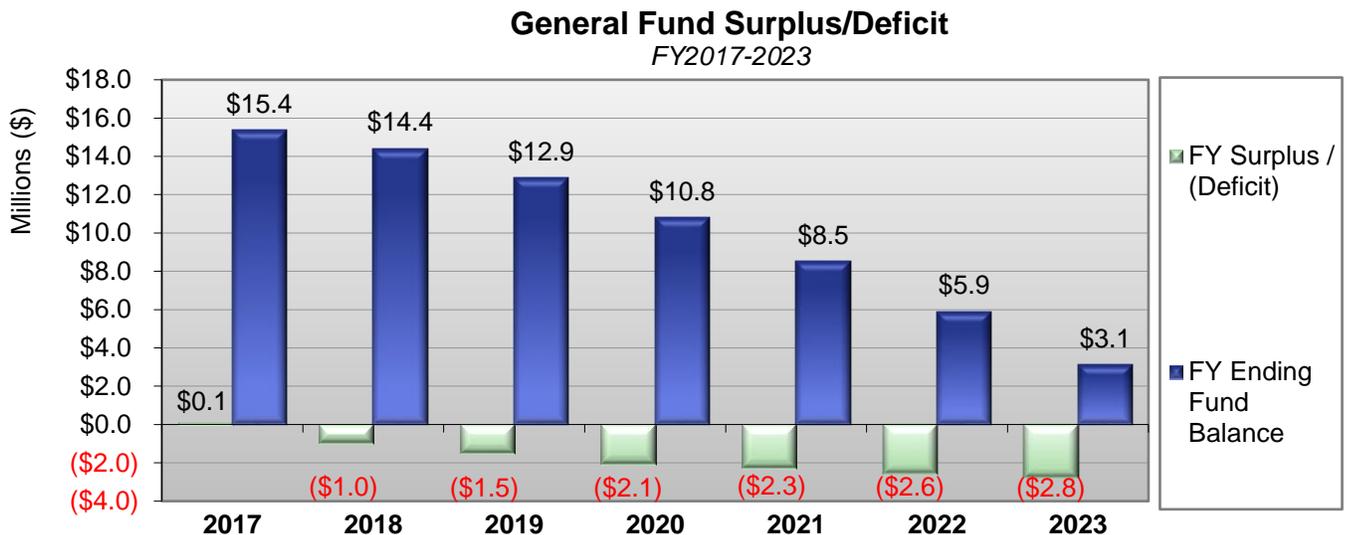
LONG TERM FINANCIAL PLANNING

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

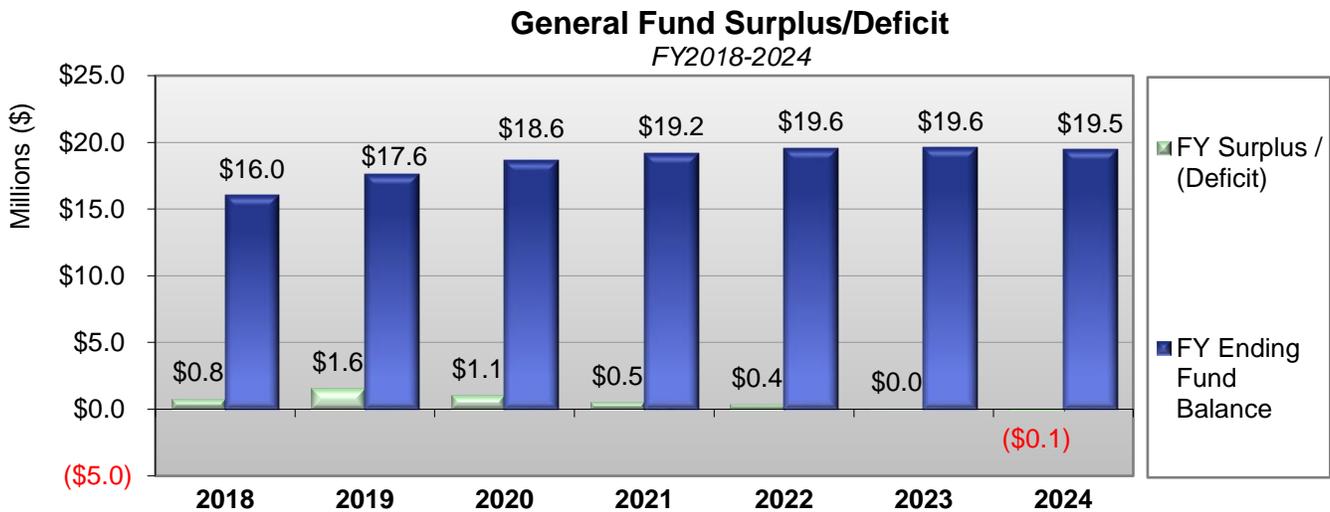
Addressing long term financial concerns has been a priority for the City of Upland for at least ten years. The long term priorities are:

1. Maintain a balanced operating budget;
2. Increase operating reserves with an ultimate goal of 25% of budgeted operating expenditures
3. Address unfunded liabilities for CalPERS pension and other postemployment benefits (OPEB);
4. Provide necessary funding for infrastructure maintenance and improvements; and
5. Provide funding for additional police services.

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



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



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

In order to continue to increase the operating reserve, provide additional funding for police services, and infrastructure maintenance and improvements, additional steps are necessary. The first step is to determine if there is any way to stabilize the increasing pension costs. In 2016, the City established a PARS account with funds specifically identified for pension and OPEB liabilities. These funds are intended to be used as a stabilization fund to assist the City in paying the annual increase of the unfunded liabilities. Establishing this asset was an important step in addressing the unfunded liability; however, it may be possible to restructure the unfunded pension and OPEB debt. Options will be explored in fiscal year 2018-19. Reducing the annual cost of unfunded pensions will assist in addressing other long term financial goals.

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

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



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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 measurement information. 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 2018-19 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 2018-19**

Date	Day	Responsibility	Action
February 6, 2018	Tuesday	City Manager, Assistant City Manager and Finance	Budget kickoff meeting with City Manager, Assistant City Manager, Finance Officer, and Departments. Budget worksheets and instructions are distributed.
February 8, 2018	Thursday	Finance-Training	Munis budget entry training. Personnel responsible for budget entry are required to attend. Pinky Alder Room, 3:30 p.m. to 5:30 p.m.
			OR
February 12, 2018	Monday	Finance-Training	Munis budget entry training. Personnel responsible for budget entry are required to attend. Pinky Alder Room, 10:00 a.m. to 12:00 p.m.
February 15, 2018	Thursday	Finance	Salary and benefit worksheets are distributed to Department Heads.
March 1, 2018	Thursday	Departments	Departments submit revisions to salary and benefit allocations and Fiscal Year 2018-19 new position/reclassification requests to Finance.
March 8, 2018	Thursday	Departments	Departments submit CIP and New Vehicle, Capital Purchase requests to Public Works.
March 19, 2018	Monday	Departments	Departments submit FY 2017-18 expenditure/revenue projections (in Munis), FY 2018-19 proposed expenditure budget and revenue estimates (in Munis).
March 19, 2018	Monday	Public Works	Public Works Department submits Fiscal Year 2018-19 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis).
March 20 - April 5, 2018		Finance	Finance prepares First Draft of budget summaries.
March 29, 2018	Thursday	Departments	Departments submit narratives, goals and objectives, performance measures and major accomplishments.
April 16 - 19, 2018		City Manager, Assistant City Manager, Finance and Departments	First 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, 2018	Monday	Finance	Finance completes a Second Draft of the budget document and submits budget summaries to the Departments for review.
May 1 - 7, 2018		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.
May 8, 2018	Tuesday	Departments	Departmental PowerPoint slides due for the budget presentation.
May 10, 2018	Thursday	City Manager, Assistant City Manager, Finance and Departments	Practice Workshop FY 2018-19 Proposed Budget.
May 23, 2018	Wednesday	City Manager, Assistant City Manager, Finance and Departments	Council Workshop FY 2018-19 Proposed.
June 11, 2018	Monday	Finance Officer	Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2018-19 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, fire, 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 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 authorizing a one-half percent (1/2%) sales tax on all retail transaction within the incorporated and unincorporated territory of the County of San Bernardino for a period not to exceed twenty years, proceeds of which are to be solely for county-wide transportation improvements and traffic management programs.

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

Community Development Block Grant (CDBG) - This fund accounts for receipt and disbursement of the Upland Community Development Block Grant Program of 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 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 to provide 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 expenditures 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 of general nature which are supported by available General Funds, Special Revenue Funds, or 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 from a fee on building permits.

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 handles all aspects of the Successor Agency to the Upland Community Redevelopment Agency, including but not limited to the accumulation and disbursement of monies to meet debt service requirements.

Enterprise Funds

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

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

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

Internal Service Funds

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

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

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

Building Maintenance & Operations - This fund provides for the operation of the City's Building Maintenance & Operations Division which maintains 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 an annual balanced 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, to fund unforeseen expenditure requirements, to provide a minimum level of cash investment interest revenue, and to avoid the need to borrow for cash management purposes. The General Fund Reserve is currently at the reserve policy requirement of 17.5% of operating expenditures.

Capital Assets

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

Capital assets include public domain (infrastructure) general fixed assets consisting of certain improvements including roads, curbs and gutters, streets and sidewalks, medians, sewers 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 2017-18

Assessed Valuation	\$8,895,975,536
Debit Limit (15% of assessed value)	1,334,396,330
Debt applicable to limit:	
General obligation bonds	_____ -
Total net debt applicable to limit	\$ _____ -
Legal debt margin	<u>\$1,334,396,330</u>

RESOLUTION NO. 6450

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND
ADOPTING THE FISCAL YEAR 2018-19 ANNUAL BUDGET

Intent of the Parties and Findings:

(i) The City Manager has caused a budget document to be prepared and presented to the City Council covering the Fiscal Year July 1, 2018 through June 30, 2019; and

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

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

Section 1. The City Council hereby adopts the Fiscal Year 2018-19 Annual Budget.

Section 2. The following funds and appropriations, therefore, are hereby authorized for the fiscal year beginning July 1, 2018:

General Fund	\$40,924,710
Housing Fund	3,802,880
Public Safety Augmentation Fund	810,050
Gas Tax	8,767,340
Measure I	4,052,800
HOME Investment Partnership Program	210,000
Community Development Block Grant	712,760
Parking Business Improvement Area	203,600
Air Quality Management District	111,160
Prop 30	140,000
COPS	579,910
CalHOME Program	270,000
Asset Forfeiture-State	750
General Capital Improvements	1,122,510
Park Acquisition & Development	118,400
Storm Drain Development	471,520
Street & Traffic Safety Development	1,479,570
Street & Alley Repairs	779,070
Water Utility	36,577,960
Solid Waste Utility	11,766,030
Sewer Utility	11,245,500
Self-Funded Insurance	4,096,690
Fleet Management	1,314,100
Information Systems	1,565,130
Building Maintenance & Operations	1,098,830
Successor Agency Housing	<u>3,356,270</u>
Total	<u>\$135,577,540</u>

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 11th day of June, 2018.



Debbie Stone, Mayor

I, Jeannette Vagnozzi, 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 11th day of June, 2018, by the following vote:

AYES: Mayor Stone, Councilmembers Timm, Filippi, Robinson
NOES: Councilmember Elliott
ABSENT: None
ABSTAINED: None

ATTEST:



Jeannette Vagnozzi, City Clerk

RESOLUTION NO. 6451

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF UPLAND FOR FISCAL YEAR 2018-19

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 2018-19 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, determined by the California Department of Finance, and change in non-residential construction, determined by HDL; and (2) Based upon the above said factors, the appropriations limit of the City of Upland for the Fiscal Year 2018-19 is hereby found and determined to be \$104,687,292.

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 25th day of June, 2018.



Debbie Stone, Mayor

I, Jeannette Vagnozzi, 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 25th day of June, 2018, by the following vote:

- AYES: Mayor Stone, Councilmembers Timm, Elliott, Robinson
- NOES: None
- ABSENT: Councilmember Filippi
- ABSTAINED: None

ATTEST:


Jeannette Vagnozzi, City Clerk

**City of Upland
Appropriations Limit Calculation
Fiscal Year 2018-19**

Part I - Calculation of Appropriations Limit

FY 2017-18 Appropriations Limit Adopted by the City Council		\$ 83,462,722
Change in County Population (.95%):	1.0095 ^(a)	
Change in Non-Residential Construction (24.25%)	<u>1.2425 ^(b)</u>	
Total Annual Adjustment Factor (1.0095 x 1.2425)	<u>1.2543</u>	
Annual Adjustment (83,462,722 X 1.2543)		21,224,570
Appropriations Limit - Fiscal Year 2018-19:		<u><u>\$ 104,687,292</u></u>

Part II - Appropriations Subject to the Limit

Proceeds from Taxes from Schedule B:		\$ 32,420,589
Less: Debt Service Payments		<u>-</u>
Total Appropriations Subject to the Limit		<u><u>\$ 32,420,589</u></u>

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2018-19		\$ 104,687,292
Less: FY2018-19 Appropriations Subject to Limitation		<u>(32,420,589)</u>
Total Appropriations Under the Limit		<u><u>\$ 72,266,703</u></u>

^(a) Source: State of California, Department of Finance, Price and Population Information, May 2018

^(b) Source: HDL Coren & Cone

Department / Fund Matrix	General Government	Administrative Services	Development Services	Police	Public Works
General Fund	✓	✓	✓	✓	✓
Housing Fund			✓		
Public Safety Augmentation Fund				✓	
Gas Tax Fund					✓
Measure I Fund					✓
HOME Investment Partnership Fund			✓		
Community Development Block Grant Fund			✓		
Parking Business Improvement Area Fund			✓		
Air Quality Management District Fund		✓			
Homeland Security Grants Fund - PD				✓	
Prop 30 Fund				✓	
COPS Fund				✓	
Other Grants Fund		✓			
Office of Traffic Safety Fund				✓	
Local Law Enforcement Block Grant Fund				✓	
Asset Forfeiture - Federal DOJ				✓	
CalHOME Fund			✓		
Asset Forfeiture - Federal/Treasury				✓	
Asset Forfeiture - State				✓	
Public Financing Authority Fund		✓			
General Capital Improvements Fund					✓
Park Acquisition & Development Fund					✓
Storm Drain Development Fund					✓
Street & Traffic Facility Development Fund					✓
General Capital Projects				✓	
Street & Alley Repairs					✓
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			✓		



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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 2018-19 goals and objectives, as they relate to the City's long-term strategic goals.

Responsive Leadership

- ◆ Continue managing the City's resources in a conservative, fiscally responsible manner while maintaining a General Fund reserve of 17.5% of the current operating budget, for economic uncertainty and unforeseen expenditure requirements.
- ◆ Continue work on the City's General Plan, which sets forth a long-term comprehensive plan for the physical development of the City.

Sense of Community

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

Community Oriented Public Safety

- ◆ To promote fire and life safety in the community by making fire and life safety educational presentations at public and private schools, businesses and community service group meetings.
- ◆ To have well-trained disaster response employees by providing training on the Incident Command System and Emergency Operations Center functions so that a course of action to respond to, contain, control, and recover from an emergency is coordinated efficiently.
- ◆ 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 the service level of animal services in Upland.

- ◆ Provide the best emergency medical support system to Upland residents and visitors by providing the most up to date medical equipment and training so that morbidity and mortality may be reduced, including air medical transport for trauma and critically ill patients.

Economic and Workforce Development

- ◆ Market the following programs designed to retain and attract retail businesses within Upland: Commercial Rehabilitation Program, Restaurant Attraction/Incentive Program, Downtown Anti-Graffiti Film Program, and Downtown Surveillance Camera Program.
- ◆ Acquire property in the downtown area for the purpose of assembling land for development.
- ◆ Strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies. Encourage economic growth by raising public awareness of existing business and employment resources promoting job creation and retention.
- ◆ Explore and assist in the facilitation of building and site reuse opportunities to accommodate evolving retail trends and the reuse and/or expansion of existing retail spaces.

Historic Preservation and Enhancement

- ◆ Continue to market the Historical Home Rehabilitation Program.
- ◆ Update the Historic Preservation Survey, and develop policies and implementation strategies in conjunction with the comprehensive General Plan Update.
- ◆ Continue to acquire key commercial properties in Downtown to facilitate mixed-use developments and public parking.
- ◆ Continue implementation of the Downtown Specific Plan by facilitating development opportunities within the plan area.

Improvement of City Infrastructure

- ◆ Ensure an attractive and well maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the City-owned open space located at Baseline and the 210 Freeway.

- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively renewed, replaced, and maintained.
- ◆ To ensure City compliance with federal and state regulations pertaining to storm water and the area-wide National Pollutant Discharge Elimination System (NPDES).
- ◆ To complete the following major Capital Improvement Projects:
 1. Mountain Avenue Water Main Replacement and Street Rehabilitation (9th Street to Foothill Blvd.)
 2. Mountain Avenue Water Main Replacement and Street Rehabilitation (16th Street to 19th Street)
 3. Foothill Boulevard Rehabilitation (Campus Avenue to Grove Avenue)
 4. 13th Street Water Main Replacement and Street Reconstruction (Euclid Avenue to Campus Avenue)
 5. 14th Street Water Main Replacement and Street Reconstruction (Euclid Avenue to Campus Avenue)
 6. 22nd Street Water Main Replacement and Street Reconstruction (Mountain Avenue to Euclid Avenue)
 7. Arrow Highway Water Main Replacement and Street Reconstruction (Mountain Avenue to San Antonio Avenue)
 8. Citywide and CDBG Concrete Repairs
 9. Citywide Pavement Slurry Seal
 10. Citywide Sewer Rehabilitation

Officials of the City of Upland

Elected Officials

Debbie Stone, Mayor

Gino L. Filippe

Janice Elliot

Sid Robinson

Carol Timm

Larry Kinley

Mayor Pro Tem

Councilmember

Councilmember

Councilmember

City Treasurer

Executive Staff

Bill R. Manis, City Manager

Jeannette Vagnozzi, Assistant City Manager

Jeff Zwack

Rosemary Hoerning

Douglas P. Millmore

James L. Markman

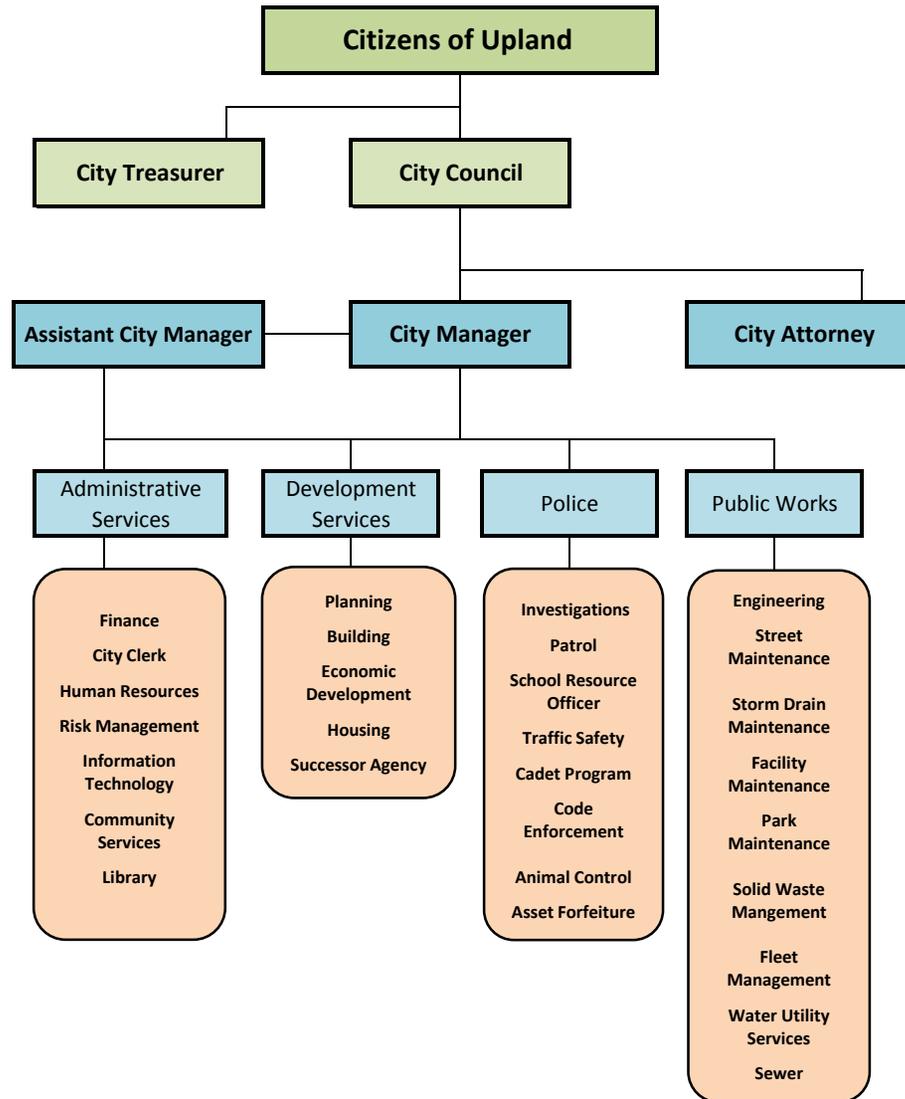
Development Services Director

Public Works Director

Police Chief

City Attorney

**City of Upland
Organizational Chart
Fiscal Year 2018-19**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 1, 2017

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 77,017 as of December 31,2017.

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 and Fire Protection
Library and 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
Form of Government	General Law
Population	76,790
Number of City Employees	231.5
Employees per capita	1 per 332 residents
Area in Square Miles	15.8
Average Elevation	1,237 feet
Average Temperature	66.5 F
Average Rainfall Per Year	17.3 inches
Number of Public Schools	14
Miles of City Streets	209.25
Miles of State Highways	6.2
Miles of Sewer Lines	222.00
Miles of Water Mains	255.60

Fire Protection Stations	3
Police Protection Patrol Units	22
Motorcycles	4
Sworn Officers	75
Total Police Department Employees	112
Library Facilities	1
Volumes	107,760
Current Periodical & Serial Subscriptions	42
Audio-visual items	5,154
Registered patrons	71,049
Recreation Buildings	4
Parks	13
Soccer fields (lighted)	6
Baseball fields (lighted)	8
Softball fields (lighted)	3

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
Arco AM/PM	Service Stations
Bed Bath & Beyond	Home Furnishings
Chevron	Service Stations
Circle K	Service Stations
Dick's Sporting Goods	Sporting Goods/Bike Stores
Euclid Arco	Service Stations
Ford of Upland	New Motor Vehicle Dealers
Holliday Rock	Contractors
Home Depot	Lumber/Building Materials
Kohls	Department Stores
Lowe's	Lumber/Building Materials
Marshalls	Family Apparel
Mountain View Chevrolet	New Motor Vehicle Dealers
Nordstrom Rack	Department Stores
RV Spa	Trailers/RVs
Sign Development	Business Services
Stater Bros	Grocery Stores
Stellar Industrial Supply	Light Industrial/Printers
Target	Discount Dept Stores
TJ Maxx	Family Apparel
Toys R Us	Specialty Stores
USA Gasoline	Service Stations
Verizon Wireless	Electronics/Appliance Stores
Vons Gasoline Sales	Service Stations
Walmart	Discount Dept Stores

City of Upland
Principal Property Taxpayers

For the Fiscal Year Ending June 30, 2017

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Colonies-Pacific LLC	\$ 142,817,726	1	1.69%
College Park Apartment Homes LP	58,134,949	2	0.69%
Bravepark Property LLC	45,696,099	3	0.54%
MG Stoneridge Village Grove LLC	43,492,458	4	0.52%
WNG Mountain Springs GP	42,659,888	5	0.51%
Rancho Monte Vista Apartment Homes	42,235,041	6	0.50%
CT Retail Properties Finance II LLC	40,542,445	7	0.48%
Dee Matreyek Kurth Non Exempt Trust	34,323,239	8	0.41%
NU-168 Apartments LLC	33,108,839	9	0.39%
Bre Paragon MF Alvista Portofino	33,101,070	10	0.39%
Totals	<u>\$ 516,111,754</u>		<u>6.12%</u>

Source: HdL Coren & Cone



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2018-2019 SUMMARY OF CHANGES IN FUND BALANCE

Fund No.		Estimated Fund Balance (Unreserved) 7/1/18	2018-2019 Estimated Revenue	Transfers In	Available Sources	2018-2019 Operating Expenditures	Transfers Out	Total Uses	Change in Fund Balance	Fund Balance 6/30/19
101	General Fund - Estimated Unreserved	\$ 8,476,430	\$ 41,180,920	\$ -	\$ 41,180,920	\$ 40,924,710	\$ -	\$ 40,924,710	\$ 256,210	\$ 8,732,640
	Total General Fund	\$ 8,476,430	\$ 41,180,920	\$ -	\$ 41,180,920	\$ 40,924,710	\$ -	\$ 40,924,710	\$ 256,210	\$ 8,732,640
201	Housing	\$ 403,090	\$ 3,725,000	\$ -	\$ 3,725,000	\$ 3,802,880	\$ -	\$ 3,802,880	\$ (77,880)	\$ 325,210
203	Public Safety Augmentation	-	810,050	-	810,050	810,050	-	810,050	-	-
204	Gas Tax	5,534,200	3,233,140	-	3,233,140	8,767,340	-	8,767,340	(5,534,200)	-
205	Measure I	4,004,640	1,293,570	-	1,293,570	4,052,800	-	4,052,800	(2,759,230)	1,245,410
208	HOME Investment Partnership Program	621,330	115,100	-	115,100	210,000	-	210,000	(94,900)	526,430
209	Community Development Block Grant	57,510	712,760	-	712,760	712,760	-	712,760	-	57,510
210	Parking Business Improvement Area	160,000	43,600	-	43,600	203,600	-	203,600	(160,000)	-
211	Air Quality Management District	42,040	99,460	-	99,460	111,160	-	111,160	(11,700)	30,340
215	Prop 30	220,140	-	-	-	140,000	-	140,000	(140,000)	80,140
216	COPS	585,330	119,680	-	119,680	579,910	-	579,910	(460,230)	125,100
217	Other Grants	7,310	-	-	-	-	-	-	-	7,310
219	Local Law Enforcement Block Grant	39,630	-	-	-	-	-	-	-	39,630
220	Asset Forfeiture - Federal DOJ	372,760	-	-	-	-	-	-	-	372,760
222	CalHOME	853,420	56,050	-	56,050	270,000	-	270,000	(213,950)	639,470
223	Asset Forfeiture - Federal/Treasury	6,910	-	-	-	-	-	-	-	6,910
224	Asset Forfeiture - State	107,990	-	-	-	750	-	750	(750)	107,240
	Total Special Revenue Funds	\$ 13,016,300	\$ 10,208,410	\$ -	\$ 10,208,410	\$ 19,661,250	\$ -	\$ 19,661,250	\$ (9,452,840)	\$ 3,563,460
420	General Capital Improvements	\$ 1,023,450	\$ 245,790	\$ -	\$ 245,790	\$ 1,122,510	\$ -	\$ 1,122,510	\$ (876,720)	\$ 146,730
421	Park Acquisition & Development	4,861,670	410,000	-	410,000	118,400	-	118,400	291,600	5,153,270
422	Storm Drain Development	2,518,690	517,190	-	517,190	471,520	-	471,520	45,670	2,564,360
423	Street & Traffic Facility Development	1,272,610	347,310	-	347,310	1,479,570	-	1,479,570	(1,132,260)	140,350
425	General Capital Projects	280,390	-	-	-	-	-	-	-	280,390
426	Street & Alley Repairs	783,550	208,000	-	208,000	779,070	-	779,070	(571,070)	212,480
	Total Capital Project Funds	\$ 10,740,360	\$ 1,728,290	\$ -	\$ 1,728,290	\$ 3,971,070	\$ -	\$ 3,971,070	\$ (2,242,780)	\$ 8,497,580
640	Water Utility	\$ 12,878,300	\$ 24,259,850	\$ -	\$ 24,259,850	\$ 36,577,960	\$ -	\$ 36,577,960	\$ (12,318,110)	\$ 560,190
641	Solid Waste Utility	533,810	11,753,900	-	11,753,900	11,501,030	265,000	11,766,030	(12,130)	521,680
645	Environmental Enterprise	10,282,040	9,755,620	265,000	10,020,620	11,245,500	-	11,245,500	(1,224,880)	9,057,160
	Total Enterprise Funds	\$ 23,694,150	\$ 45,769,370	\$ 265,000	\$ 46,034,370	\$ 59,324,490	\$ 265,000	\$ 59,589,489	\$ (13,555,120)	\$ 10,139,030
750	Fire Annexation Worker's Comp	\$ 525,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,650
751	Self-Funded Liability Insurance	(10,587,350)	4,096,690	-	4,096,690	4,096,690	-	4,096,690	-	(10,587,350)
752	Fleet Maintenance & Replacement	923,790	1,392,000	-	1,392,000	1,314,100	-	1,314,100	77,900	1,001,690
753	Information Systems	1,399,430	1,565,130	-	1,565,130	1,565,130	-	1,565,130	-	1,399,430
754	Building Maintenance & Operations	990,880	1,098,830	-	1,098,830	1,098,830	-	1,098,830	-	990,880
	Total Internal Service Fund	\$ (6,747,600)	\$ 8,152,650	\$ -	\$ 8,152,650	\$ 8,074,750	\$ -	\$ 8,074,750	\$ 77,900	\$ (7,195,350)
805	Successor Agency Housing	\$ (20,058,630)	\$ 3,395,940	\$ -	\$ 3,395,940	\$ 3,356,270	\$ -	\$ 3,356,270	\$ 39,670	\$ (20,018,960)
	Total Private Purpose Trust Fund	\$ (20,058,630)	\$ 3,395,940	\$ -	\$ 3,395,940	\$ 3,356,270	\$ -	\$ 3,356,270	\$ 39,670	\$ (20,018,960)
Grand Total		\$ 29,121,010	\$ 110,435,580	\$ 265,000	\$ 110,700,580	\$ 135,312,540	\$ 265,000	\$ 135,577,540	\$ (24,876,960)	\$ 3,718,400

2018-2019 SCHEDULE OF REVENUES BY FUND & CATEGORY

Fund No.		2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
101	General Fund	\$ 46,906,910	\$ 47,675,930	\$ 38,618,770	\$ 39,044,920	\$ 41,180,920
	Total General Fund	\$ 46,906,910	\$ 47,675,930	\$ 38,618,770	\$ 39,044,920	\$ 41,180,920
201	Housing	\$ 3,480,800	\$ 3,728,500	\$ 3,548,910	\$ 18,413,910	\$ 3,725,000
203	Public Safety Augmentation Fund	829,930	866,290	781,000	781,000	810,050
204	Gas Tax	1,618,450	1,500,160	2,144,720	2,144,730	3,233,140
205	Measure I	1,230,770	1,302,240	1,321,070	1,321,070	1,293,570
208	HOME Investment Partnership Program	185,200	119,560	102,000	102,000	115,100
209	Community Development Block Grant	200,130	877,920	636,770	682,130	712,760
210	Parking Business Improvement Area	43,780	62,150	43,850	43,850	43,600
211	Air Quality Management District	96,810	97,540	92,680	92,680	99,460
214	Homeland Security Grants-PD	20,370	-	17,030	64,930	-
215	Prop 30	55,880	990	75,500	75,500	-
216	COPS	18,910	4,000	120,700	436,660	119,680
217	Other Grants	5,490	53,980	-	45,990	-
218	Office of Traffic Safety	67,870	131,960	215,730	283,080	-
219	Local Law Enforcement Block Grant	3,570	20,600	-	18,440	-
220	Asset Forfeiture	12,150	41,780	122,000	91,400	-
221	Homeland Security Grants-Fire	700	16,880	-	-	-
222	CalHOME	14,710	183,080	767,100	767,100	56,050
223	Asset Forfeiture - Federal Treasury	-	-	-	10,100	-
224	Asset Forfeiture - State	-	-	-	20,500	-
	Total Special Revenue Funds	\$ 7,885,520	\$ 9,007,630	\$ 9,989,060	\$ 25,395,070	\$ 10,208,410
301	Public Financing Authority	\$ 140	\$ 80	\$ -	\$ -	\$ -
	Total Debt Service Fund	\$ 140	\$ 80	\$ -	\$ -	\$ -
420	General Capital Improvements	\$ 241,950	\$ 509,610	\$ 124,000	\$ 124,000	\$ 245,790
421	Park Acquisition & Development	1,068,920	1,485,770	472,500	472,500	410,000
422	Storm Drain Development	346,510	782,000	271,930	271,930	517,190
423	Street & Traffic Facility Development	392,340	748,150	140,500	140,500	347,310
426	Street & Alley Repairs	201,570	203,430	204,480	204,480	208,000
	Total Capital Project Funds	\$ 2,251,290	\$ 3,728,960	\$ 1,213,410	\$ 1,213,410	\$ 1,728,290
640	Water Utility	\$ 18,660,260	\$ 21,380,360	\$ 20,150,000	\$ 21,350,000	\$ 24,259,850
641	Solid Waste Utility	10,579,480	11,184,110	10,750,860	10,793,780	11,753,900
645	Solid Waste Utility	8,140,470	9,797,310	9,140,400	9,140,400	9,755,620
	Total Enterprise Funds	\$ 37,380,210	\$ 42,361,780	\$ 40,041,260	\$ 41,284,180	\$ 45,769,370
751	Self-Funded Insurance	3,762,870	4,970,390	4,020,830	4,020,830	4,096,690
752	Fleet Maintenance & Replacement	777,100	779,500	1,270,920	1,270,920	1,392,000
753	Information Systems	1,408,990	1,741,330	1,658,810	1,658,810	1,565,130
754	Building Maintenance & Operations	731,070	1,101,050	1,094,740	1,149,840	1,098,830
	Total Internal Service Funds	\$ 6,680,030	\$ 8,592,270	\$ 8,045,300	\$ 8,100,400	\$ 8,152,650
805	Successor Agency	\$ 3,619,990	\$ 4,021,730	\$ 3,935,430	\$ 3,935,430	\$ 3,395,940
	Total Private Purpose Trust Fund	\$ 3,619,990	\$ 4,021,730	\$ 3,935,430	\$ 3,935,430	\$ 3,395,940
	Grand Total	\$ 104,724,090	\$ 115,388,380	\$ 101,843,230	\$ 118,973,410	\$ 110,435,580

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
General Fund					
4001 Current Secured Tax	\$ 11,088,170	\$ 11,791,930	\$ 5,955,820	\$ 5,955,820	\$ 6,341,630
4001 Property Tax (In-Lieu)	6,688,750	6,982,520	7,280,670	7,280,670	7,690,460
4002 Current Unsecured Tax	441,160	465,580	449,980	449,980	223,200
4003 Aircraft Taxes	50,640	59,800	37,060	37,060	37,060
4004 Prior Year Collections	582,090	554,420	669,240	669,240	583,170
4005 Current Supplemental	107,400	129,060	109,920	109,920	57,600
4006 Homeowner Property Tax Relief	131,940	141,420	134,580	134,580	130,000
4009 Weed Abatement Assessment	41,490	37,500	50,390	50,390	51,070
4010 SB2557 Property Tax Admin Fee	(141,430)	-	(173,500)	-	-
4011 RPTTF-Residual	1,454,390	1,519,490	1,341,800	1,341,800	1,507,090
Revenue from Property Tax	\$ 20,444,600	\$ 21,681,720	\$ 15,855,960	\$ 16,029,460	\$ 16,621,280
4101 Sales and Use Tax	\$ 11,310,710	\$ 13,293,300	\$ 13,919,500	\$ 13,919,500	\$ 13,975,790
4101 Sales and Use Tax (In-Lieu)	2,599,200	-	-	-	-
4102 Business License Tax	873,570	1,058,720	873,500	873,500	950,000
4103 Rock Extraction Tax	257,770	228,500	242,050	242,050	240,000
4104 Transient Occupancy Tax	159,860	167,670	155,530	155,530	155,530
4105 Real Property Transfer Tax	410,960	345,250	345,000	345,000	345,000
4110 Disability Access Fee	3,630	3,990	5,000	5,000	5,000
4121 Franchise Tax	1,264,970	1,184,260	1,230,000	1,230,000	1,230,000
Revenue from Other Taxes	\$ 16,880,670	\$ 16,281,690	\$ 16,770,580	\$ 16,770,580	\$ 16,901,320
4201 Building Permits	\$ 525,150	\$ 575,170	\$ 570,300	\$ 570,300	\$ 613,450
4202 Plumbing Permits	163,790	189,120	24,700	24,700	221,850
4203 Electrical Permits	118,340	151,970	17,160	17,160	166,770
4204 Heating & Cooling Permits	69,750	96,630	30,080	30,080	90,300
4205 Public Works Construction Permits	54,490	74,150	50,000	50,000	100,000
4206 Grading Permits	2,170	3,300	2,420	2,420	4,440
4207 Wall Permits	20,010	18,790	14,000	14,000	23,700
4208 Roofing Permits	106,990	83,660	41,640	41,640	123,030
4210 Sanitary Sewer Permits - City	1,560	1,050	-	-	-
4215 Other Permits	4,270	10,760	7,700	7,700	11,390
4216 Bicycle Licenses	30	30	50	50	20
4217 Animal Licenses	175,300	151,220	130,020	130,020	124,110
4218 Developer Agreement Fees	-	500,000	-	-	-
4222 Yard Sale Permits	5,590	4,910	4,300	4,300	4,300
4223 Alarm Permits	20	90	-	-	-
4224 Gun Licenses	160	940	-	-	100
Revenue from Licenses & Permits	\$ 1,247,620	\$ 1,861,790	\$ 892,370	\$ 892,370	\$ 1,483,460
4401 Trailer Coach in Lieu Tax	\$ 190,960	\$ 118,390	\$ 180,000	\$ 180,000	\$ 55,650
4402 State Mandated Costs	207,770	70,980	55,000	55,000	-
4403 Motor Vehicle in Lieu Tax	30,580	33,950	30,000	30,000	30,000
4421 Police Officer Standard Training	2,100	1,780	-	-	2,140
4482 State Literacy Program	29,430	27,070	27,070	27,070	27,070
Revenue from Other Governments	\$ 460,840	\$ 252,170	\$ 292,070	\$ 292,070	\$ 114,860
4601 Finance Department Fees	\$ 32,010	\$ 25,310	\$ 20,000	\$ 20,000	\$ 20,000
4602 City Clerk Fees	2,290	2,720	2,000	2,000	2,000
4603 Damage to City Property	11,110	15,530	-	-	-
4604 CFD Admin Fees	-	11,900	-	11,900	20,000
4611 Planning - Department Fees	182,550	143,790	120,000	122,500	131,400
4612 Planning - Map and Check Fees	4,840	-	-	-	-
4613 Planning - Deposit Fees	114,280	299,500	250,000	250,000	369,980
4614 Building - Plan Check Fees	134,970	193,300	307,100	307,100	216,490
4615 Building - Department Fees	250	190	1,200	1,200	360
4616 Building - Special Inspection Fees	-	110	4,400	4,400	220
4617 Economic Development Fees	-	-	-	20,000	-
4622 Police - Department Fees	118,170	125,760	107,000	107,000	160,000
4623 Police - Special Service Fees	19,090	33,000	30,330	30,330	30,000
4624 Animal Services - Animal Impounds	29,540	17,620	17,050	17,050	23,000
4625 Animal Services - Animal Adoptions	37,280	(50)	-	-	-
4626 Police - 30 Day Vehicle Impound Fee	317,640	264,650	280,000	280,000	270,000
4627 Police - School Resources Officer	53,850	-	52,980	52,980	70,570
4628 Police - Emergency Response	3,350	280	280	280	-
4629 Animal Services - Spay/Neuter Fees	87,510	33,810	-	-	-

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
4630 Animal Services - Animal Control Fees	9,810	1,300	1,320	1,320	1,570
4631 Animal Service- Store Sales	1,140	-	-	-	-
4635 Fire - Department Fees	242,220	313,790	8,000	8,000	-
4638 Fire - Emergency Response	9,010	2,940	-	-	-
4640 Fire - Permit Fees	58,560	63,410	4,000	4,000	-
4641 Fire - Air Ambulance	1,492,190	1,526,500	119,800	119,800	-
4642 Fire Merger Reimbursement	187,110	(2,950)	-	-	-
4645 Public Works - Department Fees	86,380	198,030	70,000	70,000	60,000
4646 Public Works - Engr Map & Plan Check Fees	159,960	416,250	80,000	80,000	200,000
4655 Recreation - Recreation Program Fees	13,070	25,230	26,000	26,000	26,000
4656 Recreation - Youth Sports	86,740	75,960	79,500	79,500	105,050
4657 Recreation - User Fees	264,310	265,090	300,000	300,000	250,000
4658 Recreation - Special Events	38,290	71,470	46,250	46,250	37,000
4659 Senior Center Program Fees	9,220	8,750	6,000	6,000	8,000
4660 Youth Partnership Program	26,970	31,790	40,000	40,000	40,000
4661 ACCESS Program	511,550	-	-	-	-
4665 Library - Photocopy Revenue	8,640	7,720	7,000	7,000	7,000
4666 Library - Audio/Visual Fees	-	-	-	-	-
4667 Landecena - Program Fees	1,640	4,920	4,000	4,000	10,000
4679 Library - Passport Services	25,990	26,600	20,000	20,000	28,000
4680 User Dept- OPEB	81,930	86,660	80,200	80,200	119,290
Revenue from Charges for Service	\$ 4,463,460	\$ 4,290,880	\$ 2,084,410	\$ 2,118,810	\$ 2,205,930
4701 Non-Vehicle Code Fines	\$ 12,630	\$ 540	\$ 1,000	\$ 1,000	\$ -
4702 Vehicle Code Fines	137,890	222,340	196,370	196,370	114,300
4703 Red Light Code Fines	64,140	5,210	12,250	12,250	-
4704 Muni-Code- Code Enforcement Fines	54,960	37,200	39,600	39,600	39,600
4705 Muni Code- Animal Fines	21,320	15,150	13,390	13,390	11,000
4706 Muni Code- Parking Citation Fines	67,070	62,300	42,570	42,570	31,050
4707 Muni Code- Business License Fines	85,550	121,390	75,000	75,000	85,000
4708 Muni Code- False Alarm Fines	121,960	123,810	96,630	96,630	121,000
4709 Muni Code- Library Fines	28,900	31,710	32,000	32,000	28,000
Revenue from Fines & Forfeitures	\$ 594,420	\$ 619,650	\$ 508,810	\$ 508,810	\$ 429,950
4801 Interest Earnings	\$ 89,420	\$ 92,220	\$ 106,630	\$ 106,630	\$ 125,000
4802 Lease of City Property	424,360	443,880	491,010	695,430	756,170
4803 Rents - Recreation	42,550	47,000	32,000	32,000	32,000
4804 Rents - Park Sites	49,600	49,730	40,000	40,000	40,000
4807 Rents - Library	3,530	4,510	6,000	6,000	4,500
4814 City Stop Sales	-	210	-	-	-
4871 Accretion/Amortization Income	-	690	-	-	-
4872 Net Income/December Fair Market Value	-	(169,800)	-	-	-
4899 Energy Efficiency Cost Reduction	-	-	-	-	432,810
4901 Sale of Assets	1,600	-	-	-	-
Revenue from Use of Money & Property	\$ 611,060	\$ 468,440	\$ 675,640	\$ 880,060	\$ 1,390,480
4902 Lease Proceeds	\$ 273,210	\$ -	\$ -	\$ -	\$ -
4904 Donations - General	33,490	29,290	-	25,710	-
4905 Donation - Police	-	21,250	-	-	-
4908 Miscellaneous Reimbursements	360,000	97,570	25,000	25,000	275,000
4909 Other Revenue	22,830	258,100	-	-	20,000
4910 Water - Administrative Service Fee	946,400	996,180	938,990	938,990	1,130,510
4911 Solid Waste - Administrative Service Fee	338,480	356,040	345,000	345,000	376,130
4912 Sewer - Administrative Service Fee	200,410	230,460	217,060	217,070	231,490
4913 Cash- Over/ Short	10	30	-	-	-
4915 Donations - Animal	16,190	8,010	810	810	310
4916 Misc. Reimbursements - Animal Services	3,220	160	170	180	200
4917 Litigation Reimbursement	10,000	151,100	-	-	-
4918 CFD - Administrative Fee	-	71,400	11,900	-	-
Other Revenue	\$ 2,204,240	\$ 2,219,590	\$ 1,538,930	\$ 1,552,760	\$ 2,033,640
Total General Fund	\$ 46,906,910	\$ 47,675,930	\$ 38,618,770	\$ 39,044,920	\$ 41,180,920

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
Housing Fund					
4801 Interest Income	\$ 18,230	\$ 27,900	\$ 18,000	\$ 18,000	\$ 15,000
4805 Rents - Apartments	3,436,550	3,585,710	3,505,910	3,505,910	3,600,000
4908 Miscellaneous Reimbursements	1,890	-	-	-	-
4900 Note Proceeds	-	-	-	14,865,000	-
4909 Other Revenue	24,130	114,890	25,000	25,000	110,000
Total Housing Fund	\$ 3,480,800	\$ 3,728,500	\$ 3,548,910	\$ 18,413,910	\$ 3,725,000
Public Safety Augmentation Fund					
4106 Sales Tax- Prop 172	\$ 829,900	\$ 866,170	\$ 780,970	\$ 780,970	\$ 810,000
4801 Interest Income	30	120	30	30	50
Total Public Safety Augmentation Fund	\$ 829,930	\$ 866,290	\$ 781,000	\$ 781,000	\$ 810,050
Gas Tax Fund					
4450 Gas Tax Apportionment 2107.5	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
4451 Gas Tax Apportionment 2106	262,450	266,490	270,800	270,800	266,220
4452 Gas Tax Apportionment 2107	518,820	563,450	568,960	568,960	548,520
4453 Gas Tax Apportionment 2105	424,830	427,080	440,410	440,420	442,100
4456 Gas Tax Apportionment 2103	346,870	191,410	303,380	303,380	588,720
4457 Gas Tax Apportionment 2030	-	-	436,970	436,970	1,275,180
4458 Gas Tax Apportionment - Loan Repayment	-	-	86,700	86,700	87,300
4801 Interest Income	30,010	43,970	30,000	30,000	17,600
4908 Miscellaneous Reimbursements	27,790	-	-	-	-
4909 Other Revenue	180	260	-	-	-
Total Gas Tax Fund	\$ 1,618,450	\$ 1,500,160	\$ 2,144,720	\$ 2,144,730	\$ 3,233,140
Measure I Fund					
4501 Measure I Apportionment	\$ 1,219,640	\$ 1,285,700	\$ 1,309,940	\$ 1,309,940	\$ 1,282,870
4801 Interest Income	11,130	16,540	11,130	11,130	10,700
Total Measure I Fund	\$ 1,230,770	\$ 1,302,240	\$ 1,321,070	\$ 1,321,070	\$ 1,293,570
HOME Investment Partnership Program Fund					
4801 Interest Income	\$ 3,580	\$ 5,200	\$ 2,000	\$ 2,000	\$ 100
4921 Program Income- Admin 10%	10,410	11,440	10,000	10,000	-
4923 Program Income Revenue- HIP	99,300	59,850	65,000	65,000	90,000
4924 Program Income Revenue- FTHB	61,870	43,070	25,000	25,000	25,000
4925 Program Income Revenue - Rental Rehab	10,040	-	-	-	-
Total HOME Fund	\$ 185,200	\$ 119,560	\$ 102,000	\$ 102,000	\$ 115,100
Community Development Block Grant Fund					
4310 CDBG Apportionment	\$ 200,090	\$ 877,030	\$ 636,770	\$ 682,130	\$ 712,760
4801 Interest Income	-	850	-	-	-
4909 Other Revenue	40	40	-	-	-
Total Community Development Block Grant Fund	\$ 200,130	\$ 877,920	\$ 636,770	\$ 682,130	\$ 712,760
Parking Business Improvement Area Fund					
4108 Park & Bus Imp Tax- Zone A	\$ 36,640	\$ 51,380	\$ 36,500	\$ 36,500	\$ 36,500
4109 Park & Bus Imp Tax- Zone B	6,700	9,840	7,000	7,000	7,000
4801 Interest Earnings	440	930	350	350	100
Total Parking Business Improvement Area Fund	\$ 43,780	\$ 62,150	\$ 43,850	\$ 43,850	\$ 43,600
Air Quality Management District (AQMD) Fund					
4502 Motor Vehicle AB2766 Fees	\$ 96,430	\$ 96,760	\$ 92,400	\$ 92,400	\$ 99,180
4801 Interest Income	380	780	280	280	280
Total Air Quality Management District Fund	\$ 96,810	\$ 97,540	\$ 92,680	\$ 92,680	\$ 99,460
Homeland Security Grants Fund - PD					
4341 Homeland Security Grant- 2014	\$ 20,370	-	-	-	-
4342 Homeland Security Grant- 2015	-	-	17,030	64,930	-
Total Homeland Security Grants Fund - PD	\$ 20,370	\$ -	\$ 17,030	\$ 64,930	\$ -
Proposition 30 Fund					
4420 Proposition 30 Allocation	\$ 55,210	-	\$ 75,000	\$ 75,000	-
4801 Interest Income	670	990	500	500	-
Total Proposition 30 Fund	\$ 55,880	\$ 990	\$ 75,500	\$ 75,500	\$ -

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
COPS Fund					
4423 COPS	\$ 17,350	\$ -	\$ 120,000	\$ 435,960	\$ 117,480
4801 Interest Income	1,560	2,720	700	700	2,200
4918 Prior Year Revenue	-	1,280	-	-	-
Total COPS Fund	\$ 18,910	\$ 4,000	\$ 120,700	\$ 436,660	\$ 119,680
Other Grants Fund					
4326 Spark of Love Grant	\$ 1,490	\$ 3,230	\$ -	\$ 3,870	\$ -
4483 Library Literacy - Donations	-	-	-	5,500	-
4509 JPL NASA Grant	3,860	21,920	-	-	-
4510 Department of Forestry/ Fire Grant	-	-	-	200	-
4801 Interest Income	140	130	-	-	-
4908 Miscellaneous Reimbursements	-	26,120	-	35,000	-
4909 Other Revenue	-	2,580	-	1,420	-
Total Other Grants Fund	\$ 5,490	\$ 53,980	\$ -	\$ 45,990	\$ -
Office of Traffic Safety Fund					
4419 OTS- Alcohol Beverage Control	\$ -	\$ 24,620	\$ 37,930	\$ 37,930	\$ -
4426 OTS- Other Grants	65,210	-	-	-	-
4432 OTS- Sobriety Checkpoint Grants	2,660	107,280	177,800	245,150	-
4801 Interest Income	-	60	-	-	-
Total Office of Traffic Safety Fund	\$ 67,870	\$ 131,960	\$ 215,730	\$ 283,080	\$ -
Local Law Enforcement Block Grants Fund					
4434 JAG Grants	\$ 3,310	\$ 20,210	\$ -	\$ 18,440	\$ -
4801 Interest Income	260	390	-	-	-
Total Local Law Enforcement Block Grants Fund	\$ 3,570	\$ 20,600	\$ -	\$ 18,440	\$ -
Asset Forfeiture Fund					
4321 H&S Police Forfeiture	\$ 9,680	\$ 140	\$ -	\$ -	\$ -
4422 Asset Forfeiture- State	100	3,320	20,000	-	-
4435 Asset Forfeiture- Federal	-	34,290	100,000	90,000	-
4801 Interest Income	2,370	4,030	2,000	1,400	-
Total Asset Forfeiture Fund	\$ 12,150	\$ 41,780	\$ 122,000	\$ 91,400	\$ -
Homeland Security Grants Fund - Fire					
4425 St Homeland Security Grant Program	\$ 700	\$ -	\$ -	\$ -	\$ -
4511 Homeland Security Grant- 2015	-	16,880	-	-	-
Total Homeland Security Grants Fund - Fire	\$ 700	\$ 16,880	\$ -	\$ -	\$ -
CalHOME Investment Partnership Program Fund					
4314 CAL HOME- State Proj.	\$ -	\$ 60,000	\$ 760,600	\$ 760,600	\$ -
4315 CAL-HOME-Program Income	-	6,230	-	-	56,000
4801 Interest Income	510	1,730	500	500	50
4909 Other Revenue	-	-	-	-	-
4923 Program Income - HIP	8,200	59,850	-	-	-
4924 Program Income - FTHB	6,000	55,270	6,000	6,000	-
Total CalHOME Fund	\$ 14,710	\$ 183,080	\$ 767,100	\$ 767,100	\$ 56,050
Asset Forfeiture - Federal Treasury					
4435 Asset Foreiture	\$ -	\$ -	\$ -	\$ 10,000	\$ -
4801 Interest Income	-	-	-	100	-
Total Asset Forfeiture-Federal Treasury	\$ -	\$ -	\$ -	\$ 10,100	\$ -
Asset Forfeiture - State					
4422 Asset Forfeiture - State	\$ -	\$ -	\$ -	\$ 20,000	\$ -
4801 Interest Income	-	-	-	500	-
Total Asset Forfeiture - State	\$ -	\$ -	\$ -	\$ 20,500	\$ -
Public Financing Authority Fund					
4801 Interest Income	\$ 140	\$ 80	\$ -	\$ -	\$ -
Total Public Financing Authority Fund	\$ 140	\$ 80	\$ -	\$ -	\$ -

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
General Capital Improvements Fund					
4219 General Capital Impact Fee	\$ 98,540	\$ 189,860	\$ 48,000	\$ 48,000	\$ 95,500
4220 Fire Capital Impact Fee	50,760	109,060	29,000	29,000	59,300
4221 Police Capital Impact Fee	89,430	172,420	44,000	44,000	86,760
4801 Interest Income	3,190	5,270	3,000	3,000	4,230
4908 Miscellaneous Reimbursements	-	33,000	-	-	-
4909 Other Revenue	30	-	-	-	-
Total General Capital Improvements Fund	\$ 241,950	\$ 509,610	\$ 124,000	\$ 124,000	\$ 245,790
Park Acquisition & Development Fund					
4107 Construction Tax	\$ 1,055,130	\$ 1,459,040	\$ 460,000	\$ 460,000	\$ 400,000
4801 Interest Income	13,790	26,730	12,500	12,500	10,000
Total Park Acquisition & Development Fund	\$ 1,068,920	\$ 1,485,770	\$ 472,500	\$ 472,500	\$ 410,000
Storm Drain Development Fund					
4211 Storm Drain Permits	\$ 281,240	\$ 708,150	\$ 194,000	\$ 194,000	\$ 448,400
4801 Interest Income	7,940	12,940	5,000	5,000	11,250
4902 Lease Proceeds	57,330	60,910	72,930	72,930	57,540
Total Storm Drain Development Fund	\$ 346,510	\$ 782,000	\$ 271,930	\$ 271,930	\$ 517,190
Street & Traffic Facility Development Fund					
4212 Street & Traffic Facility Permits	\$ 144,610	\$ 586,510	\$ 136,000	\$ 136,000	\$ 335,300
4218 Developer Agreement Fees	-	150,000	-	-	-
4801 Interest Income	4,680	11,640	4,500	4,500	5,130
4908 Miscellaneous Reimbursements	243,050	-	-	-	6,880
Total Street & Traffic Facility Development Fund	\$ 392,340	\$ 748,150	\$ 140,500	\$ 140,500	\$ 347,310
Street & Alley Repairs Fund					
4225 Street & Alley- Burrtec	\$ 201,570	\$ 203,430	\$ 204,480	\$ 204,480	\$ 208,000
Total Street & Alley Repairs Fund	\$ 201,570	\$ 203,430	\$ 204,480	\$ 204,480	\$ 208,000
Water Utility Fund					
4214 Water Construction Permits	\$ 354,900	\$ 553,620	\$ 190,000	\$ 190,000	\$ 300,000
4603 Damage to City Property	-	21,230	-	-	-
4681 Water Sales- Metered	17,013,320	19,764,680	18,750,000	18,750,000	23,160,000
4682 Water Sales- Flat Rate	56,630	67,140	65,000	65,000	65,000
4688 Water Sales- Recycled	229,880	249,480	500,000	500,000	374,850
4690 Water Connection Fee	72,660	30,020	5,000	5,000	5,000
4691 Water Meter Installation	79,840	109,090	75,000	75,000	60,000
4692 Lease of Stored Water	-	348,790	-	1,200,000	-
4710 Municipal Code- Late Charges	269,950	259,180	240,000	240,000	-
4801 Interest Income	58,850	80,600	60,000	60,000	55,000
4901 Sale of Assets	130	-	-	-	-
4908 Miscellaneous Reimbursements	787,830	218,680	205,000	205,000	240,000
4909 Other Revenue	(263,730)	(322,150)	60,000	60,000	-
Total Water Utility Fund	\$ 18,660,260	\$ 21,380,360	\$ 20,150,000	\$ 21,350,000	\$ 24,259,850
Solid Waste Utility Fund					
4351 Beverage Recycling Grant	\$ 7,400	\$ 19,990	\$ -	\$ 38,540	\$ -
4352 Used Oil Block Grant	8,120	43,220	-	4,380	-
4685 Solid Waste- Residential	4,298,860	4,399,350	4,580,000	4,580,000	4,630,000
4686 Solid Waste- Non-Residential	6,094,740	6,551,520	6,000,000	6,000,000	6,960,000
4689 HHW Transfer In	151,170	152,570	153,360	153,360	156,300
4801 Interest Income	17,290	17,460	17,500	17,500	7,600
4901 Sale of Assets	1,900	-	-	-	-
Total Solid Waste Utility Fund	\$ 10,579,480	\$ 11,184,110	\$ 10,750,860	\$ 10,793,780	\$ 11,753,900
Sewer Utility Fund					
4210 Sanitary Sewer Permits- City	\$ 163,890	\$ 266,260	\$ 42,000	\$ 42,000	\$ 140,800
4213 Wastewater Permits	65,600	62,930	58,000	58,000	58,000
4683 Sewer Collection Charges	2,839,400	3,237,540	3,165,000	3,165,000	3,213,120
4684 Sewer Treatment- IEUA	4,893,320	5,664,990	5,761,900	5,761,900	6,232,200
4687 Sewer Connection Fees	52,490	2,220	-	-	12,000
4694 Sewer- Pass-Thru- Montclair	520	450	500	500	500
4695 Sewer- Pass-Thru- Ontario	40,170	41,420	35,000	35,000	35,000

2018-2019 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
4696 Sewer- Pass-Thru- LA County	12,840	16,710	13,000	13,000	13,000
4801 Interest Income	72,060	91,640	65,000	65,000	50,000
4909 Other Revenue	180	610	-	-	1,000
4918 Prior Year Revenue	-	412,540	-	-	-
Total Sewer Utility Fund	\$ 8,140,470	\$ 9,797,310	\$ 9,140,400	\$ 9,140,400	\$ 9,755,620
Self-Funded Insurance Fund					
4671 User Departments- Workers Compensation	\$ 1,200,000	\$ 1,442,080	\$ 1,457,310	\$ 1,457,310	\$ 1,456,050
4672 User Departments- Unemployment	-	86,170	123,280	123,280	121,240
4673 User Departments- Long-Term Disability	-	119,440	124,140	124,140	121,360
4674 User Departments- Liability	2,550,000	2,072,290	2,179,870	2,179,870	2,260,450
4675 User Departments- Loss Prevention	-	113,650	136,230	136,230	137,590
4801 Interest Income	80	80	-	-	-
4908 Miscellaneous Reimbursements	12,790	1,136,600	-	-	-
4909 Other Revenue	-	80	-	-	-
Total Self-Funded Insurance Fund	\$ 3,762,870	\$ 4,970,390	\$ 4,020,830	\$ 4,020,830	\$ 4,096,690
Fleet Management Fund					
4662 Replacement Charges	\$ 185,150	\$ 134,940	\$ 553,200	\$ 553,200	\$ -
4676 User Departments- Vehicle Replacement	560,430	638,260	717,720	717,720	1,314,100
4801 Interest Income	530	2,120	-	-	-
4901 Sale of Assets	28,480	-	-	-	77,900
4904 General Donations/Owner Contr	-	3,980	-	-	-
4908 Miscellaneous Reimbursements	2,510	200	-	-	-
Total Fleet Management Fund	\$ 777,100	\$ 779,500	\$ 1,270,920	\$ 1,270,920	\$ 1,392,000
Information Systems Fund					
4125 PEG Fees	\$ 142,060	\$ 138,790	\$ 120,000	\$ 120,000	\$ 130,000
4662 Replacement Charges	49,870	50,000	50,000	50,000	-
4669 User Departments- Information Systems	1,208,930	1,469,810	1,488,810	1,488,810	1,435,130
4801 Interest Income	4,240	6,230	-	-	-
4904 General Donations/Owner Contr	-	73,280	-	-	-
4908 Miscellaneous Reimbursements	3,890	100	-	-	-
4909 Other Revenue	-	3,120	-	-	-
Total Information Systems Fund	\$ 1,408,990	\$ 1,741,330	\$ 1,658,810	\$ 1,658,810	\$ 1,565,130
Building Maintenance & Operations Fund					
4670 User Departments- Building Maint & Operation	\$ 730,010	\$ 1,097,850	\$ 1,094,740	\$ 1,149,840	\$ 1,098,830
4801 Interest Income	930	3,200	-	-	-
4909 Other Revenue	130	-	-	-	-
Total Building Maintenance & Operations Fund	\$ 731,070	\$ 1,101,050	\$ 1,094,740	\$ 1,149,840	\$ 1,098,830
Successor Agency Fund					
4430 SA Administrative Allowance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 233,300
4431 SA RPTTF	3,314,160	3,714,680	3,635,790	3,635,790	3,137,640
4801 Interest Income	36,800	37,640	30,000	30,000	25,000
4802 Rents General	19,030	19,410	19,640	19,640	-
Total Successor Agency Fund	\$ 3,619,990	\$ 4,021,730	\$ 3,935,430	\$ 3,935,430	\$ 3,395,940
Grand Total	\$ 104,724,090	\$ 115,388,380	\$ 101,843,230	\$ 118,973,410	\$ 110,435,580

2018-2019 SCHEDULE OF EXPENDITURES BY FUND

		2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
General Fund	\$	42,325,490	\$ 45,484,650	\$ 38,158,560	\$ 39,609,300	\$ 40,924,710
Total General Fund	\$	42,325,490	\$ 45,484,650	\$ 38,158,560	\$ 39,609,300	\$ 40,924,710
Housing	\$	3,473,640	\$ 3,864,160	\$ 6,135,350	\$ 24,619,290	\$ 3,802,880
Public Safety Augmentation		829,920	866,290	781,000	781,000	810,050
Gas Tax		1,055,480	2,391,110	7,633,770	7,209,650	8,767,340
Measure I		427,640	1,420,490	2,012,180	1,998,980	4,052,800
HOME Investment Partnership Program		254,500	20,900	180,000	180,000	210,000
Community Development Block Grant		511,140	565,980	594,500	802,580	712,760
Parking Business Improvement Area		3,540	48,200	146,000	146,000	203,600
Air Quality Management District		20,610	17,970	111,130	179,130	111,160
Homeland Security Grants - PD		-	4,090	17,030	60,840	-
Prop 30		-	-	140,000	140,000	140,000
COPS		44,100	99,730	535,240	579,910	579,910
Other Grants		5,350	53,850	-	46,030	-
Office of Traffic Safety		72,790	118,500	215,730	283,080	-
Local Law Enforcement Block Grant		3,310	20,370	23,750	18,630	-
Asset Forfeiture		9,780	37,620	120,000	100,000	-
Homeland Security Grants - Fire		17,600	(20)	-	-	-
CalHOME		-	60,000	880,600	880,600	270,000
Asset Forfeiture State		-	-	-	20,000	750
Total Special Revenue Funds	\$	6,729,400	\$ 9,589,240	\$ 19,526,280	\$ 38,045,720	\$ 19,661,250
Public Financing Authority	\$	267,970	\$ 259,330	\$ -	\$ -	\$ -
Total Debt Service Fund	\$	267,970	\$ 259,330	\$ -	\$ -	\$ -
General Capital Improvements	\$	120	\$ 55,740	\$ 519,810	\$ 516,450	\$ 1,122,510
Park Acquisition & Development		230	197,380	250,550	215,990	118,400
Storm Drain Development		685,960	180	241,560	241,560	471,520
Street & Traffic Facility Development		68,230	170	1,937,370	1,942,110	1,479,570
General Capital Projects		-	169,610	800,000	838,060	-
Street & Alley Repairs		580	5,350	593,920	594,070	779,070
Total Capital Project Funds	\$	755,120	\$ 428,430	\$ 4,343,210	\$ 4,348,240	\$ 3,971,070
Water Utility	\$	14,877,770	\$ 17,608,540	\$ 29,560,770	\$ 29,936,900	\$ 36,577,960
Solid Waste Utility		9,793,400	10,287,130	10,751,780	10,820,310	11,501,030
Sewer Utility		6,753,020	7,720,490	11,406,950	11,521,550	11,245,500
Total Enterprise Funds	\$	31,424,190	\$ 35,616,160	\$ 51,719,500	\$ 52,278,760	\$ 59,324,490
Self-Funded Insurance	\$	3,798,490	\$ 5,767,480	\$ 4,020,830	\$ 4,020,830	\$ 4,096,690
Fleet Management		656,920	713,740	1,338,920	1,720,550	1,314,100
Information Systems		1,231,150	1,230,010	1,658,810	2,025,020	1,565,130
Building Maintenance & Operations		684,030	764,870	1,094,740	1,319,840	1,098,830
Total Internal Service Funds	\$	6,370,590	\$ 8,476,100	\$ 8,113,300	\$ 9,086,240	\$ 8,074,750
Successor Agency	\$	2,198,870	\$ 1,537,870	\$ 3,651,690	\$ 3,658,090	\$ 3,356,270
Total Private Purpose Trust Fund	\$	2,198,870	\$ 1,537,870	\$ 3,651,690	\$ 3,658,090	\$ 3,356,270
Grand Total	\$	90,071,630	\$ 101,391,780	\$ 125,512,540	\$ 147,026,350	\$ 135,312,540

Transfers not included in the Schedule of Expenditures by Fund.

2018-2019 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Maintenance & Operations	Capital Projects & Equipment	Total
General Fund	\$ 23,920,870	\$ 17,003,840	\$ -	\$ 40,924,710
Total General Fund	\$ 23,920,870	\$ 17,003,840	\$ -	\$ 40,924,710
Housing	\$ 1,034,120	\$ 2,758,760	\$ 10,000	\$ 3,802,880
Public Safety Augmentation	810,050	-	-	810,050
Gas Tax	-	4,000	8,763,340	8,767,340
Measure I	-	-	4,052,800	4,052,800
HOME Investment Partnership Program	-	210,000	-	210,000
Community Development Block Grant	63,230	552,490	97,040	712,760
Parking Business Improvement Area	-	53,600	150,000	203,600
Air Quality Management District	4,960	31,200	75,000	111,160
Homeland Security Grants - PD	-	-	-	-
Prop 30	-	115,000	25,000	140,000
COPS	-	136,050	443,860	579,910
CalHOME	-	270,000	-	270,000
Asset Forfeiture State	-	750	-	750
Total Special Revenue Funds	\$ 1,912,360	\$ 4,131,850	\$ 13,617,040	\$ 19,661,250
General Capital Improvements	\$ -	\$ -	\$ 1,122,510	\$ 1,122,510
Park Acquisition & Development	-	-	118,400	118,400
Storm Drain Development	-	-	471,520	471,520
Street & Traffic Facility Development	-	-	1,479,570	1,479,570
General Capital Projects	-	-	-	-
Street & Alley Repairs	-	-	779,070	779,070
Total Capital Project Funds	\$ -	\$ -	\$ 3,971,070	\$ 3,971,070
Water Utility	\$ 3,672,900	\$ 20,893,660	\$ 12,011,400	\$ 36,577,960
Solid Waste Utility	443,250	11,014,030	43,750	11,501,030
Sewer Utility	1,369,260	8,847,810	1,028,430	11,245,500
Total Enterprise Funds	\$ 5,485,410	\$ 40,755,500	\$ 13,083,580	\$ 59,324,490
Self-Funded Insurance	\$ 305,070	\$ 3,791,620	\$ -	\$ 4,096,690
Fleet Maintenance & Replacement	367,960	286,440	659,700	1,314,100
Information Systems	374,350	1,090,780	100,000	1,565,130
Building Maintenance & Operations	531,130	554,700	13,000	1,098,830
Total Internal Service Funds	\$ 1,578,510	\$ 5,723,540	\$ 772,700	\$ 8,074,750
Successor Agency	\$ 212,220	\$ 3,144,050	\$ -	\$ 3,356,270
Total Private Purpose Trust Fund	\$ 212,220	\$ 3,144,050	\$ -	\$ 3,356,270
Grand Total	\$ 33,109,370	\$ 70,758,780	\$ 31,444,390	\$ 135,312,540

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

2018-19 EXPENDITURES BY DEPARTMENT PROGRAM

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
General Government					
City Council	\$ 102,690	\$ 96,820	\$ 119,070	\$ 119,070	\$ 117,740
City Treasurer	14,870	4,910	1,790	1,790	1,790
Administration	722,840	318,670	326,880	440,880	447,830
Total General Government	\$ 840,400	\$ 420,400	\$ 447,740	\$ 561,740	\$ 567,360
Administrative Services					
Finance	\$ 2,094,630	\$ 2,281,870	\$ 2,116,090	\$ 2,138,480	\$ 2,267,850
Non-Departmental	-	1,155,120	50,680	224,180	2,821,790
Library	1,525,660	1,542,390	1,564,050	1,655,540	1,595,070
Human Resources	352,390	406,820	586,880	654,980	576,460
City Attorney	476,040	607,410	490,000	490,000	490,000
City Clerk	184,190	356,320	350,910	549,460	419,680
Recreation Administration	664,610	640,610	783,410	783,410	641,340
Recreation Classes	174,350	198,220	214,300	214,300	200,500
Recreation Facilities	37,850	102,940	109,430	109,430	99,780
Youth Programs/Sports	66,260	57,350	75,390	75,390	103,800
Senior Center	272,580	287,750	332,490	332,490	363,360
Special Events	45,140	77,560	21,870	21,870	45,670
Community Outreach Services	28,510	37,470	33,810	33,810	45,520
ACCESS Program	485,390	20,680	-	-	-
Landecena Center	12,980	27,200	32,340	32,340	65,600
Carnegie Library Operation	50,350	54,920	63,770	63,770	72,690
Library Literacy Program	-	-	-	5,500	-
Passports	9,230	10,980	14,520	14,520	19,590
Recreation Grants	5,350	53,850	-	40,530	-
Risk Management	3,798,490	5,767,480	4,020,830	4,020,830	4,096,690
Information Technology	1,230,740	1,230,010	1,658,810	2,025,020	1,565,130
Total Administrative Services	\$ 11,514,740	\$ 14,916,950	\$ 12,519,580	\$ 13,485,850	\$ 15,490,520
Development Services					
Building & Safety	\$ 626,970	\$ 523,670	\$ 774,720	\$ 774,720	\$ 738,940
Weed Abatement	37,410	39,690	50,850	50,850	51,460
Economic Development	119,220	143,750	186,750	230,300	235,540
Planning Commission	9,630	8,990	12,740	12,740	13,740
Planning	742,410	654,610	644,350	646,890	695,490
Housing	3,473,640	3,864,160	6,135,350	24,619,290	3,802,880
HOME Program	254,500	20,900	180,000	180,000	210,000
CBDG	511,150	565,980	594,500	802,580	712,760
PBIA	3,540	48,200	146,000	146,000	203,600
CalHOME Program	-	60,000	880,600	880,600	270,000
Successor Agency	2,198,870	1,537,870	3,651,690	3,658,090	3,356,270
Total Development Services	\$ 7,977,340	\$ 7,467,820	\$ 13,257,550	\$ 32,002,060	\$ 10,290,680
Fire					
Administration	\$ 1,776,180	\$ 3,384,760	\$ 1,688,350	\$ 1,688,350	\$ -
Fire Reserves	2,270	2,370	120	120	-
Fire Station I	2,059,700	1,906,450	108,650	108,650	-
Fire Station II	1,789,980	2,010,300	386,950	486,950	-
Fire Station III	1,580,350	2,163,190	121,820	121,820	-
Fire Station IV	1,840,420	1,799,330	115,590	115,590	-
Emergency Medical Services	123,870	88,380	5,160	5,160	-
Special Operations	21,410	6,760	1,630	1,630	-
Air Ambulance	1,203,470	1,306,340	102,990	102,990	-

2018-19 EXPENDITURES BY DEPARTMENT PROGRAM

	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Amended	2018-19 Adopted
Historic Fire Station	19,200	23,010	23,600	33,600	-
Fire Prevention	198,170	180,490	23,960	23,960	-
Fire Training & Emergency	46,020	44,080	4,050	4,050	-
Fire Grants	17,600	-	-	-	-
Total Fire	\$ 10,678,640	\$ 12,915,460	\$ 2,582,870	\$ 2,692,870	\$ -
Police					
Administration	\$ 4,239,500	\$ 4,185,470	\$ 5,148,790	\$ 5,277,890	\$ 5,696,700
Investigations	1,854,640	1,893,970	2,597,770	2,597,770	2,562,870
Animal Services	837,880	411,280	583,110	683,110	660,220
Patrol	11,147,920	12,218,080	13,512,130	13,591,080	13,632,310
Police Special Events & Community Outreach	32,580	23,130	1,770	1,770	1,760
Police Reserves	660	4,320	3,000	3,000	3,000
Code Enforcement	202,090	245,990	253,590	300,460	562,860
Police Grants	129,990	280,310	1,051,750	1,202,460	720,660
Total Police	\$ 18,445,260	\$ 19,262,550	\$ 23,151,910	\$ 23,657,540	\$ 23,840,380
Public Works					
Public Works Administration	\$ 261,510	\$ 453,040	\$ 707,520	\$ 707,520	\$ 664,370
Engineering Administration	259,870	307,850	267,080	267,080	286,980
Development/Traffic Engineering	412,140	588,360	450,180	450,180	395,350
Street Maintenance	484,950	471,110	901,990	901,990	847,400
Street Sweeping	380	13,300	15,780	15,780	17,890
Sidewalk Maintenance	1,015,110	141,420	161,680	161,680	185,870
Street Lighting	824,930	791,630	871,090	871,090	888,180
Traffic Control	88,970	164,250	147,610	161,620	162,020
Traffic Facility Maintenance	170,480	202,690	216,600	222,850	294,800
Weed Abatement	27,850	26,470	35,260	35,260	47,460
Flood Control	8,440	44,120	20,960	20,960	24,990
Street Tree Maintenance	601,970	513,390	461,760	761,760	766,900
Public ROW Maintenance	430,320	438,300	534,410	534,410	492,830
Maintenance - Main Street	44,090	49,770	57,240	57,240	60,780
Maintenance - Metrolink	8,640	12,700	15,500	15,500	20,000
Damage to City Property	65,940	39,380	54,000	54,000	54,000
Park Maintenance	505,610	573,940	735,270	792,770	686,760
Sports Field Maintenance	209,720	220,580	275,930	275,930	266,440
Civic Center	190,990	191,110	280,710	280,710	373,210
Fire Station II Building	-	-	-	-	15,000
Fire Station III - Electric Meter	-	-	-	-	21,000
Historic Fire Station Building	-	-	-	-	22,740
Street Projects	1,483,120	3,811,600	9,645,950	9,208,630	12,820,140
General Capital Improvement	120	55,740	519,810	516,450	1,122,510
Park Acquisition & Development	230	197,380	250,550	215,990	118,400
Storm Drain Development	685,960	180	241,560	241,560	471,520
Street & Traffic Facility Development	68,230	170	1,937,370	1,942,110	1,479,570
Street & Alley Repairs	580	5,350	593,920	594,070	779,070
Water Utility	14,877,720	17,608,540	29,560,770	29,936,900	36,577,960
Solid Waste Utility	9,793,400	10,287,130	10,751,780	10,820,310	11,501,030
Sewer Utility	6,753,030	7,720,490	11,406,950	11,521,550	11,245,500
Fleet Maintenance & Replacement	656,920	713,740	1,338,920	1,720,550	1,314,100
Building Maintenance & Operations	684,030	764,870	1,094,740	1,319,840	1,098,830
Total Public Works	\$ 40,615,250	\$ 46,408,600	\$ 73,552,890	\$ 74,626,290	\$ 85,123,600
Grand Total	\$ 90,071,630	\$ 101,391,780	\$ 125,512,540	\$ 147,026,350	\$ 135,312,540

FISCAL YEAR 2018-19

SUMMARY OF OPERATING TRANSFERS

Fund No.	Fund Name	Transfers In	Transfers Out
645	Sewer Utility	265,000	
641	Solid Waste Utility To Transfer for Landfill Costs.		265,000
	Total	\$ 265,000	\$ 265,000



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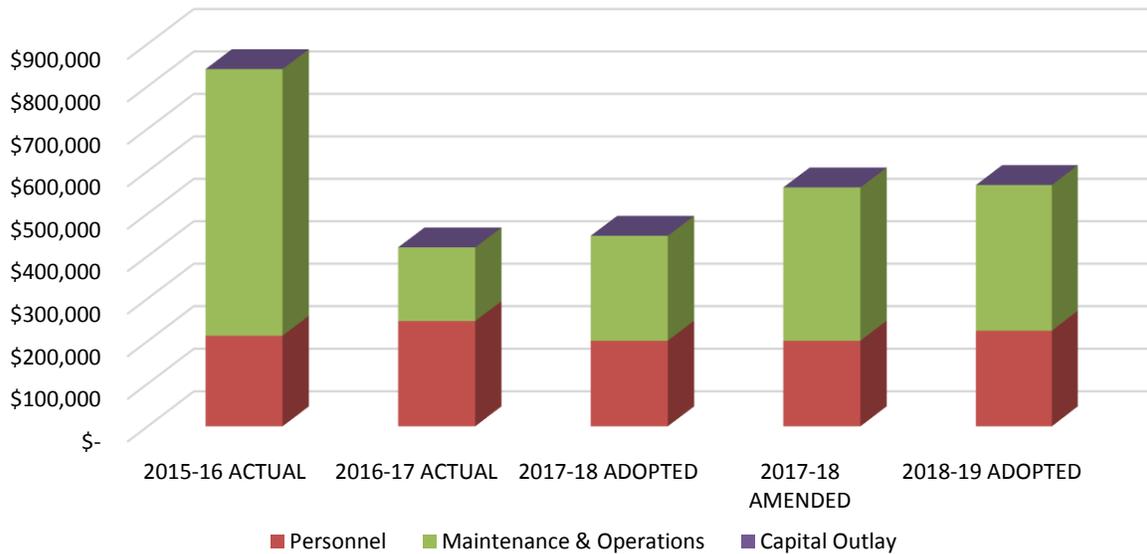
GENERAL GOVERNMENT

MISSION STATEMENT

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

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 212,580	\$ 246,890	\$ 200,870	\$ 200,870	\$ 224,370
Maintenance & Operations	627,820	173,510	246,870	360,870	342,990
TOTAL BUDGET	\$ 840,400	\$ 420,400	\$ 447,740	\$ 561,740	\$ 567,360

General Government Expense Classification



	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
FUNDING SOURCES*					
GENERAL FUND	\$ 840,400	\$ 420,400	\$ 447,740	\$ 561,740	\$ 567,360
TOTAL BUDGET	\$ 840,400	\$ 420,400	\$ 447,740	\$ 561,740	\$ 567,360

CITY COUNCIL

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

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

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

FY 2018-19 GOALS AND OBJECTIVES

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

CITY TREASURER

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

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

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To maximize the City’s return on its investments consistent with the requirements of State law and the need for safety, liquidity, and yield. 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 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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
ADMINISTRATION				
CITY MANAGER	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	0.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT TO CITY MANAGER	2.00	1.00	1.00	1.00
TOTAL DEPARTMENT	3.00	3.00	3.00	3.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To be responsive to Upland’s citizens, organizations, City Council, and staff.
- ◆ To be accessible to citizens, the City Council, business owners and employees in a timely manner.
- ◆ 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 City projects by pursuing State and Federal grants for a variety of

projects.

- ◆ To provide for outstanding City services by meeting regularly with the development community such that quality, financially viable projects are developed in Upland.
- ◆ 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 communications and engagement by maintaining open government ideals and developing programs/projects that support constant pursuit of excellence in municipal services, as well as model public sector status.
- ◆ Continue to address Police Department staffing challenges.
- ◆ Continue to implement Succession Planning strategies for Executive and Mid-Management retirements and transitions.

PERFORMANCE MEASUREMENTS	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 PROJECTED	2019-20 TARGET
Percentage of Agenda items reviewed and approved within two days	98%	99%	99%	100%
Percentage of calls referred to responsible employees and/or departments within the organization within 2 hours, and bring closure to citizens' concerns within 2 business days	86%	90%	95%	100%
Percentage of inquiries from various Department personnel responded within one day or when scheduled	90%	95%	95%	95%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	100%	100%
Percentage of Electronic Message Board Requests posted within 24 hours of receipt	100%	100%	100%	100%

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Successfully completed the process for annexation to the San Bernardino County Fire Protection District.
- ◆ Working closely with Bridge Development who recently signed a long-term ground lease for the Bongiovanni industrial site.
- ◆ Continued partnership with JLL Consulting to assist with economic development activity.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers.
- ◆ Launched the Taking Care of Business Team to address blight related impacts.
- ◆ Hired a new City Manager and completed the recruitment process for a new Chief of Police.
- ◆ Began renovations at Memorial Park and replanted the historic rose garden at a minimal cost to the City using volunteer assistance and donated rose bushes.
- ◆ Negotiated the sale of 4.3 acres of Memorial Park with all funds to be used to complete additional renovations to revitalize Memorial Park.
- ◆ Secured a tenant for the historic fire station and lease the use of the vacant property behind the Police Station.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2018-19 ADOPTED BUDGET

GENERAL GOVERNMENT

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
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1101 CITY COUNCIL										
Personnel	\$	48,620	\$	35,100	\$	33,150	\$	33,150	\$	33,560
Maintenance & Operations		54,070		61,720		85,920		85,920		84,180
Capital Outlay		-		-		-		-		-
TOTAL CITY COUNCIL	\$	102,690	\$	96,820	\$	119,070	\$	119,070	\$	117,740

1104 CITY TREASURER										
Personnel	\$	14,410	\$	4,410	\$	1,410	\$	1,410	\$	1,410
Maintenance & Operations		460		500		380		380		380
Capital Outlay		-		-		-		-		-
TOTAL CITY TREASURER	\$	14,870	\$	4,910	\$	1,790	\$	1,790	\$	1,790

1201 ADMINISTRATION										
Personnel	\$	149,550	\$	207,380	\$	166,310	\$	166,310	\$	189,400
Maintenance & Operations		573,290		111,290		160,570		274,570		258,430
Capital Outlay		-		-		-		-		-
TOTAL ADMINISTRATION	\$	722,840	\$	318,670	\$	326,880	\$	440,880	\$	447,830

TOTAL GENERAL GOVERNMENT										
Personnel	\$	212,580	\$	246,890	\$	200,870	\$	200,870	\$	224,370
Maintenance & Operations		627,820		173,510		246,870		360,870		342,990
Capital Outlay		-		-		-		-		-
TOTAL GENERAL GOVERNMENT	\$	840,400	\$	420,400	\$	447,740	\$	561,740	\$	567,360

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

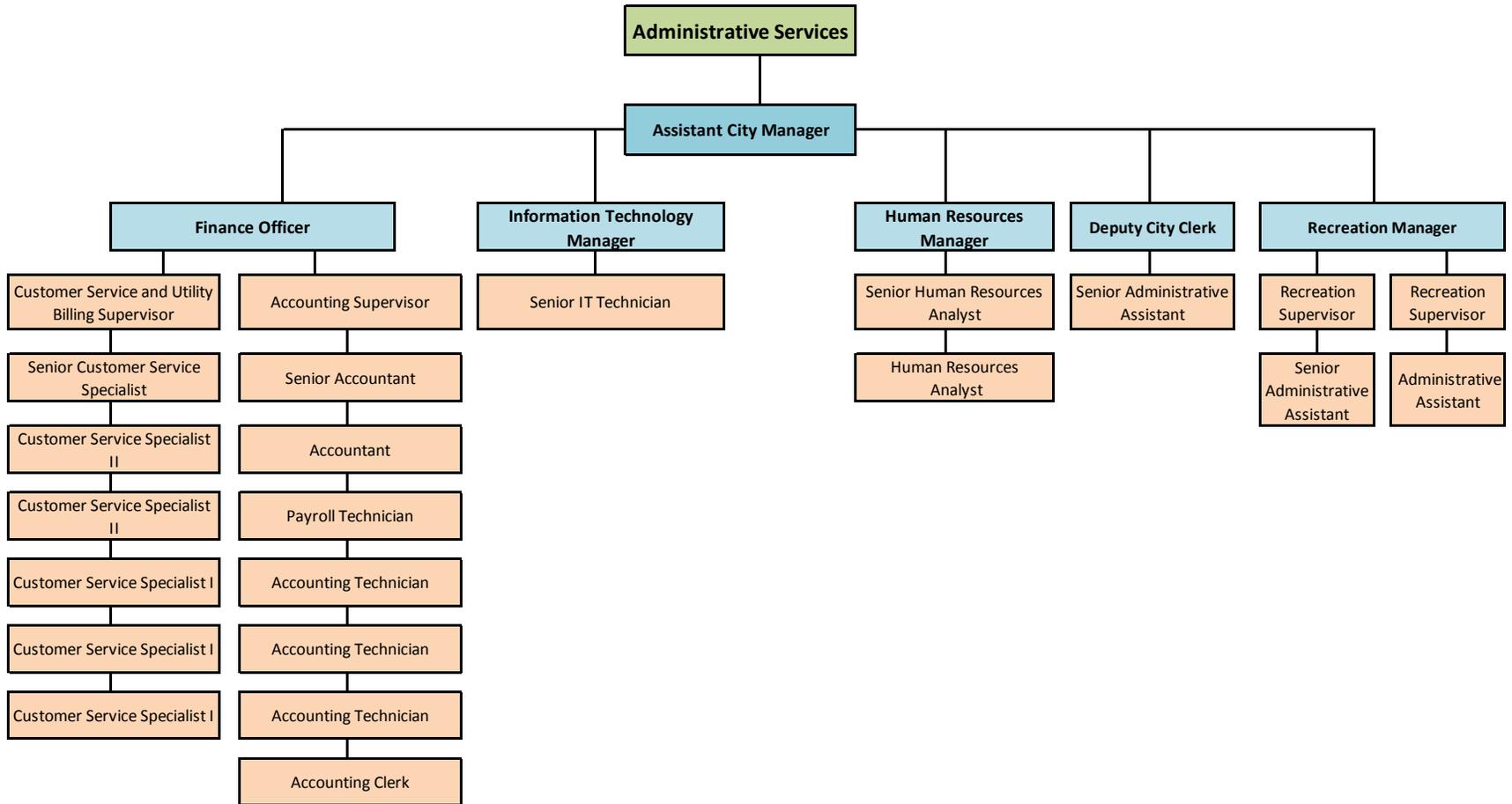
OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 3,340	\$ 970	\$ 8,100	\$ 8,100	\$ 8,500
5111	Salaries- Full Time	146,870	181,520	133,150	133,150	146,710
5112	Salaries- Temporary/ Part Time	-	31,950	-	-	-
5116	Fringe Benefits	33,360	16,080	23,150	23,150	22,020
5117	Retirement Contributions	29,010	16,370	11,650	11,650	13,380
5119	Unfunded Annual PERS Liability	-	-	24,820	24,820	33,760
	TOTAL PERSONNEL EXPENSES	\$ 212,580	\$ 246,890	\$ 200,870	\$ 200,870	\$ 224,370
	MAINTENANCE & OPERATIONS					
5210	City Manager Contingency	\$ -	\$ -	\$ -	\$ 30,250	\$ -
5211	Postage	4,490	4,410	5,030	5,060	5,190
5212	Advertising	16,100	26,900	29,950	30,250	33,400
5213	Dues & Subscriptions	48,280	49,150	53,680	56,310	57,050
5215	Training/ Conferences/ Meetings	19,910	13,960	24,410	24,410	23,380
5216	Office Supplies	730	610	1,050	2,550	1,750
5217	Other Supplies/Materials	(620)	3,670	900	1,590	21,450
5220	Fuel Usage	-	1,070	-	1,620	1,300
5221	Mileage Reimbursement	1,620	410	2,000	1,700	-
5222	Central Duplicating Charges	-	-	-	50	-
5223	Information Systems Charges	14,600	13,930	16,160	16,160	9,850
5224	Vehicle Charges	-	4,000	1,650	1,650	2,210
5233	Other Equipment	-	-	-	1,260	-
5252	Professional Services	43,490	40,350	60,100	81,240	78,720
5253	Contract Services	-	-	-	54,000	54,000
5258	Other Services	18,840	12,900	21,000	16,830	20,150
5271	Insurance Premium	200	330	350	350	400
5273	Workers Compensation Charges	-	-	11,110	11,110	12,140
5274	Unemployment Charges	-	490	940	940	1,010
5275	Long-term Disability Charges	-	680	950	950	1,010
5276	Liability Charges	460,180	-	16,590	16,590	18,840
5277	Loss Prevention	-	650	1,000	1,000	1,140
5427	Issuance Costs	-	-	-	5,000	-
	TOTAL MAINTENANCE & OPERATIONS	\$ 627,820	\$ 173,510	\$ 246,870	\$ 360,870	\$ 342,990
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5531	Vehicles	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 840,400	\$ 420,400	\$ 447,740	\$ 561,740	\$ 567,360



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ADMINISTRATIVE SERVICES

City of Upland
Organizational Chart
Fiscal Year 2018-19



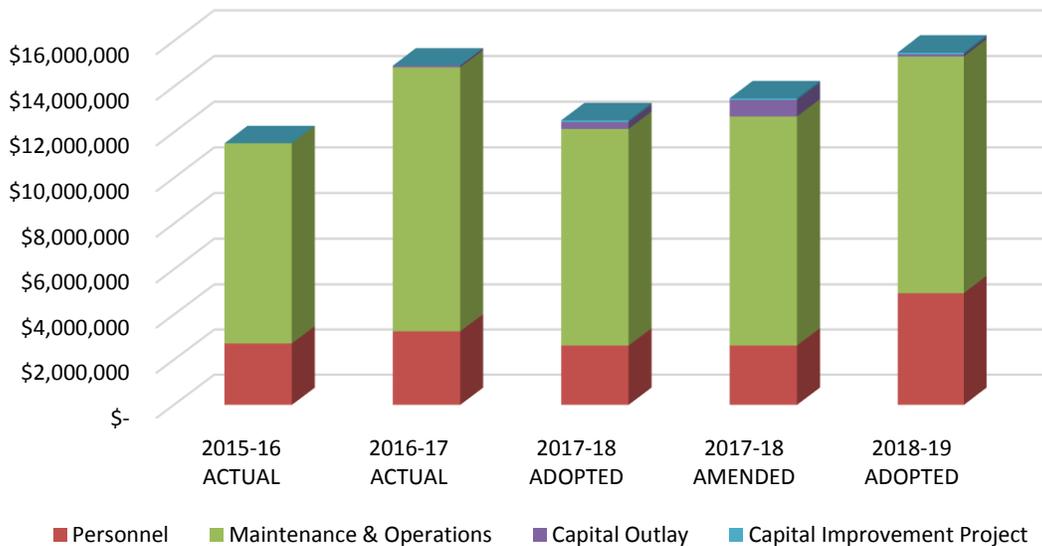
MISSION STATEMENT

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.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 2,719,930	\$ 3,255,220	\$ 2,627,140	\$ 2,627,140	\$ 4,947,590
Maintenance & Operations	8,794,810	11,588,450	9,520,290	10,063,540	10,367,930
Capital Outlay	-	73,280	297,150	720,170	100,000
Capital Improvement Project	-	-	75,000	75,000	75,000
TOTAL BUDGET	\$ 11,514,740	\$ 14,916,950	\$ 12,519,580	\$ 13,485,850	\$ 15,490,520

Administrative Services Expense Classification



	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 6,191,580	\$ 7,588,310	\$ 6,728,810	\$ 7,214,840	\$ 9,717,540
AIR QUALITY MANAGEMENT FUND	20,610	17,970	111,130	179,130	111,160
OTHER GRANTS	5,350	53,850	-	46,030	-
PUBLIC FINANCING AUTHORITY	267,970	259,330	-	-	-
SELF-FUNDED INSURANCE	3,798,490	5,767,480	4,020,830	4,020,830	4,096,690
INFORMATION SYSTEMS	1,230,740	1,230,010	1,658,810	2,025,020	1,565,130
TOTAL BUDGET	\$ 11,514,740	\$ 14,916,950	\$ 12,519,580	\$ 13,485,850	\$ 15,490,520

CITY CLERK

This position fulfills the statutory requirements of City Clerk. The City Clerk's Office prepares Council meeting agendas and minutes, 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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
CITY CLERK				
ADMINISTRATIVE SERVICES DIRECTOR	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT III	1.00	1.00	0.00	0.00
TOTAL DIVISION	2.00	2.00	2.00	2.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Develop a new Records Center to accommodate city-wide records retention.
- ◆ Continue with implementation of the electronic record keeping system for City-wide records management program.
- ◆ Continue training and development programs for department staff.
- ◆ Provide Citywide training opportunities for staff responsible for responding to public records requests or storing City files for retention.
- ◆ Review and update the City’s Conflict of Interest Code.
- ◆ Conduct election in consolidation with the County for three Council seats with terms expiring in 2018.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Placement of agenda material on the website by Thursday prior to the Council meeting	95%	99%	100%	100%
Compliance with AB1234	100%	100%	100%	100%
Average time to finalize meeting minutes	3 days	3 days	3 days	3 days
Records requests handled by staff	308	326	361	360
Subpoenas processed	23	23	25	25

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Staff coordinated the destruction of obsolete records with all City departments in compliance with the City’s Records Retention Schedule.
- ◆ Obtained 100% compliance with FPPC requirements related to the filing of Form 700 for all Government Code 87200 filers and nearly 100% compliance for all designated filers identified in the Conflict of Interest Code.
- ◆ Implemented Sexual Harassment prevention training and education program for all City Council and Planning Commissioners as required by Assembly Bill No. 1661.
- ◆ Completed the upgrade and testing of the agenda software program.

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 regarding legal matters. 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 identified by Staff may represent the City in matters of special expertise such as worker’s compensation and public liability defense.

FY 2018-19 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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
FINANCE				
FINANCE MANAGER	1.00	1.00	0.00	0.00
FINANCE OFFICER	0.00	0.00	1.00	1.00
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
FINANCE				
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00
ACCOUNTANT	1.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	0.00	0.00
PAYROLL TECHNICIAN	0.00	0.00	1.00	1.00
ACCOUNTING TECHNICIAN	3.00	3.00	3.00	3.00
CUSTOMER SERVICES SUPERVISOR	1.00	1.00	1.00	1.00
REVENUE COORDINATOR	0.00	0.00	0.00	0.00
SENIOR CUSTOMER SERVICE SPECIALIST	0.00	0.00	1.00	1.00
CUSTOMER SERVICE SPECIALIST	0.00	5.00	0.00	0.00
CUSTOMER SERVICE SPECIALIST II	3.00	0.00	2.00	2.00
CUSTOMER SERVICE SPECIALIST I	2.00	0.00	3.00	3.00
BUSINESS LICENSE INSPECTOR	0.00	0.00	0.00	0.00
BUDGET CLERK	1.00	1.00	0.00	0.00
ACCOUNTING CLERK	0.00	0.00	1.00	1.00
TOTAL DIVISION	15.00	15.00	16.00	16.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Continue to monitor the City budget and present the City Manager and the City Council with monthly reviews so that the City's financial position is continuously reviewed and evaluated.
- ◆ Continue to monitor City procurements for compliance with the adopted purchasing policy to ensure fiscal control.
- ◆ Prepare a Government Finance Officers Association award winning Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2018.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2018-19 and present budget recommendations to the City Council in February 2019.
- ◆ Provide good fiscal stewardship by initiating the Fiscal Year 2019-20 budget process in November 2018, ensuring that the Fiscal Year 2019-20 City budget is adopted by the City Council prior to the close of Fiscal Year 2018-19.
- ◆ Reduce the number of days from fiscal year end until the Comprehensive Annual Financial Report is issued.
- ◆ Implement and convert Fixed Assets to the new ERP system.
- ◆ Decentralize Accounts Payables data entry.
- ◆ Implement Electronic Timecard entry for payroll.

- ◆ Convert to electronic cash receipting records.
- ◆ 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.
- ◆ Implement and convert Utility Billing to the new ERP system.
- ◆ Audit commercial refuse levels of service.
- ◆ Develop and distribute welcome pamphlets for new residents to the City.
- ◆ Continue to encourage utility customers to enroll in the online pay program.
- ◆ Continue to improve and enhance utility statements design.
- ◆ Audit industrial sewer accounts.
- ◆ Accept General Billing payments online.
- ◆ Continue reevaluating Low Income Program.
- ◆ Implement a pay by phone option for utility bills.
- ◆ Implement an e-lockbox which will eliminate the majority of paper checks processed in-house.
- ◆ Audit multi-family water and sewer accounts to ensure accurate billing and level of service.
- ◆ Work with Public Works Water Division to implement electronic meter reading which will allow a more accurate representation of a customer's daily usage and leak detection.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 PROJECTED
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	50%	75%	100%	100%
Number of days from fiscal year-end until CAFR is issued	193	178	170	170
Implementation of Fixed Assets in Munis Software	N/A	N/A	Deferred to FY 2018-19	100%

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 PROJECTED
Decentralize Accounts Payables data entry	N/A	N/A	Deferred to FY 2018-19	50%
Implement Electronic Timecard entry for payroll	N/A	N/A	Deferred to FY 2018-19	100%
Convert to electronic cash receipting records	N/A	N/A	Deferred to FY 2018-19	100%
Percentage of utility accounts enrolled in the online biller program	45%	54%	56%	60%
Percentage of utility accounts enrolled in the Auto-Pay program	N/A	19%	21%	25%
Percentage of utility accounts signed up for paperless statements	N/A	18%	21%	25%
Implement and convert Utility Billing to the new ERP system	N/A	N/A	Deferred to FY 2018-19	100%
Develop and distribute welcome pamphlets for new residents to the City	N/A	N/A	Deferred to FY 2018-19	100%
Accept General Billing payments online	N/A	N/A	Deferred to FY 2018-19 (as tied to new Utility Billing ERP system)	100%

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City's annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2017-18.
- ◆ Received the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2017.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2017-18, and presented budget recommendations to the City Council in February 2018.
- ◆ Revised the City's Fee Schedule which became effective January 1, 2018.
- ◆ Increased interest earnings as a result of diverse investment portfolio.
- ◆ Maintained the timeliness of revenue and expenditure report distribution.
- ◆ Increased Accounts Payable turnover by disbursing payments weekly instead of bi-weekly, significantly decreased amount of invoices with prior balances and late fees.
- ◆ Implemented procedures and controls to reduce number of budget amendments.

- ◆ Implemented Munis budget module and prepared FY 2018-19 budget paperless.
- ◆ Conducted residential refuse billing audit.
- ◆ Implemented a commercial refuse collection process which resulted in 50 closed accounts sent to collections.
- ◆ Established a procedure with Burrtec Waste and Code Enforcement to lower the number of delinquent commercial refuse accounts.
- ◆ Worked with Public Works to streamline the New Development process to ensure all departmental fees have been collected, meters installed and billing setup with correct service levels.

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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
INFORMATION SYSTEMS				
IT MANAGER	1.00	1.00	1.00	1.00
SENIOR IT TECHNICIAN	0.00	1.00	1.00	1.00
IT TECHNICIAN	1.00	0.00	0.00	0.00
TOTAL DIVISION	2.00	2.00	2.00	2.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Complete implementation of the utility billing module in the Munis software system.
- ◆ Educate staff to help prevent cyber attacks.
- ◆ Complete replacement of MDC’s for all police cars.
- ◆ Investigate and implement a multi-method malware protection system.
- ◆ Upgrade cameras in Animal Shelter.
- ◆ Develop, install and configure a fully functional EOC Center.

- ◆ Upgrade the e-mail server to Exchange 2016.
- ◆ Complete the building, planning, inspection, and code enforcement modules of Energov project.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Percentage of information systems service requests resolved within 24 hours	95%	100%	95%	100%
Number of unplanned network outages	N/A	-	-	-
Number of unplanned server/service outages	N/A	1	1	-
Number of electronic devices maintained for employee use	776	801	805	800
Number of Help Desk tickets received for IT service requests (not including weekend and phone requests)	1,715	1,791	1,800	1,500

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Successfully completed PD CAD/RMS/Mobile software implementation.
- ◆ Designed, configured and installed CLETS communications to CALDOJ.
- ◆ Connected Senior Center to City Hall and installed Wifi at the Senior Center.
- ◆ Completed the conversion of Senior Center phones to VOIP.
- ◆ Implemented a Parking Enforcement system which can scan number plates automatically.
- ◆ Completed Fire department hand off to county.
- ◆ Upgraded electrical transformer and UPS systems in City Hall server room.
- ◆ Upgraded 50% of computers to windows 10.

HUMAN RESOURCES

The Human Resources Division is responsible for the recruitment and retention of the City's workforce, labor relations, employee benefits, training and development, classification and pay, affirmative action, safety, and transportation management programs. The Division also

administers the self-funded insurance programs that include: workers' compensation, unemployment, long-term disability and general liability.

Through the development and implementation of City-wide personnel policies and procedures, the Human Resources Division assists other departments in recruiting, developing and retaining high-quality employees. The Division's responsibilities are to adopt, amend, and enforce merit system rules and employment practices. The Division also manages the recruitment and certification of employees, creates employee job descriptions, and administers the employee performance evaluation program and disciplinary appeals process. The labor relations function includes negotiations with representatives of the City's four bargaining units, and administration of negotiated labor contracts and grievance procedures.

The Division coordinates and contracts for group health, life, dental and vision insurance programs for City employees; administers the deferred compensation program, Employee Assistance Program, the City's service awards program; and, coordinates the employee training and development program.

The Division also manages the employee Rideshare program, including purchasing vehicles that meet the emission standards using AQMD funding. In addition, the Division manages the Safety program to ensure that best practices are used in maintaining a safe work environment and compliance with CalOSHA requirements.

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
HUMAN RESOURCES				
HR MANAGER	1.00	1.00	1.00	1.00
SENIOR HUMAN RESOURCES ANALYST	0.00	0.00	1.00	1.00
HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
HUMAN RESOURCES SPECIALIST	1.00	1.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT I	0.00	1.00	0.00	0.00
TOTAL DIVISION	4.00	4.00	3.00	3.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Update the performance evaluation system to obtain optimum performance from City employees while setting achievable goals and objectives for all staff annually.
- ◆ Continue to update various Administrative Policies and Procedures to ensure compliance with State and Federal regulations.
- ◆ Annually update the City Merit Rules and Regulations to ensure consistency with applicable laws.

- ◆ Continue to update the New Hire Orientation Program by developing a more comprehensive video-sharing website process so that new employees become knowledgeable of the City’s department functions, municipal government operations, and to better understand their employee benefits without leaving their worksites.
- ◆ Update the Employer-Employee Resolution to meet AB 646 requirements so that orderly and uniform procedures are provided in the administration of employer-employee relations between the City and its employee organizations.
- ◆ Improve the timeline of filling positions by creating a recruitment and succession strategy for addressing future vacancies in the City.
- ◆ Continue the partnership with PACE and Kaiser to enhance the current Wellness Program for employees.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Number of recruitments concluded	56	70	70	60
Number of employees participating in the Rideshare program	43	43	45	45
Number of employee safety meetings	2	2	15	15
Number of applications processed	5,500	5,500	4,600	4,000
Percent of recruitments completed within 8-week timeline	90%	80%	80%	90%
Percent of claims processed within 45-day timeline	100%	100%	100%	100%

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Implemented an In-House Supervisory Training Program including highlights on policies and procedures of the City as well as updated laws and regulations that affect public agencies.
- ◆ Increase partnership agreements with local University/Colleges to offer employees discounts toward tuition.
- ◆ Conducted RFP for the Liability & Loss Prevention Program and Workers’ Compensation Program to ensure competitive pricing for services provided by a third party administrator.
- ◆ Conducted RFP for the City’s Retirement Plan Administration to ensure a competitive return on investments and that comprehensive services are being provided to employees.

- ◆ Implemented Human Resources Modules in Munis, a new Financial and Personnel Software System, which replaced two current Employee Database programs.
- ◆ Filled a total of 60 Full and Part-Time positions.
- ◆ Monitored the performance evaluation system to obtain optimum performance from City employees while setting achievable goals and objectives for all staff annually.
- ◆ Continued to update various City Administrative Policies and Procedures to ensure compliance with State and Federal regulations.
- ◆ Monitored Keenan's on-line safety training program for City Employees to view videos and webinars to meet training goals and requirements.
- ◆ Successfully offered a wide range of training workshops for employees at little or no cost to meet the City's training goals and objectives.
- ◆ Implemented Employee Engagement and Moral Boosting Events.

SELF-FUNDED INSURANCE

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 of the City are allocated back 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 public liability claims.

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, occupational health and safety, and property loss risks.

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To continue improving the health and welfare programs to include resources such as on-going health related webinars, newsletters and healthy tips to develop and maintain a balanced personal and work lifestyle for employees, thereby, increasing employees morale and productivity in the workplace.
- ◆ To continue exploring effective cost containment strategies through conducting monthly bill review of claim payments, monitoring utilization review referrals, and conducting quarterly

claim reviews so that best practices in workers' compensation claims handling is used and monetary savings are realized.

- ◆ 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 to work with restrictions; and, implement a safe workplace campaign to promote employees participation in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ To 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.
- ◆ To develop additional oversight strategies in litigation claims management, so that effective cost containment methods are used and a reduction in costs is realized.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Achieve and maintain the acceptable standard by the excess insurance authority for workers compensation	96%	96%	100%	100%

FY 2017-18 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 to work with restrictions; and, implemented a safe workplace campaign to promote employees participation in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ Conducted multiple educational training sessions on Workers Compensation Reporting Procedures for supervisors and managers to obtain a clearer understanding of the workers compensation process and the role of the third party administrator (TPA) and accident investigation training.
- ◆ Continued to provide regular tailgate meetings with Public Works department to ensure safety is a top priority for all employees.
- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third party administrator.
- ◆ Decreased Workers' Compensation Indemnity claims by 7% and total paid in Temporary Disability Payments by 50% by improving the employee Return to Work Program.

LIBRARY

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

The Library provides reference services that include periodicals, audiovisual, and youth services. Staff answers reference questions, selects materials, maintains collections, and assists the public in the use of the library. Other activities include acquiring and cataloging library materials in all formats, maintaining bibliographic databases for public access, processing library materials for public use and preserving the collections in good physical condition.

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

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

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Work with dedicated community members to create a robust fundraising program by enclosing the East patio and moving the Friends of the Library Book Cellar used book store upstairs. This a project is to be funded entirely by donations.
- ◆ Continue to provide, improve, and expand successful, enriching 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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Library programs provided to the community	544	528	575	550
Library requests filled during the year	15,831	11,367	13,650	14,000
Adult literacy students	88	76	98	85
Presentations about Upland and the Inland Empire's history	3	5	10	10
Circulation	172,718	169,251	175,000	185,000
Downloaded e-materials	4,649	5,971	6,900	7,000
New Card Registrations	4,988	4,539	5,400	5,750
Internet use by patrons	31,844	29,050	32,000	33,000

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Library lovers in our community came together to enclose our West Patio and expand the Children’s Area by approximately 2,500 square feet. Many dedicated professionals volunteered their time and generous donors funded this wonderful project, at no cost to our City. The room has been named for David and Mary Hjorth, longtime Upland residents whose family foundation contributed a significant figure to bring this long-planned expansion to fruition.
- ◆ Our local history materials are moving online and our oral history collection is expanding with funding from the American Library Association and the California State Library.
- ◆ Upland Library is partnering closely with Upland High School to provide information literacy skills instruction and reading enrichment activities for students.
- ◆ Our Seed Library where gardeners can get free organic, heirloom seeds has resulted in popular monthly gardening programs for adults as well as well-attended outreach opportunities.
- ◆ Library staff engaged with the community outside of the library by participating in the Spring Fling, Upland High Back to School, Head Start preschool storytime visits, and Friends of the Library book sale at the Lemon Festival. This allowed us to engage people who are not presently library users and encourage them, especially families, to sign up for library cards.
- ◆ Book-Enders, our decades-strong book club, has hosted several virtual author visits using enhanced technology generously funded by the Friends of the Library, including one by best-selling writer Lisa See.

Alternate sources of funding received by the Library:

- Received a \$28,300 California State Literacy Services grant to support our Literacy Program.
- Raised \$5,200 at our Literacy Bee fundraiser.
- Received over \$20,000 from private donors and the Friends of the Library to support services and programs.
- Raised more than \$160,000 for the Children’s Reading Room expansion project, much of which was donated by the David and Mary Hjorth Family Foundation, Friends of Upland Public Library, and Upland Community Foundation as well as dozens of individual library supporters.

RECREATION

The Recreation Division is committed to creating community through people, parks and programs. Our purpose is to provide recreational programs and community services which enrich the quality of life for Upland residents by promoting health, wellness and human development; and to maintain recreational facilities thus enhancing the desirability of the City as a place to live and strengthening community image.

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
RECREATION AND COMMUNITY SERVICES				
COMMUNITY SERVICES DIRECTOR	1.00	1.00	1.00	0.00
RECREATION MANAGER	0.00	0.00	1.00	1.00
RECREATION SUPERVISOR	0.00	0.00	2.00	2.00
RECREATION COORDINATOR	3.00	3.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	0.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	1.00	1.00	0.00	0.00
CUSTODIAN	0.00	0.00	0.00	0.00
ANIMAL SERVICES*				
ANIMAL SERVICES SUPERVISOR	1.00	0.00	0.00	0.00
ANIMAL CONTROL OFFICER	3.00	0.00	0.00	0.00
ANIMAL SHELTER ATTENDANT II	2.00	0.00	0.00	0.00
ANIMAL SHELTER ATTENDANT I	1.00	0.00	0.00	0.00
LIBRARY				
PRINCIPAL LIBRARIAN	0.00	0.00	0.00	0.00
SENIOR LIBRARIAN	0.00	0.00	0.00	0.00
LITERACY COORDINATOR	0.00	0.00	0.00	0.00

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
RECREATION AND COMMUNITY SERVICES				
SENIOR LIBRARY ASSISTANT	0.00	0.00	0.00	0.00
LIBRARY TECHNICIAN	0.00	0.00	0.00	0.00
LIBRARY ASSISTANT	0.00	0.00	0.00	0.00
SENIOR LIBRARY CLERK	0.00	0.00	0.00	0.00
LIBRARY CLERK	0.00	0.00	0.00	0.00
LIBRARY MONITOR	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	0.00	0.00	0.00	0.00
TOTAL DIVISION	13.00	6.00	6.00	5.00
* In FY 2016-17, Animal Services was moved to the Police Department.				

FY 2018-19 GOALS AND OBJECTIVES

- ◆ **To reduce costs and increase revenue by operating in a more efficient manner**
 - Utilize volunteers more efficiently by developing a proactive approach to project assignments.
 - Increase sponsorships for special events, programs, and activities.
 - Work with special interest groups/community groups to share costs for programs and facility maintenance.
 - Practice preventative maintenance techniques.
 - Apply for local grants to help off-set costs associated with special events, programs, and activities.
 - Enhance program advertising:
 - Social Media
 - Working with other cities to advertise upcoming 5K Run/Walk events.
 - Implement the Active Facility Reservation module to improve park reservation convenience for residents.
 - Implemented the Upland Today brochure as an interactive publication on the City website to increase our audience base, allow for a digital experience, and ease of internet registration.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Volunteer hours provided	15,725	13,619	13,000	13,500
Revenue received from sponsorships	\$27,605	\$32,910	\$23,000	\$25,000

- ◆ **To enrich the lives of residents by expanding and enhancing the recreational and community services programs offered**

- Develop a family fitness program which encompasses the benefits of exercise, good nutrition and stress reduction in maintaining a healthy body.
- Host workshops on topics of interest to seniors, families with children, young adults, etc.
- Continue to expand class offerings through the Recreation and Community Services Division.
- Continue to increase the number of excursions offered per year to encourage increased activity levels for the mature audience.
- Partner with other departments and outside agencies to offer programs.
 - Fall 2018: Partnership with Upland Police Department and Upland Police Foundation for our 1st Twilight 5K Run/Walk.
- Enhance the Summer Concert Series Special Events for Kids located inside Memorial Park to include more family oriented fun.
- Develop programs to provide tech help to seniors. Ex: Computers, telephones, and tablets.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Classes held	1,475	1,212	1,275	1,300
Special events held	61	64	60	65

- ◆ **To foster a positive image of the City by creating opportunities to promote the City as being a safe place to live with staff who are concerned about the well-being of its residents.**
 - Actively participate in community events.
 - Attend community meetings/meet with concerned citizens.
 - Provide professional quality advertisements.
 - Emphasize good customer service by providing staff training and staff development opportunities.
 - Closely work with large groups wishing to utilize City parks to hold events.
 - Coordinate with Boy Scouts working on their Eagle Scout designations and residents looking to volunteer in their community.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-2017 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Community events attended	157	126	96	120

FY 2017-18 MAJOR ACCOMPLISHMENTS

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

- Coordinated projects for Boy Scouts working on their Eagle Scout designation.

- Applied for and received grants through Walmart and Kaiser Permanente for the beginning stages of the “Sports Room” at the Gibson Senior Center.
- Hosted the 2017 Movies & Concerts inside Memorial Park, highlighting the beauty and safety of the newly renovated park, accommodating approximately 800 residents for summer fun.
- Hosted the Gibson Senior Center Mother’s Day Celebration for seniors and guests.
- Hosted Butterflies In May, accommodating over 150 children.
- Hosted the Annual Art Exhibit at the Gibson Senior Center.
- Hosted the 2017 4th of July Firecracker 5K Fun Run/Walk, Pancake Breakfast and Wheels on Parade as a holiday alternative to the Annual 4th of July Fireworks Spectacular. In 2018, partnering with Upland Host Lions for the Pancake Breakfast.
- Hosted the 3rd Annual Holiday Tree Lighting Ceremony in the Civic Center Courtyard.
- Approximately 20 residents participated in the Annual Home for the Holidays House Decorating Contest.
- Approximately 100 children wrote to Santa Claus, receiving personalized letters in return.
- Approximately 822 residents applied for passports through the Gibson Senior Center.

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

- The 10th Annual 5k Turkey Trot Run/Walk on Thanksgiving morning with over 640 participants.
- Hosted “Lettuce Grow a Garden” to encourage children and families to grow a garden and reap the benefits of healthy eating.
- The Gibson Senior Center hosted several lecture series regarding health and fitness.
- Approximately 850 children and adults participated in the 2017 Summer Aquatics series.
- 220 children participated in our 2017 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.

- In partnership with FSA (Family Service Association) to provide healthy meals for seniors at the Gibson Senior Center.
- In partnership with Upland-Foothill Kiwanis to provide a monthly “Grub Club” at the Gibson Senior Center allowing seniors a low cost tasty meal or snack.
- Partnered with Upland Public Works, CERT, West End YMCA, Upland-Foothill Kiwanis, and Upland Live Up to host the 2018 Spring Fling & Egg Hunt at Memorial Park.
- Partnered with Upland Public Works to host the 2017 Earth Friendly Day.
- Partnered with Upland CERT for 5K course safety and Upland High School Girls’ and Boys’ Cross Country team for the Annual Turkey Trot.
- Partnered with Upland High School’s Choral Department for live entertainment at the 3rd Annual Holiday Tree Lighting Ceremony.
- In partnership with the Upland Adopt-A-Solider Military Banner Program to recognize those who are actively serving in the military.

- In partnership with the Upland High School Honor Society to host the Gibson Senior Center Prom.
- Assisted the Upland Veteran's Monument Committee to host their annual Veteran's Day event.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2018-19 ADOPTED BUDGET

ADMINISTRATIVE SERVICES		2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
1301	FINANCE					
	Personnel	\$ 585,230	\$ 599,710	\$ 781,830	\$ 781,830	\$ 747,780
	Maintenance & Operations	1,157,990	1,341,680	1,245,390	1,267,880	1,443,680
	Capital Outlay	-	-	-	-	-
	TOTAL FINANCE	\$ 1,743,220	\$ 1,941,390	\$ 2,027,220	\$ 2,049,710	\$ 2,191,460
1302	MAIL/PRINTING SERVICES					
	Personnel	\$ 15,710	\$ 9,280	\$ 11,440	\$ 11,440	\$ -
	Maintenance & Operations	67,730	71,870	77,430	77,330	76,390
	Capital Outlay	-	-	-	-	-
	TOTAL MAIL/PRINTING SERVICES	\$ 83,440	\$ 81,150	\$ 88,870	\$ 88,770	\$ 76,390
1504	NON-DEPARTMENTAL					
	Personnel	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 2,337,780
	Maintenance & Operations	-	155,120	50,680	224,180	484,010
	Capital Outlay	-	-	-	-	-
	TOTAL NON-DEPARTMENTAL	\$ -	\$ 1,155,120	\$ 50,680	\$ 224,180	\$ 2,821,790
1510/4401	LIBRARY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	1,525,660	1,542,390	1,564,050	1,655,540	1,595,070
	Capital Outlay	-	-	-	-	-
	TOTAL LIBRARY	\$ 1,525,660	\$ 1,542,390	\$ 1,564,050	\$ 1,655,540	\$ 1,595,070
1601	HUMAN RESOURCES					
	Personnel	\$ 179,980	\$ 150,560	\$ 104,430	\$ 104,430	\$ 103,540
	Maintenance & Operations	106,950	189,740	245,730	245,830	239,170
	Capital Outlay	-	-	-	-	-
	TOTAL HUMAN RESOURCES	\$ 286,930	\$ 340,300	\$ 350,160	\$ 350,260	\$ 342,710
1602	DEVELOPMENT & TRAINING					
	Personnel	\$ 32,860	\$ 32,060	\$ 99,590	\$ 99,590	\$ 96,590
	Maintenance & Operations	11,990	16,490	26,000	26,000	26,000
	Capital Outlay	-	-	-	-	-
	TOTAL DEVELOPMENT & TRAINING	\$ 44,850	\$ 48,550	\$ 125,590	\$ 125,590	\$ 122,590
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	476,040	607,410	490,000	490,000	490,000
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ 476,040	\$ 607,410	\$ 490,000	\$ 490,000	\$ 490,000
1701	CITY CLERK					
	Personnel	\$ 142,770	\$ 193,840	\$ 197,600	\$ 197,600	\$ 229,100
	Maintenance & Operations	41,420	162,480	153,310	351,860	190,580
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ 184,190	\$ 356,320	\$ 350,910	\$ 549,460	\$ 419,680
4201	RECREATION ADMINISTRATION					
	Personnel	\$ 517,220	\$ 442,920	\$ 558,340	\$ 558,340	\$ 419,380
	Maintenance & Operations	147,390	197,690	225,070	225,070	221,960
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION ADMINISTRATION	\$ 664,610	\$ 640,610	\$ 783,410	\$ 783,410	\$ 641,340
4202	RECREATION CLASSES					
	Personnel	\$ 240	\$ 2,210	\$ -	\$ -	\$ -
	Maintenance & Operations	174,110	196,010	214,300	214,300	200,500
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION CLASSES	\$ 174,350	\$ 198,220	\$ 214,300	\$ 214,300	\$ 200,500

ADMINISTRATIVE SERVICES

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
4203 RECREATION FACILITIES					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	37,850	102,940	109,430	109,430	99,780
Capital Outlay	-	-	-	-	-
TOTAL RECREATION FACILITIES	\$ 37,850	\$ 102,940	\$ 109,430	\$ 109,430	\$ 99,780
4204 YOUTH PROGRAMS/SPORTS					
Personnel	\$ 38,160	\$ 38,050	\$ 47,680	\$ 47,680	\$ 84,200
Maintenance & Operations	28,100	19,300	27,710	27,710	19,600
Capital Outlay	-	-	-	-	-
TOTAL YOUTH PROGRAMS/SPORTS	\$ 66,260	\$ 57,350	\$ 75,390	\$ 75,390	\$ 103,800
4205 SENIOR CENTER					
Personnel	\$ 138,240	\$ 101,310	\$ 116,370	\$ 116,370	\$ 182,260
Maintenance & Operations	134,340	186,440	216,120	216,120	181,100
Capital Outlay	-	-	-	-	-
TOTAL SENIOR CENTER	\$ 272,580	\$ 287,750	\$ 332,490	\$ 332,490	\$ 363,360
4206 SPECIAL EVENTS					
Personnel	\$ 3,170	\$ 32,630	\$ 4,770	\$ 4,770	\$ 5,770
Maintenance & Operations	41,970	44,930	17,100	17,100	39,900
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 45,140	\$ 77,560	\$ 21,870	\$ 21,870	\$ 45,670
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 23,930	\$ 33,400	\$ 28,410	\$ 28,410	\$ 40,070
Maintenance & Operations	4,580	4,070	5,400	5,400	5,450
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 28,510	\$ 37,470	\$ 33,810	\$ 33,810	\$ 45,520
4208 ACCESS PROGRAM					
Personnel	\$ 449,670	\$ 21,890	\$ -	\$ -	\$ -
Maintenance & Operations	35,720	(1,210)	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL ACCESS PROGRAM	\$ 485,390	\$ 20,680	\$ -	\$ -	\$ -
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	12,980	27,200	32,340	32,340	65,600
Capital Outlay	-	-	-	-	-
TOTAL LANDECENA CENTER	\$ 12,980	\$ 27,200	\$ 32,340	\$ 32,340	\$ 65,600
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	50,350	54,920	63,770	63,770	72,690
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 50,350	\$ 54,920	\$ 63,770	\$ 63,770	\$ 72,690
4409 PASSPORTS					
Personnel	\$ 8,310	\$ 10,340	\$ 11,670	\$ 11,670	\$ 16,740
Maintenance & Operations	920	640	2,850	2,850	2,850
Capital Outlay	-	-	-	-	-
TOTAL PASSPORTS	\$ 9,230	\$ 10,980	\$ 14,520	\$ 14,520	\$ 19,590
101 TOTAL GENERAL FUND					
Personnel	\$ 2,135,490	\$ 2,668,200	\$ 1,962,130	\$ 1,962,130	\$ 4,263,210
Maintenance & Operations	4,056,090	4,920,110	4,766,680	5,252,710	5,454,330
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 6,191,580	\$ 7,588,310	\$ 6,728,810	\$ 7,214,840	\$ 9,717,540
211 TOTAL AIR QUALITY MANAGEMENT DISTRICT					
Personnel	\$ 4,820	\$ 4,840	\$ 4,620	\$ 4,620	\$ 4,960
Maintenance & Operations	15,790	13,130	31,510	31,510	31,200
Capital Outlay	-	-	-	68,000	-
Capital Improvement Project	-	-	75,000	75,000	75,000
TOTAL AIR QUALITY MANAGEMENT DISTRICT	\$ 20,610	\$ 17,970	\$ 111,130	\$ 179,130	\$ 111,160

ADMINISTRATIVE SERVICES

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
217 TOTAL OTHER GRANTS					
Personnel	\$ 370	\$ 9,610	\$ -	\$ -	\$ -
Maintenance & Operations	4,980	44,240	-	46,030	-
Capital Outlay	-	-	-	-	-
TOTAL OTHER GRANTS	\$ 5,350	\$ 53,850	\$ -	\$ 46,030	\$ -
301 TOTAL PUBLIC FINANCING AUTHORITY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	267,970	259,330	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC FINANCING AUTHORITY	\$ 267,970	\$ 259,330	\$ -	\$ -	\$ -
751 TOTAL SELF-FUNDED INSURANCE					
Personnel	\$ 268,110	\$ 266,580	\$ 316,340	\$ 316,340	\$ 305,070
Maintenance & Operations	3,530,380	5,500,900	3,704,490	3,704,490	3,791,620
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE	\$ 3,798,490	\$ 5,767,480	\$ 4,020,830	\$ 4,020,830	\$ 4,096,690
753 INFORMATION SYSTEMS FUND					
Personnel	\$ 311,140	\$ 305,990	\$ 344,050	\$ 344,050	\$ 374,350
Maintenance & Operations	919,600	850,740	1,017,610	1,028,800	1,090,780
Capital Outlay	-	73,280	297,150	652,170	100,000
TOTAL INFORMATION SYSTEMS FUND	\$ 1,230,740	\$ 1,230,010	\$ 1,658,810	\$ 2,025,020	\$ 1,565,130
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 2,719,930	\$ 3,255,220	\$ 2,627,140	\$ 2,627,140	\$ 4,947,590
Maintenance & Operations	8,794,810	11,588,450	9,520,290	10,063,540	10,367,930
Capital Outlay	-	73,280	297,150	720,170	100,000
Capital Improvement Project	-	-	75,000	75,000	75,000
TOTAL ADMINISTRATIVE SERVICES	\$ 11,514,740	\$ 14,916,950	\$ 12,519,580	\$ 13,485,850	\$ 15,490,520

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

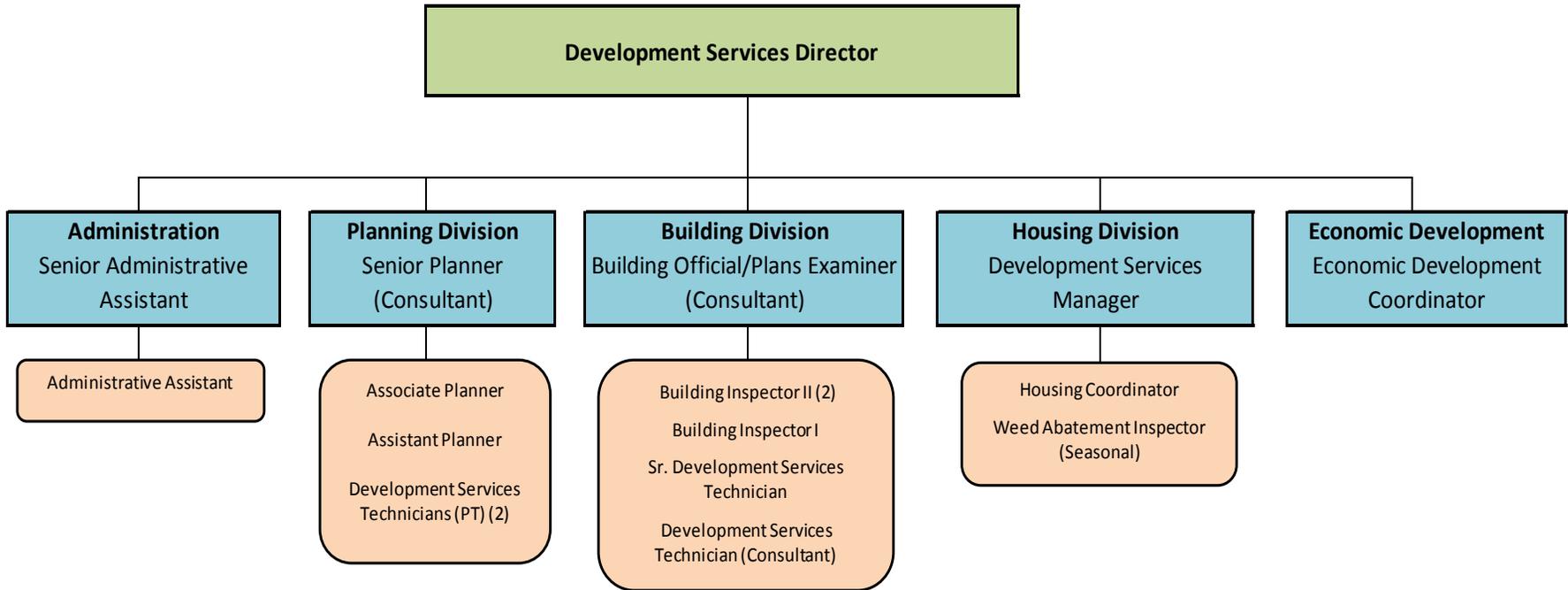
OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 23,150	\$ 12,330	\$ 45,100	\$ 45,100	\$ 37,200
5111	Salaries- Full Time	1,357,720	1,304,310	1,414,450	1,414,450	1,370,420
5112	Salaries- Temporary/ Part Time	614,420	252,160	275,930	275,930	353,770
5113	Overtime	19,830	22,510	27,070	27,070	34,000
5116	Fringe Benefits	285,040	242,640	355,540	355,540	362,610
5117	Retirement Contributions	386,260	356,020	147,920	147,920	158,750
5118	Employee LTD Costs	33,510	40,840	46,030	46,030	46,030
5119	Unfunded Annual PERS Liability	-	-	315,100	315,100	661,280
5123	Overtime - Sworn Fire	-	3,800	-	-	-
5126	Fringe Benefits - Sworn Fire	-	340	-	-	-
5129	Unfunded Annual PERS Liability - Sworn	-	-	-	-	1,923,530
5133	Overtime - Sworn Police	-	17,780	-	-	-
5136	Fringe Benefits - Sworn Police	-	2,490	-	-	-
5150	OPEB Expense	-	1,000,000	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 2,719,930	\$ 3,255,220	\$ 2,627,140	\$ 2,627,140	\$ 4,947,590
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 49,970	\$ 49,180	\$ 53,580	\$ 50,670	\$ 50,670
5212	Advertising	18,460	19,430	21,400	21,400	21,400
5213	Dues & Subscriptions	3,870	4,700	12,730	11,920	10,570
5215	Training/ Conferences/ Meetings	29,260	22,820	33,060	34,150	39,320
5216	Office Supplies	22,810	28,980	40,970	40,970	37,400
5217	Other Supplies/Materials	50,480	48,720	45,230	50,470	67,780
5218	Uniform Expense	160	-	-	-	-
5219	Registration/ License/ Permits	-	3,830	43,900	43,900	50,150
5220	Fuel Usage	1,340	1,090	4,300	4,300	2,950
5221	Mileage Reimbursement	610	70	600	600	1,310
5222	Print/ Mail Charges	-	-	-	-	700
5223	Information Systems Charges	384,320	432,690	396,370	396,370	296,960
5224	Vehicle Charges	7,660	8,700	5,950	5,950	7,830
5225	Building Maint & Operations	193,640	372,830	336,490	336,490	379,840
5231	Office Equipment (Under 5,000)	-	-	-	-	1,900
5232	Computer Equip (Under 5,000)	91,340	120,600	31,500	37,000	146,100
5233	Other Equipment (Under 5,000)	1,110	-	-	-	-
5234	Other Equipment Rental	-	89,170	-	50,340	111,680
5235	Copier Usage Expense	-	16,120	-	39,840	65,000
5241	Utilities- Electric	145,570	126,380	97,840	97,840	99,840
5242	Utilities- Gas	6,640	8,780	4,500	4,500	9,800
5243	Utilities- Telephone	287,610	279,900	330,040	330,040	260,000
5246	Maintenance- Equipment	-	-	-	3,500	-
5248	Maintenance- Other	87,850	38,620	69,200	80,390	52,200
5251	Legal Services	555,230	673,040	1,071,400	1,071,400	1,071,400
5252	Professional Services	178,900	229,300	123,100	145,590	116,000
5253	Contract Services	1,271,590	1,366,430	1,352,000	1,616,980	1,539,670
5254	Data Processing Services	247,600	275,620	418,000	418,000	375,000
5255	Banking Services	69,600	72,250	77,660	77,660	79,680
5258	Other Services	835,010	1,088,920	1,098,080	1,297,880	1,124,390
5261	Books & Digital Materials	88,040	-	160,000	160,000	165,000
5262	Library Books- Children	-	115,400	-	-	-
5269	PTS Center Outcomes Research Fee	-	360	-	-	-
5270	IBNR Claims Expense	-	514,000	-	-	-
5271	Insurance Premium	895,260	925,970	915,100	915,100	915,000
5272	Claims Expense	2,362,840	3,722,790	1,896,650	1,808,960	1,900,090
5273	Workers Compensation Charges	5,100	-	136,360	104,100	98,970

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2018-19 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
5274	Unemployment Charges	-	4,360	7,250	8,810	8,260
5275	Long-term Disability Charges	-	6,050	7,300	8,870	8,260
5276	Liability Charges	370	42,410	127,830	155,310	153,650
5277	Loss Prevention Charges	-	5,750	7,670	9,320	9,360
5290	Late Charges	-	40	-	-	3,000
5301	Lemon Fest	-	26,120	-	35,000	-
5321	Employee Incentive	15,120	13,130	30,310	30,310	30,000
5322	Health Premiums- Retirees	486,790	483,700	240,000	240,000	248,000
5323	PERS Supplement	30,240	27,900	43,140	43,140	43,140
5326	Medical- Retirees	-	25,980	138,000	138,000	186,360
5327	Dental- Retirees	-	37,460	46,200	46,200	54,720
5328	Vision- Retirees	-	3,090	4,080	4,080	4,080
5410	ICRMA Liability Program Annual Assessment	-	-	-	87,690	87,690
5421	Lease Principal Expense	108,280	-	92,500	500	-
5424	Bond Principal Payment	245,000	250,000	-	-	160,290
5425	Bond Interest Expense	17,140	5,750	-	-	272,520
5429	Residual Equity	-	20	-	-	-
	TOTAL MAINTENANCE & OPERATIONS	\$ 8,794,810	\$ 11,588,450	\$ 9,520,290	\$ 10,063,540	\$ 10,367,930
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ 73,280	\$ 261,150	\$ 616,170	\$ 100,000
5531	Vehicles	-	-	36,000	104,000	-
55XX	Capital Improvement Projects	-	-	75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ 73,280	\$ 372,150	\$ 795,170	\$ 175,000
	TOTAL DEPARTMENT	\$ 11,514,740	\$ 14,916,950	\$ 12,519,580	\$ 13,485,850	\$ 15,490,520

Development Services

City of Upland
Organizational Chart
FY 2018-19

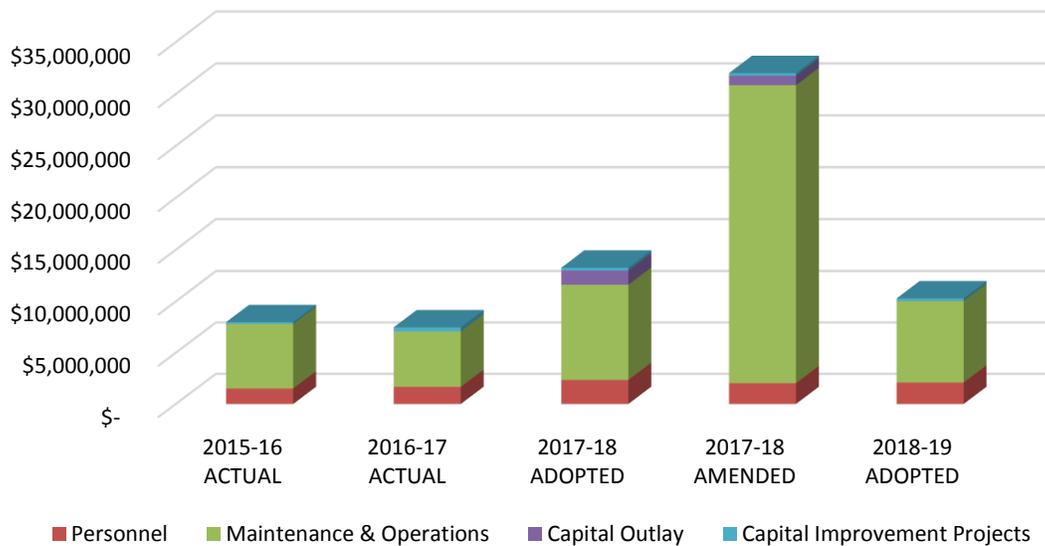


MISSION STATEMENT

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.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 1,503,050	\$ 1,659,550	\$ 2,346,150	\$ 2,024,300	\$ 2,086,570
Maintenance & Operations	6,289,260	5,407,260	9,271,710	28,818,800	7,947,070
Capital Outlay	-	-	1,375,000	912,900	10,000
Capital Improvement Projects	185,030	401,010	264,690	246,060	247,040
TOTAL BUDGET	\$ 7,977,340	\$ 7,467,820	\$ 13,257,550	\$ 32,002,060	\$ 10,290,680

Development Services Expense Classification



	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 1,535,640	\$ 1,370,710	\$ 1,669,410	\$ 1,715,500	\$ 1,735,170
HOUSING	3,473,640	3,864,160	6,135,350	24,619,290	3,802,880
HOME	254,500	20,900	180,000	180,000	210,000
CDBG	511,150	565,980	594,500	802,580	712,760
PBIA	3,540	48,200	146,000	146,000	203,600
CALHOME	-	60,000	880,600	880,600	270,000
SUCCESSOR AGENCY	2,198,870	1,537,870	3,651,690	3,658,090	3,356,270
TOTAL BUDGET	\$ 7,977,340	\$ 7,467,820	\$ 13,257,550	\$ 32,002,060	\$ 10,290,680

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 agencies to ensure development is consistent with their area of responsibility, requirements, and operational duties as well. 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 2017, the Division prepared updates to the Development Code sections regulating Off-Premises Advertising Displays. In addition, the Division plans to revise the Sign Ordinance and the Landscape Chapters of the Development Code later this year.

BUILDING AND SAFETY

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

The role of the Building Department is to:

- a. Enforce all building-related municipal codes.
- b. Adopt the latest Building Codes and Standards.
- c. Provide Uniformity in construction by collaborating with surrounding cities.
- d. Review and approve Alternate Methods and Materials of construction.
- e. Encourage environmental sustainability through the construction of energy efficient buildings.
- f. Provide quality customer service by delivering timely plan reviews and inspections.

WEED ABATEMENT

The Weed Abatement Division is responsible for removing the potential for 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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
BUILDING AND PLANNING				
DEVELOPMENT SERVICES				
DIRECTOR	1.00	1.00	1.00	1.00
DEVELOPMENT SERVICES MGR	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	0.00	1.00	1.00	1.00
DEVELOPMENT SPECIALIST	1.00	1.00	1.00	0.00
PLANNING MANAGER	0.00	0.00	0.00	0.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
ASSOCIATE PLANNER	0.00	1.00	1.00	1.00
ASSISTANT PLANNER	2.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	2.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	0.00	1.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00
BUILDING OFFICIAL	1.00	1.00	1.00	1.00
BUILDING INSPECTOR I	1.00	1.00	1.00	1.00
BUILDING INSPECTOR II	2.00	2.00	2.00	2.00
PLANS EXAMINER	1.00	1.00	1.00	1.00
SENIOR DEVELOPMENT SVC TECHNICIAN	0.00	0.00	1.00	1.00
SENIOR COUNTER TECHNICIAN	0.00	1.00	0.00	0.00
COUNTER TECHNICIAN	1.00	0.00	0.00	0.00
CODE ENFORCEMENT				
CODE ENFORCEMENT OFFICER	0.00	0.00	0.00	0.00
TOTAL DIVISIONS	14.00	15.00	15.00	14.00

FY 2018-19 GOALS AND OBJECTIVES

PLANNING

- ◆ To continue implementation of Updated General Plan. Implement actions to achieve the community’s vision over time. Incorporate the goals, policies, and actions articulated in the General Plan Update into the City’s budgeting process.
- ◆ To prepare a zoning code update regulating unattended collection container uses. This update will include revisions to the Upland Municipal Code Chapter 17.35 (Recycling Facilities).
- ◆ To prepare a zoning code update regulating Signs. This update will include revisions to the Upland Municipal Code Chapter 17.15 (Signs).

- ◆ To prepare a zoning code update regulating Landscaping. This update will include revisions to the Upland Municipal Code Chapter 17.12 (Landscaping).
- ◆ To improve the online experience by posting application forms, submittal requirements, and commonly requested information.
- ◆ To implement the Blue Ribbon Committee’s recommendations related to the development process.
- ◆ To coordinate with IT in the implementation of Energov permitting and land management software system with modules for Planning, Engineering, Building, Fire, Code Enforcement, and Business License.
- ◆ To continue to process land use entitlements and provide plan review and inspection services in a timely manner.

BUILDING AND SAFETY

- ◆ To provide the highest level of service to our customers.
- ◆ To continue to provide over-the-counter service for pools, patio covers, re-roofs, water heaters and other similar construction and facilitate a streamlined permit process.
- ◆ To assure that all construction meets local, state and federal guidelines and codes, ultimately delivering safe new construction in our City.
- ◆ To provide opportunities for Inspectors to learn plan review techniques in an effort to cross train staff.

WEED ABATEMENT

- ◆ To continue the weed abatement program.
- ◆ To inspect 21,882 properties for possible violations.
- ◆ To abate 360 properties.
- ◆ To resolve all violations as efficiently and effectively as possible.

ECONOMIC DEVELOPMENT

- ◆ To continue to strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies.

- ◆ To encourage economic growth by raising public awareness of existing business and employment resources and/or services promoting job creation and retention.
- ◆ To 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.
- ◆ To continue to partner with the Upland Chamber of Commerce in providing essential business resources to the community.
- ◆ Using our economic development partner, JLL, continue to develop a citywide economic development marketing strategy that will focus on business attraction and retention.
- ◆ To continue to provide training and business assistance services through Upland's Small Business Development Center.
- ◆ To continue to efficiently manage City-owned real estate including leasing of City-owned parcels.
- ◆ To continue to assist in the facilitation of building and site reuse and expansion opportunities while accommodating evolving retail trends.
- ◆ To continue to encourage the development of sustainable revenue-generating commercial, office, residential, and light industrial spaces diversifying the community's industrial base.
- ◆ To continue to support the Downtown Specific Plan, General Plan policies, College Heights Economic Development Strategy, and zoning code regulations that work to promote and encourage a mixture of pedestrian friendly retail, service, and mixed-use lifestyle land uses.
- ◆ To evaluate opportunities to assist new and existing businesses with permitting, land entitlement, and long-term business retention and development.
- ◆ To 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.
- ◆ To continue to assist in marketing all approved PACE programs.
- ◆ Continued to implement the Commercial Rehabilitation Program (CRP) and Business Assistance & Attraction Program (BAAP) for the Historic Downtown Façade Revitalization project area.

FY 2017-18 MAJOR ACCOMPLISHMENTS

PLANNING

- ◆ Completed updates to Development Code section regulating Off-Premises Advertising Display signs.
- ◆ Participated in and coordinated the review of 184 planning projects through the Administrative Approval, Technical Review Committee, Planning Commission and City Council by March 2018.
- ◆ Coordinated with other City Departments to process and issue approximately 37 Special Event and Film Permits.
- ◆ Worked with Community Services to review Special Projects and Event Permits for City-sponsored events.
- ◆ Provided environmental review and assistance to Public Works on CIP projects.
- ◆ Assisted Code Enforcement in interpreting and applying the requirements of the Upland Municipal Code for code enforcement cases.
- ◆ The Planning Division is working with regional agencies such as SBCTA, SCAG, Gold line Authority and Caltrans to implement regional planning projects. Such projects include the San Bernardino County Transportation Agency's (SBCTA) Metro Link Station Accessibility Project, the San Bernardino I-10 Freeway Corridor Improvement Project, and the Los Angeles and San Bernardino Inter-County Transit and Rail Connectivity Study.

BUILDING AND SAFETY

- ◆ Worked with the City's Finance Department and outside consulting firm in the development of a new software program for the collection of building permit fees.
- ◆ Worked with an outside consulting and contracting firm for the implementation of a lighting, HVAC and solar improvement program for nine city-owned buildings.
- ◆ Performed plan reviews within the 4 week turn-around time limit for more than 1,000 submitted applications.
- ◆ Conducted 99% of more than 6,000 inspections within 24 hours of request.
- ◆ Issued more than 1,900 permits for various building, mechanical, electrical and plumbing construction projects.

WEED ABATEMENT

- ◆ Inspected 21,882 properties.
- ◆ Sent out 350 abatement notices.
- ◆ Abated 51 properties via the City (private contractor).
- ◆ Assessed and liened 350 properties.

ECONOMIC DEVELOPMENT

- ◆ Provided training and business assistance services to businesses through Upland's Small Business Development Center.
- ◆ Assisted in implementing the City's participation with five (5) open PACE programs.
- ◆ Entered into a License Agreement with San Antonio Regional Hospital to provide additional parking while the hospital is in construction.
- ◆ Negotiated and executed three lease agreements; one for an existing cell tower facility and two new cell tower facilities.
- ◆ Installed new parking signage for Downtown parking areas.
- ◆ Created and implemented a new paid parking program for Metrolink Parking lots.
- ◆ Entered into a new Lease Agreement with Statewide Promotions for the Historic Fire Station.
- ◆ Continued to promote mixed-use development in Downtown.
- ◆ Continued to efficiently manage City-owned real estate including leasing of City-owned parcels.
- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor's Office by February 15, 2018.
- ◆ Negotiated and entered into escrow to acquire adjacent property on Laurel Ave/Euclid Ave site.
- ◆ Received back rent due from Mission Car Wash and negotiated a payment plan for back rent due.
- ◆ Began discussions with Dry Dock Depot to lease Phase 4 (the demolished Animal Shelter site).

- ◆ Continued to implement the Agreement with Small Business Development Center at a reduced annual cost.
- ◆ Entered into Purchase and Sale Agreement to sell the southernmost ball field at Memorial Park to San Antonio Regional Hospital.
- ◆ Researched the development of a City Downtown Parking lot adjacent to the bike trail.
- ◆ Amended the Economic Development Owner Participation Agreements with Ford of Upland and CNC Motors, Inc.
- ◆ Staff and our economic development partner, JLL, prepared a marketing brochure to promote the City and historic downtown. It includes a listing of available downtown leases and buildings for sale.
- ◆ Coordinated in adding three key shopping centers in the San Bernardino County’s Economic Development Agency Retail Property Book to be marketed at this year’s International Council of Shopping Centers Conference in Las Vegas.
- ◆ Reviewed a request from Historic Downtown Upland (a non-profit entity) to receive Parking and Business Improvement Area funds for the benefit of the downtown.

PLANNING

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
General Plan Amendments	-	-	1	4
Zone Change/Code Amendments	-	6	3	6
Specific Plan Reviews	-	2	1	2
Conditional Use Permits	13	19	15	15
Site Plan Reviews	15	28	30	30
Design Reviews	78	32	34	36
Sign Design Reviews*	N/A	56	59	60
Parcel Map/Tract Maps	3	6	8	6
Administrative Use Permits	16	20	22	24
Administrative Determinations	22	5	8	10
Environmental Impact Reports/Negative Declarations	5	5	6	6

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Special Event Permits	102	80	75	80
Appeals	-	-	1	1
*Sign Design Reviews separated from Project Design Reviews in July 2016				

BUILDING AND SAFETY

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Inspections within 24 hours	99%	99%	99%	99%
Total number of inspections	4,225	5,200	5,200	6,000
Plan check turn-around time (business days)	2 – 4 weeks	2 – 4 weeks	2 – 4 weeks	3 – 4 weeks
Total number of plan checks	330	900	900	1,100
Total number of building permits issues	1,563	1,900	1,900	2,200
New commercial buildings	12	15	8	9
New residential buildings	78	105	130	220
New multi-family units	-	110	164	200

WEED ABATEMENT

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Properties Inspected	820	21,484	21,500	21,882
Properties Assessed/Liened	65	346	350	360
Notices Sent Out	N/A	355	350	360
Properties Abated	N/A	393	350	360

HOUSING

MISSION STATEMENT

To administer and implement the Low and Moderate Income (LMI) Housing 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 incomes.

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 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 (LMI) Housing 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 incomes.

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To acquire one (1) four-plex apartment building to create Homeless/Affordable housing in the Magnolia Colony/9th Street/San Antonio Area.
- ◆ To pursue the DDA with Upland Community Housing Inc. (“UCHI”), work cooperatively with UCHI for the construction of a 72-unit enhanced senior residential development (expansion of the “Coy Estes” senior housing apartments).
- ◆ To issue RFP’s to develop the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ To pursue the Emergency Repair Program (ERP), assist up to 25 very low-income families with small-scale emergent code repairs on their owner-occupied single-family homes or mobile homes.
- ◆ To enter into an affordable housing agreement with Habitat for Humanity to construct one single family affordable housing unit.
- ◆ 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 the Homeless Stakeholders objectives.
- ◆ 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.
- ◆ To procure the audited calendar year-end financial statements for the three Housing Fund apartments.

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Earned approximately a net \$1.8 million from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Completed 5 Agency-funded Emergency Repairs Program (ERP) small-scale rehabilitation projects.
- ◆ Continued to implement UCHI’s loan agreement which will assist with the construction of a proposed 72 unit senior affordable housing development project.
- ◆ Assisted in marketing the County’s Home Weatherization Grant Program, Building Industry Association Housing Action Resource Trust Program and California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ Prepared and submitted the Annual Housing Element activities report to the Department of Housing and Community Development.
- ◆ Provided monitoring oversight to 306 affordable housing units.
- ◆ Completed a historic house move and continued discussions with Habitat for Humanity to rehabilitate the home.
- ◆ Completed water wise activities at all three apartment complexes; completed resurfacing of parking lots with ADA improvements at the Sunset Ridge and Village apartments.
- ◆ Administered the City’s Mobile Home Park Rent Control Ordinance.
- ◆ Received 1 loan payoffs for FY 2017-18.

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.

The mission is to administer the City's 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 2018-19 GOALS AND OBJECTIVES

- ◆ To implement the City's State HOME and CalHome grant programs to finance approximately 2 new Housing Improvement Program (HIP) single-family housing rehabilitation project loans.
- ◆ To continue to service the approximately \$5.57 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 continue to develop the Tenant Based Rental Assistance & Rental Rehabilitation Acquisition Programs.

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Completed one (1) Housing Improvement Program (HIP) large scale rehabilitation loan project.
- ◆ Prepared and submitted quarterly reports to HCD for both the State HOME and CalHome programs.
- ◆ Successfully completed HCD's annual review of both State HOME and CalHome program grants.
- ◆ Received three (3) subordinations in FY 2017-18.
- ◆ Received four (4) HOME loan and two (2) CalHome loan payoffs and 1 interest only 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.

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.

The mission is to administer the City's annual Community Development Block Grant Program (CDBG) consistent with applicable Federal rules and regulations, as well as City Council policies and directives.

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To implement the City's \$576,014 CDBG Funds/Program for FY 2018-19 (inclusive of FY 2017-18 funding allocation and prior year carry-over funds).
- ◆ To administer and monitor all sub-recipient CDBG contracts.
- ◆ To continue to provide Fair Housing 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 three (3) BAAP projects.
- ◆ Continue to implement the Commercial Rehabilitation Program (CRP) – Historic Downtown Revitalization façade improvement to preserve and beautify historical commercial corridors. Fund three (3) CRP projects.
- ◆ To develop and file with HUD the annual CDBG Action Plan and 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.
- ◆ Continue the Emergency Repairs Program (ERP) and assist up to 25 very low income owner occupied households.
- ◆ Continue with the Graffiti removal program.
- ◆ Implement the new Upland Homeless Outreach and Educational program, providing services to homeless families.

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$802,574 Program funding.
- ◆ With assistance from the CDBG Committee and City Council, developed the City's CDBG program for FY 2018-19.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Continued the Emergency Repair Program (ERP) which assisted 10 very low income owner occupied households.
- ◆ Continued to provide Fair Housing services through the Inland Fair Housing and Mediation Board.
- ◆ Prepared and filed with HUD all required financial and performance reporting documents.
- ◆ Continued the Graffiti Removal Program; removed 18,173 Sq. ft of graffiti and conducted 585 inspections.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2016-17 to HUD and received approval.
- ◆ Received HUD's favorable written approval with respect to the quality of the City's CDBG program operations.
- ◆ Continued to review the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Began preparing the updated Analysis of Impediments to Fair Housing Choice which will be completed in FY 18-19.
- ◆ 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. Assisted one (1) BAAP project with two (2) in progress.
- ◆ Continued to implement the Commercial Rehabilitation Program – Historic Downtown Revitalization façade improvement to preserve and beautify historical commercial corridors. Assisted with four (5) CRP projects.
- ◆ Received /approved a portion of the new CDBG procedure manual.

SUCCESSOR AGENCY ADMINISTRATION

The Successor Agency Administration Division is responsible for providing for the administration and implementation of all wind-down activities related to the former Upland Community Redevelopment Agency.

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

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To prepare Recognized Obligation Payment Schedule (ROPS) when required and submit to the Department of Finance and the County Auditor-Controller's Office.
- ◆ To prepare RFPs for the disposition of Successor Agency properties (private reuse properties).
- ◆ To review proposal submittals for the sale of Successor Agency properties and provide a recommendation to the Oversight Board.
- ◆ To prepare purchase and sale agreements for Successor Agency properties.
- ◆ To prepare compensation agreements for thirteen (13) taxing entities.

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the 2018-19 Annual ROPS which was reviewed and approved by the Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Conducted and held two (2) Oversight Board meetings.
- ◆ Transferred seven (7) parcels (5 sites) to the City pursuant to the Long Range Property Management Plan.
- ◆ Had two Agency owned properties appraised in order to sell via a purchase and sale agreement.
- ◆ Executed Purchase and Sale Agreements for two (2) sites (Arrow/2nd and 11th Street).
- ◆ Prepared one compensation agreement related to the 11Street/Benson Avenue property.
- ◆ Reissued one (1) RFP for one (1) site located on Arrow Route.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2018-19 ADOPTED BUDGET

DEVELOPMENT SERVICES	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
2201 BUILDING AND SAFETY					
Personnel	\$ 270,050	\$ 293,140	\$ 448,760	\$ 314,880	\$ 467,710
Maintenance & Operations	356,920	230,530	325,960	459,840	271,230
Capital Outlay	-	-	-	-	-
TOTAL BUILDING AND SAFETY	\$ 626,970	\$ 523,670	\$ 774,720	\$ 774,720	\$ 738,940
2202 WEED ABATEMENT					
Personnel	\$ 26,520	\$ 27,470	\$ 29,340	\$ 29,390	\$ 29,340
Maintenance & Operations	10,890	12,220	21,510	21,460	22,120
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 37,410	\$ 39,690	\$ 50,850	\$ 50,850	\$ 51,460
2203 ECONOMIC DEVELOPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	119,220	143,750	186,750	230,300	235,540
Capital Outlay	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	\$ 119,220	\$ 143,750	\$ 186,750	\$ 230,300	\$ 235,540
2204 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	9,630	8,990	12,740	12,740	13,740
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 9,630	\$ 8,990	\$ 12,740	\$ 12,740	\$ 13,740
2205 PLANNING					
Personnel	\$ 213,540	\$ 200,170	\$ 322,920	\$ 243,000	\$ 279,950
Maintenance & Operations	528,870	454,440	321,430	403,890	415,540
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 742,410	\$ 654,610	\$ 644,350	\$ 646,890	\$ 695,490
101 TOTAL GENERAL FUND					
Personnel	\$ 510,110	\$ 520,780	\$ 801,020	\$ 587,270	\$ 777,000
Maintenance & Operations	1,025,530	849,930	868,390	1,128,230	958,170
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 1,535,640	\$ 1,370,710	\$ 1,669,410	\$ 1,715,500	\$ 1,735,170
201 TOTAL HOUSING					
Personnel	\$ 613,890	\$ 843,800	\$ 1,256,220	\$ 1,146,300	\$ 1,034,120
Maintenance & Operations	2,859,750	3,020,360	3,504,130	22,560,090	2,758,760
Capital Outlay	-	-	1,375,000	912,900	10,000
TOTAL HOUSING	\$ 3,473,640	\$ 3,864,160	\$ 6,135,350	\$ 24,619,290	\$ 3,802,880
208 TOTAL HOME PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	254,500	20,900	180,000	180,000	210,000
Capital Outlay	-	-	-	-	-
TOTAL HOME PROGRAM	\$ 254,500	\$ 20,900	\$ 180,000	\$ 180,000	\$ 210,000
209 TOTAL CDBG					
Personnel	\$ 152,270	\$ 68,230	\$ 52,480	\$ 54,300	\$ 63,230
Maintenance & Operations	173,850	135,040	423,330	648,220	552,490
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	185,030	362,710	118,690	100,060	97,040
TOTAL CDBG	\$ 511,150	\$ 565,980	\$ 594,500	\$ 802,580	\$ 712,760

DEVELOPMENT SERVICES		2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
210	TOTAL PARKING BUSINESS IMPROVEMENT AREA					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	3,540	9,900	-	-	53,600
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	-	38,300	146,000	146,000	150,000
	TOTAL PARKING & BUSINESS IMPROVEMENT	\$ 3,540	\$ 48,200	\$ 146,000	\$ 146,000	\$ 203,600
222	TOTAL CALHOME PROGRAM					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	60,000	880,600	880,600	270,000
	Capital Outlay	-	-	-	-	-
	TOTAL CALHOME PROGRAM	\$ -	\$ 60,000	\$ 880,600	\$ 880,600	\$ 270,000
805	TOTAL SUCCESSOR AGENCY					
	Personnel	\$ 226,780	\$ 226,740	\$ 236,430	\$ 236,430	\$ 212,220
	Maintenance & Operations	1,972,090	1,311,130	3,415,260	3,421,660	3,144,050
	Capital Outlay	-	-	-	-	-
	TOTAL SUCCESSOR AGENCY	\$ 2,198,870	\$ 1,537,870	\$ 3,651,690	\$ 3,658,090	\$ 3,356,270
	TOTAL DEVELOPMENT SERVICES					
	Personnel	\$ 1,503,050	\$ 1,659,550	\$ 2,346,150	\$ 2,024,300	\$ 2,086,570
	Maintenance & Operations	6,289,260	5,407,260	9,271,710	28,818,800	7,947,070
	Capital Outlay	-	-	1,375,000	912,900	10,000
	Capital Improvement Projects	185,030	401,010	264,690	246,060	247,040
	TOTAL DEVELOPMENT SERVICES	\$ 7,977,340	\$ 7,467,820	\$ 13,257,550	\$ 32,002,060	\$ 10,290,680

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

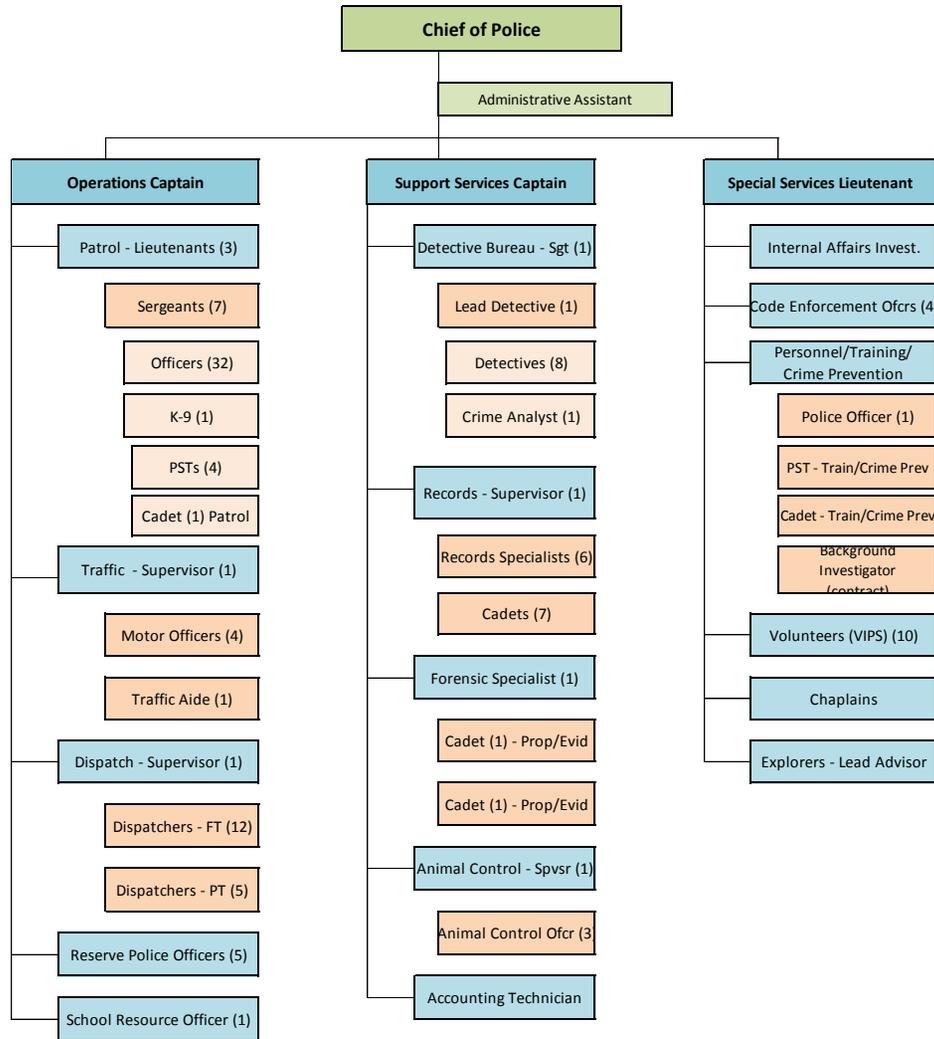
OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 13,650	\$ 8,950	\$ 16,400	\$ 16,400	\$ 17,100
5111	Salaries- Full Time	964,800	1,044,200	1,432,990	1,211,800	1,232,270
5112	Salaries- Temporary/ Part Time	93,780	106,200	86,030	87,850	87,520
5113	Overtime	8,330	12,120	10,000	10,000	13,000
5116	Fringe Benefits	183,420	200,820	337,800	277,480	290,800
5117	Retirement Contributions	239,070	287,260	147,890	105,730	135,910
5119	Unfunded Annual PERS Liability	-	-	315,040	315,040	309,970
TOTAL PERSONNEL EXPENSES		\$ 1,503,050	\$ 1,659,550	\$ 2,346,150	\$ 2,024,300	\$ 2,086,570
MAINTENANCE & OPERATIONS						
5211	Postage	\$ 160	\$ 30	\$ 1,550	\$ 550	\$ 1,050
5212	Advertising	34,400	16,020	20,600	27,550	24,000
5213	Dues & Subscriptions	640	270	2,660	1,160	2,640
5215	Training/ Conferences/ Meetings	3,730	1,930	13,100	12,450	13,600
5216	Office Supplies	4,710	6,430	6,300	5,800	5,400
5217	Other Supplies/Materials	1,640	810	4,350	3,720	2,350
5218	Uniform Expense	930	100	1,000	130	1,000
5220	Fuel Usage	3,220	2,880	4,000	4,000	4,250
5222	Print/ Mail Charges	-	-	-	-	250
5223	Information Systems Charges	100,950	101,150	132,460	132,450	93,720
5224	Vehicle Charges	7,990	8,750	9,320	9,320	12,230
5241	Utilities- Electric	450	470	600	600	-
5243	Utilities- Telephone	-	760	-	3,200	3,200
5245	Maint- Build/ Struct/ Grounds	770,390	1,860	31,900	31,900	31,900
5251	Legal Services	1,530	7,400	22,500	22,500	5,000
5252	Professional Services	1,116,420	1,142,290	1,173,340	1,540,450	891,630
5253	Contract Services	59,050	47,400	50,400	50,400	54,900
5255	Banking Services	37,660	29,680	30,700	30,700	3,700
5258	Other Services	2,203,370	1,952,180	2,163,680	2,367,230	1,729,870
5273	Workers Compensation Charges	101,560	65,320	119,450	119,450	101,990
5274	Unemployment Charges	-	5,110	10,110	10,110	8,500
5275	Long-term Disability Charges	-	7,080	10,170	10,170	8,500
5276	Liability Charges	-	79,180	178,210	178,210	158,340
5277	Loss Prevention Charges	-	6,740	10,700	10,700	9,630
5296	Pass-Thru Expense	42,960	-	-	-	-
5302	Loans	30,000	9,430	125,000	125,000	-
5305	Emergency Repairs Program	127,490	187,040	230,000	230,000	-
5309	First Time Home Buyer Program	-	20,100	-	-	-
5310	Forgivable Loans	-	-	100,000	189,030	65,010
5314	HIP Loans	240,000	-	470,600	470,600	300,000
5315	FRHB Loans	-	60,000	590,000	590,000	180,000
5324	Other Post Employee Benefits	12,330	12,180	12,570	12,570	23,190
5424	Bond Principal Expense	-	-	2,080,000	20,525,020	2,632,710
5425	Bond Interest Expense	1,387,680	1,251,860	1,666,440	1,871,350	1,578,510
5427	Issuance Costs	-	382,810	-	232,480	-
TOTAL MAINTENANCE & OPERATIONS		\$ 6,289,260	\$ 5,407,260	\$ 9,271,710	\$ 28,818,800	\$ 7,947,070
CAPITAL OUTLAY						
5521	Land	\$ -	\$ -	\$ 1,375,000	\$ 698,900	\$ 10,000
5527	Buildings	-	-	-	214,000	-
55XX	Capital Improvement Projects	185,030	401,010	264,690	246,060	247,040
TOTAL CAPITAL OUTLAY		\$ 185,030	\$ 401,010	\$ 1,639,690	\$ 1,158,960	\$ 257,040
TOTAL DEPARTMENT		\$ 7,977,340	\$ 7,467,820	\$ 13,257,550	\$ 32,002,060	\$ 10,290,680



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POLICE DEPARTMENT

Police Department
 Organization Chart
 Fiscal Year 2018-19

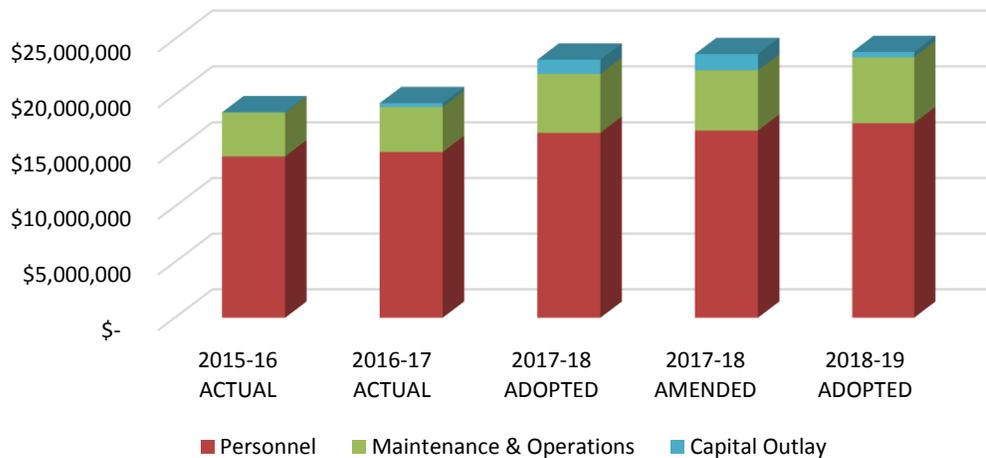


MISSION STATEMENT

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.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 14,492,460	\$ 14,889,060	\$ 16,604,570	\$ 16,809,190	\$ 17,469,990
Maintenance & Operations	3,922,600	4,034,550	5,287,150	5,397,450	5,901,503
Capital Outlay	30,200	338,940	1,260,190	1,450,900	468,860
TOTAL BUDGET	\$ 18,445,260	\$ 19,262,550	\$ 23,151,910	\$ 23,657,540	\$ 23,840,380

Police Department Expense Classification



	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 17,485,350	\$ 17,946,340	\$ 20,519,160	\$ 20,836,020	\$ 22,309,670
PUBLIC SAFETY AUGMENTATION	829,920	866,290	781,000	781,000	810,050
GENERAL CAPITAL PROJECTS	-	169,610	800,000	838,060	-
HOMELAND SECURITY GRANTS	-	4,090	17,030	60,840	-
PROPOSITION 30	-	-	140,000	140,000	140,000
COPS	44,100	99,730	535,240	579,910	579,910
OFFICE OF TRAFFIC SAFETY	72,800	118,500	215,730	283,080	-
LOCAL LAW ENFORCEMENT BLOCK GRANT	3,310	20,370	23,750	18,630	-
ASSET FORFEITURE – FEDERAL DOJ	9,780	37,620	120,000	100,000	-
ASSET FORFEITURE – STATE	-	-	-	20,000	750
TOTAL BUDGET	\$ 18,445,260	\$ 19,262,550	\$ 23,151,910	\$ 23,657,540	\$ 23,840,380

OPERATIONS DIVISION

The Operations Division provides direct law enforcement services to the community through the Patrol Division and Traffic Unit. The City of Upland is segmented into four Patrol Beats, each with one to three assigned Patrol Officers. Each shift is under the overall command of a Watch Commander (Lieutenant or Sergeant) and includes a minimum of six Officers and a Field Supervisor (Sergeant). The Traffic Unit consists of four Motor Officers. Their primary duties include traffic enforcement, traffic accident investigation, and grant funded traffic activities such as Driving Under the Influence (DUI) checkpoints, DUI saturation patrols, and distracted driver enforcement. The School Resource Officer (SRO), who primarily works at Upland High School, is also assigned to the Operations Division. Additionally, the Operations Division is responsible for the Police Service Technicians (PSTs), Reserve Unit, K-9 Unit, and Traffic Aide as well as the Police Cadets and Explorers.

SPECIAL SERVICES DIVISION

The Special Services Division oversees the administrative duties of the Department. This consists of the Professional Standards Office, Fiscal Services (Budget, Grants, Facilities Maintenance, Purchasing, Accounts Payable, False Alarm Program, and Volunteer Program), and Property and Evidence personnel. 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.

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.

SUPPORT SERVICES DIVISION

The Support Services Division consists of the Detective Unit and Narcotics Officers who are tasked with investigating all major crimes and all crimes requiring special attention and/or lengthy investigation. They are assisted by Property and Evidence personnel from the Special Services Division for crime scene processing/photography and evidence storage. Criminal investigations concerning vice and narcotics are the responsibility of the Narcotics Task Force. Dispatch and Records personnel, Police Cadets, the Investigations Administrative Assistant, Crime Analyst, and Animal Control all fall under this division.

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.

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 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	8.00	9.00	9.00	9.00
POLICE DETECTIVE	9.00	9.00	9.00	9.00
POLICE OFFICER	50.00	50.00	50.00	50.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00
LEAD DISPATCHER	0.00	0.00	2.00	2.00
POLICE DISPATCHER II	12.00	12.00	10.00	10.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00
CRIME ANALYST TRAINEE	0.00	0.00	1.00	1.00
ACCOUNTING TECHNICIAN	0.00	0.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	1.00	1.00	0.00	0.00
POLICE RECORDS SUPERVISOR	0.00	1.00	1.00	1.00
POLICE RECORDS SPECIALIST II	6.00	6.00	6.00	6.00
POLICE RECORDS SPECIALIST I	1.00	0.00	0.00	0.00
POLICE SERVICE TECHNICIAN	0.00	0.00	4.00	5.00
ANIMAL SERVICES SUPERVISOR	1.00	1.00	0.00	0.00
ANIMAL SERVICES MANAGER	0.00	0.00	1.00	1.00
ANIMAL SERVICES OFFICER	3.00	3.00	3.00	3.00
ANIMAL SHELTER ATTENDANT I	1.00	0.00	0.00	0.00
ANIMAL SHELTER ATTENDANT II	2.00	0.00	0.00	0.00
CODE ENFORCEMENT OFFICER	3.00	3.00	4.00	4.00
TOTAL DEPARTMENT	107.00	105.00	111.00	112.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ Commitment to community policing.
 - ◆ Patrol watches will document attendance at monthly community meetings.
 - ◆ Detective will document attendance at monthly community meetings.
 - ◆ Specialized units will document attendance at monthly community meetings.
 - ◆ Crime Prevention PST will document neighborhood watch groups started quarterly.
 - ◆ Hold two Citizens Academies.
 - ◆ Increase Social Media following by 25% (Instagram, Nextdoor, Facebook, Twitter).
 - ◆ Patrol and Code Enforcement to continue to work with the Community Restoration Team (CRT) to improve the quality of life concerns with the members of the community.
 - ◆ Establish an IMPACT Team of two to four Officers to focus on specific on-going crime and quality of life issues.

- ◆ Reduce injury traffic collisions by 3%.
 - ◆ Increase traffic enforcement.
 - ◆ Focus Office of Traffic Safety Grant enforcement activities on collision reduction.

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

- ◆ Reduce Part 1 crime by 3%.
 - ◆ Detectives increase detective initiated arrests by 3%.
 - ◆ Detectives increase clearance rate by 3%.
 - ◆ More accurately identify crime trends using the Omega Crime Analysis software.

- ◆ Improve employee wellness.
 - ◆ Reduce sick time usage by 3%.
 - ◆ Reduce worker’s compensation related injuries by 3%.
 - ◆ Encourage participation in Lifetime Fitness and Police Athletics by participating in Baker to Vegas Relay Race, Softball League, etc.
 - ◆ Formulate and implement a Health and Safety Incentive program.
 - ◆ In addition to mandated POST training, a 25% increase in non-POST mandated training focused on risk management to include sworn and non-sworn staff.
 - ◆ Provide executive leadership and development training to all supervisors.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Number of Part 1 Crimes	2,680	2,429	2,230	2,163
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)	50	15	15	15
Number of total patrol calls	75,049	75,078	72,024	73,024
Number of injury traffic collisions	480	453	486	471
Number of Reserve volunteer hours	1,422	981	1,027	1,050
Number of VIPS volunteer hours	2,620	2,476	2,461	2,500
Number of Graffiti Reward Program	4	1	1	1
Number of Intersections equipped with automated license plate readers	-	4	4	5
Number of code enforcement cases resolved	1,348	775	1,100	1,300

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Code Enforcement Inspections	3,993	3,000	3,200	3,000
Notice of Vacate	97	80	80	75
Citations	17	10	20	37
Administrative Citations	197	125	200	80
Cases filed	2	5	10	5
Abatements	1,348	775	1,100	1,100
City Prosecutor Conferences	13	13	15	3
Signs	1,349	1,349	1,200	1,000
Carts	139	228	150	175
Animals returned to owner	18%	18%	20%	22%
Animals euthanized	9%	9%	10%	10%

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Prepared applications and received awards for the following grants throughout the year:
 - \$13,719 - 2017 Justice Assistance Grant (JAG)
 - \$170,000 - 2018 Selective Traffic Enforcement Program Grant (OTS)
 - \$117,489 - FY 17/18 State COPS Funding
 - \$22,940 - 2017 Homeland Security Grant

- ◆ Purchased new Computer Aided Dispatch/Records Management System (CAD/RMS). Cost of the project was about \$1 million. The expense was vital since the current system was no longer being supported with maintenance and/or updates by the vendor.

- ◆ The detective bureau conducted 30 Sex Offender Registration Act (PC 290) compliance checks.

- ◆ Conducted 22 Probation and Parole compliance checks.

- ◆ Continued use of Volunteers in Police Service (VIPS) provided valuable assistance to the Patrol, Records, and Investigations Division by monitoring foreclosed homes and abandoned properties, conducting vacation checks on resident's homes, and filing records. VIPS donated over 2,400 hours to the Police Department.

- ◆ Participated in the National Night Out nationwide event in August.
- ◆ Participated in the “Tip-A-Cop” fundraiser benefiting St. Jude Children’s Research Hospital raising over \$1,000 in one night at Chili’s.
- ◆ Participated in the Holiday Miracles program held at the Colonies Shopping Center. Holiday Miracles partnered with law enforcement agencies, charities, and local businesses providing approximately 200 local disadvantaged children with \$200 in new clothes and toys.
- ◆ Participated in the DEA sponsored Got Drugs? National Prescription Drug Take-Back Initiative to safely dispose of surplus and unused prescription drugs.
- ◆ Conducted 2 Citizen’s Academies for over 30 Upland residents.
- ◆ Utilizing the Selective Traffic Enforcement Program (STEP) Grant, conducted a total of 24 DUI saturation patrols, 85 Traffic Enforcement operations, 2 DUI warrant service operations, and 5 DUI checkpoints. Click It or Ticket enforcement operations, warrant service operations resulting in 40 DUI arrests, 13 other criminal arrests, 71 citations for unlicensed/suspended drivers, 562 other citations, and 70 towed vehicles.
- ◆ Within the STEP Grant, conducted 5 DUI checkpoints which resulted in 13 DUI arrests, 71 citations for unlicensed/suspended drivers, 43 moving violation citations, 7 other citations, and a total of 46 vehicles being towed.
- ◆ Converted a Police Unit into a Taxi/DUI Car as part of “Know Your Limits” Campaign.
- ◆ Purchased 3 new BMW Motorcycles (1 Grant Funded, 2 Vehicle Replacement Funded).
- ◆ Trained an additional Officer as a Drug Recognition Expert (DRE), bringing the total to 4 Officers.
- ◆ Purchased 8 new Intoximeters Alco-Sensor Field Sobriety Test Preliminary Alcohol Screening Devices, 160 traffic cones, and 2 portable light towers (All Grant Funded).
- ◆ Performed 3,000 code inspections, posted 80 Notices to Vacate, closed 775 abatements and removed 1,200 signs.
- ◆ Spearheaded the actions to close 7 medical marijuana dispensaries and several Massage Parlors conducting illegal activities.
- ◆ Point in Time Count of people living unsheltered in Upland was 127 in 2017 and 94 in 2018, a reduction of 27%.
- ◆ Received 75,101 calls for service, issued 4,063 hazardous violation citations, made 609 felony arrests and 2,343 misdemeanor arrests.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2018-19 ADOPTED BUDGET

<u>POLICE</u>	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
3201 POLICE ADMINISTRATION					
Personnel	\$ 599,580	\$ 431,970	\$ 1,710,350	\$ 1,839,450	\$ 1,779,250
Maintenance & Operations	3,059,630	3,082,490	3,438,440	3,438,440	3,917,450
Capital Outlay	-	36,250	-	-	-
TOTAL POLICE ADMINISTRATION	\$ 3,659,210	\$ 3,550,710	\$ 5,148,790	\$ 5,277,890	\$ 5,696,700
3202 POLICE INVESTIGATIONS					
Personnel	\$ 1,680,330	\$ 1,675,730	\$ 2,427,340	\$ 2,427,340	\$ 2,386,090
Maintenance & Operations	174,310	218,240	170,430	170,430	176,780
Capital Outlay	-	-	-	-	-
TOTAL POLICE INVESTIGATIONS	\$ 1,854,640	\$ 1,893,970	\$ 2,597,770	\$ 2,597,770	\$ 2,562,870
3205/4501 ANIMAL CONTROL					
Personnel	\$ 601,660	\$ 221,090	\$ 384,020	\$ 384,020	\$ 347,620
Maintenance & Operations	236,220	190,190	199,090	299,090	312,600
Capital Outlay	-	-	-	-	-
TOTAL ANIMAL CONTROL	\$ 837,880	\$ 411,280	\$ 583,110	\$ 683,110	\$ 660,220
3206 POLICE ADMINISTRATION SUPPORT					
Personnel	\$ 580,290	\$ 634,760	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE ADMINISTRATION SUPPORT	\$ 580,290	\$ 634,760	\$ -	\$ -	\$ -
3210 POLICE SUPPORT					
Personnel	\$ 1,391,680	\$ 1,389,550	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE SUPPORT	\$ 1,391,680	\$ 1,389,550	\$ -	\$ -	\$ -
3211 POLICE PATROL					
Personnel	\$ 8,588,600	\$ 9,375,250	\$ 10,993,880	\$ 10,993,880	\$ 11,735,030
Maintenance & Operations	337,720	397,080	937,250	947,010	1,087,230
Capital Outlay	-	20,300	-	31,130	-
TOTAL POLICE PATROL	\$ 8,926,320	\$ 9,792,630	\$ 11,931,130	\$ 11,972,020	\$ 12,822,260
3231 POLICE SPECIAL EVENTS & COMMUNITY OUTREACH					
Personnel	\$ 32,160	\$ 22,350	\$ -	\$ -	\$ -
Maintenance & Operations	420	780	1,770	1,770	1,760
Capital Outlay	-	-	-	-	-
TOTAL POLICE SPEC EVENTS & COMM OUTREACH	\$ 32,580	\$ 23,130	\$ 1,770	\$ 1,770	\$ 1,760
3232 POLICE RESERVES					
Personnel	\$ 160	\$ 2,170	\$ -	\$ -	\$ -
Maintenance & Operations	500	2,150	3,000	3,000	3,000
Capital Outlay	-	-	-	-	-
TOTAL POLICE RESERVES	\$ 660	\$ 4,320	\$ 3,000	\$ 3,000	\$ 3,000
3233 CODE ENFORCEMENT					
Personnel	\$ 116,700	\$ 156,110	\$ 150,750	\$ 196,480	\$ 411,950
Maintenance & Operations	85,390	89,880	102,840	103,980	150,910
Capital Outlay	-	-	-	-	-
TOTAL CODE ENFORCEMENT	\$ 202,090	\$ 245,990	\$ 253,590	\$ 300,460	\$ 562,860
101 TOTAL GENERAL FUND					
Personnel	\$ 13,591,160	\$ 13,908,980	\$ 15,666,340	\$ 15,841,170	\$ 16,659,940
Maintenance & Operations	3,894,190	3,980,810	4,852,820	4,963,720	5,649,730
Capital Outlay	-	56,550	-	31,130	-
TOTAL GENERAL FUND	\$ 17,485,350	\$ 17,946,340	\$ 20,519,160	\$ 20,836,020	\$ 22,309,670

POLICE

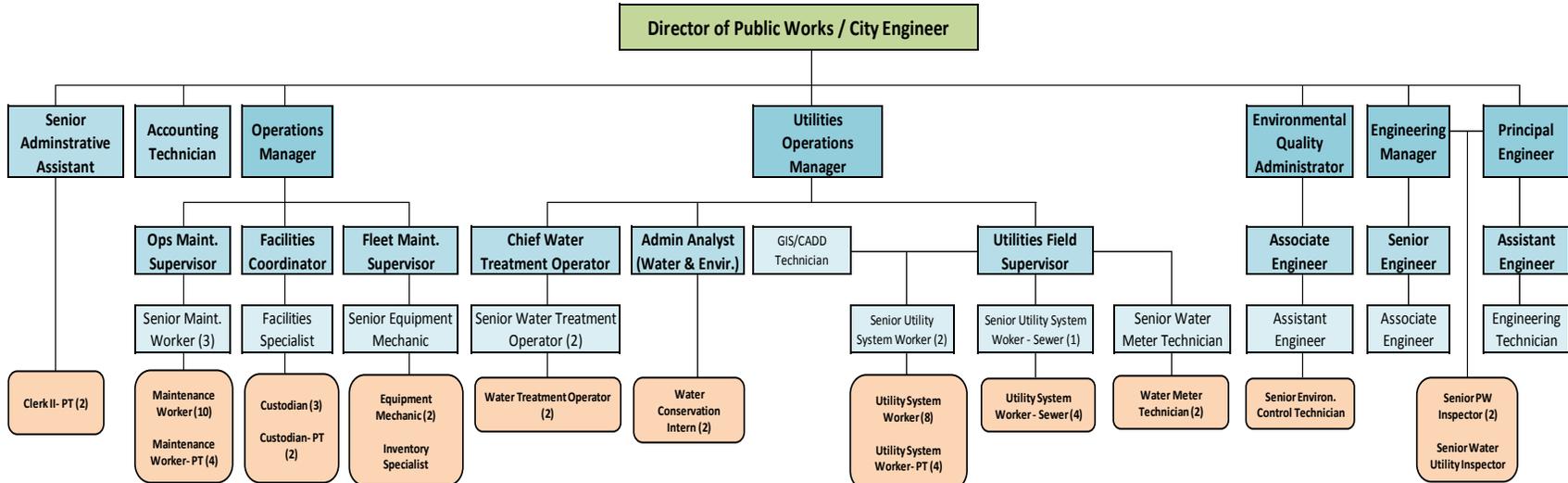
	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
203 TOTAL PUBLIC SAFETY AUGMENTATION FUND					
Personnel	\$ 829,920	\$ 866,290	781,000	\$ 781,000	810,050
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC SAFETY AUGMENTATION	\$ 829,920	\$ 866,290	\$ 781,000	\$ 781,000	\$ 810,050
425 GENERAL CAPITAL PROJECTS					
Personnel	\$ -	\$ -	-	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	169,610	800,000	838,060	-
TOTAL GENERAL CAPITAL PROJECTS	\$ -	\$ 169,610	\$ 800,000	\$ 838,060	\$ -
2XX TOTAL GRANTS/ ASSET FORFEITURE					
Personnel	\$ 71,380	\$ 113,790	157,230	\$ 187,020	-
Maintenance & Operations	28,410	53,740	434,330	433,730	251,800
Capital Outlay	30,200	112,780	460,190	581,710	468,860
TOTAL POLICE GRANTS	\$ 129,990	\$ 280,310	\$ 1,051,750	\$ 1,202,460	\$ 720,660
TOTAL POLICE					
Personnel	\$ 14,492,460	\$ 14,889,060	\$ 16,604,570	\$ 16,809,190	\$ 17,469,990
Maintenance & Operations	3,922,600	4,034,550	5,287,150	5,397,450	5,901,530
Capital Outlay	30,200	338,940	1,260,190	1,450,900	468,860
TOTAL POLICE	\$ 18,445,260	\$ 19,262,550	\$ 23,151,910	\$ 23,657,540	\$ 23,840,380

CITY OF UPLAND
POLICE DEPARTMENT
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 82,360	\$ 68,020	\$ 103,200	\$ 103,200	\$ 103,200
5111	Salaries- Full Time	1,649,550	1,421,010	1,687,440	1,827,080	1,996,130
5112	Salaries- Temporary/ Part Time	203,850	234,200	323,700	265,730	277,500
5113	Overtime	111,330	170,430	85,900	85,900	85,900
5116	Fringe Benefits	367,470	304,570	484,720	536,470	592,500
5117	Retirement Contributions	418,930	388,240	172,070	213,490	226,520
5119	Unfunded Annual PERS Liability	-	-	366,540	366,540	429,950
5131	Salaries- Sworn Police	7,143,140	7,185,240	7,518,360	7,518,360	7,684,700
5133	Overtime- Sworn Police	868,940	1,017,570	880,550	910,340	774,940
5136	Fringe Benefits- Sworn Police	1,156,120	1,225,810	1,497,510	1,497,500	1,430,510
5137	Retirement Contributions- Sworn Police	2,490,770	2,873,970	1,348,110	1,348,110	1,580,950
5139	Unfunded Annual PERS Liab- Sworn	-	-	2,136,470	2,136,470	2,287,190
TOTAL PERSONNEL EXPENSES		\$ 14,492,460	\$ 14,889,060	\$ 16,604,570	\$ 16,809,190	\$ 17,469,990
MAINTENANCE & OPERATIONS						
5211	Postage	\$ 1,080	\$ 1,060	\$ 1,250	\$ 1,250	\$ 1,250
5213	Dues & Subscriptions	10,660	10,530	21,880	27,180	26,380
5215	Training/ Conferences/ Meetings	51,700	80,140	128,710	130,440	164,870
5216	Office Supplies	14,170	13,970	26,940	14,940	13,940
5217	Other Supplies/Materials	83,060	74,360	212,940	221,340	217,050
5218	Uniform Expense	23,060	58,050	33,010	37,150	40,440
5219	Licences, Registration and Permits	2,670	-	-	-	-
5220	Fuel Usage	130,540	126,450	195,960	195,960	186,800
5222	Print/ Mail Charges	-	-	-	-	1,150
5223	Information Systems Charges	415,020	507,150	479,670	479,670	765,480
5224	Vehicle Charges	91,100	99,730	491,190	491,190	649,580
5225	Building Maint & Operations	170,460	301,880	325,980	325,980	316,160
5231	Office Equipment (Under 5,000)	(1,950)	60	250	250	1,000
5232	Computer Equip (Under 5,000)	-	3,570	136,050	144,050	136,050
5233	Other Equipment (Under 5,000)	47,060	46,320	200,730	183,760	63,740
5241	Utilities- Electric	144,930	125,390	130,170	130,170	176,650
5242	Utilities- Gas	19,910	16,830	14,180	14,180	12,400
5243	Utilities- Telephone	(5,500)	-	-	20,000	750
5245	Maintenance- Buildings/Structures/Grounds	-	-	-	100,000	-
5246	Maintenance- Equipment	90	17,800	76,130	76,130	49,930
5247	Maintenance- Vehicle	-	-	1,500	4,880	6,300
5251	Legal Services	73,700	58,090	64,850	64,850	80,000
5253	Contract Services	286,430	300,230	351,640	351,640	380,760
5255	Banking Services	4,610	2,960	2,480	2,480	2,580
5258	Other Services	439,620	407,060	330,610	318,930	353,710
5273	Workers Compensation Charges	1,007,730	674,660	749,140	749,140	801,260
5274	Unemployment Charges	-	37,300	63,370	63,370	66,760
5275	Long-term Disability Charges	-	51,710	63,800	63,800	66,790
5276	Liability Charges	909,010	970,050	1,117,620	1,117,620	1,243,990
5277	Loss Prevention Charges	-	49,200	67,100	67,100	75,760
5297	Other Expenses	3,440	-	-	-	-
TOTAL MAINTENANCE & OPERATIONS		\$ 3,922,600	\$ 4,034,550	\$ 5,287,150	\$ 5,397,450	\$ 5,901,530
CAPITAL OUTLAY						
5529	Building Improvements	\$ -	\$ 15,000	\$ -	\$ -	\$ -
5530	Machinery & Equipment	30,200	323,940	1,260,190	1,395,900	468,860
5531	Vehicles	-	-	-	55,000	-
TOTAL CAPITAL OUTLAY		\$ 30,200	\$ 338,940	\$ 1,260,190	\$ 1,450,900	\$ 468,860
TOTAL DEPARTMENT		\$ 18,445,260	\$ 19,262,550	\$ 23,151,910	\$ 23,657,540	\$ 23,840,380

PUBLIC WORKS

City of Upland
Organizational Chart
Fiscal Year 2018-19

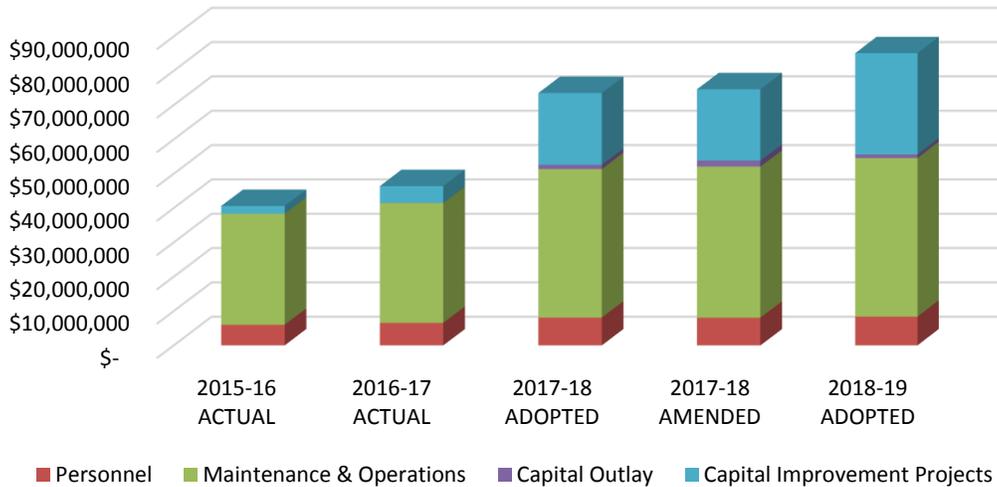


MISSION STATEMENT

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.

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 6,013,140	\$ 6,570,700	\$ 8,111,840	\$ 8,077,840	\$ 8,380,850
Maintenance & Operations	32,347,870	34,917,670	43,275,000	44,009,780	46,199,260
Capital Outlay	16,000	36,740	1,239,180	1,751,240	1,054,760
Capital Improvement Projects	2,238,240	4,883,490	20,926,870	20,787,430	29,488,730
TOTAL BUDGET	\$ 40,615,250	\$ 46,408,600	\$ 73,552,890	\$ 74,626,290	\$ 85,123,600

Public Works Expense Classification



	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 5,611,910	\$ 5,243,410	\$ 6,210,570	\$ 6,588,330	\$ 6,594,970
GAS TAX	1,055,480	2,391,110	7,633,770	7,209,650	8,767,340
MEASURE I	427,640	1,420,490	2,012,180	1,998,980	4,052,800
GENERAL CAPITAL IMPROVEMENTS	120	55,740	519,810	516,450	1,122,510
PARK ACQUISITION & DEV.	230	197,380	250,550	215,990	118,400
STORM DRAIN DEVELOPMENT	685,960	180	241,560	241,560	471,520
STREET & TRAFFIC FACILITY DEV	68,230	170	1,937,370	1,942,110	1,479,570
STREET & ALLEY REPAIRS	580	5,350	593,920	594,070	779,070
WATER UTILITY	14,877,720	17,608,540	29,560,770	29,936,900	36,577,960
SOLID WASTE UTILITY	9,793,400	10,287,130	10,751,780	10,820,310	11,501,030
SEWER UTILITY	6,753,030	7,720,490	11,406,950	11,521,550	11,245,500
FLEET MANAGEMENT	656,920	713,740	1,338,920	1,720,550	1,314,100
BUILDING MAINTENANCE & OPS	684,030	764,870	1,094,740	1,319,840	1,098,830
TOTAL BUDGET	\$ 40,615,250	\$ 46,408,600	\$ 73,552,890	\$ 74,626,290	\$ 85,123,600

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	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
PUBLIC WORKS - ADMINISTRATION				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
DEPUTY PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.00
OPERATIONS MANAGER	1.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	0.00
ADMINISTRATIVE ASSISTANT II	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT I	0.00	1.00	0.00	0.00
ACCOUNTING TECHNICIAN	0.00	1.00	0.00	1.00
PUBLIC WORKS – CAPITAL PROJECTS				
PRINCIPAL ENGINEER	0.00	0.00	0.00	0.00
ENGINEERING MANAGER	1.00	1.00	1.00	1.00
SENIOR ENGINEER	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00
SENIOR PUBLIC WORKS INSPECTOR	1.00	1.00	2.00	2.00
PUBLIC WORKS INSPECTOR II	1.00	1.00	0.00	0.00
WATER UTILITY INSPECTOR II	1.00	0.00	0.00	0.00
SENIOR WATER UTILITY INSPECTOR	0.00	1.00	1.00	1.00
PUBLIC WORKS – ENGINEERING				
PRINCIPAL ENGINEER	1.00	1.00	1.00	1.00
ASSISTANT ENGINEER	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	0.00	0.00	1.00	1.00
COUNTER TECHNICIAN	1.00	1.00	0.00	0.00
PUBLIC WORKS – OPERATIONS				
OPERATIONS MAINTENANCE SUPERINTENDENT	0.00	0.00	0.00	0.00
MAINTENANCE SUPERVISOR	1.00	1.00	1.00	1.00
MAINTENANCE CREW LEAD	3.00	3.00	0.00	0.00
SENIOR MAINTENANCE WORKER	0.00	0.00	3.00	3.00
MAINTENANCE WORKER	0.00	0.00	10.00	10.00
MAINTENANCE WORKER II	10.00	10.00	0.00	0.00
SENIOR EQUIPMENT MECHANIC	0.00	0.00	1.00	1.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	0.00	0.00
EQUIPMENT MECHANIC	0.00	0.00	2.00	2.00
EQUIPMENT MECHANIC II	2.00	2.00	0.00	0.00
INVENTORY SPECIALIST	1.00	1.00	1.00	1.00

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
FACILITIES MAINTENANCE SUPERINTENDENT	0.00	0.00	0.00	0.00
FACILITIES COORDINATOR	0.00	1.00	1.00	1.00
FACILITIES SPECIALIST	2.00	1.00	1.00	1.00
CUSTODIAN	3.50*	3.50	3.50	3.50
TOTAL DIVISIONS	36.50	37.50	36.50	36.50
* Increase due to transfer of custodian service from Community Services/Recreation to Public Works Department				

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 that 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, 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, alleys, and public right-of-way to ensure safe conditions for motorists, bicyclists, and pedestrian travel. This

Division also assists with traffic control measures required for special events. This includes maintenance of the storm water drainage collection system.

Sidewalk Repair/Maintenance

The concrete maintenance and repair program is responsible for the maintenance of sidewalks, 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 contracts and manages a private landscape maintenance vendor to perform routine tree trimming on approximately 33,000 City trees. Parkway and median tree trimming is performed on a grid trimming schedule, which provides tree trimming on a 5 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 contracts and manages a private landscape maintenance vendor to perform routine landscape maintenance, weed abatement, and graffiti removal for City controlled properties. The City has 73.3 acres of parkway and median areas, and 25 acres of public trails that require routine maintenance. This includes the historical Euclid Avenue District that spans from our southernmost border (I-10) to the far northern border (24th Street), which encompasses our famous and historic Euclid Avenue Median Walking Trail and special Landmarks, like the Madonna of the Trail. This program ensures these properties are maintained in an aesthetically suitable manner to preserve appearance and the quality of life in the community.

City Park Maintenance

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

Traffic Control Signage and Pavement Striping/Marking Maintenance

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

City Owned Street Light Maintenance

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

Public Building Facility Maintenance

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

Fleet Maintenance & City Vehicle Fueling Station

The Fleet Maintenance Division is responsible for providing cost effective preventive maintenance and repairs to all of the City's vehicles and equipment. The Fleet 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; 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 2017-18 budget, the Fleet Maintenance Division entered its second year of a fifteen year vehicle replacement and modernization program. This program is designed to have a sustainable vehicle replacement program and to be fiscally responsible.

Street Sweeping

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

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To provide high quality, courteous, and prompt customer service.
- ◆ To provide reliable services to residents and businesses at a cost-effective rate.
- ◆ To pursue grant opportunities at the County, State and Federal level.
- ◆ To ensure compliance with County, State and Federal regulations.
- ◆ To maintain City parks in a safe and aesthetically pleasing manner.
- ◆ To monitor and maintain City trees using a GIS based inventory program.
- ◆ To remove and replace dead trees and provide for their daily care within the funding allocation.

- ◆ To maintain the Metrolink Station and parking lots ensuring a safe clean environment for passengers.
- ◆ To 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.
- ◆ Meet and/or exceed the development review time schedules.
- ◆ Provide flexibility without compromising the development quality standards and requirements.
- ◆ Maintain proper operation of the City Traffic Signal system.
- ◆ Develop an inventory of all regulatory, advisory and directional traffic control signage.
- ◆ Implement the SCE Street Light Emitting Diode (LED) Energy Efficiency Conversion Program for the LS-1 Facilities
- ◆ Use the recently completed sign management platform to implement the replacement of regulatory, warning and post-mounted guide (excluding street name) signs to meet the minimum retroreflectivity levels in accordance with regulatory requirements.
- ◆ Establish agreements with San Bernardino County Transportation Authority (SBCTA) for the construction of the following regionally significant projects:
 - Interchange Improvements at Euclid Avenue & I-10 Freeway
 - Interchange Improvements at Monte Vista Avenue & I-10 Freeway
 - Downtown Accessibility Improvements to include Metrolink accessibility enhancements & a new Traffic Signal at the SP/PE Trail & Euclid Avenue
 - Regional Coordinated Traffic Signal System (Tier 1-4 Segments) Timing Maintenance Program
- ◆ Construct Street Improvements on
 - ◆ 3rd Avenue, from "A" Street to 11th Street
 - ◆ 9th Street, from 3rd Avenue to east of Campus Avenue
 - ◆ 13th Street, from Euclid Avenue to Campus Avenue
 - ◆ Linda Way, from 8th Street north to the end of the cul-de-sac
 - ◆ Various Alley Pavement Improvements:
 - 14 miles of Crack and Slurry Seal Maintenance Treatment

- Reconstruction of Alley, as follows
 - Between 1st Avenue & 2nd Avenue & Between 11th Street & Foothill Boulevard
 - Between 2nd Avenue & 3rd Avenue & Between Foothill Boulevard & Mesa Court
 - Between 5th Avenue & 6th Avenue & Between “F” Street & “G” Street
- Pavement Maintenance Treatment
 - in the Colonies West of Colonies Parkway and Tanglewood Avenue
 - SP/PE Bicycle and Pedestrian Trail – City Limits.
- ◆ Purchase and replacement of 14 vehicles
 - 6 Police Department (1 Administration and 5 Patrol)
 - 6 Public Works - Operations (2 Building Maintenance and 4 Street Maintenance)
 - 2 Public Works - Water

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Repairs of streets and alleys (a)	608	1,486	650	1,200
Street miles swept twice per month	14,170	14,170	14,170	14,500
Street lights replaced/reported	106	84	275	300
New and replaced street signs	228	119	120	250
Flood control drains cleaned	820	48	120	100
Tree issues resolved (b)	1,333	1,540	1,750	2,000
Trees removed	366	890	358	300
Trees planted	33	45	318	300
Trees Trimmed	7,566	3,542	5,040	8,000
Manholes inspected and cleaned (*)	32	32	27	80
Park and bike trail issues resolved (c)	753	1,218	1,200	1,200
Miles of main sewer lines cleaned (*)	101	85	110	150
Sewer lateral issues resolved (d) (*)	217	183	130	150
Automotive repairs	1,152	1,175	1,200	1,200
Claim Reports	70	76	58	50
Public Property Damage Reports	21	24	21	20

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Automotive repairs	1,152	1,175	1,200	1,200
(a) Potholes, cracks, paving repairs due to water repairs (b) Tree inspection, obstruction of sign/light, limb drop, branch damage, pest treatment, root damage, removal work and various pruning, excluding trimming works performed by contractors (c) Park & bike trail issues include cleanup, graffiti, 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 2017-18 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.
- ◆ Maintained compliance with the Federal requirements for the Energy Efficiency Community Block Grant; the primary funding source for the City’s shade structure solar system construction.
- ◆ Participated in regional efforts to encourage oil recycling.
- ◆ Participated in City events including the Lemon Festival, Arbor Day at McCarthy Park, Community Clean-Up Day and Upland Fun Day.
- ◆ Completed review of Sycamore, Harvest, CNC, and Ford Motors development improvement plans.
- ◆ Completed Street Paving Improvements:
 - Foothill Boulevard, from Euclid Avenue to Grove Avenue
 - 16th Street, from West City Limit/RTE-210 Freeway to Campus Avenue
- ◆ Completed Pavement Maintenance Improvements:
 - East of Colonies Parkway and Tanglewood Avenue
 - Upland Downtown:
 - 9th Street from 1st Avenue to 3rd Avenue &
 - 2nd Avenue from “A” Street to “C” Street
- ◆ Completed Water Improvements on 16th Street San Antonio Avenue to Campus Avenue
- ◆ Completed ADA & Sidewalk Improvements – North of 11th Street & East of Upland High School (Redding Way)

- ◆ Completed a draft Alley Improvement Master Plan
- ◆ Completed Euclid Avenue Tree Maintenance – 2,761 Trees Pruned
- ◆ Completed Citywide Tree Maintenance Work – 5,040 Pruned; 358 Dead Removals; and 318 Planted
- ◆ Completed Foothill Route 66 Tree Grant Planting
- ◆ Completed Eagle Scout Projects – Sierra Vista Park Sign
- ◆ Replaced Playground Equipment at Cabrillo Park and Sierra Vista Park
- ◆ Renovated Police Department Impound Lot – Cleared, Organized and Developed Homeless Item Area
- ◆ Completed the Demolition of the Old Animal Shelter
- ◆ Completed Renovation of the Rose Garden – Landscape
- ◆ Completed Library Upgrades – Paint & Carpet
- ◆ Completed Magnolia Recreation – Mold Remediation
- ◆ Purchased & Replaced 20 Vehicles:
 - 8 Police Vehicles (4 Patrol and 4 Traffic vehicles)
 - 1 City Hall vehicle
 - 5 Public Works - Operations vehicles (1 Administration, 3 Street Maintenance and 1 Park Maintenance)
 - 4 Public Works - Water vehicles
 - 2 Public Works - Environmental vehicles
- ◆ Purchased Equipment:
 - Skip loader (Street & Tree Maintenance Tractor)
 - Retrofit & Upgrade Sewer Camera Truck
 - Weed Abatement Spray Rig

WATER

MISSION STATEMENT

To provide the City with a safe and reliable supply of high quality drinking water, 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. 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 storms rain and snow, other areas continue to experience the effects of drought. The City of Upland remains in a Level High Water Shortage Stage, which means the need for water savings must continue. Upland gets its water from three primary sources: groundwater, local surface water from San Antonio Creek, and imported water. Our groundwater and surface water depend on rainfall for replenishment. Our groundwater 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 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 with programs, incentives, and provides informational assistance to customers to help implement water conserving measures at home or place of business. In addition, visitors can visit the New City Hall Drought Tolerant Landscape Demonstration Garden, opened in August 2017 and obtain free educational materials to help them in their conservation efforts.

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
PUBLIC WORKS - WATER				
UTILITIES OPERATIONS MANAGER	1.00	1.00	1.00	1.00
WATER CONSERVATION SPECIALIST	1.00	0.00	0.00	0.00
MANAGEMENT ANALYST WATER DISTRIBUTION SUPERVISOR	0.00	1.00	1.00	1.00
UTILITY SYSTEM SUPERVISOR	1.00	0.00	0.00	0.00
GIS/CADD TECHNICIAN	0.00	1.00	1.00	1.00
CHIEF WATER SYSTEMS OPERATION	1.00	0.00	0.00	0.00
CHIEF WATER TREATMENT OPERATOR	0.00	1.00	1.00	1.00
WATER SYSTEMS OPERATOR IV	2.00	0.00	0.00	0.00
WATER SYSTEMS OPERATOR III	0.00	0.00	0.00	0.00
SENIOR WATER TREATMENT OPERATOR	0.00	2.00	2.00	2.00
WATER SYSTEMS OPERATOR II	1.00	0.00	0.00	0.00
WATER SYSTEMS OPERATOR I	1.00	0.00	0.00	0.00
WATER TREATMENT OPERATOR	0.00	2.00	2.00	2.00
LEAD WATER UTILITY WORKER V	1.00	1.00	0.00	0.00
LEAD WATER UTILITY WORKER III	1.00	1.00	0.00	0.00
SENIOR UTILITY SYSTEM WORKER	0.00	2.00	2.00	2.00
WATER UTILITY WORKER V	1.00	0.00	0.00	0.00
WATER UTILITY WORKER IV	1.00	0.00	0.00	0.00
WATER UTILITY WORKER III	0.00	0.00	0.00	0.00
UTILITY SYSTEM WORKER	0.00	4.00	5.00	8.00
WATER UTILITY WORKER II	4.00	0.00	0.00	0.00
WATER UTILITY WORKER I	0.00	0.00	0.00	0.00
SENIOR UTILITY SYSTEM WORKER	0.00	0.00	1.00	1.00
UTILITY SYSTEM WORKER- SEWER	0.00	0.00	4.00	4.00
MAINTENANCE WORKER II	4.00	4.00	0.00	0.00
SENIOR WATER METER TECHNICIAN	1.00	1.00	1.00	1.00
WATER METER TECHNICIAN	2.00	2.00	2.00	2.00
TOTAL DIVISION	24.00	24.00	24.00	27.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To maintain water quality that meets all State and Federal Drinking Water Standards.
- ◆ To provide high quality, courteous, and prompt customer service.
- ◆ To provide reliable water service at an affordable rate.

- ◆ To enhance water quality by flushing all fire hydrants on a regular basis.
- ◆ To further develop and expand the recycled water system in a cost-effective manner.
- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively, renewed, replaced, and maintained.
- ◆ To continue maintenance operations improving reliability.
- ◆ To increase water conservation awareness through public outreach and conservation programs.
- ◆ To accelerate the City’s valve replacement program ensuring compliance with the Department of Public Health recommendations.
- ◆ To accelerate the City’s water meter replacement program ensuring more accurate meters are being utilized.
- ◆ To 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) requiring that 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.
- ◆ To increase participation by 20% in all water conservation rebates and programs.

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

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	15,962	18,269	21,000	21,000
Water samples taken	3,000	3,000	3,000	3,000
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	1,843	1,260	1,300	1,300
Meter installations (new service & replacements)	906	1,233	1,200	1,500

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	647	471	500	500
Main leaks repaired	68	72	69	70
Fire Hydrant damages repaired	51	21	17	15
Fire Hydrants maintained	56	134	60	60
Flush-outs inspected/maintained	-	-	-	20
Number of exercised valves	1,309	1,500	1,500	1,500
Valve Replacement	21	25	20	20
USA tickets received and marked	2,000	2,283	2,400	2,500
Service “turn-on” and “turn-off”	2,269	2,925	3,300	3,000
Water conservation contacts	754	628	869	900
Educational events	9	8	9	10
Water efficient landscape classes	1	1	5	7
New water pipelines and appurtenances installed (linear feet)	9,191	19,600	15,000	15,000
Manholes inspected and cleaned	2,172	1,200	1,200	1,200
Miles of main sewer lines cleaned	101	85	110	150
Sewer miles inspected by camera	-	-	12	60
Sewer lateral issues resolved (*)	229	61	70	70
(*) Sewer backup, root & blockage, lateral damage due to city tree’s roots and lateral repair				

FY 2017-18 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 2017, residential customers reduced their water use by 13% from 2013.
- ◆ Maintained compliance with weekly, quarterly, and annual Water Quality Monitoring Reports.

- ◆ Participated in several regional conservation programs and events including the Landscape & Water Conservation Festival, Spray to Drip Workshop & Program, Earth Friendly Day, Scary-A-Faire event, and Spring Fling & Egg Hunt.
- ◆ Completed the first Water Loss Audit Report that was required and certified by the Department of Water Resources.
- ◆ Sponsored Upland High School Solar Club rookie team boat in the MWD Solar Cup race May 2018.
- ◆ New City Hall Drought Tolerant Landscape Demonstration Garden, opened in August 2017.
- ◆ Completed the 2016 Consumer Confidence Report, California Department of Public Health Annual Report and the Department of Water Resources Annual Report.
- ◆ Continued the meter exchange program to replace outdated and worn meters.
- ◆ Continued a service line replacement program to exchange outdated galvanized steel pipe with copper. The projected number for completion is 50 service line replacements in the Colonies.
- ◆ Rehabilitated City Well #15.
- ◆ Plant 7 Booster Station pump and motor replacement of one pump.
- ◆ Plant 2 Booster Station pump and motor replacement of one pump.
- ◆ Completed the design and replacement of the 7.5 MG reservoir and water improvements.
- ◆ Completed the initial evaluation of the 10 MG reservoir and related distribution system for rehabilitation of the reservoir.
- ◆ Completed a water model of the water distribution system and determined where pressure reducing valve stations between pressure zones should be located.
- ◆ 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 change out the older turbine type water meters with new more accurate compound water meters.
- ◆ Purchase and installation of Chemsan Nitrate Analyzer for Well 7A and Reservoir 4.
- ◆ Obtained a permit from the State Water Resources Control Board Division of Drinking Water for Well 7A and Reservoir 4 at Plant 13 as a T2 Treatment Plant to remove PCE from the well water using THM removal equipment.

- ◆ Replaced the camera equipment in the older sewer line camera truck with new state of the art camera equipment to enable staff to video the sewer lines.
- ◆ Completed the service line identification survey and determined that we do not have any lead service lines in the City as required by the State Water Resources Control Board Division of Drinking Water.
- ◆ Initiated the program for testing of all public schools for lead in the water as required by the State Water Resources Control Board Division of Drinking Water.
- ◆ Began quarterly sampling of all source water as required to comply with the new regulation adopted by the State Water Resources Control Board's Division of Drinking Water (DDW) establishing 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 to meet 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 provided by the City.

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. – 2:00 p.m. and enables residents to dispose of oil, paint, electronic waste, pharmaceuticals and numerous other items in a safe manner. Now that the Sharps Program has been 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 – Thursday between the hours of 8:00 a.m. – 6:00 p.m at the City Yard (1370 N. Benson Avenue Upland, CA 91786).

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To provide courteous prompt customer service for all Solid Waste Programs.
- ◆ To complete the renovation of the Household Hazardous Waste Facility.
- ◆ To implement a recycling program for City facilities.
- ◆ To provide prompt and accurate reporting of solid waste programs and diversion statistics for compliance with State regulatory agencies.
- ◆ To 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.
- ◆ To reduce the solid waste disposal rate 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 to achieve 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 requirements.
- ◆ To continue a recycling program that will increase diversion which will reduce the City’s solid waste disposal rate.
- ◆ To provide on-going recycling, composting, and sharps education to residents and businesses, and to continue to encourage proper disposal of all waste materials and recycling.
- ◆ To increase the amount of commercial and multi-family recycling.
- ◆ To provide a safe and convenient facility for the proper public disposal of Household Hazardous Waste and Sharps.
- ◆ To educate the community in order to increase residential green and food waste recycling through composting.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Disposal rate* (pounds per person per day)	3.6	4.0	5.2	5.2
Number of household hazardous waste participants	5,591	4,827	4,850	4,850
Household hazardous waste volume (lbs)	310,100	320,000	320,000	320,000
Number of Solid Waste educational events	6	6	6	6
*Per Senate Bill 1016, the waste diversion measurement system has shifted from a target of diverting at least 50% of municipal waste generated, to a disposal target of (land filling) 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 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Utilized grant funding to provide community outreach on household hazardous waste and used oil programs by creating a public service announcement video.
- ◆ Continued newsletters for residential, commercial and multi-family customers.
- ◆ Submitted a Compliance Plan to CalRecycle for the AB341 & AB1826 mandated recycling programs.
- ◆ Increased Commercial & Multi-Family Recycling Education Notification Program in accordance with AB 341.
- ◆ Increased Commercial & Multi-Family Organics Recycling Education Notification Program in accordance with AB 1826.
- ◆ Increased the amount of commercial/multi-family recycling accounts.
- ◆ San Bernardino County Fire provides Sharps containers free of charge.
- ◆ Enhanced programs: Added free compost to the existing free mulch program at the City Yard during HHW operations.
- ◆ Instituted “check-in” procedures for the Household Hazardous Waste facility.
- ◆ Completion of Sharps and Hazardous Waste Operations and Emergency Response training for household hazardous waste personnel.
- ◆ Participated in City events including the Lemon Festival, July 4th Celebration, Community Clean-Up Day and Upland Fun Day.

SEWER

MISSION STATEMENT

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

SEWER

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

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

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

In addition, the Division is responsible for monitoring and controlling methane gas generated from the closed Upland Sanitary Landfill. This includes the operation of the gas extraction system and the flare station in order to prevent methane migration outside the Landfill perimeter in compliance with requirements imposed by AQMD and other regulatory agencies. Included in this responsibility is the monitoring of groundwater quality underneath the Landfill, as required by State and Federal regulations.

The Division is tasked with performing the National Pollutant Discharge Elimination System (NPDES) Program, which is required by the Regional Water Quality Control Board, via NPDES Permit No. CAS618036. The NPDES permit was issued to the County of San Bernardino, as principal permittee, and the City, as well as local cities, as co-permittees. The NPDES goal is to prevent and eliminate runoff causing impairment to local surface water. The City is bound to the west by the San Antonio Channel and to the east by the Cucamonga Channel, of which both in discharge into the Santa Ana River. If left uncontrolled, runoff of pollutions can result in

destruction of aquatic life habitats and threats to public health. The NPDES Program has mechanisms designed to prevent harmful contaminants from being washed by runoff into local channels. To fulfill that objective, staff inspects certain sites of private and public businesses including construction locations. They also participate in a variety of storm water pollution activities, including source control, comprehensive bacteria reduction, watershed action and public education.

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

PERSONNEL				
PERMANENT POSITIONS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2018-19 ADOPTED
PUBLIC WORKS - SEWER				
ENVIRONMENTAL QUALITY ADMIN	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00
ASSISTANT ENGINEER	1.00	1.00	1.00	1.00
SR ENVIR CONTROL TECHNICIAN	1.00	1.00	1.00	1.00
TOTAL DEPARTMENT	4.00	4.00	4.00	4.00

FY 2018-19 GOALS AND OBJECTIVES

- ◆ To comply with all regulatory requirements in wastewater collection, treatment, discharge services, and environmental mitigation issues, including the National Pollutant Discharge Elimination System (NPDES) and Sewer System Management Plan (SSMP).
- ◆ To ensure City compliance with Federal and State regulations pertaining to storm water and the area-wide NPDES permit.
- ◆ To ensure City compliance with SSMP requirements and prevent sanitary sewer overflows, by developing relevant guidelines and procedures for proper management, operation and maintenance of the City’s sewerage collection system. To provide reliable sewage disposal services to residents and businesses.
- ◆ To perform, construct, implement, or continue the following projects:
 - Sewer Rehabilitation and Relief projects
 - Removal of Turf and Installation of Drought Tolerant Plants at City facilities
 - Modification of the Landfill’s Methane Gas Collection System and Flare Station
 - Revision of the Regional Sewerage Contract with the Inland Empire Utilities Agency
 - Recycled Water Program and Water Conservation Project implementation
 - Storm Water Drainage Master Plan
 - Sewer System Master Plan Update
 - Grant funding applications for City projects

- ◆ To continue auditing the billings of utility services (water, sewer and solid waste service) to prevent losses 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.

PERFORMANCE MEASUREMENTS	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 PROJECTED	2018-19 TARGET
Sewer miles cleaned or lined (miles)	101 miles cleaned	85 miles cleaned	110 miles cleaned	150 miles cleaned
Sewer miles inspected by camera (*)	-	-	12	60
Sewer manholes/facilities repaired (*)	32	32	15	20
Permitted dischargers or active permits	192	192	190	195
Trunk Line wastewater samples collected	2	2	-	-
Permitted businesses inspected	212	212	115	150
New sewer connections processed	19	19	14	15
Permit violation letters issued (due to discharge limits and reporting requirements)	131	131	15	20
Interior and perimeter Gas Well Collection System readings obtained	59	59	59	59
Landfill probe readings	63	63	63	63
Landfill interior and perimeter gas groundwater samples taken	36	36	36	36
Storm water inspections	101	101	125	175
Mandated countywide storm water protection meetings attended	12	12	12	12
Development plan checks	246	246	(b)	(b)
Recycled water retrofit plans submitted and approved by Department of Public Health	1	1 (c)	- (c)	1 (c)
Retrofitted sites/new connections	6	6	1	1
(*) Sewer line camera inspection is intended to be done alternately with sewer rehabilitation. (a) Variation in storm water inspections performed or to be conducted reflects inspection frequency or determination of inspection priorities assigned to industries and businesses, resulting in some years of more inspections than other years. (b) New development plan checks being performed by Development Services (DS) and being reported by DS. (c) Recycled water (RW) retrofit work approaching the end of the first phase RW implementation. New retrofits and connections require additional construction of recycled water lines.				

FY 2017-18 MAJOR ACCOMPLISHMENTS

- ◆ Researched, investigated and developed specifications for selection of contractor(s) to replace (with precast concrete manholes) 15 downtown brick manholes deemed to be structurally vulnerable to earthquake damage.
- ◆ Completed the turf removal/drought tolerant installation project at the City Hall, with the expense partially offset by a grant rebate from Metropolitan Water District/Inland Empire Utilities Agency.
- ◆ Studied drainage routes in the City and the Statewide Trash Provisions (STP) Order to determine the implementation method for compliance with the STP mandate.
- ◆ Quantified and field identified all city catch basin locations to be included on a GIS platform to implement the STP mandate. Public transportation stations, where trash generation is expected, are also identified to be included on GIS map.
- ◆ Evaluated the Water Quality Management Plans (WQMP) workflow to restructure it so the WQMPs are processed and recorded in accordance with the state's guidelines.
- ◆ As part of the State's audit of the county's Comprehensive Bacteria Reduction Program (CBRP), gathered and reviewed materials to address the City's CBRP contribution, through street sweeping, homelessness reduction, management of septic tanks use, water conservation, illicit discharge and detection/elimination program, and pet waste management.
- ◆ Achieved 90% modification design for a new landfill gas extraction/flare system to control emission from the City's closed landfill, by use of a carbon filtering system (rather than using supplemental gas).
- ◆ Relocated the north landfill perimeter probe to facilitate expansion of the Dry Dock lease area.
- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all federal, state and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Fulfilled the mandated National Pollutant Discharge Elimination System (NPDES) compliance without a full-time NPDES inspector position.
- ◆ Performed flow monitoring and sewer flow analysis to determine the adequacy of the existing sewer mains and ability to manage new development generated sewage (Sycamore Development).

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2018-19 ADOPTED BUDGET

PUBLIC WORKS

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
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GENERAL FUND - FUND 101

5201 PUBLIC WORKS ADMINISTRATION

Personnel	\$ 76,020	\$ 76,540	\$ 116,710	\$ 116,710	\$ 117,320
Maintenance & Operations	185,490	376,500	590,810	590,810	547,050
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 261,510	\$ 453,040	\$ 707,520	\$ 707,520	\$ 664,370

5301 ENGINEERING ADMINISTRATION

Personnel	\$ 226,910	\$ 278,250	\$ 205,700	\$ 205,700	\$ 221,090
Maintenance & Operations	32,960	29,600	61,380	61,380	65,890
Capital Outlay	-	-	-	-	-
TOTAL ENGINEERING ADMINISTRATION	\$ 259,870	\$ 307,850	\$ 267,080	\$ 267,080	\$ 286,980

5302 DEVELOPMENT/TRAFFIC ENGINEERING

Personnel	\$ 294,730	\$ 248,560	\$ 363,830	\$ 363,830	\$ 349,140
Maintenance & Operations	117,410	339,800	86,350	86,350	46,210
Capital Outlay	-	-	-	-	-
TOTAL DVLPMT/TRAFFIC ENGINEERING	\$ 412,140	\$ 588,360	\$ 450,180	\$ 450,180	\$ 395,350

5401 STREET MAINTENANCE

Personnel	\$ 334,410	\$ 398,960	\$ 547,860	\$ 547,860	\$ 506,630
Maintenance & Operations	150,540	72,150	354,130	354,130	340,770
Capital Outlay	-	-	-	-	-
TOTAL STREET MAINTENANCE	\$ 484,950	\$ 471,110	\$ 901,990	\$ 901,990	\$ 847,400

5402 STREET SWEEPING

Personnel	\$ 330	\$ 13,300	\$ 15,780	\$ 15,780	\$ 17,890
Maintenance & Operations	50	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL STREET SWEEPING	\$ 380	\$ 13,300	\$ 15,780	\$ 15,780	\$ 17,890

5403 SIDEWALK MAINTENANCE

Personnel	\$ 116,920	\$ 108,830	\$ 105,600	\$ 105,600	\$ 136,840
Maintenance & Operations	898,190	32,590	56,080	56,080	49,030
Capital Outlay	-	-	-	-	-
TOTAL SIDEWALK MAINTENANCE	\$ 1,015,110	\$ 141,420	\$ 161,680	\$ 161,680	\$ 185,870

5404 STREET LIGHTING

Personnel	\$ -	\$ 13,300	\$ 15,780	\$ 15,780	\$ 17,890
Maintenance & Operations	824,930	778,330	855,310	855,310	870,290
Capital Outlay	-	-	-	-	-
TOTAL STREET LIGHTING	\$ 824,930	\$ 791,630	\$ 871,090	\$ 871,090	\$ 888,180

5405 TRAFFIC CONTROL

Personnel	\$ 75,330	\$ 109,790	\$ 114,780	\$ 114,780	\$ 124,510
Maintenance & Operations	13,640	54,460	32,830	46,840	37,510
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC CONTROL	\$ 88,970	\$ 164,250	\$ 147,610	\$ 161,620	\$ 162,020

5406 TRAFFIC FACILITY MAINTENANCE

Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	170,480	202,690	216,600	222,850	294,800
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 170,480	\$ 202,690	\$ 216,600	\$ 222,850	\$ 294,800

PUBLIC WORKS

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
5407 WEED ABATEMENT					
Personnel	\$ 8,910	\$ 6,810	\$ 6,750	\$ 6,750	\$ 7,930
Maintenance & Operations	18,940	19,660	28,510	28,510	39,530
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 27,850	\$ 26,470	\$ 35,260	\$ 35,260	\$ 47,460
5408 FLOOD CONTROL					
Personnel	\$ 470	\$ 30,710	\$ -	\$ -	\$ -
Maintenance & Operations	7,970	13,410	20,960	20,960	24,990
Capital Outlay	-	-	-	-	-
TOTAL FLOOD CONTROL	\$ 8,440	\$ 44,120	\$ 20,960	\$ 20,960	\$ 24,990
5409 STREET TREE MAINTENANCE					
Personnel	\$ 470	\$ 31,440	\$ 35,570	\$ 35,570	\$ 40,840
Maintenance & Operations	601,500	481,950	426,190	726,190	726,060
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 601,970	\$ 513,390	\$ 461,760	\$ 761,760	\$ 766,900
5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 92,570	\$ 68,200	\$ 101,550	\$ 101,550	\$ 107,450
Maintenance & Operations	337,750	370,100	432,860	432,860	385,380
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 430,320	\$ 438,300	\$ 534,410	\$ 534,410	\$ 492,830
5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 44,090	\$ 45,770	\$ 53,240	\$ 53,240	\$ 55,780
Maintenance & Operations	-	4,000	4,000	4,000	5,000
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 44,090	\$ 49,770	\$ 57,240	\$ 57,240	\$ 60,780
5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	8,640	12,700	15,500	15,500	20,000
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - METROLINK ST.	\$ 8,640	\$ 12,700	\$ 15,500	\$ 15,500	\$ 20,000
5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	65,940	39,380	54,000	54,000	54,000
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 65,940	\$ 39,380	\$ 54,000	\$ 54,000	\$ 54,000
5420 PARK MAINTENANCE					
Personnel	\$ 123,220	\$ 146,810	\$ 173,980	\$ 173,980	\$ 161,600
Maintenance & Operations	382,390	427,130	561,290	561,290	525,160
Capital Outlay	-	-	-	57,500	-
TOTAL PARK MAINTENANCE	\$ 505,610	\$ 573,940	\$ 735,270	\$ 792,770	\$ 686,760
5421 SPORTS FIELD MAINTENANCE					
Personnel	\$ 94,670	\$ 93,390	\$ 129,930	\$ 129,930	\$ 131,440
Maintenance & Operations	115,050	127,190	146,000	146,000	135,000
Capital Outlay	-	-	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 209,720	\$ 220,580	\$ 275,930	\$ 275,930	\$ 266,440
5601 CITY HALL/CITY BUILDINGS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	190,990	191,110	280,710	280,710	431,950
Capital Outlay	-	-	-	-	-
TOTAL CITY HALL/CITY BUILDINGS	\$ 190,990	\$ 191,110	\$ 280,710	\$ 280,710	\$ 431,950

PUBLIC WORKS

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
101 TOTAL GENERAL FUND					
Personnel	\$ 1,489,050	\$ 1,670,660	\$ 1,987,060	\$ 1,987,060	\$ 1,996,350
Maintenance & Operations	4,122,860	3,572,750	4,223,510	4,543,770	4,598,620
Capital Outlay	-	-	-	57,500	-
TOTAL GENERAL FUND	\$ 5,611,910	\$ 5,243,410	\$ 6,210,570	\$ 6,588,330	\$ 6,594,970
204 TOTAL GAS TAX					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	660	2,500	6,910	4,000
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	1,055,480	2,390,450	7,631,270	7,202,740	8,763,340
TOTAL GAS TAX	\$ 1,055,480	\$ 2,391,110	\$ 7,633,770	\$ 7,209,650	\$ 8,767,340
205 TOTAL MEASURE I					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	427,640	1,420,490	2,012,180	1,998,980	4,052,800
TOTAL MEASURE I	\$ 427,640	\$ 1,420,490	\$ 2,012,180	\$ 1,998,980	\$ 4,052,800
420 GENERAL CAPITAL IMPROVEMENTS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	120	55,740	519,810	516,450	1,122,510
TOTAL GENERAL CAPITAL IMPROVEMENT	\$ 120	\$ 55,740	\$ 519,810	\$ 516,450	\$ 1,122,510
421 PARK ACQUISITION & DEVELOPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	230	197,380	250,550	215,990	118,400
TOTAL PARK ACQUISITION & DVLMP	\$ 230	\$ 197,380	\$ 250,550	\$ 215,990	\$ 118,400
422 STORM DRAIN DEVELOPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	685,960	180	241,560	241,560	471,520
TOTAL STORM DRAIN DEVELOPMENT	\$ 685,960	\$ 180	\$ 241,560	\$ 241,560	\$ 471,520
423 STREET & TRAFFIC FACILITY DVLPM					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	68,230	170	1,937,370	1,942,110	1,479,570
TOTAL STREET & TRAFFIC FACILITY	\$ 68,230	\$ 170	\$ 1,937,370	\$ 1,942,110	\$ 1,479,570
426 STREET & ALLEY REPAIRS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	580	5,350	593,920	594,070	779,070
TOTAL STREET & ALLEY REPAIRS	\$ 580	\$ 5,350	\$ 593,920	\$ 594,070	\$ 779,070

PUBLIC WORKS

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
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WATER UTILITY - FUND 640

6201 ADMINISTRATION					
Personnel	\$ 459,530	\$ 557,940	\$ 484,270	\$ 464,270	\$ 565,030
Maintenance & Operations	1,871,680	2,274,040	2,704,070	2,742,870	3,010,810
Capital Outlay	-	-	355,000	427,930	61,900
TOTAL ADMINISTRATION	\$ 2,331,210	\$ 2,831,980	\$ 3,543,340	\$ 3,635,070	\$ 3,637,740
6202 CUSTOMER SERVICE					
Personnel	\$ 423,210	\$ 449,070	\$ 606,670	\$ 606,670	\$ 570,540
Maintenance & Operations	163,180	179,420	232,020	232,020	231,310
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 586,390	\$ 628,490	\$ 838,690	\$ 838,690	\$ 801,850
6203 METER SERVICES					
Personnel	\$ 202,520	\$ 217,470	\$ 275,520	\$ 275,520	\$ 250,100
Maintenance & Operations	299,840	394,150	472,570	532,570	387,990
Capital Outlay	-	-	-	-	-
TOTAL METER SERVICES	\$ 502,360	\$ 611,620	\$ 748,090	\$ 808,090	\$ 638,090
6205 PRODUCTION & STORAGE					
Personnel	\$ 383,390	\$ 405,690	\$ 578,230	\$ 578,230	\$ 557,260
Maintenance & Operations	8,936,900	10,260,470	14,736,590	14,736,590	15,576,070
Capital Outlay	-	-	-	-	147,710
TOTAL PRODUCTION & STORAGE	\$ 9,320,290	\$ 10,666,160	\$ 15,314,820	\$ 15,314,820	\$ 16,281,040
6206 TRANSMISSION & DISTRIBUTION					
Personnel	\$ 803,380	\$ 864,400	\$ 1,038,680	\$ 1,038,680	\$ 1,277,000
Maintenance & Operations	401,100	822,990	587,220	527,220	973,330
Capital Outlay	-	-	-	-	110,000
TOTAL TRANSMISSION & DISTRIBUTION	\$ 1,204,480	\$ 1,687,390	\$ 1,625,900	\$ 1,565,900	\$ 2,360,330
6207 WECWC MANAGEMENT CONTROL					
Personnel	\$ 90,920	\$ 98,650	\$ 105,560	\$ 105,560	\$ 101,430
Maintenance & Operations	30	(99,330)	7,400	7,400	7,400
Capital Outlay	-	-	-	-	-
TOTAL WECWC MANAGEMENT CONTROL	\$ 90,950	\$ (680)	\$ 112,960	\$ 112,960	\$ 108,830
6208 WATER CONSERVATION					
Personnel	\$ 43,580	\$ 13,350	\$ 119,850	\$ 119,850	\$ 101,480
Maintenance & Operations	49,360	45,010	155,300	155,300	155,000
Capital Outlay	-	-	-	-	-
TOTAL WATER CONSERVATION	\$ 92,940	\$ 58,360	\$ 275,150	\$ 275,150	\$ 256,480
6210 DEBT SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	506,610	362,860	390,900	390,900	365,550
Capital Outlay	-	-	-	-	-
TOTAL DEBT SERVICE	\$ 506,610	\$ 362,860	\$ 390,900	\$ 390,900	\$ 365,550
6211 STORM WATER MGMT AND RECHARGE					
Personnel	\$ 95,280	\$ 177,750	\$ 209,510	\$ 209,510	\$ 250,060
Maintenance & Operations	121,110	105,340	186,200	186,200	183,700
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RCHG	\$ 216,390	\$ 283,090	\$ 395,710	\$ 395,710	\$ 433,760

PUBLIC WORKS

2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
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6212 PVPA				
Personnel	\$ 23,150	\$ 35,540	\$ -	\$ -
Maintenance & Operations	2,950	430	-	2,500
Capital Outlay	-	-	-	-
TOTAL PVPA	\$ 26,100	\$ 35,970	\$ -	\$ 2,500

640 TOTAL WATER UTILITY FUND				
Personnel	\$ 2,524,960	\$ 2,819,860	\$ 3,418,290	\$ 3,398,290
Maintenance & Operations	12,352,760	14,345,380	19,472,270	20,893,660
Capital Outlay	-	-	355,000	427,930
Capital Improvement Projects	-	443,300	6,315,210	6,599,610
TOTAL WATER UTILITY FUND	\$ 14,877,720	\$ 17,608,540	\$ 29,560,770	\$ 29,936,900

SOLID WASTE UTILITY- FUND 641

6301 SOLID WASTE				
Personnel	\$ 216,130	\$ 210,070	\$ 290,400	\$ 287,400
Maintenance & Operations	9,398,640	9,900,870	10,259,440	10,262,020
Capital Outlay	-	-	-	43,750
TOTAL SOLID WASTE	\$ 9,614,770	\$ 10,110,940	\$ 10,549,840	\$ 10,549,420

6302 HOUSEHOLD HAZARDOUS WASTE				
Personnel	\$ 73,850	\$ 53,600	\$ 100,930	\$ 100,930
Maintenance & Operations	89,260	72,270	90,500	90,500
Capital Outlay	-	-	-	-
TOTAL HOUSEHOLD HAZARDOUS WASTE	\$ 163,110	\$ 125,870	\$ 191,430	\$ 191,430

6303 SHARPS				
Personnel	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	4,720	5,000	5,000
Capital Outlay	-	-	-	-
TOTAL SHARPS	\$ -	\$ 4,720	\$ 5,000	\$ 5,000

63XX USED OIL RECYCLING GRANTS				
Personnel	\$ 3,420	\$ 7,510	\$ -	\$ -
Maintenance & Operations	4,700	18,100	1,800	6,180
Capital Outlay	-	-	-	-
TOTAL USED OIL RECYCLING GRANT	\$ 8,120	\$ 25,610	\$ 1,800	\$ 6,180

63XX BEVERAGE CONTAINER GRANTS				
Personnel	\$ -	\$ 17,050	\$ 3,710	\$ 3,710
Maintenance & Operations	7,400	2,940	-	64,570
Capital Outlay	-	-	-	-
TOTAL BEVERAGE CONTAINER GRANT	\$ 7,400	\$ 19,990	\$ 3,710	\$ 68,280

641 TOTAL SOLID WASTE UTILITY FUND				
Personnel	\$ 293,400	\$ 288,230	\$ 395,040	\$ 392,040
Maintenance & Operations	9,500,000	9,998,900	10,356,740	10,428,270
Capital Outlay	-	-	-	43,750
TOTAL SOLID WASTE UTILITY FUND	\$ 9,793,400	\$ 10,287,130	\$ 10,751,780	\$ 11,501,030

SEWER UTILITY - FUND 645

6401 LANDFILL SITE MAINTENANCE				
Personnel	\$ 89,120	\$ 90,690	\$ 114,470	\$ 114,470
Maintenance & Operations	96,340	96,650	205,900	211,480
Capital Outlay	-	-	-	-
TOTAL LANDFILL SITE MAINTENANCE	\$ 185,460	\$ 187,340	\$ 320,370	\$ 325,950

PUBLIC WORKS

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
6402 MAINTENANCE & OPERATIONS					
Personnel	\$ 680,200	\$ 631,320	\$ 938,560	\$ 927,560	\$ 961,560
Maintenance & Operations	422,700	513,620	691,660	760,760	718,310
Capital Outlay	-	-	205,000	205,000	-
TOTAL MAINTENANCE & OPERATIONS	\$ 1,102,900	\$ 1,144,940	\$ 1,835,220	\$ 1,893,320	\$ 1,679,870
6403 SEWER - RESIDENTIAL					
Personnel	\$ 188,620	\$ 170,020	\$ 228,160	\$ 228,160	\$ 182,740
Maintenance & Operations	5,132,310	5,692,030	6,158,110	6,158,110	6,629,170
Capital Outlay	-	-	-	-	18,700
TOTAL SEWER - RESIDENTIAL	\$ 5,320,930	\$ 5,862,050	\$ 6,386,270	\$ 6,386,270	\$ 6,830,610
6404 SEWER - NON-RESIDENTIAL					
Personnel	\$ 100,320	\$ 104,280	\$ 110,860	\$ 110,860	\$ 112,250
Maintenance & Operations	43,420	51,450	1,329,230	1,329,230	1,308,530
Capital Outlay	-	-	-	-	-
TOTAL SEWER - NON-RESIDENTIAL	\$ 143,740	\$ 155,730	\$ 1,440,090	\$ 1,440,090	\$ 1,420,780
645 TOTAL SEWER UTILITY FUND					
Personnel	\$ 1,058,260	\$ 996,310	\$ 1,392,050	\$ 1,381,050	\$ 1,369,260
Maintenance & Operations	5,694,770	6,353,750	8,384,900	8,459,580	8,847,810
Capital Outlay	-	-	205,000	205,000	18,700
Capital Improvement Projects	-	370,430	1,425,000	1,475,920	1,009,730
TOTAL SEWER UTILITY FUND	\$ 6,753,030	\$ 7,720,490	\$ 11,406,950	\$ 11,521,550	\$ 11,245,500
752 TOTAL FLEET MAINTENANCE & REPLACEMENT FUND					
Personnel	\$ 316,220	\$ 381,510	\$ 387,900	\$ 387,900	\$ 367,960
Maintenance & Operations	340,700	332,230	329,820	329,820	286,440
Capital Outlay	-	-	621,200	1,002,830	659,700
TOTAL FLEET MANT & REPLACEMENT	\$ 656,920	\$ 713,740	\$ 1,338,920	\$ 1,720,550	\$ 1,314,100
754 TOTAL BUILDING MAINT & OPERATIONS FUND					
Personnel	\$ 331,250	\$ 414,130	\$ 531,500	\$ 531,500	\$ 531,130
Maintenance & Operations	336,780	314,000	505,260	730,360	554,700
Capital Outlay	16,000	36,740	57,980	57,980	13,000
TOTAL BUILDING MAINT & OPERATIONS	\$ 684,030	\$ 764,870	\$ 1,094,740	\$ 1,319,840	\$ 1,098,830
TOTAL PUBLIC WORKS					
Personnel	\$ 6,013,140	\$ 6,570,700	\$ 8,111,840	\$ 8,077,840	\$ 8,380,850
Maintenance & Operations	32,347,870	34,917,670	43,275,000	44,009,780	46,199,260
Capital Outlay	16,000	36,740	1,239,180	1,751,240	1,054,760
Capital Improvement Projects*	2,238,240	4,883,490	20,926,870	20,787,430	29,488,730
TOTAL PUBLIC WORKS	\$ 40,615,250	\$ 46,408,600	\$ 73,552,890	\$ 74,626,290	\$ 85,123,600

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

CITY OF UPLAND
PUBLIC WORKS
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 41,960	\$ 40,970	\$ 74,400	\$ 49,400	\$ 71,200
5111	Salaries- Full Time	3,831,560	4,120,220	4,622,260	4,622,260	4,791,260
5112	Salaries- Temporary/ Part Time	178,550	144,880	446,660	446,660	480,040
5113	Overtime	185,680	252,980	261,850	261,850	310,770
5116	Fringe Benefits	838,030	891,150	1,229,360	1,229,360	1,266,400
5117	Retirement Contributions	937,360	1,120,500	471,940	471,940	552,560
5119	Unfunded Annual PERS Liability	-	-	1,005,370	996,370	908,620
TOTAL PERSONNEL EXPENSES		\$ 6,013,140	\$ 6,570,700	\$ 8,111,840	\$ 8,077,840	\$ 8,380,850
MAINTENANCE & OPERATIONS						
5211	Postage	\$ 13,510	\$ 13,340	\$ 34,300	\$ 103,150	\$ 108,700
5212	Advertising	7,540	8,460	22,500	22,500	23,700
5213	Dues & Subscriptions	5,620	4,390	9,930	9,930	11,440
5215	Training/ Conferences/ Meetings	8,630	19,690	46,380	46,380	58,470
5216	Office Supplies	4,570	7,370	15,100	14,750	20,850
5217	Other Supplies/Materials	651,790	829,150	1,191,280	1,289,360	1,347,000
5218	Uniform Expense	23,620	18,170	30,900	30,900	29,520
5219	Registration/ Permits/ Licenses	172,300	189,680	276,300	292,800	284,000
5220	Fuel Usage	100,230	108,320	145,250	145,250	127,200
5222	Print/ Mail Charges	-	430	-	-	200
5223	Information Systems Charges	235,810	332,550	402,990	402,990	269,130
5224	Vehicle Charges	272,630	292,010	647,400	647,410	642,250
5225	Building Maint & Operations	241,990	263,840	371,610	371,610	402,840
5227	Vehicle Parts/ Materials	303,450	249,850	205,160	205,160	205,160
5231	Office Equipment (Under 5,000)	20	-	1,500	1,500	3,500
5232	Computer Equip (Under 5,000)	-	-	-	-	11,500
5233	Other Equipment (Under 5,000)	4,550	2,490	-	-	66,500
5234	Other Equipment Rental	-	3,100	-	21,760	20,040
5236	Rent	-	-	-	-	52,000
5241	Utilities- Electric	2,428,180	2,084,430	2,904,400	2,904,400	2,659,900
5242	Utilities- Gas	10,830	10,110	11,200	11,200	7,700
5243	Utilities- Telephone	4,340	-	-	-	-
5244	Utilities- Water	7,008,150	8,120,790	11,886,230	11,886,230	12,355,190
5245	Maint- Build/ Struct/ Grounds	336,780	314,000	505,260	730,360	554,700
5246	Maintenance- Equipment	460	-	600	600	600
5247	Maint- Vehicles	-	-	3,550	3,550	-
5248	Maintenance- Other	19,290	107,120	50,000	40,000	666,500
5249	Other Maintenance	11,580	21,790	53,000	3,000	1,000
5251	Legal Services	24,180	35,510	1,295,000	1,295,000	1,275,000
5252	Professional Services	140,320	290,870	215,150	231,990	202,870
5253	Contract Services	915,380	1,003,340	1,219,000	1,217,000	1,882,660
5255	Banking Services	118,220	129,140	126,100	126,100	106,100
5256	Solid Waste Services	8,943,150	9,387,780	9,600,000	9,600,000	10,270,000
5257	Sewer Treatment Disposal Services	4,900,510	5,407,750	5,851,900	5,851,900	6,322,200
5258	Other Services	1,227,100	1,382,400	1,811,480	2,152,400	1,497,270
5259	Recycled Water Purchase	721,380	862,670	1,175,000	1,175,000	1,260,000
5273	Workers Compensation Charges	14,820	276,200	436,150	436,150	441,660
5274	Unemployment Charges	-	18,420	36,900	36,890	36,830
5275	Long-term Disability Charges	-	25,530	37,150	37,150	36,830
5276	Liability Charges	1,180,450	464,380	656,380	656,380	685,680
5277	Loss Prevention Charges	-	24,300	44,760	44,760	41,780
5291	Bad Debts Expense	-	39,950	-	-	-
5292	Administrative Services Expense	1,485,290	1,582,670	1,501,060	1,501,060	1,738,120
5294	Sponsor/Contribution/Donation	-	-	-	-	5,200
5295	Pump/ Diesel Taxes	1,660	2,240	5,000	5,000	5,000
5298	Loss-Cap Assets	-	372,460	-	-	-

CITY OF UPLAND
PUBLIC WORKS
FY 2018-19 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ADOPTED	2017-18 AMENDED	2018-19 ADOPTED
5299	Prior Year Expenses	-	(99,360)	-	-	-
5304	Contributions	-	241,510	-	-	-
5324	Other Post-Employment Benefits	299,550	107,420	67,630	79,630	96,090
5421	Lease Principal Expense	3,380	-	3,750	830	830
5424	Bond Principal Payment	506,610	-	-	-	-
5425	Bond Interest Expense	-	361,410	377,750	377,750	365,550
	TOTAL MAINTENANCE & OPERATIONS	\$ 32,347,870	\$ 34,917,670	\$ 43,275,000	\$ 44,009,780	\$ 46,199,260
	CAPITAL OUTLAY					
5521	Land	\$ -	\$ -	\$ -	\$ 65,000	\$ -
5528	Improvements Other Than Buildings	16,000	-	-	-	-
5529	Building Improvements	-	15,000	57,980	57,980	13,000
5530	Machinery & Equipment	-	21,740	-	57,500	267,710
5531	Vehicles	-	-	1,181,200	1,570,760	774,050
	TOTAL CAPITAL OUTLAY	\$ 16,000	\$ 36,740	\$ 1,239,180	\$ 1,751,240	\$ 1,054,760
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 2,238,240	\$ 4,883,490	\$ 20,926,870	\$ 20,787,430	\$ 29,488,730
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 2,238,240	\$ 4,883,490	\$ 20,926,870	\$ 20,787,430	\$ 29,488,730
	TOTAL DEPARTMENT	\$ 40,615,250	\$ 46,408,600	\$ 73,552,890	\$ 74,626,290	\$ 85,123,600

CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2018-19 proposed Capital Improvement Program (CIP) budget provides \$19.1 million for new projects and \$14.4 million for carry-over projects. The City of Upland defines a CIP as having (1) a capital asset with a minimum dollar amount of \$10,000 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 2018-19 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 2017-18 or prior years and were not completed as of June 30, 2018. Therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2018-19 budget and beyond, if necessary.

The proposed FY 2018-19 CIP budget, summarized by categories, is provided below:

FY 2018-19	
BUILDINGS AND FACILITIES	462,507
PARK ACQUISITION & DEVELOPMENT	118,400
STORM DRAIN	471,514
STREET AND TRAFFIC FACILITIES	16,096,817
WATER UTILITY	15,376,783
SEWER UTILITY	1,009,724
TOTAL CIP	\$33,535,745

The administrative costs associated with managing these projects have been estimated (generally five 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, the County's regional transportation planning organization and designated Measure "I" program administrator.

Capital expenditures for these projects are budgeted in the Gas Tax Fund (Fund 204), Measure I Fund (Fund 205), CDBG Fund (Fund 209), General Development (Fund 420), 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.

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.

City of Upland
Capital Improvement Projects
Fiscal Year 2018-2019

Fund	Project No.	Project Description	2017/2018 Adopted CIP Budget	2017/2018 Amended CIP Budget	2017/2018 Projected Expenses	Projected Balance 6/30/2018	Return to Fund Balance	2018/2019 New Appropriation	2018/2019 Adopted CIP Budget
204	7003	Pavement Management System	59,835	50,134	(20,000)	30,134	-	69,866	100,000
204	7031	Traffic Safety Projects - Annual	50,557	47,847	-	47,847	-	-	47,847
204	7049	16th Street Rehab (Euclid to Campus)	819,871	549,967	(465,163)	84,804	(84,804)	-	-
204	7050	16th Street Rehab (San Antonio to Mountain)	598,909	527,134	(426,990)	100,144	(100,144)	-	-
204	7054	Foothill Blvd. Rehab (Campus to Grove)	1,400,000	1,382,027	(1,064,955)	317,072	(317,072)	-	-
204	7055	16th Street Rehab (San Antonio to Euclid)	595,960	507,976	(384,912)	123,064	(123,064)	-	-
204	7058	Citywide Concrete Repairs 2015/2016	44,139	59,761	-	59,761	(59,761)	-	-
204	7060	ATP Cycle 2 Grant Participation with Ontario	5,000	5,000	-	5,000	-	-	5,000
204	7061	Linda Way Reconstruction	292,000	291,816	(38,494)	253,322	-	-	253,322
204	7063	Citywide Concrete Repairs 2016/2017	125,000	145,423	(2,284)	143,139	(143,139)	-	-
204	7065	3rd Avenue Rehab ("A" Street to 11th Street)	1,200,000	1,200,000	(12,581)	1,187,419	-	-	1,187,419
204	7066	Citywide Concrete Repairs 2017/2018	500,000	500,000	(9,324)	490,676	-	-	490,676
204	7067	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/18	400,000	400,000	(3,500)	396,500	-	-	396,500
204	7068	Citywide Striping Replacement 2017/2018	250,000	250,000	(51,406)	198,594	-	-	198,594
204	8617	Arrow Route Widening (Monte Vista Avenue to San Antonio Channel East)	250,000	250,000	(519)	249,481	-	-	249,481
204	9121	9th Street Rehab (3rd Avenue to Campus Avenue)	900,000	897,500	(13,000)	884,500	-	-	884,500
204	9124	Arrow Highway Rehab (Mountain to San Antonio)	140,000	138,150	-	138,150	-	566,850	705,000
204	7069	Arrow Highway Rehab (Benson to Mountain)						850,000	850,000
204	7070	Citywide Concrete Maintenance 2018/19						290,000	290,000
204	7071	Citywide Concrete Repairs 2018/19						400,000	400,000
204	7072	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2018/19						365,000	365,000
204	7073	Citywide Striping Replacement 2018/19						280,000	280,000
204	7074	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)						340,000	340,000
204	7075	7th Street Rehab (San Antonio to Euclid)						450,000	450,000
204	7076	Alpine Street Rehab (West End to Palm Ave.)						400,000	400,000
204	7077	Vernon Drive (West End to Palm Ave.)						290,000	290,000
204	7078	Palm Avenue (9th Street to Arrow Hwy.)						580,000	580,000
Total Gas Tax			7,631,271	7,202,735	(2,493,128)	4,709,607	(827,984)	4,881,716	8,763,339

205	7335	SP/PE Bicycle and Pedestrian Trail Rehabilitation	100,000	100,000	-	100,000	-	-	100,000
205	7336	Citywide Pavement Maintenance 2016/2017	20,000	20,000	(54)	19,946	(19,946)	-	-
205	9115	14th Street Rehab (Euclid to Campus)	39,092	30,092	-	30,092	(30,092)	-	-
205	9122	13th Street Reconstruction (Euclid to Campus) or SANBAG	507,381	504,247	(8,845)	495,402	-	194,598	690,000
205	9123	22nd Street Reconstruction (Mountain to Euclid)	20,709	19,639	(945)	18,694	(18,694)	-	-
205	7338	Citywide Pavement Maintenance 2017/2018	200,000	200,000	(1,500)	198,500	-	-	198,500
205	7339	Campus Ave. Rehab (South City Limit to Foothill Blvd.)	625,000	625,000	(2,700)	622,300	-	-	622,300
205	7340	17th Street Reconstruction (San Antonio to Euclid)	500,000	500,000	-	500,000	-	155,000	655,000
205	7341	San Bernardino Valley Coordinated Traffic Signal System	-	137,000	-	137,000	-	-	137,000
205	7343	19th Street Reconstruction (Mountain to Euclid)	-	-	-	-	-	1,450,000	1,450,000
205	7344	Citywide Pavement Maintenance 2018/2019	-	-	-	-	-	200,000	200,000
Total Measure I			2,012,182	2,135,978	(14,044)	2,121,934	(68,732)	1,999,598	4,052,800

209	7061	Linda Way Reconstruction	97,093	97,093	(50)	97,043	-	-	97,043
209	7609	CDBG Concrete Improvements 2015/2016	21,595	2,962	-	2,962	(2,962)	-	-
Total CDBG			118,688	100,055	(50)	100,005	(2,962)	-	97,043

210	7701	2nd Avenue Electrical Improvements	40,000	40,000	(29,830)	10,170	(10,170)	-	-
210	7702	Parking Lot Rehabilitation (1st Ave. & "A" Street) & Downtown Striping (1st, 2nd, & 3rd Ave.)	106,000	106,000	-	106,000	-	44,000	150,000
Total PBIA			146,000	146,000	(29,830)	116,170	(10,170)	44,000	150,000

211	7901	City Hall Green Energy Transportation Enhancements	75,000	75,000	-	75,000	-	-	75,000
Total AQMD Subvention Fund Improvements			75,000	75,000	-	75,000	-	-	75,000

420	8032	Citywide Records Center Demo	45,000	45,087	(33,000)	12,087	-	-	12,087
420	8033	Magnolia Rec. Center (Roof Repair)	50,000	50,471	(33,000)	17,471	-	-	17,471
420	8038	Magnolia Rec. Center Upgrades	250,000	250,000	(45,965)	204,035	-	-	204,035

City of Upland									
Capital Improvement Projects									
Fiscal Year 2018-2019									
Fund	Project No.	Project Description	2017/2018 Adopted CIP Budget	2017/2018 Amended CIP Budget	2017/2018 Projected Expenses	Projected Balance 6/30/2018	Return to Fund Balance	2018/2019 New Appropriation	2018/2019 Adopted CIP Budget
420	8039	Police Dept. Entrance to Impound Lot / Fuel Island	55,000	55,000	-	55,000	-	-	55,000
420	8215	Fire Station #3 Electric Service Modifications	119,811						
				15,892	(1,537)	14,355	(14,355)	-	-
420	9659	Library Power System Upgrades	-	100,000	(1,086)	98,914	-	-	98,914
420	8040	Utility Undergrounding 2019						735,000	735,000
Total General Capital Improvements			519,811	516,450	(114,588)	401,862	(14,355)	735,000	1,122,507
421	8203	Sports Park	145,000	45,000	-	45,000	-	-	45,000
421	8209	Magnolia Restroom ADA Compliance	23,400	23,400	-	23,400	-	-	23,400
421	8231	Memorial Park	30,000	30,000	-	30,000	-	20,000	50,000
421	8233	Memorial Park Chain Link Fence Replacement around Baker Field	41,804	17,588	-	17,588	(17,588)	-	-
421	9646	Olivedale Park Artificial Sports Turf Replacement	-	100,000	(100,000)	-	-	-	-
Total Park Acquisition & Development			240,204	215,988	(100,000)	115,988	(17,588)	20,000	118,400
422	8402	Misc. Storm Drain Replacements - Annual	49,845	49,845	(47)	49,798	-	230,000	279,798
422	8405	Euclid Avenue Storm Drain	91,946	91,946	-	91,946	-	-	91,946
422	8408	Storm Drain Master Plan Improvements - Phase 1	99,770	99,770	-	99,770	-	-	99,770
Total Storm Drain Development			241,561	241,561	(47)	241,514	-	230,000	471,514
423	8617	Arrow Route Widening (Monte Vista to Central)	50,000	50,000	-	50,000	-	550,000	600,000
423	8621	Traffic Signal Upgrades	137,374	142,109	(116,772)	25,337	(25,337)	-	(0)
423	8622	I-10 & Euclid Avenue Interchange Project	950,000	950,000	(315,045)	634,955	-	-	634,955
423	8623	I-10 & Monte Vista Avenue Interchange Project	800,000	800,000	(705,391)	94,609	-	-	94,609
423	8624	Traffic Signal Upgrades 2018-19						150,000	150,000
Total Street & Traffic Facility Development			1,937,374	1,942,109	(1,137,208)	804,901	(25,337)	700,000	1,479,564
426	8801	Street & Alley Program	593,921	594,071	(20,000)	574,071	-	-	574,071
426	8802	Street & Alley Program Rehab 2018-19						205,000	205,000
Total Street & Alley Program			593,921	594,071	(20,000)	574,071	-	205,000	779,071
640	7061	Linda Way Water Main Replacement	200,000	200,000	(351)	199,649	-	-	199,649
640	7065	3rd Ave. Water Main Replacement ("A" St. to 11th St.)	1,300,000	1,300,000	(2,047)	1,297,953	-	-	1,297,953
640	9048	Reservoir 16 Structural Evaluation (San Antonio Park)	100,000						
				90,498	(33,153)	57,345	-	-	57,345
640	9049	Citywide Lateral Replacements - Annual	220,006						
				43,748	(14,221)	29,527	-	-	29,527
640	9050	Citywide Hydrant Replacements - Annual	50,000	50,000	(19,080)	30,920	-	-	30,920
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	50,000	46,189	(1,255)	44,934	-	-	44,934
640	9081	Reservoir 16 Repairs	-	-	-	-	-	175,000	175,000
640	9082	Onsite Disinfection Generation (Plant 6 on 15th Street)	200,455	200,455	-	200,455	-	-	200,455
640	9084	Plant 3 MCC Upgrades (22nd Street)	125,000	125,000	-	125,000	-	-	125,000
640	9087	PRV Stations	249,043	639,043	(283)	638,760	-	820,000	1,458,760
640	9088	Well Maintenance - Annual	53,607	178,607	(58,869)	119,738	-	-	119,738
640	9094	Greentree Road Water Main	20,000	20,001	(563)	19,438	-	-	19,438
640	9095	7th Street Water Main (San Antonio to Euclid)	20,000	20,000	(563)	19,437	-	930,563	950,000
640	9100	Onsite Disinfection Generation (Plant 5 UHCC)	80,000	80,000	-	80,000	-	-	80,000
640	9115	14th Street Main Replacement (Euclid to Campus)	22,143	22,143	-	22,143	(22,143)	-	-
640	9119	New Well in Six Basins	250,000	250,000	-	250,000	(200,000)	-	50,000
640	9120	Alley Water Main Replacement 2017-18	200,000	200,000	-	200,000	-	-	200,000
640	9122	13th Street Water Main Repl. (Euclid to Campus)	720,000	723,750	(2,000)	721,750	-	-	721,750
640	9123	22nd Street Water Main Replacement (Mountain to Euclid)	36,681	36,681	-	36,681	(36,681)	-	-
640	9124	Arrow Highway Water Main Repl. (Mountain to San Antonio)	25,000	25,000	-	25,000	-	760,000	785,000
640	9126	Landscape Conservation Project	78,076						
				22,535	(13,270)	9,265	(9,265)	-	-
640	9127	Ground Water Nitrate Treatment - Study & Design	150,000	25,000	-	25,000	-	275,000	300,000
640	9128	Reservoir Replacement at 17th Street	509,741						
				223,679	(110,595)	113,084	-	500,000	613,084
640	9129	Reservoir No. 4 Aeration System (6th Avenue)	239,064	22,551	(215)	22,336	-	-	22,336
640	9130	Citywide Lateral Replacements 2017-18	150,000	150,000	(17,758)	132,242	(132,242)	-	-

**City of Upland
Capital Improvement Projects
Fiscal Year 2018-2019**

Fund	Project No.	Project Description	2017/2018 Adopted CIP Budget	2017/2018 Amended CIP Budget	2017/2018 Projected Expenses	Projected Balance 6/30/2018	Return to Fund Balance	2018/2019 New Appropriation	2018/2019 Adopted CIP Budget
640	9131	9th Street Water Main Improvements (3rd Ave. to Campus Ave.)	650,000	650,000	(2,500)	647,500	-	-	647,500
640	9132	Water Interconnect with CVWD System	350,000	350,000	-	350,000	-	-	350,000
640	9133	Water Conservation Landscape Modification Project	120,000	120,000	-	120,000	-	-	120,000
640	9134	Reservoir 15 Enhancements	-	725,000	(586,606)	138,394	-	-	138,394
640	9135	Plant 6 Motor Control Center (15th Street)						210,000	210,000
640	9136	Plant 3 Booster 3 Install Pump and Motor (22nd St.)						80,000	80,000
640	9137	Generators at Plant 2 (24th Street)						190,000	190,000
640	9138	Generators at Plant 6 (15th Street)						280,000	280,000
640	9139	Alley Water Main Replacement 2018-19						200,000	200,000
640	9140	17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)						320,000	320,000
640	9141	19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid)						110,000	110,000
640	9142	Arrow Highway Water Main Repl. (Benson to Mountain)						75,000	75,000
640	9143	Mulberry Avenue Water Main Repl. (Foothill Blvd. to Pine Street ~ 920')						40,000	40,000
640	9144	Huntington Drive Water Main Repl. (West End to Benson Avenue)						50,000	50,000
640	9145	Alpine Street Water Main Repl. (West End to Palm Avenue)						50,000	50,000
640	9146	Vernon Drive Water Main Repl. (West End to Palm Avenue)						50,000	50,000
640	9147	Palm Avenue Water Main Repl. (9th Street to Arrow Hwy.)						50,000	50,000
640	9148	New Well Chino Basin (drilling only) & Pipeline						1,200,000	1,200,000
Total Water Utility			6,218,816	6,589,880	(863,329)	5,726,551	(400,331)	6,365,563	11,691,783

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	300,000	359,875	(29,607)	330,268	-	-	330,268
645	9328	Citywide Sewer Rehabilitation 2016/2017 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).	495,000	486,588	(274,966)	211,622	(191,622)	-	20,000
645	9329	Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).	500,000	499,456	-	499,456	-	-	499,456
645	9330	Richland Street Trunk Main Repair						30,000	30,000
Total Sewer Utility			1,425,000	1,475,919	(304,573)	1,171,346	(191,622)	30,000	1,009,724

TOTALS BY FUND (Rounded to nearest \$10 to match budget summaries)

204	GAS TAX	7,631,270	7,202,740	(2,493,130)	4,709,610	(827,980)	4,881,720	8,763,340
205	MEASURE I	2,012,180	2,135,980	(14,040)	2,121,930	(68,730)	1,999,600	4,052,800
209	CDBG	118,690	100,060	(50)	100,010	(2,960)	-	97,040
210	PBIA	146,000	146,000	(29,830)	116,170	(10,170)	44,000	150,000
211	AQMD SUBVENTION FUND	75,000	75,000	-	75,000	-	-	75,000
420	GENERAL CAPITAL IMPROVEMENTS	519,810	516,450	(114,590)	401,860	(14,360)	735,000	1,122,510
421	PARK ACQUISITION & DEVELOPMENT	240,200	215,990	(100,000)	115,990	(17,590)	20,000	118,400
422	STORM DRAIN DEVELOPMENT	241,560	241,560	(50)	241,510	-	230,000	471,520
423	STREET & TRAFFIC FACILITY DEVELOPMENT	1,937,370	1,942,110	(1,137,210)	804,900	(25,340)	700,000	1,479,570
426	STREET & ALLEY PROGRAM	593,920	594,070	(20,000)	574,070	-	205,000	779,070
640	WATER UTILITY	6,218,820	6,589,880	(863,330)	5,726,550	(400,330)	6,365,560	11,691,790
645	SEWER UTILITY	1,425,000	1,475,920	(304,570)	1,171,350	(191,620)	30,000	1,009,730
TOTALS:		21,159,820	21,235,760	(5,076,800)	16,158,950	(1,559,080)	15,210,880	29,810,770

CIP Project Descriptions (FY 2018/2019)

Project No.	Project Name	Status	Project Description	Impact and Benefit
204-7003	Pavement Management System	On-going	On-going updating of the PMS. The City's Pavement Management System (PMS) is a software tool that assists the Engineering Division with identifying maintenance and rehabilitation priorities specific to the City's needs.	The City's Pavement Management System (PMS) represents a proactive approach to maintaining existing City streets. It benefits the City by preserving investment in roadways, enhancing pavement performance, ensuring cost-effectiveness, extending pavement life, and providing improved safety and mobility. In addition, maintaining a PMS protects the City's ability to acquire State and Federal funding for street improvement projects. The State requires local agencies to utilize a PMS to properly evaluate and report pavement conditions in order to be eligible for gas tax revenue.
204-7031	Traffic Safety Projects – Annual	On-going	Recurring project as necessary to mitigate traffic safety hazards. Potential improvements may include traffic signal upgrades, roadway striping/signing upgrades as deemed necessary to increase safety.	Project is programmed to provide mitigation to potential traffic safety hazards.
204-7049	16th Street Rehabilitation (Euclid to Campus)	Complete	Project will provide for a 2" rubberized AC overlay on 16th Street, from Euclid Avenue to Campus Avenue.	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.
204-7050	16th Street Rehabilitation (San Antonio to Mountain)	Complete	Project will provide for a 2" rubberized AC overlay on 16th Street, from San Antonio Avenue to Mountain Avenue.	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.
204-7054	Foothill Blvd. Rehabilitation (Euclid to Grove)	Complete	Project provides for the asphalt pavement rehabilitation of Foothill Boulevard, from Euclid Avenue to Grove Avenue.	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.
204-7055	16th Street Rehabilitation (San Antonio to Euclid)	Complete	Project will provide for a 2" rubberized AC overlay on 16th Street, from San Antonio Avenue to Euclid Avenue.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway

Project No.	Project Name	Status	Project Description	Impact and Benefit
				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.
204-7060	ATP Cycle 2 Grant Participation with Ontario	Design (by others)	Joint project with the cities of Ontario, Montclair, and Chino to provide bicycle striping improvements that interconnect these communities. Upland's portion will consist of bicycle striping improvements on San Antonio Avenue, from the south City Limit to Foothill Blvd.	Project will increase biking trips, improve non-motorized safety, and help achieve greenhouse gas reduction goals.
204-7061	Linda Way Reconstruction	Construction	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. from 8 th Street to the north end of the cul-de-sac.	This project will provide the necessary repairs to proactively address street deterioration in a high density area. The contemplated improvements will serve to help mitigate potential trip and fall incidents and ensure continued proactive roadway rehabilitation to the City's public roadway network.
204-7065	3 rd Avenue Rehabilitation ("A" Street to 11 th Street)	Bidding	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7066	Citywide Concrete Repairs 2017/2018	Construction	Recurring project to provide concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7067	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/2018	Bidding	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7068	Citywide Striping Replacement 2017/2018	Bidding	Recurring project as necessary to replace weathered/damaged signs and pavement striping.	Roadway striping and markings deteriorate over time due to weather, traffic, and water. Replacing deteriorated pavement markings makes it possible for vehicles to travel more safely and quickly by organizing vehicles into efficient lanes and help oncoming vehicles avoid collisions.

Project No.	Project Name	Status	Project Description	Impact and Benefit
204-7069	Arrow Highway Rehabilitation (Benson to Mountain)	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.
204-7070	Citywide Concrete Maintenance 2018/19	New	Project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7071	Citywide Concrete Repairs 2018/19	New	Recurring project to provide concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7072	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2018/19	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.
204-7073	Citywide Striping Replacement 2018/19	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.
204-7074	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	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.
204-7075	7 th Street Rehabilitation (San Antonio to Euclid)	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

Project No.	Project Name	Status	Project Description	Impact and Benefit
				safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7076	Alpine Street Rehabilitation (West End to Palm Ave.)	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.
204-7077	Vernon Drive (West End to Palm Ave.)	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.
204-7078	Palm Avenue (9 th Street to Arrow Hwy.)	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.
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)	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.

Project No.	Project Name	Status	Project Description	Impact and Benefit
204-9124	Arrow Hwy. Rehabilitation (Mountain to San Antonio)	Prelim.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7335	SP/PE Bicycle and Pedestrian Trail Rehabilitation	Bidding	Project to slurry seal and re-stripe the SP/PE Bicycle & Pedestrian Trail.	This project is a low cost asphalt pavement maintenance effort formulated to extend the lifetime of the City's Bike Trail by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
205-7338	Citywide Pavement Maintenance 2017/2018	Design	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7339	Campus Avenue Rehabilitation (S. City Limit to Foothill Blvd.)	Preliminary	Project provides for asphalt pavement rehabilitation to Campus Avenue, between the southerly City Limit to Foothill Blvd.	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)	Preliminary	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.
205-7343	19 th Street Reconstruction (Mountain to Euclid)	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

Project No.	Project Name	Status	Project Description	Impact and Benefit
				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	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.
205-9115	14 th Street Rehabilitation (Euclid to Campus)	Complete	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.
205-9122	13 th Street Reconstruction (Euclid to Campus)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-9123	22 nd Street Reconstruction (Mountain to Euclid)	Complete	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.
209-7061	Linda Way Reconstruction	Construction	Project will reconstruct the public infrastructure (i.e. curb & gutter, sidewalk, ADA ramps, etc.) on Linda Way. Also funded under 204 and 640.	This project will provide the necessary repairs to proactively address street deterioration in a high density CDBG eligible area. The contemplated improvements will serve to help mitigate potential trip and fall incidents and ensure continued proactive roadway rehabilitation to the City's public roadway network.

Project No.	Project Name	Status	Project Description	Impact and Benefit
210-7701	2 nd Avenue Electrical Improvements	Complete	Project will provide for GFCI electrical outlets, conduit, and conductors within the public right of way on 2 nd Avenue.	Project will help electrical connectivity for numerous public events in the downtown area such as car shows, Lemon Festival, Halloween and Christmas events.
210-7702	Parking Lot Rehabilitation (1 st Ave. & A St.) & Downtown Striping (1 st , 2 nd , & 3 rd Ave.)	Preliminary	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 deterioration in order to continue to serve the community.
211-7901	City Hall Green Energy Transportation Enhancements	New	Project will provide for an electric vehicle charging station.	Project will help to reduce greenhouse gas emissions.
420-8032	Old Animal Shelter Demo.	Complete	Project demolished the old Animal Shelter to grade and removed any potential hazards.	Eliminates potential location for malicious behavior and allows the property to be repurposed for a more appropriate and beneficial purpose.
420-8033	Magnolia Recreation Center (Roof Repair)	Design Complete	Project will provide for the repair and/or replacement of the roof at the Magnolia Recreation Center.	The existing roof structure has reached the end of its useful life. Storm water is leaking through the roof and must be replaced to mitigate any further damage to the building interior.
420-8038	Magnolia Recreation 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.
420-8039	Police Dept. Entrance to Impound Lot/Fuel Island	Preliminary	Project will provide for the access repair/rehabilitation to the Police Dept. Impound Lot and Fuel Island.	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.
420-8040	Utility Undergrounding 2019	New	Project will provide for the undergrounding of overhead dry utilities such as electrical, telephone, and cable television.	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.
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	Project will increase Upland's public park system and include public amenities the community requires for recreational activities.

Project No.	Project Name	Status	Project Description	Impact and Benefit
			lots, underground utility infrastructure, etc. Project placed on hold due to development activity in the vicinity.	
421-8209	Magnolia Restroom ADA Compliance	Preliminary	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 Rotary Field Backstop and Safety Netting.	Preliminary	Project provides for fencing and netting improvements to ball field backstop.	Project will mitigate the potential for foul balls to damage the Animal Shelter facility in Memorial Park.
422-8402	Misc. Storm Drain Replacements - 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.
423-8617	Arrow Route Widening (Central to Monte Vista)	Design 95%	Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow.	Project will remove an existing bottleneck constraint in the City's roadway network and improve traffic flow and circulation.
423-8621	Traffic Signal Upgrades	Complete	Project provides for misc traffic signal timing and equipment upgrades to various signals throughout the City.	Project helps to ensure the safe and efficient movement of vehicle and bicycle traffic through the City's roadway network.
423-8622	I-10 & Euclid Avenue Interchange Project	Design	Project provides for Euclid Avenue Interchange improvements consisting of widening the existing on and off ramps, widen Euclid Avenue, reconstruct the Euclid Avenue Bridge over crossing structure, provide additional turning lanes to accommodate the interchange, ramp and local street movement, and provide a new traffic signal at 7 th Street and the off ramp.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8623	I-10 & Monte Vista Avenue Interchange Project	Design	Project provides for Monte Vista Avenue Interchange improvements consisting of modifying the existing east and west bound on and off ramps, reconstructing the Monte Vista Avenue undercrossing bridge, reconstructing Palo Verde Street, between the east bound on-ramp and Monte Vista Avenue, and the addition of various turning lanes.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8624	Traffic Signal Upgrades 2018/19	New	Project provides for misc. traffic signal timing and equipment upgrades to various signals throughout the City.	Project helps to ensure the safe and efficient movement of vehicle and bicycle traffic through the City's roadway network.

Project No.	Project Name	Status	Project Description	Impact and Benefit
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	New	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
640-7061	Linda Way Water Main Replacement	Construction	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. Ensure water delivery reliability to customers.
640-7065	3 rd Avenue Water Main Replacement ("A" St. to 11 th St.)	Bidding	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	Design	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 Replacement – Annual	As Needed	Projects provide 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 Replacement – Annual	As Needed	Projects provide 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	Preliminary	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	On-going	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	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	Preliminary	Design of on-site chlorination systems.	Design of on-site chlorination systems will enable the conversion from gas chlorination to a safer method of

Project No.	Project Name	Status	Project Description	Impact and Benefit
	(Plant 6 on 15 th St.)			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)	Preliminary	Design and construction of a new electrical motor control center (MCC) for Plant 3 at 22 nd Street to replace the existing MCC.	The MCC Upgrades will result in more efficient and cost effective operations. It will also enable staff to enhance their preventive and predictive maintenance programs by using the advanced features of the newer MCCs. The benefits will be cost savings and the ability to recognize issues before they become serious.
640-9087	PRV Stations – Zone 5/4 & Zone 4/3	Design	Construction of inter-zone pressure reducing stations in water system. Project will allow for water movement during Reservoir 16 structural repairs.	This will enable Reservoir 16 to be taken out of service for repairs. It will also provide future benefits by providing a set pressure to downstream pressure zones.
640-9088	Well Maintenance - Annual	As needed	Project is for on-going maintenance at City well sites as necessary.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9094	Greentree Road Water Main	Design 95%	Aged water main replacement in Greentree Road, from 7 th Street to 8 th Street. Coop. Agreement with City of Ontario.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9095	7 th Street Water Main	Design 95%	Aged water main replacement in 7 th Street, from San Antonio Avenue to Greentree Road. Coop. Agreement with City of Ontario.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9100	Onsite Disinfection Generation (Plant 5)	Preliminary	Project consists of new on-site chlorination systems.	Design and installation of on-site chlorination systems will enable staff to convert from chlorine tablet feeders to a more efficient and cost effective system.
640-9119	New Well in Six Basins	Research	Project will provide for a new potable water well in the Six Basins aquifer	This will result in a more diversified water supply thus helping to ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9120	Alley Water Main Replacement	Design	Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9122	13 th Street Water Main Replacement (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 Replacement (Mountain to San Antonio)	Research	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9126	Landscape Conservation Project	Complete	Project provided for the replacement of turf with drought tolerant landscaping at City Hall to help reduce water usage.	Project utilized available rebates and provided a public venue for water awareness and public education on water conservation measures.
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

Project No.	Project Name	Status	Project Description	Impact and Benefit
				the City a more diversified water supply thus helping to ensure a continued supply of water to the City's customers. This will also allow for the maximum beneficial use of the City's various water supplies
640-9128	Reservoir Replacement at 17 th Street	Design 100%	Project will provide the expedited replacement of a 7.5 MGD facility due to the existing tank design being similar to tanks with defects.	Reservoir 15 is an integral part of the City water supply system that receives water from imported and local groundwater wells. Imported water 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.)	Complete	Project consisted 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.)	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.
640-9132	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	New	The Water Conservation Landscape Modification Project will provide a showcase of water conservation for the public.	Will help educate 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.
640-9135	Plant 6 Motor Control Center (15 th Street)	New	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)	New	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 (24 th Street)	New	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 (15 th Street)	New	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	New	Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9140	17 th Street Water Main (Laurel to Euclid) & Service	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued

Project No.	Project Name	Status	Project Description	Impact and Benefit
	Replacements (San Antonio to Euclid)			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)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9142	Arrow Highway Water Main Replacement (Benson to Mountain)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9143	Mulberry Avenue Water Main Replacement (Foothill Blvd. to Pine Street ~920')	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9144	Huntington Drive Water Main Replacement (West End to Benson Avenue)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9145	Alpine Street Water Main Replacement (West End to Palm Avenue)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9146	Vernon Drive Water Main Replacement (West End to Palm Avenue)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9147	Palm Avenue Water Main Replacement (9 th Street to Arrow Hwy.)	New	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9148	New Well Chino Basin (Drilling only) & Pipeline	New	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.
645-9301	Upland Landfill Post-Closure Plan	As needed	Project identified in order to repair, replace and reconstruct the landfill's monitoring well(s) and equipment to assure its operative conditions as required by State and local regulatory agencies.	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris.
645-9305	Update Sewer Model	Model at 70%	Project identified to update the City's sewer model.	Project assist the City by continuously evaluating the hydraulic capacity of the City's sewer collection system as required by the Sate mandated Sanitary Sewer Management Plan.
645-9324	Landfill Flare Modifications	Design	Project consists of the construction of a small diameter gas line to provide supplemental natural gas in order to augment low gas quality at the existing flare inlet.	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris and necessary to adhere to Air Quality Management District (AQMD) Rule 1150.1 "landfill emission control"

Project No.	Project Name	Status	Project Description	Impact and Benefit
645-9328	Citywide Sewer Rehabilitation 2016/2017 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Complete	Project consists of replacing old brick sewer manhole structures with new precast concrete manholes in various sections of the City.	Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service.
645-9329	Citywide Sewer Rehabilitation 2017/2018 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Prelim.	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	New	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.



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2018-19 SCHEDULE OF POSITIONS

	Labor Group	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2018-19 Change	2018-19 Adopted
<u>GENERAL GOVERNMENT</u>						
<u>ELECTED/APPOINTED</u>						
MAYOR	ELEC	1.00	1.00	1.00	0.00	1.00
COUNCIL	ELEC	4.00	4.00	4.00	0.00	4.00
TREASURER	ELEC	1.00	1.00	1.00	0.00	1.00
		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
<u>ADMINISTRATION</u>						
CITY MANAGER	EXEC	1.00	1.00	1.00	0.00	1.00
DEPUTY CITY MANAGER	EXEC	1.00	1.00	0.50	(0.50)	0.00
ASSISTANT CITY MANAGER	EXEC	0.00	0.00	0.50	0.50	1.00
EXECUTIVE ASSISTANT TO CITY MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
		<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>	<u>9.00</u>
<u>GENERAL GOVERNMENT-TOTAL</u>						
<u>ADMINISTRATIVE SERVICES</u>						
<u>CITY CLERK</u>						
CITY CLERK	MMGT	0.00	0.00	0.00	0.50	0.50
DEPUTY CITY CLERK	GENL	1.00	1.00	1.00	(0.50)	0.50
SENIOR ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT III	GENL	1.00	1.00	0.00	0.00	0.00
		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>
<u>FINANCE</u>						
FINANCE MANAGER	MMGT	1.00	1.00	0.00	0.00	0.00
FINANCE OFFICER	MMGT	0.00	0.00	1.00	0.00	1.00
ACCOUNTING SUPERVISOR	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTANT	GENL	1.00	1.00	1.00	0.00	1.00
ACCOUNTANT	GENL	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTING TECHNICIAN	GENL	1.00	1.00	0.00	0.00	0.00
PAYROLL TECHNICIAN	GENL	0.00	0.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	GENL	3.00	3.00	3.00	0.00	3.00
BUDGET CLERK	GENL	1.00	1.00	0.00	0.00	0.00
ACCOUNTING CLERK	GENL	0.00	0.00	1.00	0.00	1.00
REVENUE COORDINATOR	GENL	0.00	0.00	0.00	0.00	0.00
CUSTOMER SERVICES SUPERVISOR	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	GENL	0.00	0.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST	GENL	0.00	5.00	0.00	0.00	0.00
CUSTOMER SERVICE SPECIALIST II	GENL	3.00	0.00	2.00	0.00	2.00
CUSTOMER SERVICE SPECIALIST I	GENL	2.00	0.00	3.00	0.00	3.00
		<u>15.00</u>	<u>15.00</u>	<u>16.00</u>	<u>0.00</u>	<u>16.00</u>
<u>INFORMATION TECHNOLOGY</u>						
IT MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR IT TECHNICIAN	GENL	0.00	1.00	1.00	0.00	1.00
IT TECHNICIAN	GENL	1.00	0.00	0.00	0.00	0.00
		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>
<u>HUMAN RESOURCES</u>						
HR MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR HR ANALYST	MMGT	0.00	0.00	1.00	0.00	1.00
HR ANALYST	MMGT	1.00	1.00	1.00	0.00	1.00
HR SPECIALIST	GENL	1.00	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT I	GENL	0.00	1.00	0.00	0.00	0.00
		<u>4.00</u>	<u>4.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
<u>RECREATION AND COMMUNITY SERVICES</u>						
COMMUNITY SERVICES DIRECTOR	EXEC	1.00	1.00	1.00	(1.00)	0.00
RECREATION MANANGER	MMGT	0.00	0.00	1.00	0.00	1.00
RECREATION SUPERVISOR	MMGT	0.00	0.00	2.00	0.00	2.00
RECREATION COORDINATOR	GENL	3.00	3.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	0.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT III	GENL	1.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	1.00	0.00	0.00	0.00

2018-19 SCHEDULE OF POSITIONS

	Labor Group	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2018-19 Change	2018-19 Adopted
ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00	1.00	0.00	1.00
		6.00	6.00	6.00	(1.00)	5.00
<u>ADMINISTRATIVE SERVICES-TOTAL</u>		<u>29.00</u>	<u>29.00</u>	<u>29.00</u>	<u>(1.00)</u>	<u>28.00</u>
<u>DEVELOPMENT SERVICES</u>						
<u>BUILDING AND PLANNING</u>						
DEVELOPMENT SERVICES DIRECTOR	EXEC	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SERVICES MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	MMGT	0.00	1.00	1.00	0.00	1.00
DEVELOPMENT SPECIALIST	GENL	1.00	1.00	1.00	(1.00)	0.00
SENIOR PLANNER	MMGT	1.00	1.00	1.00	0.00	1.00
ASSOCIATE PLANNER	MMGT	0.00	1.00	1.00	0.00	1.00
ASSISTANT PLANNER	MMGT	2.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	2.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.00	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00	1.00	0.00	1.00
BUILDING OFFICIAL	MMGT	1.00	1.00	1.00	0.00	1.00
BUILDING INSPECTOR I	GENL	1.00	1.00	1.00	0.00	1.00
BUILDING INSPECTOR II	GENL	2.00	2.00	2.00	0.00	2.00
PLANS EXAMINER	GENL	1.00	1.00	1.00	0.00	1.00
SENIOR COUNTER TECHNICIAN	GENL	0.00	1.00	0.00	0.00	0.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	GENL	0.00	0.00	1.00	0.00	1.00
COUNTER TECHNICIAN	GENL	1.00	0.00	0.00	0.00	0.00
		14.00	15.00	15.00	(1.00)	14.00
<u>HOUSING / SUCCESSOR AGENCY</u>						
HOUSING COORDINATOR	GENL	1.00	1.00	1.00	0.00	1.00
		1.00	1.00	1.00	0.00	1.00
<u>DEVELOPMENT SERVICES-TOTAL</u>		<u>15.00</u>	<u>16.00</u>	<u>16.00</u>	<u>(1.00)</u>	<u>15.00</u>
<u>PUBLIC WORKS</u>						
<u>PUBLIC WORKS - ADMINISTRATION</u>						
PUBLIC WORKS DIRECTOR	EXEC	1.00	1.00	1.00	0.00	1.00
OPERATIONS MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00	1.00	(1.00)	0.00
ADMINISTRATIVE ASSISTANT I	GENL	0.00	1.00	0.00	0.00	0.00
ACCOUNTING TECHNICIAN	GENL	0.00	1.00	0.00	1.00	1.00
		4.00	5.00	4.00	0.00	4.00
<u>PUBLIC WORKS - OPERATIONS</u>						
MAINTENANCE SUPERVISOR	MMGT	1.00	1.00	1.00	0.00	1.00
FACILITIES SPECIALIST	GENL	2.00	1.00	1.00	0.00	1.00
FACILITIES COORDINATOR	GENL	0.00	1.00	1.00	0.00	1.00
CUSTODIAN	GENL	3.50	3.50	3.50	0.00	3.50
SENIOR EQUIPMENT MECHANIC	GENL	0.00	0.00	1.00	0.00	1.00
LEAD EQUIPMENT MECHANIC	GENL	1.00	1.00	0.00	0.00	0.00
EQUIPMENT MECHANIC II	GENL	2.00	2.00	0.00	0.00	0.00
EQUIPMENT MECHANIC	GENL	0.00	0.00	2.00	0.00	2.00
INVENTORY SPECIALIST	GENL	1.00	1.00	1.00	0.00	1.00
OPERATIONS MAINT. SUPERINTENDENT	MMGT	0.00	0.00	0.00	0.00	0.00
MAINTENANCE CREW LEAD	GENL	3.00	3.00	0.00	0.00	0.00
SENIOR MAINTENANCE WORKER	GENL	0.00	0.00	3.00	0.00	3.00
MAINTENANCE WORKER	GENL	0.00	0.00	10.00	0.00	10.00
MAINTENANCE WORKER II	GENL	10.00	10.00	0.00	0.00	0.00
		23.50	23.50	23.50	0.00	23.50

2018-19 SCHEDULE OF POSITIONS

	Labor Group	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2018-19 Change	2018-19 Adopted
<i>PUBLIC WORKS - CAPITAL PROJECTS</i>						
PRINCIPAL ENGINEER	MMGT	0.00	0.00	0.00	0.00	0.00
ENGINEERING MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
SR PUBLIC WORKS INSPECTOR	GENL	1.00	1.00	2.00	0.00	2.00
PUBLIC WORKS INSPECTOR II	GENL	1.00	1.00	0.00	0.00	0.00
SENIOR WATER UTILITY INSPECTOR	GENL	0.00	1.00	1.00	0.00	1.00
WATER UTILITY INSPECTOR II	GENL	1.00	0.00	0.00	0.00	0.00
		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
<i>TRAFFIC ENGINEERING</i>						
PRINCIPAL ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
ENGINEERING TECHNICIAN	GENL	0.00	0.00	1.00	0.00	1.00
COUNTER TECHNICIAN	GENL	1.00	1.00	0.00	0.00	0.00
		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
<i>PUBLIC WORKS - SEWER</i>						
ENVIRONMENTAL QUALITY ADMINISTRATOR	MMGT	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	MMGT	1.00	1.00	1.00	0.00	1.00
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	GENL	1.00	1.00	1.00	0.00	1.00
		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
<i>PUBLIC WORKS - WATER</i>						
UTILITIES OPERATIONS MANAGER	MMGT	1.00	1.00	1.00	0.00	1.00
MANAGEMENT ANALYST	MMGT	0.00	1.00	1.00	0.00	1.00
WATER CONSERVATION SPECIALIST	GENL	1.00	0.00	0.00	0.00	0.00
WATER DISTRIBUTION SUPERVISOR	MMGT	1.00	0.00	0.00	0.00	0.00
UTILITY SYSTEM SUPERVISOR	MMGT	0.00	1.00	1.00	0.00	1.00
GIS/CADD TECHNICIAN	GENL	1.00	1.00	1.00	0.00	1.00
WATER SYSTEMS OPERATOR CHIEF	GENL	1.00	0.00	0.00	0.00	0.00
CHIEF WATER TREATMENT OPERATOR	MMGT	0.00	1.00	1.00	0.00	1.00
SENIOR WATER TREATMENT OPERATOR	GENL	0.00	2.00	2.00	0.00	2.00
WATER SYSTEMS OPERATOR IV	GENL	2.00	0.00	0.00	0.00	0.00
WATER TREATMENT OPERATOR	GENL	0.00	2.00	2.00	0.00	2.00
WATER SYSTEMS OPERATOR II	GENL	1.00	0.00	0.00	0.00	0.00
WATER SYSTEMS OPERATOR I	GENL	1.00	0.00	0.00	0.00	0.00
LEAD WATER UTILITY WORKER V	GENL	1.00	1.00	0.00	0.00	0.00
LEAD WATER UTILITY WORKER III	GENL	1.00	1.00	0.00	0.00	0.00
SENIOR UTILITY SYSTEM WORKER	GENL	0.00	2.00	2.00	0.00	2.00
WATER UTILITY WORKER V	GENL	1.00	0.00	0.00	0.00	0.00
WATER UTILITY WORKER IV	GENL	1.00	0.00	0.00	0.00	0.00
UTILITY SYSTEM WORKER	GENL	0.00	4.00	5.00	3.00	8.00
WATER UTILITY WORKER II	GENL	4.00	0.00	0.00	0.00	0.00
MAINTENANCE WORKER II	GENL	4.00	4.00	0.00	0.00	0.00
UTILITY SYSTEM WORKER- SEWER	GENL	0.00	0.00	4.00	0.00	4.00
SENIOR UTILITY SYSTEM WORKER- SEWER	GENL	0.00	0.00	1.00	0.00	1.00
SENIOR WATER METER TECHNICIAN	GENL	1.00	1.00	1.00	0.00	1.00
WATER METER TECHNICIAN	GENL	2.00	2.00	2.00	0.00	2.00
		<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>3.00</u>	<u>27.00</u>
<u>PUBLIC WORKS-TOTAL</u>		<u>64.50</u>	<u>65.50</u>	<u>64.50</u>	<u>3.00</u>	<u>67.50</u>
<u>FIRE*</u>						
<i>FIRE- SWORN</i>						
FIRE CHIEF	EXEC	1.00	1.00	1.00	(1.00)	0.00
DEPUTY FIRE CHIEF	FRMG	2.00	2.00	1.00	(1.00)	0.00
BATTALION CHIEF	FRMG	1.00	1.00	2.00	(2.00)	0.00
FIRE CAPTAIN	FRSW	12.00	12.00	12.00	(12.00)	0.00
FIRE ENGINEER	FRSW	12.00	12.00	12.00	(12.00)	0.00
FIRE FIGHTER	FRSW	12.00	12.00	12.00	(12.00)	0.00
		<u>40.00</u>	<u>40.00</u>	<u>40.00</u>	<u>(40.00)</u>	<u>0.00</u>

2018-19 SCHEDULE OF POSITIONS

	Labor Group	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2018-19 Change	2018-19 Adopted
<i>FIRE- NON-SWORN</i>						
FLIGHT PARAMEDIC	GENL	2.00	2.00	2.00	(2.00)	0.00
MEDICAL CREW LEAD	GENL	0.00	1.00	1.00	(1.00)	0.00
FLIGHT NURSE	GENL	4.00	3.00	3.00	(3.00)	0.00
FIRE INSPECTOR/INVESTIGATOR	GENL	1.00	1.00	1.00	(1.00)	0.00
DEPUTY FIRE MARSHAL	GENL	1.00	1.00	1.00	(1.00)	0.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	(1.00)	0.00
ADMINISTRATIVE ASSISTANT I	GENL	0.00	0.00	0.00	0.00	0.00
		<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>(9.00)</u>	<u>0.00</u>
<i>FIRE-TOTAL</i>		<u>49.00</u>	<u>49.00</u>	<u>49.00</u>	<u>(49.00)</u>	<u>0.00</u>
<i>POLICE</i>						
<i>POLICE- SWORN</i>						
CHIEF OF POLICE	EXEC	1.00	1.00	1.00	0.00	1.00
POLICE CAPTAIN	PDCP	2.00	2.00	2.00	0.00	2.00
POLICE LIEUTENANT	PD - MMGT	4.00	4.00	4.00	0.00	4.00
POLICE SERGEANT	PD - MMGT	8.00	9.00	9.00	0.00	9.00
POLICE DETECTIVE	PDSW	9.00	9.00	9.00	0.00	9.00
POLICE OFFICER	PDSW	50.00	50.00	50.00	0.00	50.00
		<u>74.00</u>	<u>75.00</u>	<u>75.00</u>	<u>0.00</u>	<u>75.00</u>
<i>POLICE- NON-SWORN</i>						
POLICE DISPATCH SUPERVISOR	MMGT	1.00	1.00	1.00	0.00	1.00
LEAD DISPATCHER	GENL	0.00	0.00	2.00	0.00	2.00
POLICE DISPATCHER II	GENL	12.00	12.00	10.00	0.00	10.00
FORENSIC SPECIALIST	GENL	1.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00	0.00	0.00	0.00
ACCOUNTING TECHNICIAN	GENL	0.00	0.00	1.00	0.00	1.00
CRIME ANALYST TRAINEE	GENL	0.00	0.00	1.00	0.00	1.00
POLICE RECORDS SUPERVISOR	MMGT	0.00	1.00	1.00	0.00	1.00
POLICE RECORDS SPECIALIST II	GENL	6.00	6.00	6.00	0.00	6.00
POLICE RECORDS SPECIALIST I	GENL	1.00	0.00	0.00	0.00	0.00
POLICE SERVICE TECHNICIAN	GENL	0.00	0.00	4.00	1.00	5.00
		<u>23.00</u>	<u>23.00</u>	<u>28.00</u>	<u>1.00</u>	<u>29.00</u>
<i>ANIMAL SERVICES</i>						
ANIMAL SERVICES SUPERVISOR	MMGT	1.00	1.00	0.00	0.00	0.00
ANIMAL SERVICES MANAGER	MMGT	0.00	0.00	1.00	0.00	1.00
ANIMAL CONTROL OFFICER	GENL	3.00	3.00	3.00	0.00	3.00
ANIMAL SHELTER ATTENDANT I	GENL	1.00	0.00	0.00	0.00	0.00
ANIMAL SHELTER ATTENDANT II	GENL	2.00	0.00	0.00	0.00	0.00
		<u>7.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
<i>CODE ENFORCEMENT</i>						
CODE ENFORCEMENT OFFICER	GENL	3.00	3.00	4.00	0.00	4.00
		<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
<i>POLICE-TOTAL</i>		<u>107.00</u>	<u>105.00</u>	<u>111.00</u>	<u>1.00</u>	<u>112.00</u>
<i>GRAND TOTAL</i>		<u>273.50</u>	<u>273.50</u>	<u>278.50</u>	<u>(47.00)</u>	<u>231.50</u>

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

CHART OF ACCOUNTS

Fund No.	Fund Name
101	General Fund
201	Housing
203	Public Safety Augmentation
204	Gas Tax
205	Measure I
208	HOME Investment Partnership Program
209	Community Development Block Grant (CDBG)
210	Parking Business Improvement Area (PBIA)
211	Air Quality Management District (AQMD)
214	Homeland Security Grants - PD
215	Prop 30
216	COPS
217	Other Grants
218	Office of Traffic Safety
219	Local Law Enforcement Block Grant
220	Asset Forfeiture
221	Homeland Security Grants - Fire
222	CalHOME
223	Asset Forfeiture- Federal Treasury
224	Asset Forfeiture - State
301	Public Financing Authority
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
640	Water Utility
641	Solid Waste Utility
645	Sewer Utility
750	Fire Annexation Worker's Compensation Fund
751	Self-Funded Insurance
752	Fleet Management
753	Information Systems
754	Building Maintenance & Operations
805	Successor Agency
810	PARS (Post Employment) 115 Trust Fund

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
2301	CDBG - Administration
2302	CDBG - Recreation Classes
2303	CDBG - Code Enforcement
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
2335	CDBG - Emergency Repair Program FY 14-15

CHART OF ACCOUNTS

Division No.	Division Name
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)
2343	CDBG - Family Service Association
2344	CDBG - Eagle's Wings Ministries
2345	CDBG - Business Assistance & Attraction FY 17-18
2346	CDBG - Downtown Façade Enhancement FY 17-18
2347	CDBG - Emergency Repair Program FY 17-18
2407	CalHOME Program - 12-8689
2408	Program Income Loans
2409	HOME Grant - 12-8558
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
3263	HSGP 2015 PD Grant
3264	DUI Enforcement Step Grant- PT 1630
3265	ABC Grant- 16G- LA 52
3267	COPS Allocation FY 16-17
3269	COPS Allocation FY 17-18
3304	Asset Forfeiture - Federal

CHART OF ACCOUNTS

Division No.	Division Name
3414	Asset Forfeiture - State
3423	Asset Forfeiture - 15%
3445	COPS Allocation FY12-13
3447	2015 JAG Grant
3450	2016 JAG Grant
3501	Fire Administration
3502	Fire Volunteers
3503	Fire Reserves
3511	Fire Station I
3512	Fire Station II
3513	Fire Station III
3514	Fire Station IV
3515	Emergency Medical Services
3516	Special Operations
3517	Air Ambulance
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
5201	Public Works Administration
5301	Engineering Administration
5302	Development/Traffic Engineering
5401	Street Maintenance
5402	Street Sweeping
5403	Sidewalk Maintenance

CHART OF ACCOUNTS

Division No.	Division Name
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
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
6209	Water Treatment Plant
6210	Debt Service
6211	Storm Water Management & Recharge
6212	Pomona Valley Protective Association (PVPA)
6301	Solid Waste
6302	Household Hazardous Waste
6303	SHARPS Program
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)
5233	Other Equipment (Under \$5,000)
5234	Other Equipment Rental
5235	Copier Usage Expense
5236	Rent

CHART OF ACCOUNTS

Object No.	Object Name
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
5295	Pump/Diesel Taxes
5296	RDA Pass-Through Expense
5298	Loss-Capital Assets
5301	Grants
5302	Loans
5305	Emergency Repairs Program
5309	First Time Home Buyer Program
5310	Forgivable Loans
5314	Program Income - HIP Loans

CHART OF ACCOUNTS

Object No.	Object Name
5315	Program Income - FTHB Loans
5316	Program Income - TBRA
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

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.

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 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 July1 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.

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.

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.

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.

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.

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.



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