

City of Gracious Living
UPLAND, CALIFORNIA



ADOPTED BUDGET
FISCAL YEAR 2021-2022

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ADOPTED BUDGET

FY 2021-22

BUDGET MESSAGE





City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2021/2022 (FY 21/22) operating and capital budget for your review and consideration.

The last year has been one of the most difficult periods in modern times. Due to the COVID-19 pandemic, families around the world have experienced widespread fear, debilitating illness, financial pain, and the devastating loss of loved ones. As the pandemic began to take hold in early 2020, the U.S. economy reacted dramatically, which resulted in the unemployment rate skyrocketing to a peak of 14.8% in April 2020. The massive number of unemployed Americans triggered the sharpest economic contraction since the Great Depression, evidenced by the broadest measure of economic activity shrinking at an annual rate of 32.9% for the second quarter of 2020. Without question, the pandemic has challenged our City and community like never before.

Fortunately, as we present this budget, the concerted efforts of federal, state, and local governments have pushed back against the negative effects caused by the pandemic. To date, the Federal Government has enacted six major bills, appropriating about \$5.3 trillion, to help manage the pandemic and mitigate the economic burden on families and businesses. Of this stimulus, the City has directly received more than \$2.5 million in CARES Act funding and has been allocated approximately \$15.2 million from the American Rescue Plan Act of 2021 (for restricted uses) through December 31, 2024. Critically, as vaccination efforts progress, positive signs are emerging that the pandemic is subsiding and an economic recovery is taking hold. Nevertheless, vision and steady leadership are needed to bring the City together, strengthen our local economy, invest in our community, and keep the City on track to continued prosperity.

Last fiscal year, the City adopted a budget that reflected the economic uncertainty related to the pandemic. However, primarily due to the massive federal stimulus, the local economy has picked up steam and economic projections for the next year are strong. The City recovered quickly from initial revenue losses and subsequently experienced relatively stable revenue growth. Increases in online purchases, local food takeout, and a surge in construction and home renovations led to an increase in sales tax revenues. Under the judicious leadership of the City Council, the City continues to meet the fiscal challenges caused by the pandemic and has diligently worked to enhance revenues and reduce operational expenditures where possible. Furthermore, in spite of the continuing economic impact of the pandemic and resulting budget constraints, City departments continue to do an excellent job of providing quality services to the community.

This budget reflects the challenges and opportunities of an economy recovering from the pandemic and staff are cautiously optimistic for the coming years. In accordance with Section 3.01.020 of the Upland Municipal Code (UMC), the proposed FY 21/22 budget is balanced without using reserves or fund balance and takes a fiscally responsible, multi-year approach to allow for the City's major revenues to continue to recover while maintaining service levels our residents rely on. The City continues to maintain an exceedingly healthy unreserved fund balance of \$16.8 million, or 36.5% of proposed expenditures. These reserves exceed the 25% unassigned fund balance target established in Section 3.01.030 (B) (1) of the UMC. Further solidifying our financial foundation, it is significant to note that the City has established pension and OPEB stabilization trusts with \$8.9 million in assets and continues to develop its plan for addressing its unfunded pension obligations.

Importantly, as the economy and the City's fiscal reserves continue to strengthen, this budget demonstrates the City's commitment to public safety by recommending the implementation of a Corporal Program, which will reclassify five vacant Police Officer positions to a Corporal/Detective level and add four Police Officer positions. The proposed Corporal Program will provide several benefits to the staff, department, and the community. First, the reclassification will increase opportunities within the department for employee development and training, enhancing officer retention. Second, the new positions will provide additional operational oversight, improving the effectiveness of officers in the field. Finally, the additional staffing will supply a 20% increase in patrol staffing per shift, resulting in improved public safety.

The proposed FY 21/22 budget is \$45,763,110 in the General Fund and \$180,137,610 (including Transfers Out) across all funds and \$43,827,360 for capital projects. The requested funds will support the necessary operational and capital improvement project needs of each department. This budget represents an increase in level of services compared to FY 20/21, with additional changes in staffing (as notated in the attached FY 21/22 Schedule of Positions). Projected revenues are \$44,891,140 in the General Fund and \$149,567,200 (including Transfers In) across all funds.

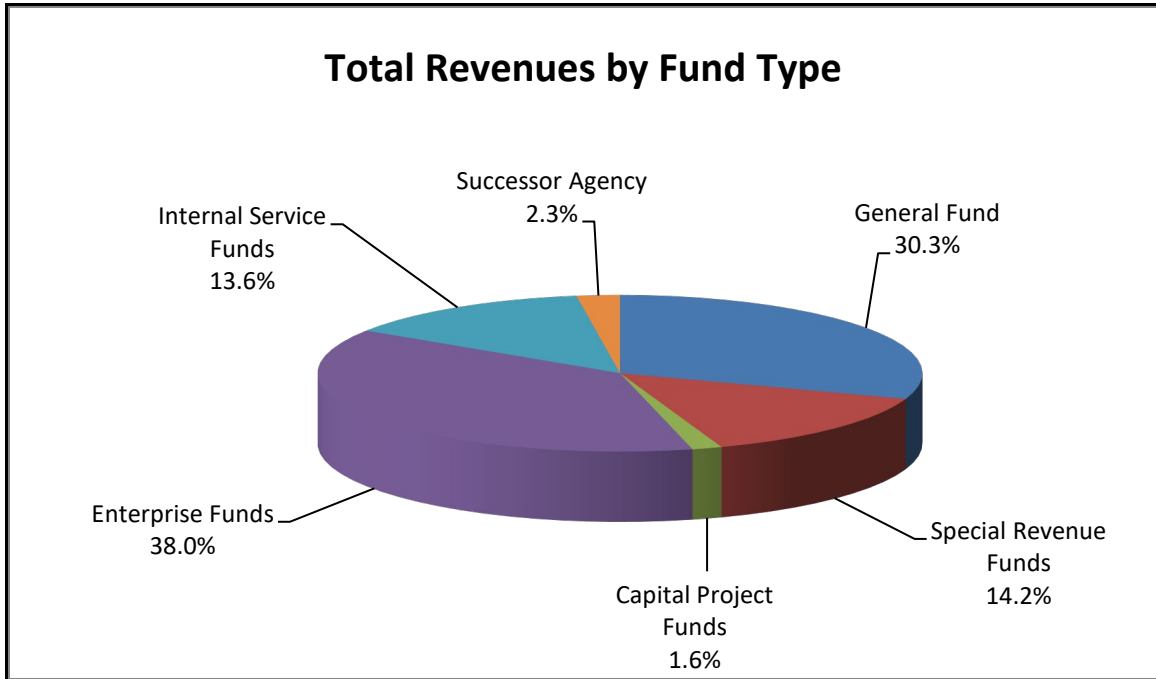
In closing, the preparation of the proposed annual budget was made possible by the dedicated efforts of the Administrative Services Department, department directors, and staff. Credit also must be given to the Mayor and City Council for their support of maintaining the highest standards of professionalism in the management of the City of Upland's finances.

Respectfully submitted,

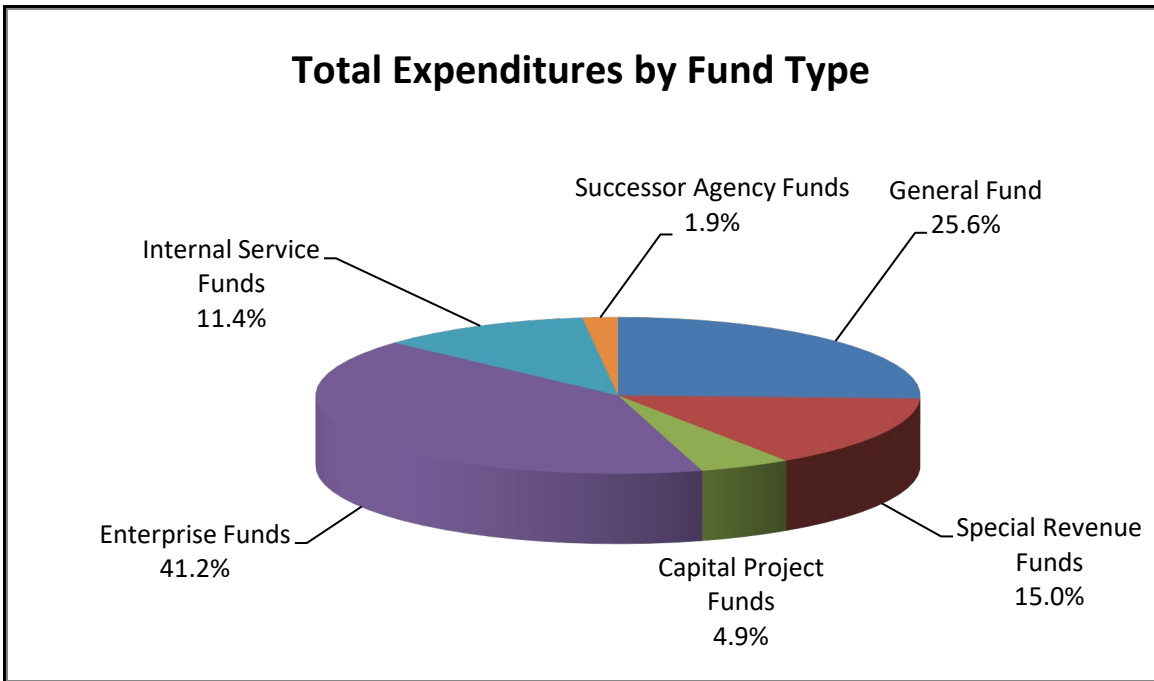
Stephen Parker, CPA
Acting City Manager

BUDGET OVERVIEW

Projected citywide operating revenues of \$148,024,860 represent an increase of \$3.5 million compared to the prior year. The majority of the increase is the result of an additional \$1.0 million in General Fund, \$5.8 million in Special Revenue Funds, and a decrease of \$457,930 in Enterprise Funds and \$2.8 million in Capital Improvement Funds. The funds with the highest revenues are: General Fund (\$44,891,140), Water Utility Fund (\$29,390,000), Solid Waste Utility (\$16,320,980), and Sewer Utility Fund (\$10,539,730). Revenue by fund type is depicted in the following figure:



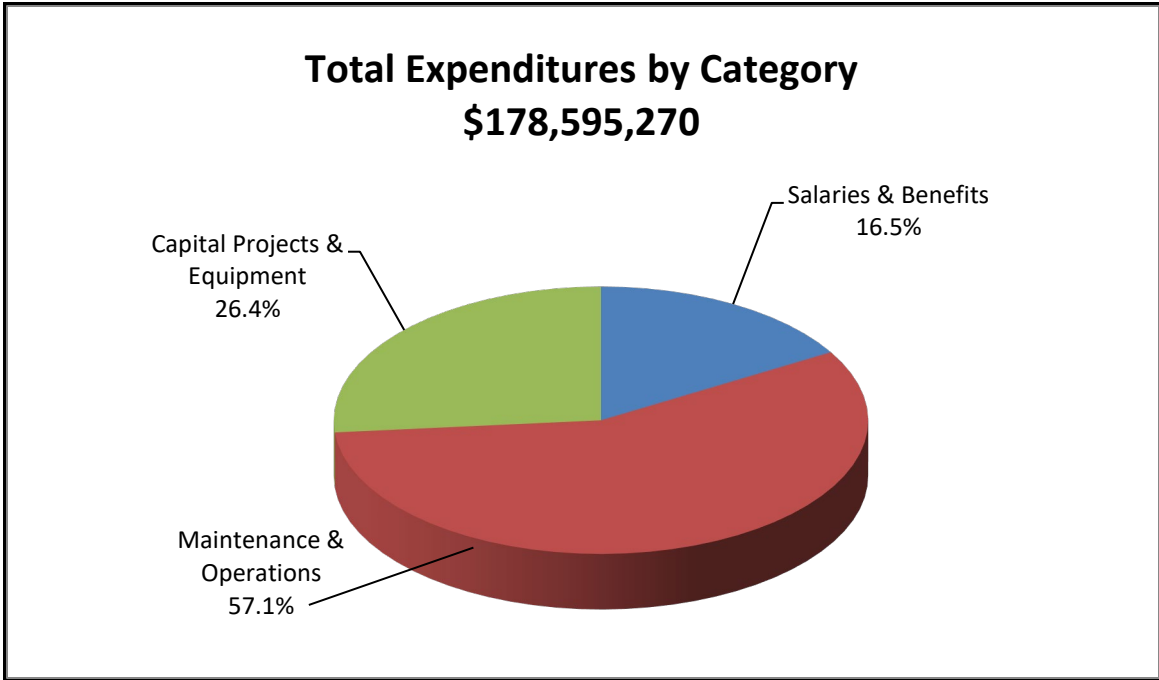
The FY 21/22 operating and capital expenditure budget totals \$178,595,270, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with the largest being the General Fund in the amount of \$45,763,110, or 25.6% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$45,162,860), Solid Waste Utility (\$15,113,800), Sewer Utility Fund (\$13,353,490), Gas Tax Fund (\$9,135,880) and Measure I Fund (\$6,631,740). In summary, appropriations reflect a total increase of \$14,462,477 or 8.8% from the prior year. The most notable expenditure increases are: \$3.5 million in the General Fund, \$2.5 million in the Storm Drain Fund, \$3.8 in the Water Fund.



Personnel costs inclusive of all City funds are increasing by \$4.2 million from \$35.6 million to \$39.8 million. The most significant components of the increase are the negotiated pay and benefit increases (\$3.6 million) and the PERS employer rate and unfunded liability rate increase (\$628,221). These increases are partially offset by an allowance for unfilled positions (\$1.1 million). In total, the number of authorized FTE positions from the 2020-21 amended budget increased by 8.5 to 251.0 FTE's.

Maintenance and operation appropriations are increasing by \$11.3 million from \$128.5 million to \$139.8 million. \$3.3 million of the increase is attributed to increases in utility funds' costs of operation, and another \$9.4 million relates to increased costs in Internal Service funds.

Capital Projects & Equipment appropriations are increasing by \$4.5 million from \$42.7 million to \$47.2 million. The increase is primarily due to ongoing city-wide capital improvement projects and water facility/infrastructure improvements.



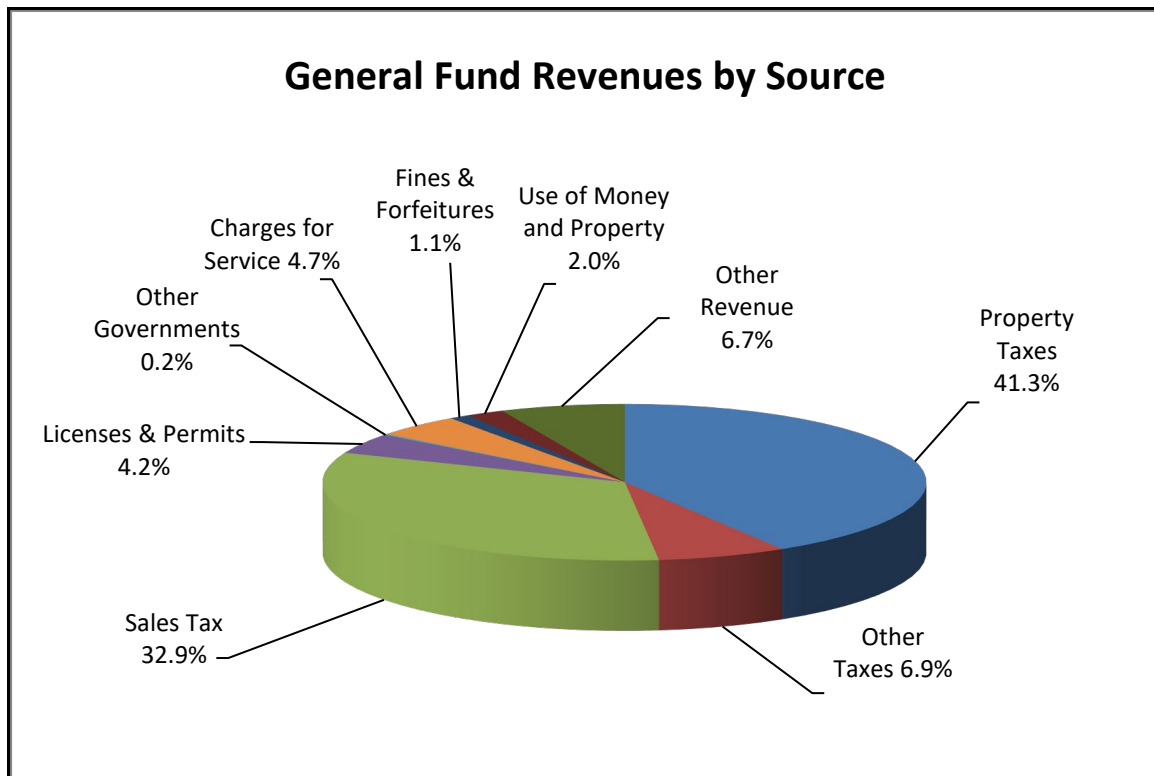
GENERAL FUND

The ending General Fund balance (net of \$7.8 million of approved committed balances) is projected to be \$16,762,450 which exceeds the reserve policy limit of 25% of operating expenditures. A summary of the change in General Fund balance is illustrated in the following table:

General Fund - Fund Balance		
Beginning Fund Balance (estimated)		\$16,757,080
Revenues (including one-time sources above)	44,891,140	
Transfers In	1,077,340	
Expenditures	(45,763,110)	
Transfers Out	(200,000)	
Net Change		5,370
Ending Fund Balance		\$16,762,450

General Fund Revenues and Transfers In:

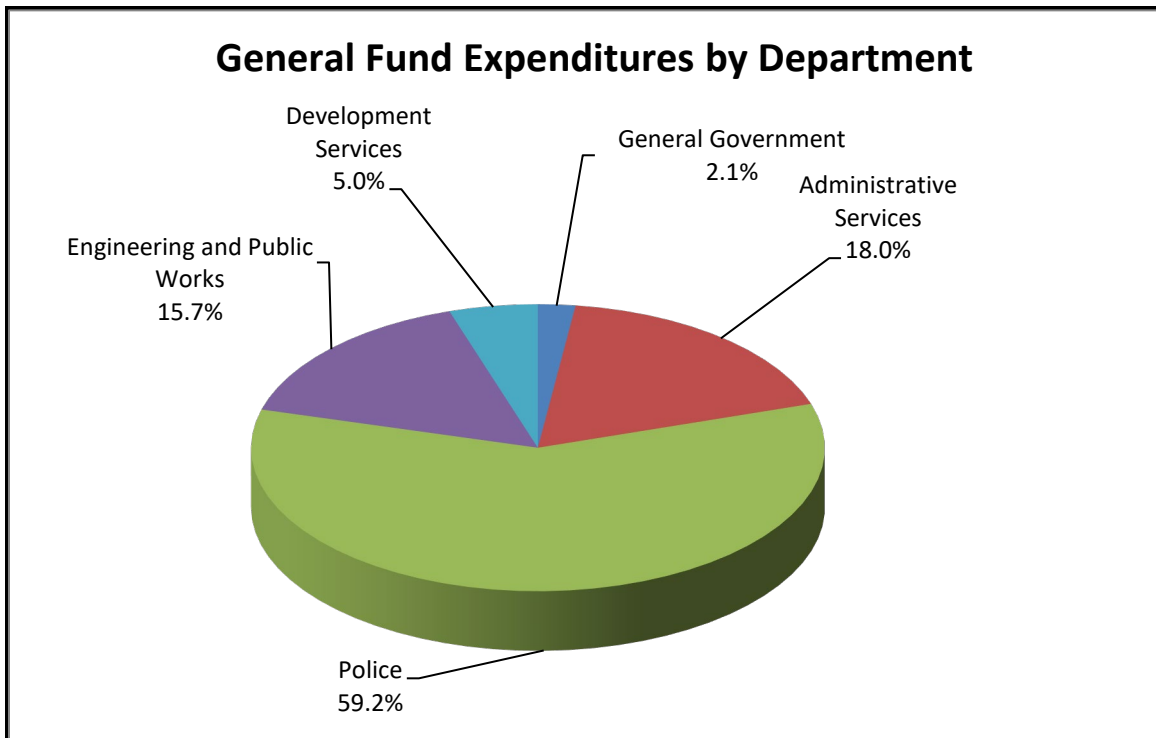
Total General Fund operating revenues are projected to be \$44,891,140, an increase of \$1.3 million from the prior year amended budget. The General Fund revenues by source are depicted in the following figure:



- Property Taxes
Property tax revenues are projected to be \$18,528,410. This estimate reflects an overall increase of \$400,120 over the prior year budget.
- Sales Tax
Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$14,789,060, an increase of \$795,480 from the prior year budget.
- Licenses & Permits
Revenue from Licenses and Permits is estimated to be \$1,886,520, which is an increase over the prior year budget of \$57,820.
- Miscellaneous Changes
Other changes include an increase of \$65,850 for revenue from Use of Money and Property and \$38,710 in other revenue.
- Transfers In
Transfers In are estimated to be \$1,077,340 from the newly established American Rescue Plan Act (ARPA) Fund. The Transfer In amount is equal to the estimated reduction in revenue due to the COVID-19 public health emergency, which is an allowable use of ARPA funds.

General Fund Expenditures and Transfers Out:

General Fund operating expenditures are projected to be \$45,763,110 which is \$3.6 million higher than the prior year's amended budget. The change is due to increases in budgeted personnel services totaling \$1,839,426 (including PERS UAL) and an increase in operations and maintenance totaling \$1,725,242. The General Fund expenditures by department are depicted in the following figure:



- Personnel
General Fund personnel costs are projected to total \$26.8 million, an increase of \$1.8 million over the prior year adopted budget. The increase is due to negotiated pay and benefit increases, addition of positions, and the PERS unfunded liability rate increase.
- Maintenance and Operations (M&O)
The maintenance and operations budget is \$19,011,620, which is an increase of \$1,725,242. The majority of increase is attributed to vehicle replacement costs of \$675,900, increased IT costs of \$393,600, and \$119,960 in increased Self-Funded Liability charges.

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 \$3,941,910.

STREET MAINTENANCE AND IMPROVEMENT FUNDS

The City receives three sources of funds for street infrastructure improvements. The Gas Tax Fund and Road Maintenance Rehabilitation Account Fund accounts for gasoline taxes received from the State of California, and the Measure I Fund accounts for the City's share of San Bernardino County revenue received from the State of California from a special 1/2% sales tax. For FY 21/22, the total budget for street improvement projects from these sources is \$17,188,130. Some of the projects of interest include: City/County North Shared Roadways, Project Foothill Blvd. Rehab (Mountain to San Antonio), Citywide Pavement Maintenance 2021/2022, 14th Street Rehab (Campus to Grove).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program and CALHOME FY 21/22 budgets are \$760,000 and \$295,000 respectively. These funds revenues are received from the State of California and the U.S. Housing and Urban Development Department. They are required to be used to assist limited income individuals and families in the purchase of their first home or to make needed improvements and repairs to their current homes.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

This year's CDBG program includes additional proceeds from the CARES Act, and the total allocation is \$1,426,860. 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 \$177,410, and total estimated revenues are \$99,400.

CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS)

This fund is used to account for the receipt of funds generated by AB3229 and expenditures must be used for front-line police activities. The total appropriations are \$985,150 and total revenues are anticipated to total \$120,000.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, Street & Traffic Facility Development, General Capital Projects, and Street & Alley Repairs. The total budget is \$8,744,190. Projects of interest include: Dog Park Improvements, Campus Avenue Storm Drain (Arrow Hwy to Foothill), Arrow Highway Storm Drain Improvements (Benson Avenue to Fairwood Avenue), I-10 & Monte Vista Avenue Interchange Project, Utility Undergrounding and the Animal Shelter and Police Department Generator Improvements. The revenues for these funds are

derived mostly from development impact fees and are projected to be \$2,354,310.

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 \$45,162,860. Proposed capital improvement projects of interest for FY 21/22 include: Foothill Blvd. Water main Replacement (Mountain to San Antonio), 9th Street Water Main Replacement (Benson to Mountain), and Campus Ave. Water Main Replacement (9th to Washington and Arrow to Foothill). Revenues are projected at \$29,390,000 and year-end fund balance is projected to be \$18,972,430.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$16,320,980 and appropriations and transfers out are \$15,378,800. The Solid Waste fund balance is projected to be \$3,119,890.

SEWER UTILITY FUND

The Sewer Utility Fund operating budget includes the cost of providing sewer services to City customers and to maintain the system. Total appropriations are \$13,353,490, an increase of \$252,650 from the prior year. Significant capital improvement projects include Citywide Sewer Rehabilitation and Manhole Adjustments to Grade Shared City/County Roadways. Revenues and transfers in are projected to be \$10,804,730, leaving an estimated year-end fund balance of \$14,142,880.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$4,818,350, an increase of \$135,220 from the prior year adopted budget. For FY 21/22, Self-Funded Insurance expenses have been allocated to other funds based on the fund's percentage of salary cost.

FLEET MAINTENANCE AND REPLACEMENT FUND

The Fleet Maintenance and Replacement Fund provides for the operation of the City's Fleet Management division, which accounts for repairs, routine maintenance and replacement of City vehicles. In FY 21/22, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$1,376,390, revenues are generated from charges to other funds. The fund is projected to have a balance of \$621,750 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 21/22, Information Systems expenditures are expected to be \$2,506,440. Revenue will be generated from charging other funds and receipt of PEG Fees. The projected fund balance at year end is \$1,835,480 and will be used for information technology projects, upgrades and replacements in future years.

BUILDING MAINTENANCE & OPERATIONS FUND

The Building Maintenance & Operations Fund provides for the operation of the City's Building Maintenance & Operations Division which maintains the City's facilities. In FY 21/22, operations costs and maintenance of all city facilities are expected to total \$1,428,970 while revenues (charges to other departments/funds) are expected to total \$1,127,220. Fund balance is projected to be \$675,110 at year end.

UAL AND EMPLOYEE BENEFITS FUND

The UAL and Employee Benefits Fund provides for the allocation and charging of Unfunded Accrued Liability (UAL) pension costs and other employee benefits costs internally among the City's various functions. In FY 21/22, UAL and employee benefits costs are expected to be \$10,168,860. This is the first fiscal year that the fund has been employed.

LONG TERM FINANCIAL PLANNING

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

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

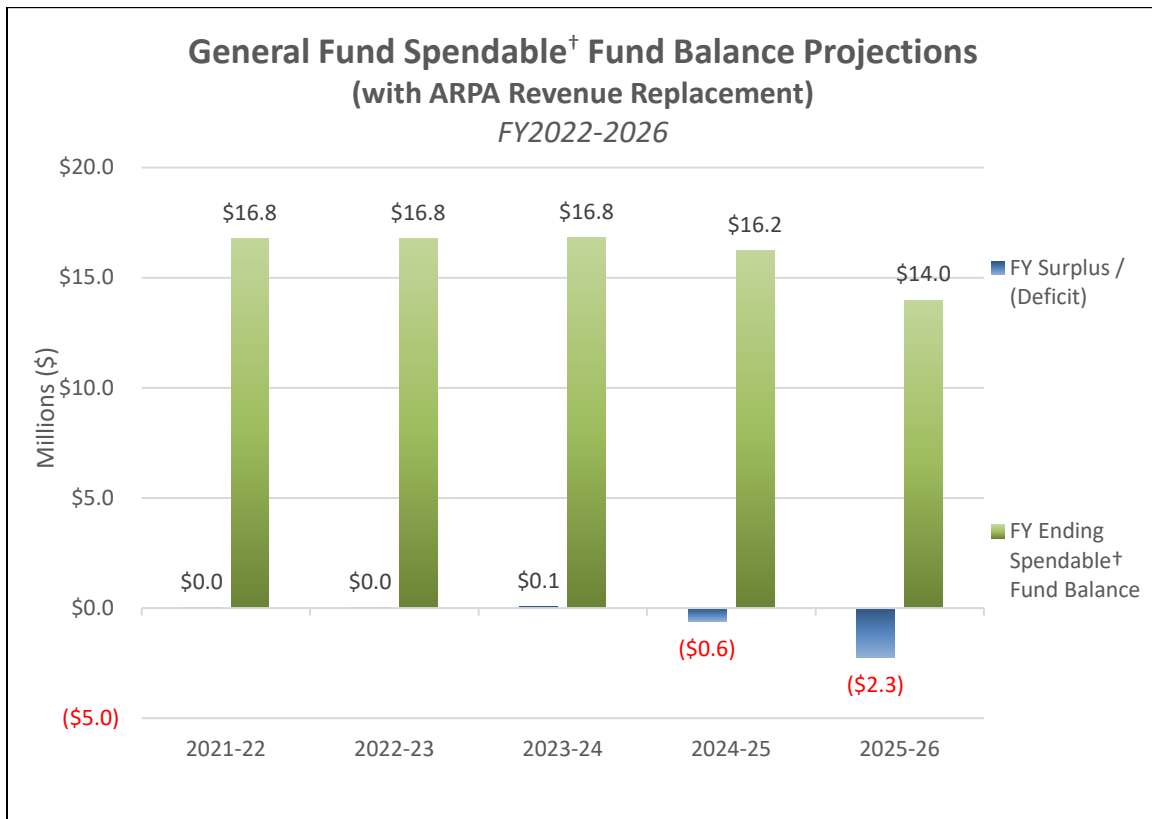
Addressing long term financial concerns has been a priority for the City of Upland for at least ten years. The long-term priorities are:

1. Maintain a balanced operating budget in order to avoid dipping into existing reserves.
2. Maintain operating reserves at of 22.5% of budgeted operating expenditures.
3. Address unfunded liabilities for CalPERS pension and other postemployment benefits (OPEB). At 3/31/2021, pension and OPEB trust balances were \$7,622,044 and \$1,332,348, respectively.
4. Provide necessary funding for infrastructure maintenance and improvements. Prior year surpluses have allowed us to start making a dent in improving the health of our deteriorating infrastructure. We have been focusing on improvements that will save the city money in future years and on revenue generating facilities.
5. Provide funding for additional public safety services. We are currently focusing on the training and safety of our officers.

In an effort to plan for the future, this year's budget includes a 5-year financial projection. The projection includes the additional 8.5 (FTE) positions requested as part of the budget. It does not assume any other increase in service level, such as reinstating the library hours from the existing 5 days a week back to 7 days a week. It also does not provide for additional needs such as addressing deteriorating infrastructure.

The projection does take the existing FY 21/22 budget and factored in known increases to personnel costs, along with revenue and expenditure assumptions for the future based on the best available information, including the impacts of ARPA funding on current and projected revenue sources. The 5-year financial projection does not include the use of money from the City's Section 115 Trust that was established to address the City's pension obligation. The projection also does not include any additional revenue associated with new development or future grant opportunities.

The chart below reflects the effect of ARPA funding on the Spendable Fund Balance of the General Fund over the next five years.



† Note: Spendable fund balance includes restricted, committed, assigned, and unassigned fund balance, but for this budget is excluding restricted or committed fund balance designations made prior to June 14, 2021.

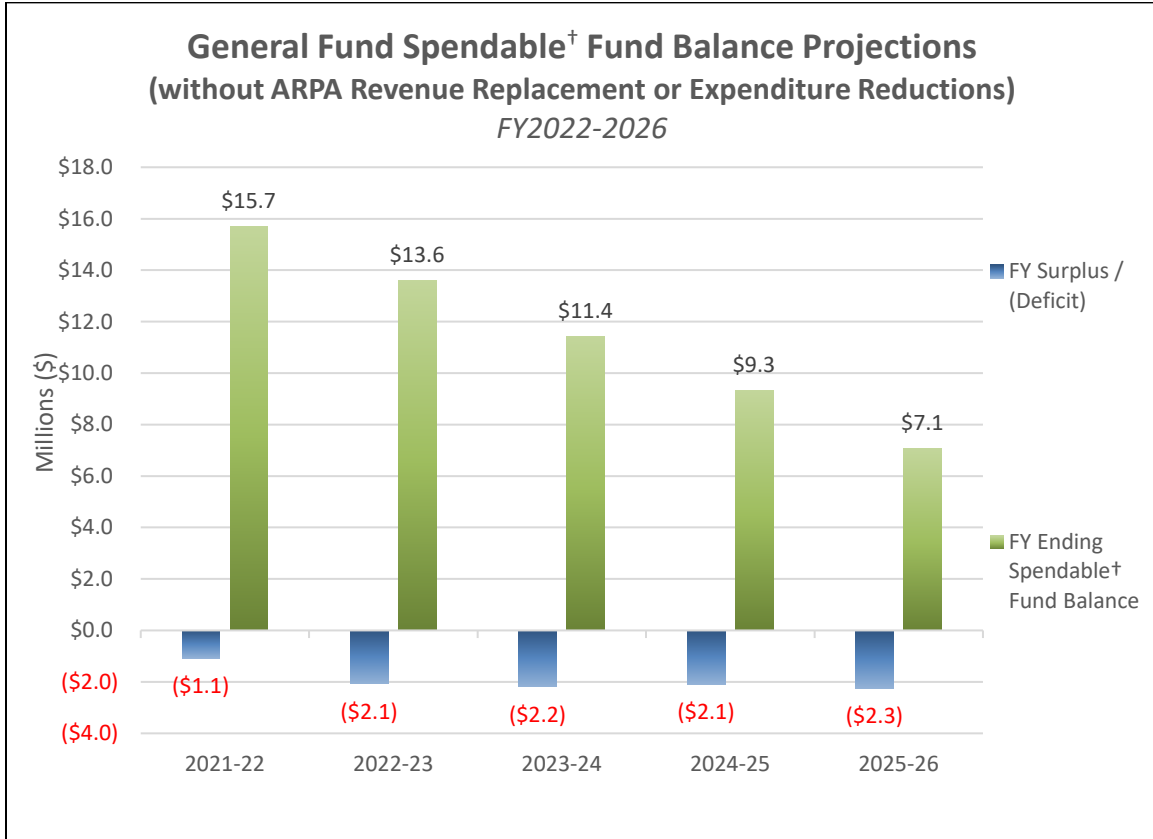
With the use of approximately \$7.0 million in ARPA funding through December 31, 2024, the City will be able to increase public safety service levels while maintaining a balanced budget. However, beginning with the 2024-2025 fiscal year, ARPA funding will no longer be available. Current estimates suggest that the City will need to identify additional revenue sources or will need to reduce expenditures in order to balance the budget.

Starting in FY 24/25, without additional revenue or service reductions, the General Fund’s Spendable Fund Balance is projected to decrease from \$16.8 million at the end of the 2023-2024 fiscal year (34.1% of operating expenditures) to \$16.2 million (32.3% of operating expenditures). Additionally, in the following fiscal year, the General Fund’s Spendable Fund Balance is projected to decrease from \$16.2 million (34.1% of operating expenditures) to \$14.0 million (27.7% of operating expenditures). Therefore, in order to provide additional funding for police services and infrastructure maintenance and improvements, the City will need to either further reduce spending or find additional sources of local revenue. Staff is evaluating alternatives on an ongoing basis for reorganization, cost savings measures, and other efficiencies that will result in reduced spending; however, given the years of ongoing cost reductions, the potential for a great savings impact is limited.

While it is clear that progress has been made toward reaching financial goals, there is still a distance between the City’s current position and long-term financial goals. Moreover, while funding from ARPA

has delayed the need for immediate service reductions, structural imbalances will need to be addressed in the coming years.

To identify just how significant ARPA funding has been on the City’s long-term financial health, a 5-year projection was run assuming current revenues and expenditure trends remain consistent.



[†] Note: Spendable fund balance includes restricted, committed, assigned, and unassigned fund balance, but for this budget is excluding restricted or committed fund balance designations made prior to June 14, 2021.

This comparative chart indicates that without the ARPA funding, the City’s financial situation would be structurally imbalanced, with revenues less than expenditures for the next five years.

CONCLUSION

Under the leadership of the City Council, the City's fiscal condition remains stable and is improving as we continue along a steady course into the coming fiscal year. As mentioned, the challenges of the COVID-19 pandemic are beginning to recede into history and the Council’s thoughtful and measured response to the crisis has kept the City on a sustainable financial path while continuing to provide core services to its citizens. Looking forward to the next five years, we cannot lose sight of our long-term needs and 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.

ADOPTED BUDGET
FY 2021-22
FINANCIAL INFORMATION



BUDGET PROCESS

Purpose of the Budget Document

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

The Budget:

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

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

The Relationship Between the Operating Budget and Capital Improvement Program

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

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

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

Guide to the Budget

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

The budget kickoff begins in mid-January at a meeting to which the City Manager, Finance staff, and all Department Heads and their budget staff attend. The City Manager briefs the participants on policy directives and general budgeting guidelines. 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 2021-22 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 & 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 2021-22**

Date	Day	Responsibility	Action
December 17, 2020	Thursday	Finance	Salary and benefit worksheets are distributed to Department Heads.
January 4, 2021	Monday	Departments	Departments submit revisions to salary and benefit allocations
January 21, 2021	Thursday	City Manager and Finance	Budget kickoff meeting with City Manager, Assistant City Manager, Finance Officer, and Departments. Budget worksheets and instructions are distributed.
February 1, 2021	Monday	Departments	Departments submit new position/reclassification requests to HR.
February 1, 2021	Monday	Departments	Departments submit Internal Service Funds requests to IT and Public Works.
February 18, 2021	Thursday	Departments	Departments submit budget worksheets to Finance, enter FY 2020-21 expenditure/revenue projections and FY 2021-22 proposed expenditure budget and revenue estimates in Munis.
February 18, 2021	Thursday	Public Works	Public Works Department submits Fiscal Year 2021-22 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis).
March 1, 2021	Monday	Departments	Departments submit narratives, goals and objectives, performance measures, and major accomplishments.
February 22 - March 19, 2021		Finance	Finance prepares First Draft of budget summaries.
March 23 - April 1, 2021		City Manager, Finance, Department Representatives	City Manager, Finance, and specific Department staff members assigned with budget preparation meet with departments to discuss revenues and operating and CIP budgets.
April 15, 2021	Thursday	Finance	Finance completes Second Draft of budget summaries.
April 29, 2021	Thursday	Departments	Department PowerPoint slides due for the budget workshop presentation.
May 11, 2021	Tuesday	City Manager, Finance and Departments	City Council Workshop I - FY 2021-22 Proposed Budget.
June 14, 2021	Monday	City Manager, Finance and Departments	Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2021-22 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 (Fund 101)

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

Special Revenue Funds

Housing (Fund 201) - 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 (Fund 203) - 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 (Fund 204) - This fund accounts for State gasoline taxes received by the City. These funds may only be used for street maintenance, right-of-way acquisition, and street construction. Gas Tax funds are used for capital projects established within the Gas Tax Fund.

Measure I (Fund 205) - This fund accounts for revenues which were approved by the San Bernardino County voters in a General Election in 1989 authorizing a one-half percent (1/2%) sales tax on all retail transactions within the incorporated and unincorporated territory of the County of San Bernardino. It was approved originally for a period not to exceed twenty years but in 2004, was extended through 2040. These proceeds are restricted solely for county-wide transportation improvements and traffic management programs.

Road Maintenance Rehabilitation Account (RMRA- Fund 206) - This fund accounts for State gasoline taxes received by the City as a result of the passage of the Road Repair and Accountability Act of 2017, better known as SB-1. These funds may only be used for street maintenance, right-of-way acquisition, and street construction. RMRA funds are used for capital projects established within the RMRA Fund.

Home Investment Partnership Program (Fund 208)/CalHome (Fund 222) - 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- Fund 209) - This fund accounts for receipt and disbursement of the Community Development Block Grant Program funding by the United States Department of Housing and Urban Development. Program accountability follows the guidelines of Office Management and Budget Circulars A102 and A87.

Parking Business Improvement Area (PBIA- Fund 210) - This fund accounts for revenues received from an additional levy on the general business license tax imposed on businesses located in the downtown area and is to be used for the acquisition, construction, and maintenance of parking facilities for the benefit of the area.

Air Quality Management District (Fund 211) - 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 (Fund 215) - This fund accounts for the financial activity related to the City's share of Proposition 30 (SB109) monies restricted for local law enforcement with a portion of a State income tax increase to be utilized for costs associated with parolees and probationers.

Citizen's Option for Public Safety (COPS- Fund 216) - This fund is used to account for the receipt of funds generated by AB3299 and the use of which is restricted for front-line police activity.

Other Grants (Fund 217) - This fund accounts for receipts and expenditures of money for various grants.

Office of Traffic Safety (Fund 218)/ Other Public Safety Grants (Fund 219)/ BSCC Budget Act (Fund 225) - These funds accounts for receipts and expenditures of money for various public safety grants from Local, State, and Federal agencies.

Asset Forfeiture (Fund 220)/ Asset Forfeiture Federal Treasury (Fund 223)/ Asset Forfeiture State (Fund 224) - These funds accounts for receipts and expenditures of money to police activities.

CARES Act Grant (Fund 226) - This fund accounts for receipt and disbursement of the Coronavirus Aid, Relief, and Economic Security Act in response to the economic fallout of the COVID-19 pandemic.

ARPA (Fund 229) - This fund accounts for receipt and disbursement of the American Rescue Plan Act of 2021 in response to the economic fallout of the COVID-19 pandemic.

Debt Service Funds

Upland Public Financing Authority (Fund 301) - 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 (Fund 420) - This fund was established under the provision of Section 53731 of the Government Code and Section 3.44.050 of the Upland Municipal Code to account for projects for the general government, fire, and police and are supported by Development Impact Fees from new development.

Park Acquisition and Development (Fund 421) - 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 (Fund 422) - 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 (Fund 423) - This fund is supplementary to the Gas Tax and Public Transportation Funds. This fund was established under Upland Municipal Code

Section 3.44.030 to provide for improved quality of street and traffic facilities in the City. The revenue source of this fund is development impact fees.

General Capital Projects (Fund 425) - This fund was established to account for projects of a general nature which are funded by the General Fund.

Street and Alley Repairs (Fund 426) - This fund was established to account for projects for street and alley repairs funded by waste management agreement.

Energy Efficiency Capital Improvement Projects (Fund 427) - This fund was established to account for the proceeds of California Renewable Energy Bonds and lease proceeds strictly to be used for the construction and implementation of energy saving improvements. These improvements include solar panel installations on various municipal structures, the installation of energy efficient HVAC systems, and the installation of energy efficient lighting and control systems.

Proprietary Funds and Fiduciary Funds

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

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

Successor Agency (Fund 805) - This fund accounts for the activities of the Successor Agency to the Upland Community Redevelopment Agency, including but not limited to the accumulation and disbursement of monies to meet debt service requirements.

Enterprise Funds

Water Utility (Fund 640) - 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 (Fund 641) - This fund accounts for the refuse pick-up services provided by private contract including billing and collection for commercial customers. Residential billing and collection are accomplished by City staff. Activities include recycling and green waste programs.

Sewer Utility (Fund 645) - 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 (Fund 751) - This fund accounts for self-funded insurance for general and worker's compensation claims. City Departments are charged for the services provided or benefits received from this fund.

Fleet Maintenance and Replacement (Fund 752) - This fund provides for the operation of the City's Fleet Management Division, which accounts for repairs, routine maintenance, and eventual replacement of City vehicles.

Information Systems (Fund 753) - This fund provides for the operation of the City's Information Systems Division, including maintenance of the City's information technology network and hardware.

Building Maintenance & Operations (Fund 754) - This fund provides for the operation of the City's Building Maintenance & Operations Division which is responsible for the maintenance of all the City's facilities.

UAL and Employee Benefits (Fund 755) - This fund provides for PERS unfunded liability, retiree health benefits, and other costs that benefit all employees of the City.

Budgetary Control and Policies

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

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

Cash and Investment Policies

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

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

Reserve Policy

In order to prudently protect the fiscal solvency of the City, it is important to maintain some minimum level of reserves. Reserves are important to mitigate the negative impact to revenues from economic fluctuations, fund unforeseen expenditure requirements, provide a minimum level of cash investment interest revenue, and avoid the need to borrow for cash flow purposes. Prior to June 14, 2021's City Council meeting, the General Fund Reserve is currently estimated at 36.5% of operating expenditures which exceeds the 25% unassigned fund balance target established in section 3.01.030 (B) (1) of the UMC.

Capital Assets

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

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

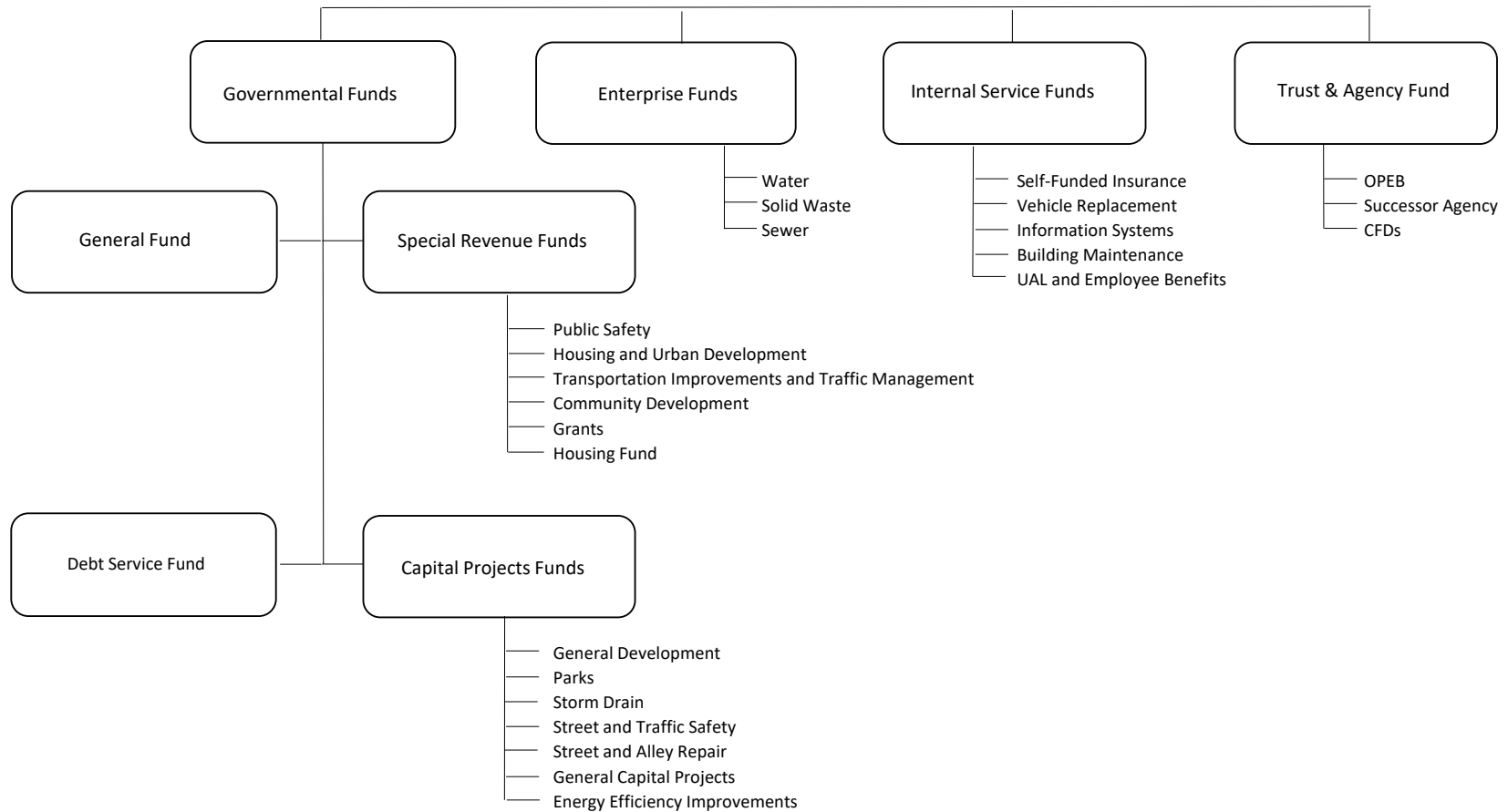
Debt Management

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

Legal Debt Margin Calculation for Fiscal Year 2021-22

Assessed Valuation	\$10,380,611,020
Debit Limit (15% of assessed value)	1,557,091,653
Debt applicable to limit:	
General obligation bonds	_____ -
Total net debt applicable to limit	\$ _____ -
Legal debt margin	<u>\$1,557,091,653</u>

FUND STRUCTURE



DESCRIPTIONS

General Fund is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget.

Housing Fund is used to account for the income activities of the City that were previously accounted for in the low and moderate income housing redevelopment agency fund.

Special Revenue Funds are used to account for certain funds, which are legally restricted to certain purposes.

Debt Service Funds are used to account for debt payments owed by the City.

Capital Improvement Project Funds are used to account for the purchase or construction of major capital projects, which are not financed by Proprietary Funds or Trust Funds.

Internal Service Funds account for a department of a governmental agency, which provides services to other departments of the agency.

The costs of all or a part of the operations and the provision of services are recovered through fees charged to the user departments.

Fiduciary (Trust and Agency) Funds account for assets held by the City in a trustee capacity or as agency for individuals, private organizations, other governments, and/or other funds

RESOLUTION NO. 6593

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
UPLAND, CALIFORNIA ADOPTING THE FISCAL YEAR
2021-2022 ANNUAL BUDGET

WHEREAS, the City is required to adopt an annual budget for the Fiscal Year beginning on July 1, 2021 and ending on June 30, 2022; and

WHEREAS, a budget is a spending plan to match anticipated revenues for each fiscal year and is vital to the success of the City of Upland; and

WHEREAS, the Acting City Manager has caused a budget document to be prepared and presented to the City Council; and

WHEREAS, the 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 of the City of Upland hereby finds, determines and resolves as follows:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The City Council of the City of Upland approves and adopts the Fiscal Year 2021-2022 Annual Budget, set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

Section 3. The following funds, appropriations, and transfers, therefore, are hereby authorized for the fiscal year beginning July 1, 2021:

General Fund	\$	45,963,110
Housing		3,941,910
Public Safety Augmentation		1,339,880
Gas Tax		9,135,880
Measure I		6,631,740
RMRA		1,420,510
HOME Investment Partnership Program		760,000
Community Development Block Grant		1,426,860
Parking Business Improvement Area		191,810
Air Quality Management District		177,410
Prop 30		150,000
COPS		985,150
Other Grants		266,980
Office of Traffic Safety		49,730
Other Public Safety Grants		11,320
CalHOME		295,000
ARPA		1,077,340

General Capital Improvements	555,000
Park Acquisition & Development	664,500
Storm Drain Development	3,692,200
Street & Traffic Facility Development	1,914,060
General Capital Projects	1,334,330
Street & Alley Repairs	584,100
Water Utility	45,162,860
Solid Waste Utility	15,378,800
Sewer Utility	13,353,490
Self-Funded Liability Insurance	4,818,350
Fleet Maintenance & Replacement	1,376,390
Information Systems	2,506,440
Building Maintenance & Operations	1,428,970
UAL & Employee Benefits	10,168,860
Successor Agency Housing	3,374,630
Total	\$ 180,137,610

Section 4. The City Manager is hereby authorized to make expenditures, including capital outlay items, provided for in said budget.

Section 5. 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 6. 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, 2021.

Section 7. The City Manager is hereby authorized to redistribute allocated budgeted amounts within or between departments.

Section 8. Compliance with California Environmental Quality Act.

The City Council finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, if the activity is deemed a project this City Council finds that this Resolution is exempt pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

Section 9. Certification. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 10. Severability. If any section, subsection, subdivision, sentence, or clause or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The City Council hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

Section 11. Effective Date. This Resolution shall become effective immediately.

PASSED, APPROVED and ADOPTED this 14th day of June, 2021.



Bill Velto, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 14th day of June, 2021, by the following vote:

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

ATTEST:



Keri Johnson, City Clerk

RESOLUTION NO. 6594

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE 2021-2022 FISCAL YEAR

WHEREAS, 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

WHEREAS, 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

WHEREAS, the Finance Officer of the City of Upland has determined the City's appropriations limit for Fiscal Year 2021-2022 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 City Council of the City of Upland hereby finds, determines and resolves as follows:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Calculation of said limit for the City shall be determined by (1) using the California population growth of San Bernardino County, and the change in CCPI, both as determined by the California Department of Finance; and (2) based upon the above said factors, the appropriations limit of the City of Upland for the Fiscal Year 2021-2022 is hereby found and determined to be \$121,123,120.

Section 3. Compliance with California Environmental Quality Act.

The City Council finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, if the activity is deemed a project this City Council finds that this Resolution is exempt pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

Section 4. Certification. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. Severability. If any section, subsection, subdivision, sentence, or clause or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction, such

decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The City Council hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

Section 6. Effective Date. This Resolution shall become effective immediately.

PASSED, APPROVED and ADOPTED this 14th day of June, 2021.



Bill Velto, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 14th day of June, 2021, by the following vote:

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

ATTEST: 

Keri Johnson, City Clerk

APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the State Constitution, commonly referred to as the "Gann Limit", was adopted when California's voters approved Proposition 4 in November 1979. The limit has been modified by two subsequent initiatives-- Proposition 98 in 1998 and Proposition 11 in 1990--but its basic framework remains in place today.

Article XIII B places an annual limit on the appropriation of tax proceeds that can be made by the state, school districts and local governments in California. These limits are based on the amount of appropriations in the 1978-79 "base" year, as adjusted each year for population growth and cost-of-living factors. State and local governments are precluded from retaining any "excess revenues" above the limit. Article XIII B also requires the state to reimburse local governments for the cost of certain state mandates. The limit is different for every agency and changes each year.

For fiscal year 2021-22, the estimated tax proceeds appropriated by the Upland City Council are under the limit. The Appropriations Limit for fiscal year 2021-22 is \$121,123,120. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2021-22. The appropriations subject to the limit are \$34,719,976 leaving the City with a remaining appropriations capacity of \$86,403,144

Part I - Calculation of Appropriations Limit

FY 2020-21 Appropriations Limit Adopted by the City Council		\$ 114,364,196
Change in County Population (.17%):	1.0017 ^(a)	
Change in Per Capita Personal Income (5.73%)	1.0573 ^(b)	
Total Annual Adjustment Factor (1.0017 x 1.0573)	1.0591	
Annual Adjustment (114,364,196 X 1.0591)		6,758,924
Appropriations Limit - Fiscal Year 2021-22:		\$ 121,123,120

Part II - Appropriations Subject to the Limit

Proceeds from Taxes		\$ 35,191,306
Less: Debt Service Payments		(471,330)
Total Appropriations Subject to the Limit		\$ 34,719,976

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2021-22		\$ 121,123,120
Less: FY2021-22 Appropriations Subject to Limitation		(34,719,976)
Total Appropriations Under the Limit		\$ 86,403,144

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

^(b) Source: State of California, Department of Finance, Price and Population Information

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

ADOPTED BUDGET

FY 2021-22

CITY PROFILE



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 2021-22 goals and objectives, as they relate to the City's long-term strategic goals.

Responsive Leadership

- ◆ Continue managing the City's resources in a conservative, fiscally responsible manner while maintaining a General Fund reserve of 20.0% of the current operating budget, for economic uncertainty and unforeseen expenditure requirements.

Sense of Community

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

Community Oriented Public Safety

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

Economic and Workforce Development

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

- ◆ Acquire property in the downtown area for the purpose of assembling land for development.
- ◆ Strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies. Encourage economic growth by raising public awareness of existing business and employment resources promoting job creation and retention.
- ◆ Explore and assist in the facilitation of building and site reuse opportunities to accommodate evolving retail trends and the reuse and/or expansion of existing retail spaces.
- ◆ Complete and implement the city's 5-Year Economic Strategic Plan
- ◆ Explore and assist in the facilitation of attracting new, exciting, and contemporary business ventures that enhance the city as a destination point for visitors.

Historic Preservation and Enhancement

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

Improvement of City Infrastructure

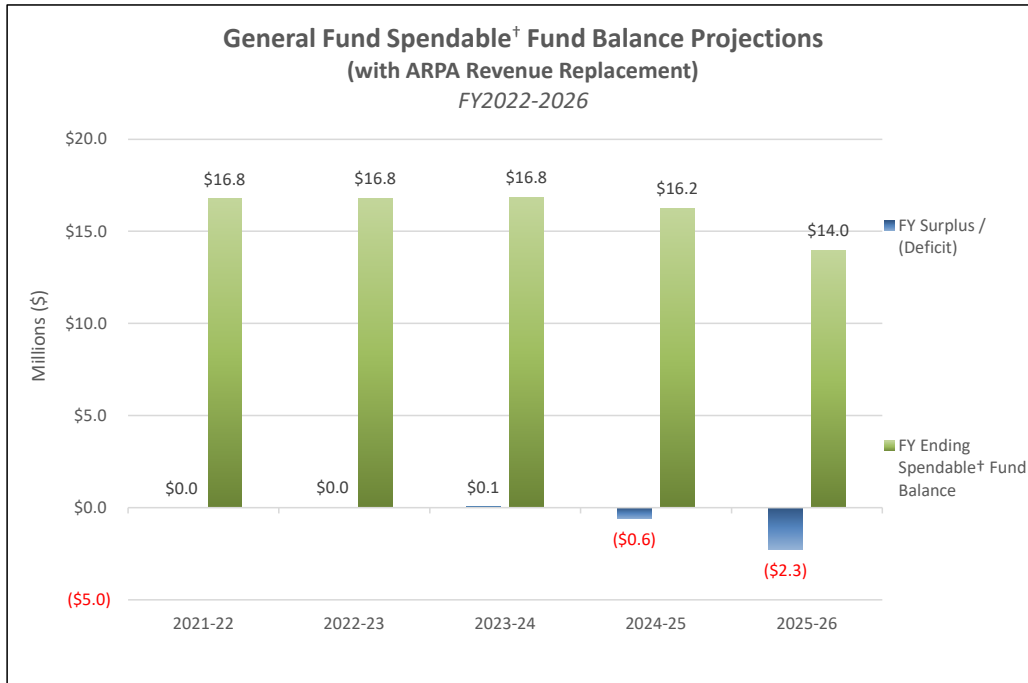
- ◆ Ensure an attractive and well-maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the City-owned open space located at Baseline and the 210 Freeway.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

2. Citywide Sewer Rehabilitation
3. Arrow Highway Rehabilitation & Utility Improvements (Benson to San Antonio)
4. Interchange Projects on I-10 at Monte Vista Avenue and Euclid Avenue
5. Campus Avenue Rehabilitation & Utility Improvements (9th St. to Foothill Blvd)
6. Grove Avenue Rehabilitation & Utility Improvements (Foothill Blvd. to 15th St.)
7. 13th St. Rehabilitation & Utility Improvements (Euclid Ave. to Campus Ave.)
8. 7.5 MG Reservoir Replacement at 17th Street
9. Alpine, Vernon, and Palm Avenue Rehabilitation & Utility Improvements.
10. 17th St. Reconstruction (San Antonio Ave. to Euclid Ave.)
11. Mulberry Avenue Reconstruction & Water Improvements (Foothill Blvd. to Pine St.)
12. 14th St. Rehabilitation & Water System Improvements (Campus Ave. to Grove Ave.)
13. Foothill Blvd. Rehabilitation & Water Main Replacement (Mountain to San Antonio)

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND
with ARPA Revenue Replacement Funding**

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

- * Assumed growth of 2% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * Assumed use of ARPA funding for eligible salaries and benefits through 12/31/2024
- * Projections from consultant for two fiscal years and then 3% growth for sales taxes
- * No revenue growth for licenses and permits, other governments, charges for service, fines & forfeitures, use of money and property and other revenue categories
- * Salary and benefit growth per existing MOU's, with 2% annual growth thereafter
- * Pension expense increases per most recent CalPERS actuarial valuation
- * Expenditure growth of 2% for most maintenance and operations expenditure line items
- * A \$135,000 increase in costs every two years in City Clerk for election expenses

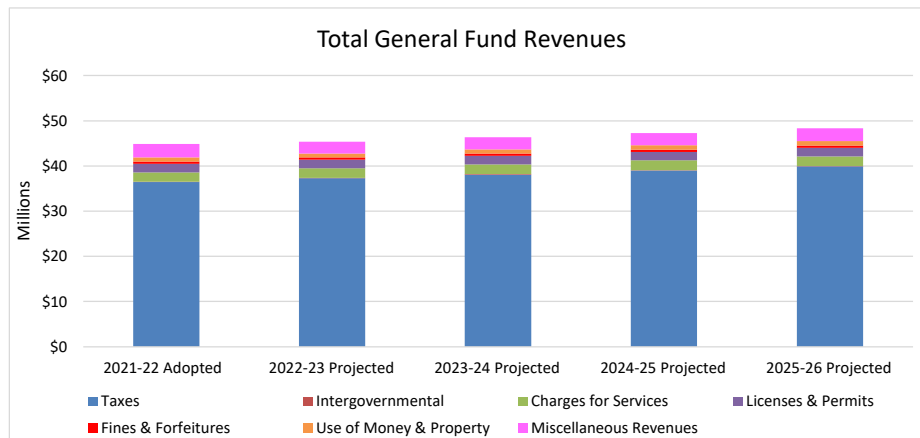


	Adopted 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26
Beginning Spendable [†] Balance	\$ 16,757,080	\$ 16,762,450	\$ 16,786,276	\$ 16,838,138	\$ 16,243,981
Revenues	\$ 44,891,140	\$ 45,368,623	\$ 46,312,299	\$ 47,288,377	\$ 48,288,886
Transfers In	\$ 1,077,340	\$ 2,100,000	\$ 2,250,000	\$ 1,500,000	\$ -
Transfers Out	\$ (200,000)	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ (45,763,110)	\$ (47,444,797)	\$ (48,510,437)	\$ (49,382,534)	\$ (50,545,990)
FY Surplus / (Deficit)	\$ 5,370	\$ 23,826	\$ 51,862	\$ (594,157)	\$ (2,257,104)
FY Ending Spendable [†] Fund Balance	\$ 16,762,450	\$ 16,786,276	\$ 16,838,138	\$ 16,243,981	\$ 13,986,876
Fund Balance as a % of Operating Expense	36.6%	35.4%	34.7%	32.9%	27.7%

[†] Spendable fund balance includes restricted, committed, assigned, and unassigned fund balance, but for this budget is excluding restricted or committed fund balance designations made prior to June 14, 2021.

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND REVENUE DETAIL**

Object Code	2021-22 Adopted	2022-23 Projected	2023-24 Projected	2024-25 Projected	2025-26 Projected
Taxes					
400X Property Tax	\$ 18,528,410	\$ 18,868,975	\$ 19,215,812	\$ 19,569,584	\$ 19,927,516
4101 Sales and Use Tax	14,789,060	15,230,000	15,680,000	16,150,000	16,634,500
4104 Transient Occupancy Tax	154,000	161,700	169,785	178,274	187,188
4121 Franchise Tax	1,252,060	1,252,060	1,252,060	1,252,060	1,252,060
4102 Business License Tax	1,080,000	1,112,400	1,145,772	1,180,145	1,215,550
41XX Other Taxes	620,000	630,500	641,315	652,454	663,928
Total Taxes	\$ 36,423,530	\$ 37,255,635	\$ 38,104,744	\$ 38,982,518	\$ 39,880,741
Intergovernmental					
4103 Intergovernmental	\$ 94,800	\$ 94,800	\$ 94,800	\$ 94,800	\$ 94,800
Total Intergovernmental	\$ 94,800	\$ 94,800	\$ 94,800	\$ 94,800	\$ 94,800
Charges for Services					
46XX Development Services Fees	\$ 817,560	\$ 817,560	\$ 817,560	\$ 817,560	\$ 817,560
46XX Police Department Fees	491,090	491,090	491,090	491,090	491,090
46XX Public Works Fees	350,000	350,000	350,000	350,000	350,000
46XX Community Service Fees	347,700	376,700	376,700	376,700	376,700
46XX Other Fees	88,920	88,920	88,920	88,920	88,920
Total Charges for Services	\$ 2,095,270	\$ 2,124,270	\$ 2,124,270	\$ 2,124,270	\$ 2,124,270
Licenses & Permits					
42XX Development Services Permits	\$ 1,699,500	\$ 1,699,500	\$ 1,699,500	\$ 1,699,500	\$ 1,699,500
42XX Public Works Permits	65,000	65,000	65,000	65,000	65,000
42XX Police Department Permits	118,520	118,520	118,520	118,520	118,520
4218 Other Fees	3,500	3,500	3,500	3,500	3,500
Total Licenses & Permits	\$ 1,886,520	\$ 1,886,520	\$ 1,886,520	\$ 1,886,520	\$ 1,886,520
Fines & Forfeitures					
47XX Fines & Forfeitures	\$ 497,160	\$ 500,910	\$ 500,910	\$ 500,910	\$ 500,910
Total Fines & Forfeitures	\$ 497,160	\$ 500,910	\$ 500,910	\$ 500,910	\$ 500,910
Use of Money & Property					
48XX Investment Earnings	\$ 60,000	\$ 15,000	\$ 18,000	\$ 21,600	\$ 25,920
48XX Rental Income	839,070	881,024	924,475	970,098	1,018,003
Total Use of Money & Property	\$ 899,070	\$ 896,024	\$ 942,475	\$ 991,698	\$ 1,043,923
Miscellaneous Revenues					
49XX Miscellaneous Revenues	\$ 2,994,790	\$ 2,610,464	\$ 2,658,581	\$ 2,707,660	\$ 2,757,721
Total Miscellaneous Revenue	\$ 2,994,790	\$ 2,610,464	\$ 2,658,581	\$ 2,707,660	\$ 2,757,721
Total Revenues	\$ 44,891,140	\$ 45,368,623	\$ 46,312,299	\$ 47,288,377	\$ 48,288,886



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

	2021-22 Adopted	2022-23 Projected	2023-24 Projected	2024-25 Projected	2025-26 Projected
General Government					
City Council	\$ 118,200	\$ 121,999	\$ 124,629	\$ 127,283	\$ 130,006
City Treasurer	2,090	2,103	2,116	2,160	2,205
Administration	796,150	812,073	828,314	844,881	861,778
Total General Government	\$ 916,440	\$ 936,175	\$ 955,060	\$ 974,323	\$ 993,990
Administrative Services					
Finance	\$ 1,545,730	\$ 1,576,645	\$ 1,608,177	\$ 1,640,341	\$ 1,673,148
Non-Departmental	2,160,470	2,978,580	3,014,634	3,084,927	3,156,626
Library	1,368,040	1,424,207	1,457,442	1,515,740	1,576,369
Human Resources	439,060	486,927	496,989	507,178	517,603
City Attorney	500,000	510,000	520,200	530,604	541,216
City Clerk	416,250	286,875	427,613	298,465	439,434
Recreation Administration	850,820	928,910	947,488	966,438	985,767
Recreation Classes	159,350	162,537	165,788	169,103	172,486
Recreation Facilities	254,250	259,335	264,522	269,812	275,208
Youth Programs/Sports	66,940	68,304	69,696	71,118	72,570
Senior Center	354,370	384,251	391,936	399,775	407,771
Special Events	99,940	103,471	105,541	107,652	109,805
Passports	-	-	-	-	-
Total Administrative Services	\$ 8,215,220	\$ 9,170,043	\$ 9,470,027	\$ 9,561,153	\$ 9,928,001
Development Services					
Building & Safety	\$ 1,197,600	\$ 1,221,552	\$ 1,245,983	\$ 1,270,903	\$ 1,296,321
Weed Abatement	77,330	78,877	80,454	82,063	83,704
Economic Development	293,710	299,584	305,576	311,687	317,921
Planning Commission	19,150	19,533	19,924	20,322	20,729
Planning	691,960	705,799	719,915	734,313	749,000
Santa Fe Depot	8,000	8,160	8,323	8,490	8,659
Total Development Services	\$ 2,287,750	\$ 2,333,505	\$ 2,380,175	\$ 2,427,779	\$ 2,476,334
Police					
Police Administration	\$ 10,861,660	\$ 11,078,893	\$ 11,300,471	\$ 11,526,480	\$ 11,757,010
Investigations	2,893,120	2,950,982	3,010,002	3,070,202	3,131,606
Animal Services	692,210	706,054	720,175	734,579	749,270
Patrol	11,996,110	12,236,032	12,480,753	12,730,368	12,984,975
Police Special Events & Community Outreach	17,660	18,013	18,373	18,741	19,116
Police Reserves	6,300	6,426	6,555	6,686	6,819
Code Enforcement	671,350	684,777	698,473	712,442	726,691
Total Police	\$ 27,138,410	\$ 27,681,178	\$ 28,234,802	\$ 28,799,498	\$ 29,375,488
Public Works					
Public Works Administration	\$ 1,413,370	\$ 1,441,637	\$ 1,470,470	\$ 1,499,880	\$ 1,529,877
Engineering Administration	203,480	207,550	211,701	215,935	220,253
Development/Traffic Engineering	629,870	642,467	655,317	668,423	681,792
Street Maintenance	940,720	959,534	978,725	998,300	1,018,266
Street Sweeping	15,800	16,116	16,438	16,767	17,102
Sidewalk Maintenance	177,080	180,622	184,234	187,919	191,677
Street Lighting	776,860	787,297	803,043	819,104	835,486
Traffic Control	144,010	146,890	149,828	152,825	155,881
Traffic Facility Maintenance	257,300	262,446	267,695	273,049	278,510
Weed Abatement	21,940	22,379	22,826	23,283	23,749
Flood Control	2,000	2,040	2,081	2,122	2,165
Street Tree Maintenance	713,510	727,780	742,336	757,183	772,326
Public ROW Maintenance	440,190	448,994	457,974	467,133	476,476

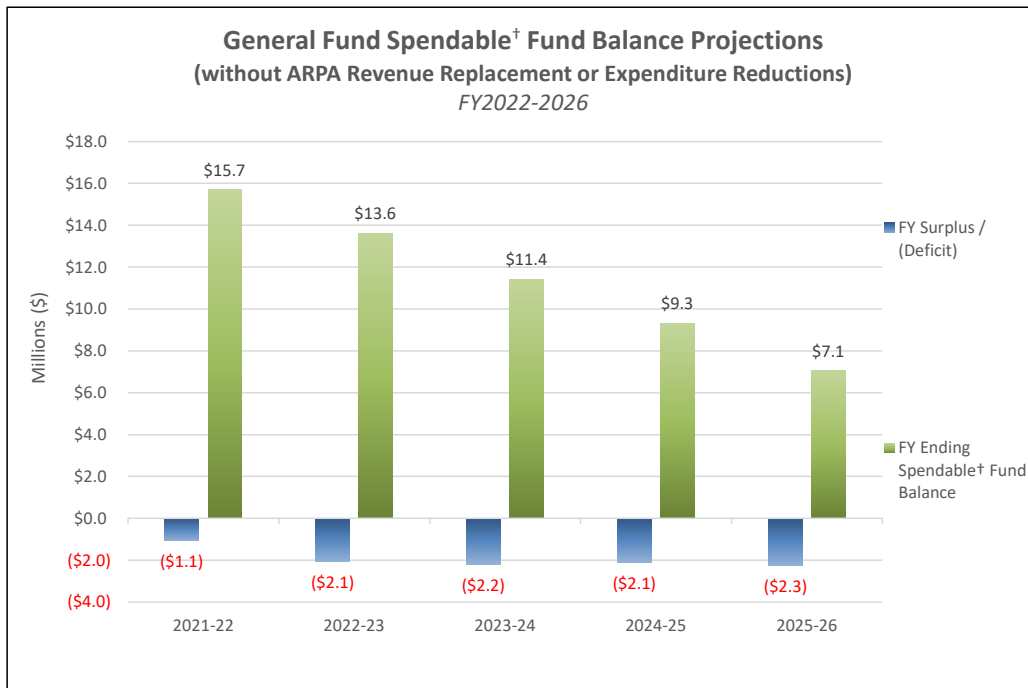
**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND EXPENDITURES BY DEPARTMENT PROGRAM**

	2021-22 Adopted	2022-23 Projected	2023-24 Projected	2024-25 Projected	2025-26 Projected
<i>(Public Works continued)</i>					
Maintenance - Main Street	47,910	48,868	49,846	50,842	51,859
Maintenance - Metrolink	204,640	188,333	192,099	195,941	199,860
Graffiti Abatement	80,000	81,600	83,232	84,897	86,595
Damage to City Property	55,000	56,100	57,222	58,366	59,534
Park Maintenance	569,170	580,553	592,164	604,008	616,088
Sports Field Maintenance	221,370	225,797	230,313	234,920	239,618
Civic Center	291,070	296,891	302,829	308,886	315,064
Total Public Works	\$ 7,205,290	\$ 7,323,896	\$ 7,470,374	\$ 7,619,781	\$ 7,772,177
Grand Total	\$ 45,763,110	\$ 47,444,797	\$ 48,510,437	\$ 49,382,534	\$ 50,545,990

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND
without ARPA Revenue Replacement Funding**

The financial projection on this page is designed to provide a general understanding of how revenues and expenditures are expected to influence the City over the next five years without additional funding provided by ARPA. Revenue and expenditure projections are reviewed in relation to their effect on Spendable[†] Fund Balances. The City will update its projections during the annual budget process in order to plan for the future. The projection factors used in projecting revenue and cost increases are detailed below:

- * Assumed growth of 2% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * Assumed no use of ARPA funding for eligible salaries and benefits through 12/31/2024
- * Assumed no expenditure reductions to balance the budget
- * Projections from consultant for two fiscal years and then 3% growth for sales taxes
- * No revenue growth for licenses and permits, other governments, charges for service, fines & forfeitures, use of money and property and other revenue categories
- * Salary and benefit growth per existing MOU's, with 2% annual growth thereafter
- * Pension expense increases per most recent CalPERS actuarial valuation
- * Expenditure growth of 2% for most maintenance and operations expenditure line items
- * A \$135,000 increase in costs every two years in City Clerk for election expenses



	Proposed 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26
Beginning Spendable [†] Balance	\$ 16,757,080	\$ 15,685,110	\$ 13,608,936	\$ 11,410,798	\$ 9,316,641
Revenues	\$ 44,891,140	\$ 45,368,623	\$ 46,312,299	\$ 47,288,377	\$ 48,288,886
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ (200,000)	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ (45,763,110)	\$ (47,444,797)	\$ (48,510,437)	\$ (49,382,534)	\$ (50,545,990)
FY Surplus / (Deficit)	\$ (1,071,970)	\$ (2,076,174)	\$ (2,198,138)	\$ (2,094,157)	\$ (2,257,104)
FY Ending Spendable [†] Fund Balance	\$ 15,685,110	\$ 13,608,936	\$ 11,410,798	\$ 9,316,641	\$ 7,059,536
Fund Balance as a % of Operating Expense	34.3%	28.7%	23.5%	18.9%	14.0%

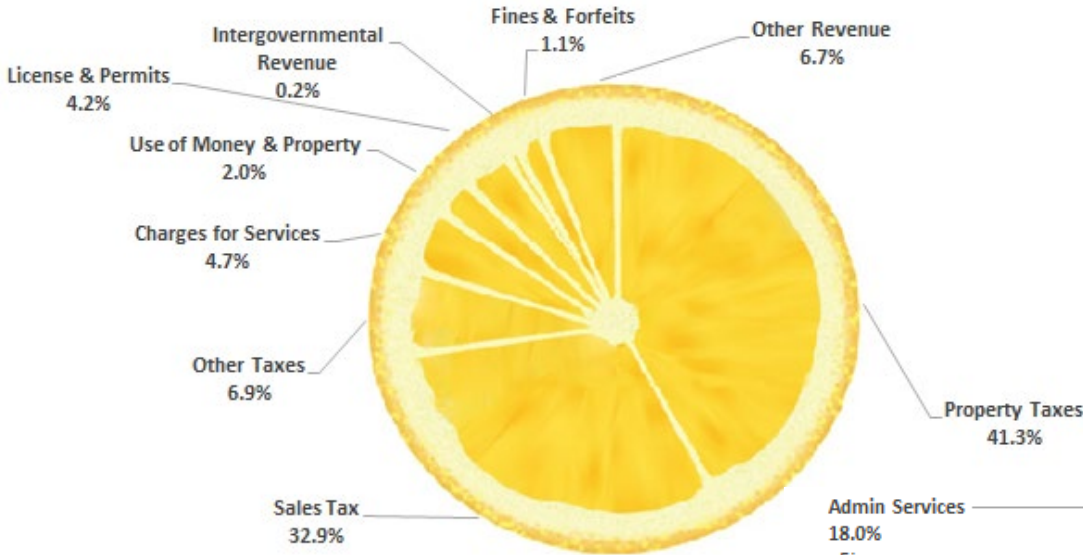
[†] Spendable fund balance includes restricted, committed, assigned, and unassigned fund balance, but for this budget is excluding restricted or committed fund balance designations made prior to June 14, 2021.

Fiscal Year 2021-22 General Fund Budget Snapshot

- Mayor Bill Velto • Mayor Pro Tem Rudy Zuniga
- Council Member Shannan Maust • Council Member Janice Elliott • Council Member Carlos A. Garcia
- Greg Bradley, City Treasurer



Where does it come from and how is it used?

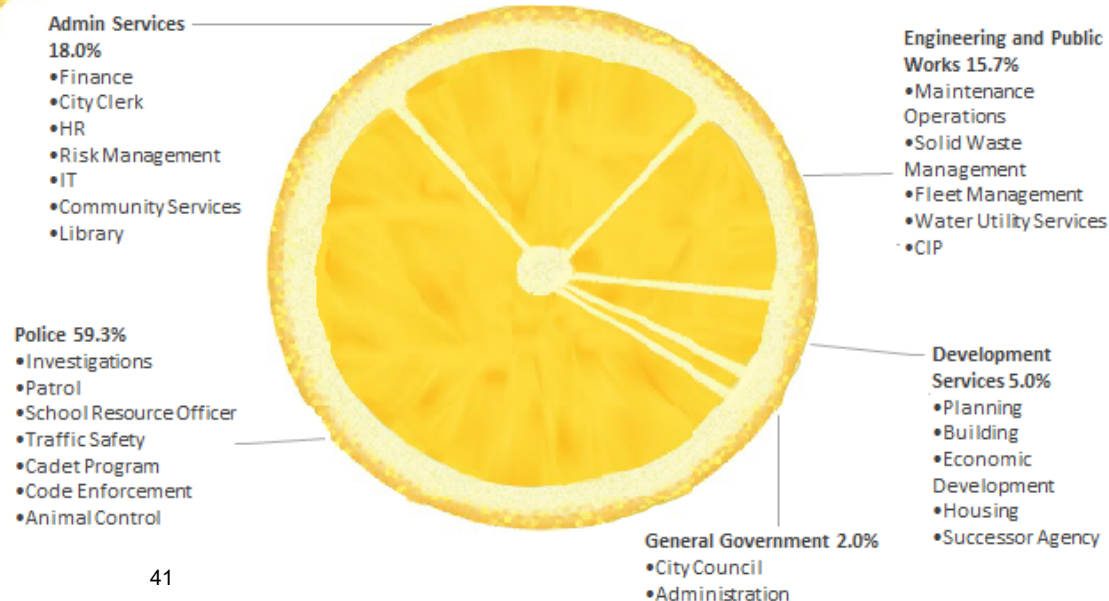


Sources of General Fund Revenue \$44,891,140

41.3%	Property Taxes	18,528,410
32.9%	Sales Tax	14,789,060
6.9%	Other Taxes	3,106,060
4.2%	Licenses & Permits	1,886,520
0.2%	Intergovernmental Revenue	94,800
4.7%	Charges for Service	2,095,270
1.1%	Fines & Forfeitures	497,160
2.0%	Use of Money and Property	899,070
6.7%	Other Revenue	2,994,790

Uses of the General Fund by Function \$45,763,110

59.3%	Police	27,138,410
18.0%	Administrative Services	8,215,220
15.7%	Engineering and Public Works	7,205,290
5.0%	Development Services	2,287,750
2.0%	General Government	916,440



Officials of the City of Upland

Elected Officials

Bill Velto, Mayor

Rudy Zuniga

Shannan Maust

Janice Elliott

Carlos A. Garcia

Mayor Pro Tem District 4

Councilmember District 1

Councilmember District 2

Councilmember District 3

Greg Bradley

City Treasurer

Executive Staff

Stephen Parker, Acting City Manager

Stephen Parker

Stephen P. Deitsch

Robert Dalquest

Darren Goodman

Braden Yu

Assistant City Manager

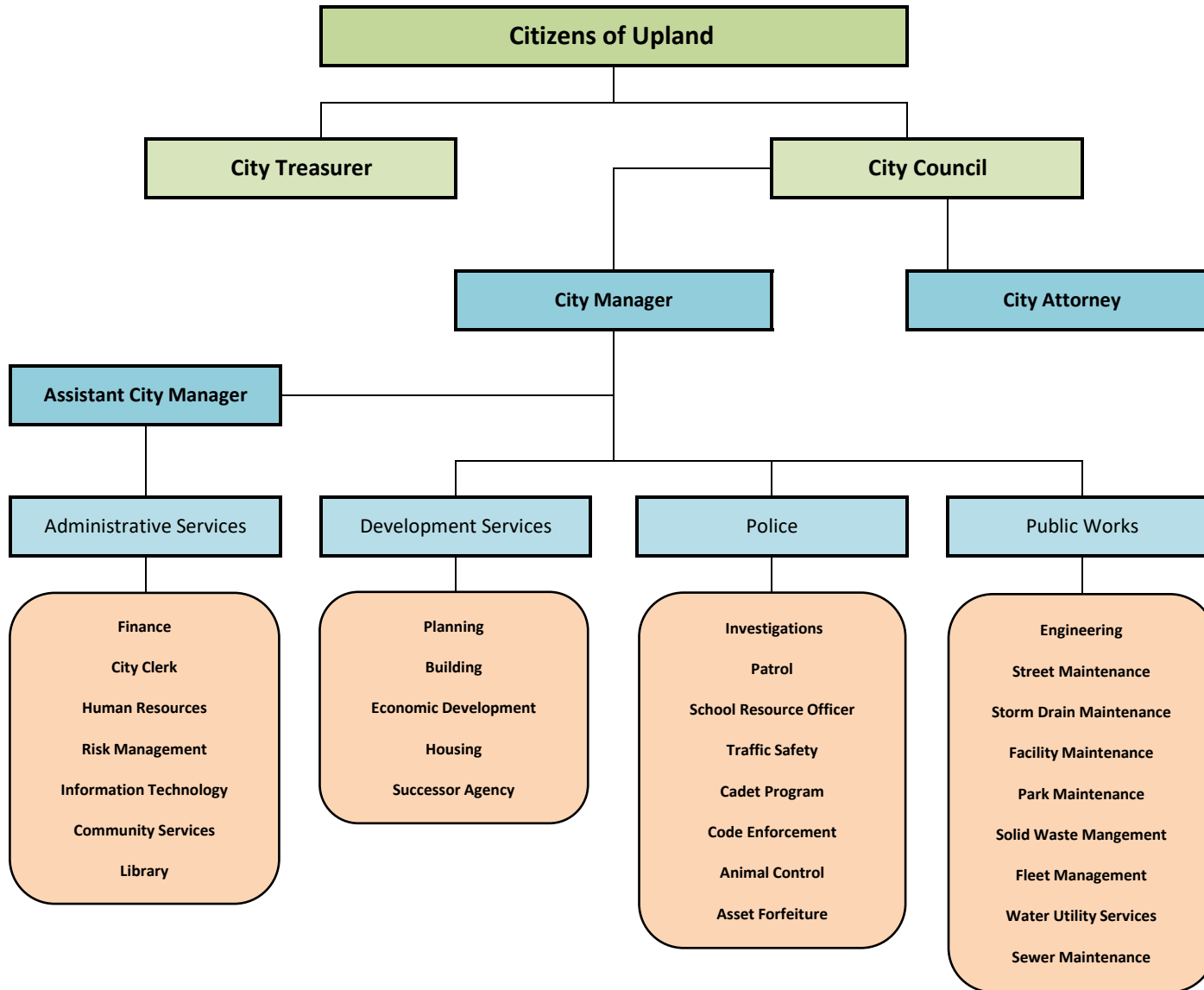
City Attorney

Development Services Director

Police Chief

Public Works Director

City of Upland
Organizational Chart
Fiscal Year 2021-22





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

History of Upland

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

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

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

The City of Upland is situated on the western border of San Bernardino County, bordered by the cities of Claremont, Montclair, Ontario and Rancho Cucamonga. Upland, known as the "City of Gracious Living", is nestled at the base of the San Gabriel Mountains and encompasses 15.3 square miles. It has an estimated population of 78,513 as of December 31, 2020.

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

Services Provided by the City of Upland

Municipal Services

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

Public Enterprise Services

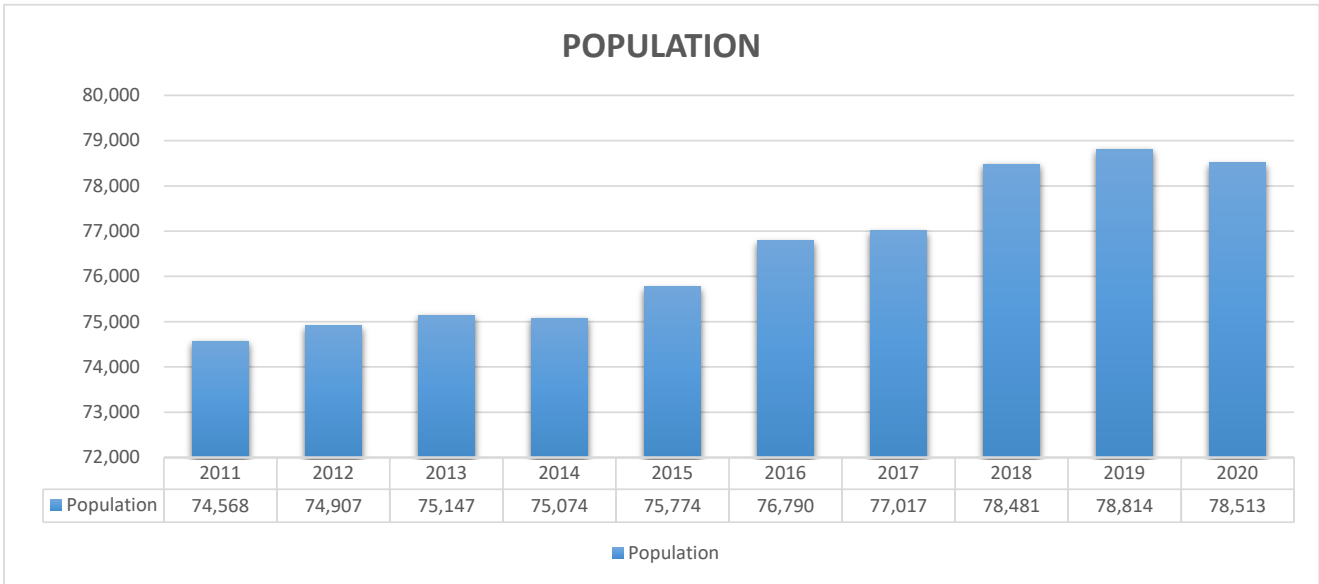
Water Utility
Solid Waste Utility
Sewer Utility

City of Upland
City Demographics

Community Profile

City Services

Date of Incorporation	May 15, 1906	Fire Protection Stations	1
Form of Government	General Law		
Population	78,513	Police Protection	
Number of City Employees	242.5	Patrol Units	25
Employees per capita	1 per 324 residents	Motorcycles	4
Area in Square Miles	15.6	Sworn Officers	75
Average Elevation	1,237 feet	Total Police Department Employees	114
Average Temperature	68.6 F	Library	
Average Rainfall Per Year	21 inches	Facilities	1
Number of Public Schools	14	Volumes	73,092
Miles of City Streets	210.01	Current Periodical & Serial Subscriptions	760
Miles of State Highways	6.2	Audio-visual items	5,340
Miles of Sewer Lines	224.06	Registered patrons	43,897
Miles of Water Mains	247.08	Recreation	
		Buildings	4
		Parks	13
		Soccer fields (lighted)	6
		Baseball fields (lighted)	8
		Softball fields (lighted)	3



Population Growth

Calendar Year	Population	Growth Per Year	Cumulative Growth
2011	74,568	-1,538	1,420
2012	74,907	339	1,759
2013	75,147	240	1,999
2014	75,074	-73	1,926
2015	75,774	700	2,626
2016	76,790	1,016	3,642
2017	77,017	227	3,869
2018	78,481	1,464	5,333
2019	78,814	333	5,666
2020	78,513	-301	5,365

Source: California State Department of Finance

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
Arco AM/PM	Service Stations
Burlington	Family Apparel
Chick Fil A	Quick-Service Restaurants
Circle K	Service Stations
CVS Pharmacy	Drug Stores
Dick's Sporting Goods	Sporting Goods/Bike Stores
Euclid Arco	Service Stations
Ford of Upland	New Motor Vehicle Dealers
G&M Oil	Service Stations
Holliday Rock	Contractors
Home Depot	Building Materials
In N Out Burger	Quick-Service Restaurants
Kohls	Department Stores
Lowe's	Building Materials
Marshalls	Family Apparel
Mountain View Chevrolet	New Motor Vehicle Dealers
Nordstrom Rack	Department Stores
RV Spa	Trailers/RVs
Shell	Service Stations
Stater Bros	Grocery Stores
Target	Discount Dept Stores
TJ Maxx	Family Apparel
USA Gasoline	Service Stations
Vons Fuel	Service Stations
Walmart	Discount Dept Stores

City of Upland
Principal Property Taxpayers

For the Fiscal Year Ending June 30, 2020

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Colonies-Pacific LLC	\$ 161,854,701	1	1.69%
College Park Apartment Homes LP	52,465,360	2	0.55%
MG Stoneridge Village Grove LLC	46,154,546	3	0.48%
Rancho Monte Vista Apartment Homes	44,582,548	4	0.47%
WNG Mountain Springs GP	39,359,576	5	0.41%
Dee Matreyek-Kurth Non Exempt Trust	36,424,095	6	0.38%
NU-168 Apartments LLC	35,135,366	7	0.37%
AMFP IV Alvista	35,019,865	8	0.37%
College Business Park LLC	34,277,019	9	0.36%
CT Retail Properties Finance II LLC	33,759,915	10	0.35%
Totals	<u>\$ 519,032,991</u>		<u>5.42%</u>

Source: HdL Coren & Cone

PROPOSED BUDGET
FY 2021-22
BUDGET SUMMARIES



FY 2021-22 SUMMARY OF CHANGES IN FUND BALANCE

Fund No.		Estimated Fund Balance (Unreserved) 7/1/21	One Time Fund Balance Use	2021-2022 Estimated Revenue	Transfers In	Available Sources	2021-2022 Operating Expenditures	Capital Improvement Projects	Transfers Out	Total Uses	Change in Fund Balance	Fund Balance 6/30/22
101	General Fund - Estimated Unreserved	\$ 16,757,080	\$ -	\$ 44,891,140	\$ 1,077,340	\$ 45,968,480	\$ 45,763,110	\$ -	\$ 200,000	\$ 45,963,110	\$ 5,370	\$ 16,762,450
	Total General Fund	\$ 16,757,080	\$ -	\$ 44,891,140	\$ 1,077,340	\$ 45,968,480	\$ 45,763,110	\$ -	\$ 200,000	\$ 45,963,110	\$ 5,370	\$ 16,762,450
201	Housing	\$ 2,016,990	\$ -	\$ 4,632,780	\$ -	\$ 4,632,780	\$ 3,941,910	\$ -	\$ -	\$ 3,941,910	\$ 690,870	\$ 2,707,860
203	Public Safety Augmentation	-	-	1,339,880	-	1,339,880	1,339,880	-	-	1,339,880	-	-
204	Gas Tax	7,103,850	-	2,052,530	-	2,052,530	790,940	8,344,940	-	9,135,880	(7,083,350)	20,500
205	Measure I	6,008,470	-	1,409,270	-	1,409,270	365,530	6,266,210	-	6,631,740	(5,222,470)	786,000
206	RMRA	1,360,840	-	1,533,890	-	1,533,890	92,190	1,328,320	-	1,420,510	113,380	1,474,220
208	HOME Investment Partnership Program	1,317,510	-	75,800	-	75,800	760,000	-	-	760,000	(684,200)	633,310
209	Community Development Block Grant	264,940	-	1,426,860	-	1,426,860	1,329,070	97,790	-	1,426,860	-	264,940
210	Parking Business Improvement Area	132,810	-	59,000	-	59,000	52,980	138,830	-	191,810	(132,810)	-
211	Air Quality Management District	151,470	-	99,400	-	99,400	177,410	-	-	177,410	(78,010)	73,460
215	Prop 30	153,280	-	900	-	900	150,000	-	-	150,000	(149,100)	4,180
216	COPS	1,031,500	-	120,000	-	120,000	985,150	-	-	985,150	(865,150)	166,350
217	Other Grants	17,700	-	266,980	-	266,980	266,980	-	-	266,980	-	17,700
218	Office of Traffic Safety	13,430	-	45,430	-	45,430	49,730	-	-	49,730	(4,300)	9,130
219	Other Public Safety Grants	39,260	-	11,320	-	11,320	11,320	-	-	11,320	-	39,260
220	Asset Forfeiture	521,720	-	-	-	-	-	-	-	-	-	521,720
222	CalHOME	591,660	-	30,200	-	30,200	295,000	-	-	295,000	(264,800)	326,860
223	Asset Forfeiture-Federal Treasury	10,180	-	-	-	-	-	-	-	-	-	10,180
224	Asset Forfeiture State	196,060	-	-	-	-	-	-	-	-	-	196,060
225	BSCC Budget Act	82,400	-	-	-	-	-	-	-	-	-	82,400
229	ARPA	7,960,000	-	7,960,000	-	7,960,000	-	-	1,077,340	1,077,340	6,882,660	14,842,660
	Total Special Revenue Funds	\$ 28,974,070	\$ -	\$ 21,064,240	\$ -	\$ 21,064,240	\$ 10,608,090	\$ 16,176,090	\$ 1,077,340	\$ 27,861,520	\$ (6,797,280)	\$ 22,176,790
420	General Capital Improvements	\$ 2,186,890	\$ -	\$ 279,000	\$ -	\$ 279,000	\$ -	\$ 555,000	\$ -	\$ 555,000	\$ (276,000)	\$ 1,910,890
421	Park Acquisition & Development	9,131,200	-	1,242,920	-	1,242,920	65,000	599,500	-	664,500	578,420	9,709,620
422	Storm Drain Development	4,371,210	-	410,710	-	410,710	-	3,692,200	-	3,692,200	(3,281,490)	1,089,720
423	Street & Traffic Facility Development	1,714,790	-	201,000	-	201,000	11,410	1,902,650	-	1,914,060	(1,713,060)	1,730
425	General Capital Projects	1,432,850	-	-	200,000	200,000	-	1,334,330	-	1,334,330	(1,134,330)	298,520
426	Street & Alley Repairs	686,820	-	220,680	-	220,680	57,370	526,730	-	584,100	(363,420)	323,400
	Total Capital Project Funds	\$ 19,523,760	\$ -	\$ 2,354,310	\$ 200,000	\$ 2,554,310	\$ 133,780	\$ 8,610,410	\$ -	\$ 8,744,190	\$ (6,189,880)	\$ 13,333,880
640	Water Utility	\$ 34,745,290	\$ -	\$ 29,390,000	\$ -	\$ 29,390,000	\$ 28,230,040	\$ 16,932,820	\$ -	\$ 45,162,860	\$ (15,772,860)	\$ 18,972,430
641	Solid Waste Utility	2,177,710	-	16,320,980	-	16,320,980	14,968,960	144,840	265,000	15,378,800	942,180	3,119,890
645	Sewer Utility	16,691,640	-	10,539,730	265,000	10,804,730	11,390,290	1,963,200	-	13,353,490	(2,548,760)	14,142,880
	Total Enterprise Funds	\$ 53,614,640	\$ -	\$ 56,250,710	\$ 265,000	\$ 56,515,710	\$ 54,589,290	\$ 19,040,860	\$ 265,000	\$ 73,895,150	\$ (17,379,440)	\$ 36,235,200
751	Self-Funded Liability Insurance	\$ (9,707,680)	\$ -	\$ 4,818,350	\$ -	\$ 4,818,350	\$ 4,818,350	\$ -	\$ -	\$ 4,818,350	\$ -	\$ (9,707,680)
752	Fleet Maintenance & Replacement	562,750	-	1,435,390	-	1,435,390	1,376,390	-	-	1,376,390	59,000	621,750
753	Information Systems	1,836,240	-	2,505,680	-	2,505,680	2,506,440	-	-	2,506,440	(760)	1,835,480
754	Building Maintenance & Operations	976,860	-	1,127,220	-	1,127,220	1,428,970	-	-	1,428,970	(301,750)	675,110
755	UAL & Employee Benefits	-	-	10,168,860	-	10,168,860	10,168,860	-	-	10,168,860	-	-
	Total Internal Service Fund	\$ (6,331,830)	\$ -	\$ 20,055,500	\$ -	\$ 20,055,500	\$ 20,299,010	\$ -	\$ -	\$ 20,299,010	\$ (243,510)	\$ (6,575,340)
805	Successor Agency Housing	\$ (13,688,870)	\$ -	\$ 3,408,960	\$ -	\$ 3,408,960	\$ 3,374,630	\$ -	\$ -	\$ 3,374,630	\$ 34,330	\$ (13,654,540)
	Total Private Purpose Trust Fund	\$ (13,688,870)	\$ -	\$ 3,408,960	\$ -	\$ 3,408,960	\$ 3,374,630	\$ -	\$ -	\$ 3,374,630	\$ 34,330	\$ (13,654,540)
	Grand Total	\$ 98,848,850	\$ -	\$ 148,024,860	\$ 1,542,340	\$ 149,567,200	\$ 134,767,910	\$ 43,827,360	\$ 1,542,340	\$ 180,137,610	\$ (30,570,410)	\$ 68,278,440

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2021-2022 Adopted Budget

Fund No.	City of Upland	Estimated Spendable Fund Balance July 1, 2021	Estimated Spendable Fund Balance June 30, 2022	\$ Change	% Change	Reason for Changes (greater than 10%)
General Fund						
101	General Fund - Estimated Unreserved	16,757,080	16,762,450	5,370	0.03%	
	Total General Fund	16,757,080	16,762,450	5,370	0.03%	
Special Revenue Funds						
201	Housing	2,016,990	2,707,860	690,870	34.25%	Accumulating resources for future expenses
204	Gas Tax	7,103,850	20,500	(7,083,350)	-99.71%	Use of funds accumulated over a period of time
205	Measure I	6,008,470	786,000	(5,222,470)	-86.92%	Use of funds accumulated over a period of time
206	Road Maintenance Rehabilitation Account	1,360,840	1,474,220	113,380	8.33%	
208	HOME Investment Partnership Program	1,317,510	633,310	(684,200)	-51.93%	Use of grant funds to issue loans
209	Community Development Block Grant	264,940	264,940	-	0.00%	
210	Parking Business Improvement Area	132,810	-	(132,810)	-100.00%	Use of funds accumulated over a period of time
211	Air Quality Management District	151,470	73,460	(78,010)	-51.50%	Use of funds accumulated over a period of time
215	Prop 30	153,280	4,180	(149,100)	-97.27%	Use of funds accumulated over a period of time
216	COPS	1,031,500	166,350	(865,150)	-83.87%	Use of funds accumulated over a period of time
217	Other Grants	17,700	17,700	-	0.00%	
218	Office of Traffic Safety	13,430	9,130	(4,300)	-32.02%	Use of grant funds for public safety
219	Local Law Enforcement Block Grant	39,260	39,260	-	0.00%	
220	Asset Forfeiture - Federal DOJ	521,720	521,720	-	0.00%	
222	CalHOME	591,660	326,860	(264,800)	-44.76%	Use of grant funds to issue loans
223	Asset Forfeiture - Federal/Treasury	10,180	10,180	-	0.00%	
224	Asset Forfeiture - State	196,060	196,060	-	0.00%	
225	BSCC Budget Act	82,400	82,400	-	0.00%	
229	ARPA	7,960,000	14,842,660	6,882,660	86.47%	American Rescue Plan Act funding
	Total Special Revenue Funds	28,974,070	22,176,790	(6,797,280)	-23.46%	
Total Capital Project Funds						
420	General Capital Improvements	2,186,890	1,910,890	(276,000)	-12.62%	Use of funds accumulated over a period of time
421	Park Acquisition & Development	9,131,200	9,709,620	578,420	6.33%	
422	Storm Drain Development	4,371,210	1,089,720	(3,281,490)	-75.07%	Use of funds accumulated over a period of time
423	Street & Traffic Facility Development	1,714,790	1,730	(1,713,060)	-99.90%	Use of funds accumulated over a period of time
425	General Capital Projects	1,432,850	298,520	(1,134,330)	-79.17%	Use of funds from General Fund transfers
426	Street & Alley Repairs	686,820	323,400	(363,420)	-52.91%	Use of funds accumulated over a period of time
	Total Capital Project Funds	19,523,760	13,333,880	(6,189,880)	-31.70%	

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2021-2022 Adopted Budget

Fund No.	City of Upland	Estimated Spendable Fund Balance July 1, 2021	Estimated Spendable Fund Balance June 30, 2022	\$ Change	% Change	Reason for Changes (greater than 10%)
Enterprise Funds						
640	Water Utility	34,745,290	18,972,430	(15,772,860)	-45.40%	Use of funds accumulated over a period of time
641	Solid Waste Utility	2,177,710	3,119,890	942,180	43.26%	Accumulating resources for future expenses
645	Sewer Utility	16,691,640	14,142,880	(2,548,760)	-15.27%	Use of funds accumulated over a period of time
Total Enterprise Funds		53,614,640	36,235,200	(17,379,440)	-32.42%	
Total Internal Service Fund						
751	Self-Funded Liability Insurance	(9,707,680)	(9,707,680)	-	0.00%	
752	Fleet Maintenance & Replacement	562,750	621,750	59,000	10.48%	Accumulating resources for future expenses
753	Information Systems	1,836,240	1,835,480	(760)	-0.04%	
754	Building Maintenance & Operations	976,860	675,110	(301,750)	-30.89%	Use of funds accumulated over a period of time
755	UAL & Employee Benefits	-	-	-	0.00%	
Total Internal Service Fund		(6,331,830)	(6,575,340)	(243,510)	3.85%	
Private Purpose Trust Fund						
805	Successor Agency Housing	(13,688,870)	(13,654,540)	34,330	-0.25%	
Total Private Purpose Trust Fund		(13,688,870)	(13,654,540)	34,330	-0.25%	
Total All Funds		98,848,850	68,278,440	(30,570,410)	-30.93%	

2021-2022 SCHEDULE OF REVENUES BY FUND & CATEGORY

Fund No.		2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
101	General Fund	\$ 46,873,090	\$ 45,548,730	\$ 41,487,550	\$ 43,615,590	\$ 44,891,140
	Total General Fund	\$ 46,873,090	\$ 45,548,730	\$ 41,487,550	\$ 43,615,590	\$ 44,891,140
201	Housing	\$ 4,327,390	\$ 88,960	\$ 4,432,470	\$ 4,432,470	\$ 4,632,780
203	Public Safety Augmentation Fund	1,008,090	990,550	900,000	900,000	1,339,880
204	Gas Tax	3,772,420	3,905,640	1,811,110	1,811,110	2,052,530
205	Measure I	1,440,130	1,730,130	1,379,270	1,379,270	1,409,270
206	Road Maintenance Rehabilitation Account	-	-	1,334,030	1,334,030	1,533,890
208	HOME Investment Partnership Program	234,910	215,280	191,210	191,210	75,800
209	Community Development Block Grant	709,640	367,690	722,050	1,220,060	1,426,860
210	Parking Business Improvement Area	66,870	66,340	61,000	61,000	59,000
211	Air Quality Management District	104,140	260,710	100,000	100,000	99,400
214	Homeland Security Grants-PD	1,300	22,940	-	51,140	-
215	Prop 30	3,220	2,510	1,860	1,860	900
216	COPS	188,940	199,140	120,000	120,000	120,000
217	Other Grants	57,930	54,810	80,870	390,870	266,980
218	Office of Traffic Safety	162,980	182,850	74,400	293,400	45,430
219	Other Public Safety Grants	3,230	-	-	402,020	11,320
220	Asset Forfeiture	19,590	8,100	-	-	-
222	CalHOME	30,690	43,520	7,200	7,200	30,200
223	Asset Forfeiture - Federal Treasury	2,930	160	-	-	-
224	Asset Forfeiture - State	8,320	17,740	-	-	-
225	BSCC Budget Act	1,740	1,360	-	-	-
226	CARES ACT	-	324,380	-	2,525,600	-
227	Office of Justice Programs	-	-	-	53,360	-
229	American Rescue Plan Act	-	-	-	-	7,960,000
	Total Special Revenue Funds	\$ 12,144,460	\$ 8,482,810	\$ 11,215,470	\$ 15,274,600	\$ 21,064,240
420	General Capital Improvements	\$ 297,930	\$ 652,120	\$ 609,000	\$ 609,000	\$ 279,000
421	Park Acquisition & Development	1,301,230	1,791,840	2,285,000	2,285,000	1,242,920
422	Storm Drain Development	310,000	970,880	1,258,550	1,258,550	410,710
423	Street & Traffic Facility Development	341,310	471,740	595,000	595,000	201,000
426	Street & Alley Repairs	225,480	234,740	216,330	216,330	220,680
427	Energy Efficiency Capital Improvement Project	4,740	1,260	-	-	-
	Total Capital Project Funds	\$ 2,480,690	\$ 4,122,580	\$ 4,963,880	\$ 4,963,880	\$ 2,354,310
640	Water Utility	\$ 28,088,170	\$ 35,692,760	\$ 30,392,430	\$ 30,392,430	\$ 29,390,000
641	Solid Waste Utility	12,780,270	13,829,030	16,089,030	16,108,510	16,320,980
645	Sewer Utility	11,350,170	15,567,250	10,198,500	10,198,500	10,539,730
	Total Enterprise Funds	\$ 52,218,610	\$ 65,089,040	\$ 56,679,960	\$ 56,699,440	\$ 56,250,710
750	Fire Annexation Worker's Compensation	\$ 9,930	\$ 7,740	\$ -	\$ -	\$ -
751	Self-Funded Insurance	4,149,200	4,182,810	4,683,130	4,683,130	4,818,350
752	Fleet Maintenance & Replacement	1,372,490	1,212,960	709,490	709,490	1,435,390
753	Information Systems	1,665,420	1,763,630	1,965,380	1,965,380	2,505,680
754	Building Maintenance & Operations	1,122,290	1,103,200	929,710	929,710	1,127,220
755	UAL and Employee Benefits	-	-	-	-	10,168,860
	Total Internal Service Funds	\$ 8,319,330	\$ 8,270,340	\$ 8,287,710	\$ 8,287,710	\$ 20,055,500
805	Successor Agency	\$ 4,184,910	\$ 3,513,930	\$ 3,389,780	\$ 3,389,780	\$ 3,408,960
	Total Private Purpose Trust Fund	\$ 4,184,910	\$ 3,513,930	\$ 3,389,780	\$ 3,389,780	\$ 3,408,960
	Grand Total	\$ 126,221,090	\$ 135,027,430	\$ 126,024,350	\$ 132,231,000	\$ 148,024,860

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
General Fund					
4001 Current Secured Tax	\$ 6,039,350	\$ 7,094,240	\$ 7,070,230	\$ 7,201,520	\$ 7,427,570
4001 Property Tax (In-Lieu)	7,760,240	8,133,250	8,416,290	8,585,000	9,185,430
4002 Current Unsecured Tax	209,980	251,290	383,490	383,490	260,000
4003 Aircraft Taxes	44,450	45,770	46,620	46,620	39,660
4004 Prior Year Collections	2,017,940	294,720	400,000	400,000	241,980
4005 Current Supplemental	112,510	76,800	112,500	112,500	70,000
4006 Homeowner Property Tax Relief	63,000	69,400	64,260	64,260	69,400
4009 Weed Abatement Assessment	60,860	60,440	75,530	75,530	75,000
4011 RPTTF-Residual	1,083,730	1,578,910	1,200,000	1,200,000	1,100,000
4012 Trailer Coach in Lieu Tax	55,560	66,330	59,370	59,370	59,370
Revenue from Property Tax	\$ 17,447,620	\$ 17,671,150	\$ 17,828,290	\$ 18,128,290	\$ 18,528,410
4101 Sales and Use Tax	\$ 14,507,930	\$ 13,579,780	\$ 12,836,240	\$ 13,993,580	\$ 14,789,060
4102 Business License Tax	1,046,110	1,133,400	985,000	985,000	1,080,000
4103 Rock Extraction Tax	221,820	277,340	240,000	240,000	260,000
4104 Transient Occupancy Tax	177,890	156,700	111,800	111,800	154,000
4105 Real Property Transfer Tax	403,640	384,580	350,000	350,000	350,000
4110 Disability Access Fee	19,190	20,290	10,000	10,000	10,000
4121 Franchise Tax	1,246,230	1,252,060	1,230,000	1,230,000	1,252,060
Revenue from Other Taxes	\$ 17,622,810	\$ 16,804,150	\$ 15,763,040	\$ 16,920,380	\$ 17,895,120
4201 Building Permits	\$ 694,410	\$ 754,160	\$ 615,790	\$ 615,790	\$ 634,760
4202 Plumbing Permits	210,280	193,080	193,520	193,520	199,330
4203 Electrical Permits	392,970	434,670	280,110	280,110	288,510
4204 Heating & Cooling Permits	95,920	90,070	98,650	98,650	101,610
4205 Public Works Construction Permits	425,930	843,340	250,000	250,000	300,000
4206 Grading Permits	5,260	2,350	4,470	4,470	4,600
4207 Wall Permits	58,710	5,680	83,350	83,350	85,850
4208 Roofing Permits	91,950	51,080	82,370	82,370	84,840
4215 Other Permits	1,240	91,970	2,850	2,850	2,940
4216 Bicycle Licenses	90	90	70	70	70
4217 Animal Licenses	134,660	114,230	127,520	127,520	114,000
4222 Yard Sale Permits	5,080	3,890	4,300	4,300	3,500
4223 Alarm Permits	340	130	-	-	-
4224 Gun Licenses	1,510	350	700	700	1,510
4226 Metrolink Parking	88,760	64,980	85,000	85,000	65,000
4235 Underground Utility Wvr Permit	118,400	-	-	-	-
Revenue from Licenses & Permits	\$ 2,325,510	\$ 2,650,070	\$ 1,828,700	\$ 1,828,700	\$ 1,886,520
4402 State Mandated Costs	\$ 21,750	\$ 1,420	\$ -	\$ -	\$ -
4403 Motor Vehicle in Lieu Tax	36,970	62,110	32,000	32,000	57,800
4421 Police Officer Standard Training	14,130	19,410	10,000	10,000	10,000
4482 State Literacy Program	27,470	27,470	27,000	27,000	27,000
Revenue from Other Governments	\$ 100,320	\$ 110,410	\$ 69,000	\$ 69,000	\$ 94,800
4601 Finance Department Fees	\$ 27,670	\$ 28,620	\$ 25,000	\$ 25,000	\$ 28,000
4602 City Clerk Fees	1,490	2,310	2,500	2,500	2,500
4603 Damage to City Property	68,510	51,630	-	-	-
4604 CFD Admin Fees	26,100	57,950	20,000	20,000	37,920
4611 Planning - Department Fees	148,960	131,640	140,000	140,000	145,000
4613 Planning - Deposit Fees	364,820	400,360	295,000	295,000	375,000
4614 Building - Plan Check Fees	169,240	306,770	231,390	231,390	238,330
4615 Building - Department Fees	280	274,260	350	350	360
4616 Building - Special Inspection Fees	4,660	9,160	57,150	57,150	58,870
4617 Economic Development Fees	19,220	200	-	-	-
4622 Police - Department Fees	194,390	181,810	200,000	200,000	170,580
4623 Police - Special Service Fees	32,360	6,870	16,000	16,000	24,200
4624 Animal Services - Animal Impounds	23,030	18,280	22,150	22,150	15,000

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
<i>General Fund (continued)</i>					
4626 Police - 30 Day Vehicle Impound Fee	217,940	148,420	188,000	188,000	179,660
4627 Police - School Resources Officer	72,610	72,610	72,610	72,610	99,450
4628 Police - Emergency Response	1,490	-	-	-	-
4629 Animal Services - Spay/Neuter Fees	4,590	-	-	-	1,000
4630 Animal Services - Animal Control Fees	1,650	800	1,440	1,440	1,200
4638 Fire - Emergency Response	20	-	-	-	-
4642 Fire Merger Reimbursement	29,160	10,190	-	-	-
4645 Public Works - Department Fees	193,790	217,760	125,000	125,000	50,000
4646 Public Works - Engr Map & Plan Check Fees	759,570	403,570	300,000	300,000	300,000
4654 Sport Field Usage	16,500	21,130	22,500	22,500	22,500
4655 Recreation - Recreation Program Fees	51,520	21,040	50,000	50,000	37,500
4656 Recreation - Youth Sports	62,170	27,170	49,100	49,100	1,000
4657 Recreation - User Fees	292,200	154,350	256,000	256,000	200,000
4658 Recreation - Special Events	38,900	100,870	30,000	30,000	77,300
4659 Senior Center Program Fees	9,580	8,680	8,000	8,000	6,000
4660 Youth Partnership Program	11,810	3,870	-	-	-
4665 Library - Photocopy Revenue	7,760	3,750	7,000	7,000	500
4667 Landecena - Program Fees	5,660	2,660	3,400	3,400	3,400
4679 Library - Passport Services	38,750	27,430	35,000	35,000	20,000
4680 User Dept- OPEB	119,280	115,620	133,730	133,730	-
Revenue from Charges for Service	\$ 3,015,680	\$ 2,809,780	\$ 2,291,320	\$ 2,291,320	\$ 2,095,270
4701 Non-Vehicle Code Fines	\$ 410	\$ 320	\$ -	\$ -	\$ 210
4702 Vehicle Code Fines	249,540	183,870	150,000	150,000	130,000
4703 Red Light Code Fines	36,160	26,280	24,000	24,000	-
4704 Muni-Code- Code Enforcement Fines	114,170	175,670	60,000	60,000	13,000
4705 Muni Code- Animal Fines	5,080	3,650	4,600	4,600	5,200
4706 Muni Code- Parking Citation Fines	192,170	149,810	94,000	94,000	100,000
4707 Muni Code- Business License Fines	95,930	170,910	85,000	85,000	95,000
4708 Muni Code- False Alarm Fines	436,050	171,470	160,000	160,000	150,000
4709 Muni Code- Library Fines	25,560	11,990	11,000	11,000	3,750
Revenue from Fines & Forfeitures	\$ 1,155,070	\$ 893,970	\$ 588,600	\$ 588,600	\$ 497,160
4801 Interest Earnings	\$ 536,520	\$ 637,640	\$ 125,000	\$ 125,000	\$ 60,000
4802 Lease of City Property	827,980	758,420	646,220	646,220	806,570
4803 Rents - Recreation	22,350	20,730	24,000	24,000	12,000
4804 Rents - Park Sites	37,550	17,770	35,000	35,000	17,500
4806 Rental Income- Landecena	-	(600)	-	-	-
4807 Rents - Library	430	2,310	3,000	3,000	3,000
4814 City Stop Sales	260	250	-	-	-
4872 Unrealized Gain/Loss	634,520	100,830	-	-	-
4901 Sale of Assets	132,620	-	-	-	-
Revenue from Use of Money & Property	\$ 2,192,230	\$ 1,537,350	\$ 833,220	\$ 833,220	\$ 899,070
4904 Donations - General	\$ 8,920	\$ 5,990	\$ -	\$ -	\$ -
4905 Donation - Police	30	6,310	-	-	-
4908 Miscellaneous Reimbursements	100,780	4,590	103,890	105,280	53,890
4909 Other Revenue	161,510	163,480	-	(20)	90,000
4910 Water - Administrative Service Fee	1,256,910	1,404,900	1,415,430	1,404,900	1,404,900
4911 Solid Waste - Administrative Service Fee	407,120	481,780	514,850	481,780	481,780
4912 Sewer - Administrative Service Fee	267,270	472,000	241,960	472,000	472,000
4913 Cash- Over/ Short	70	260	-	-	-
4914 15% PBIA Admin Fee (Fire Merge)	-	7,810	8,780	8,780	8,780
4915 Donations - Animal	10	250	170	170	250
4916 Misc. Reimbursements - Animal Services	200	1,650	300	300	300
4917 Litigation Reimbursement	-	24,310	-	-	-
4918 Prior Year Revenue	811,030	15,630	-	-	-
4919 Administrative Service Fee	-	482,890	-	482,890	482,890

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
<i>General Fund (continued)</i>					
Other Revenue	\$ 3,013,850	\$ 3,071,850	\$ 2,285,380	\$ 2,956,080	\$ 2,994,790
Total General Fund	\$ 46,873,090	\$ 45,548,730	\$ 41,487,550	\$ 43,615,590	\$ 44,891,140
Housing Fund					
4801 Interest Income	\$ 47,200	\$ 48,130	\$ 23,000	\$ 23,000	\$ 23,000
4805 Rents - Apartments Market	3,609,270	-	4,200,000	4,200,000	4,400,000
4809 Rents - Apartments Low Income	260,860	-	-	-	-
4872 Unrealized Gain/Loss	5,300	20,160	-	-	-
4908 Miscellaneous Reimbursements	-	970	134,470	134,470	184,780
4909 Other Revenue	389,210	156,330	75,000	75,000	25,000
4918 Prior Year Revenue	-	(136,630)	-	-	-
4920 Late Charges	15,550	-	-	-	-
Total Housing Fund	\$ 4,327,390	\$ 88,960	\$ 4,432,470	\$ 4,432,470	\$ 4,632,780
Public Safety Augmentation Fund					
4106 Sales Tax- Prop 172	\$ 1,006,130	\$ 988,430	\$ 900,000	\$ 900,000	\$ 1,339,880
4801 Interest Income	1,680	2,400	-	-	-
4872 Unrealized Gain/Loss	280	(280)	-	-	-
Total Public Safety Augmentation Fund	\$ 1,008,090	\$ 990,550	\$ 900,000	\$ 900,000	\$ 1,339,880
Gas Tax Fund					
4450 Gas Tax Apportionment 2107.5	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
4451 Gas Tax Apportionment 2106	251,170	245,810	241,780	241,780	275,070
4452 Gas Tax Apportionment 2107	491,620	505,500	484,680	484,680	574,900
4453 Gas Tax Apportionment 2105	392,440	400,340	405,970	405,970	451,760
4456 Gas Tax Apportionment 2103	230,810	541,160	626,180	626,180	693,300
4457 Gas Tax Apportionment 2032	1,412,350	1,359,280	-	-	-
4801 Interest Income	112,150	132,050	45,000	45,000	50,000
4872 Unrealized Gain/Loss	12,730	57,390	-	-	-
4908 Miscellaneous Reimbursements	782,170	568,360	-	-	-
4909 Other Revenue	86,980	88,250	-	-	-
Total Gas Tax Fund	\$ 3,772,420	\$ 3,905,640	\$ 1,811,110	\$ 1,811,110	\$ 2,052,530
Measure I Fund					
4501 Measure I Apportionment	\$ 1,342,420	\$ 1,574,580	\$ 1,364,270	\$ 1,364,270	\$ 1,364,270
4801 Interest Income	87,550	108,270	15,000	15,000	45,000
4872 Unrealized Gain/Loss	10,160	47,280	-	-	-
Total Measure I Fund	\$ 1,440,130	\$ 1,730,130	\$ 1,379,270	\$ 1,379,270	\$ 1,409,270
Road Maintenance Rehabilitation Account Fund					
4457 Gas Tax Apportionment 2032	\$ -	\$ -	\$ 1,334,030	\$ 1,334,030	\$ 1,533,890
Total Road Maintenance Rehabilitation Account Fund	\$ -	\$ -	\$ 1,334,030	\$ 1,334,030	\$ 1,533,890
HOME Investment Partnership Program Fund					
4801 Interest Income	\$ 20,890	\$ 23,780	\$ 810	\$ 810	\$ 800
4872 Unrealized Gain/Loss	2,570	(2,570)	-	-	-
4918 Prior Year Revenue	-	(150,350)	-	-	-
4921 Program Income- Admin 10%	7,050	22,740	400	400	5,000
4922 Recaptured Income	153,750	128,770	75,000	75,000	5,000
4923 Program Income Revenue- HIP	50,650	140,050	75,000	75,000	25,000
4924 Program Income Revenue- FTHB	-	52,860	40,000	40,000	40,000
Total HOME Fund	\$ 234,910	\$ 215,280	\$ 191,210	\$ 191,210	\$ 75,800
Community Development Block Grant Fund					
4310 CDBG Apportionment	\$ 709,640	\$ 367,690	\$ 722,050	\$ 1,220,060	\$ 1,426,860
Total Community Development Block Grant Fund	\$ 709,640	\$ 367,690	\$ 722,050	\$ 1,220,060	\$ 1,426,860

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
Parking Business Improvement Area Fund					
4108 Park & Bus Imp Tax- Zone A	\$ 52,170	\$ 51,870	\$ 49,000	\$ 49,000	\$ 49,000
4109 Park & Bus Imp Tax- Zone B	9,680	9,930	9,500	9,500	9,500
4801 Interest Earnings	4,500	5,060	2,500	2,500	500
4872 Unrealized Gain/Loss	520	(520)	-	-	-
Total Parking Business Improvement Area Fund	\$ 66,870	\$ 66,340	\$ 61,000	\$ 61,000	\$ 59,000
Air Quality Management District (AQMD) Fund					
4360 SCIP Grant	\$ -	\$ 160,000	\$ -	\$ -	\$ -
4502 Motor Vehicle AB2766 Fees	99,900	99,400	100,000	100,000	99,400
4801 Interest Income	3,790	1,760	-	-	-
4872 Unrealized Gain/Loss	450	(450)	-	-	-
Total Air Quality Management District Fund	\$ 104,140	\$ 260,710	\$ 100,000	\$ 100,000	\$ 99,400
Homeland Security Grants Fund - PD					
4342 Homeland Security Grant- 2015	\$ 1,300	\$ 22,940	\$ -	\$ 51,140	\$ -
Total Homeland Security Grants Fund - PD	\$ 1,300	\$ 22,940	\$ -	\$ 51,140	\$ -
Proposition 30 Fund					
4801 Interest Income	\$ 2,890	\$ 2,840	\$ 1,860	\$ 1,860	\$ 900
4872 Unrealized Gain/Loss	330	(330)	-	-	-
Total Proposition 30 Fund	\$ 3,220	\$ 2,510	\$ 1,860	\$ 1,860	\$ 900
COPS Fund					
4423 COPS	\$ 174,730	\$ 184,950	\$ 120,000	\$ 120,000	\$ 120,000
4801 Interest Income	12,710	15,690	-	-	-
4872 Unrealized Gain/Loss	1,500	(1,500)	-	-	-
Total COPS Fund	\$ 188,940	\$ 199,140	\$ 120,000	\$ 120,000	\$ 120,000
Other Grants Fund					
4355 State Reimbursements	\$ -	\$ 51,830	\$ 80,870	\$ 80,870	\$ -
4415 State Revenue	-	1,870	-	310,000	-
4483 Library Literacy - Donations	5,230	270	-	-	-
4509 JPL NASA Grant	-	90	-	-	-
4801 Interest Income	280	400	-	-	-
4872 Unrealized Gain/Loss	30	(30)	-	-	-
4904 General Donations/Owner Contributions	51,500	-	-	-	-
4908 Miscellaneous Reimbursements	-	-	-	-	225,070
4909 Other Revenue	890	380	-	-	41,910
Total Other Grants Fund	\$ 57,930	\$ 54,810	\$ 80,870	\$ 390,870	\$ 266,980
Office of Traffic Safety Fund					
4432 OTS- Sobriety Checkpoint Grants	\$ 162,980	\$ 182,850	\$ 74,400	\$ 293,400	\$ 45,430
Total Office of Traffic Safety Fund	\$ 162,980	\$ 182,850	\$ 74,400	\$ 293,400	\$ 45,430
Other Public Safety Grants					
4355 State Reimbursements	\$ -	\$ -	\$ -	\$ 402,020	\$ 11,320
4434 JAG Grants	3,230	-	-	-	-
Total Local Law Enforcement Block Grants Fund	\$ 3,230	\$ -	\$ -	\$ 402,020	\$ 11,320
Asset Forfeiture Fund					
4435 Asset Forfeiture- Federal	\$ 8,590	\$ -	\$ -	\$ -	\$ -
4801 Interest Income	9,870	9,230	-	-	-
4872 Unrealized Gain/Loss	1,130	(1,130)	-	-	-
Total Asset Forfeiture Fund	\$ 19,590	\$ 8,100.00	\$ -	\$ -	\$ -
CalHOME Investment Partnership Program Fund					
4315 CAL-HOME-Program Income	\$ -	\$ -	\$ -	\$ 200	\$ -
4801 Interest Income	5,780	8,130	200	-	200

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
<i>CalHOME Investment Partnership Program Fund (continued)</i>					
4872 Unrealized Gain/Loss	900	(900)	-	-	-
4918 Prior Year Revenue	-	(29,400)	-	-	-
4923 Program Income - HIP	19,740	-	-	-	25,000
4924 Program Income - FTHB	4,270	65,690	7,000	7,000	5,000
Total CalHOME Fund	\$ 30,690	\$ 43,520.00	\$ 7,200	\$ 7,200	\$ 30,200
Asset Forfeiture - Federal Treasury					
4435 Asset Forfeiture	\$ 2,750	\$ -	\$ -	\$ -	\$ -
4801 Interest Income	160	180	-	-	-
4872 Unrealized Gain/Loss	20	(20)	-	-	-
Total Asset Forfeiture-Federal Treasury	\$ 2,930	\$ 160	\$ -	\$ -	\$ -
Asset Forfeiture - State					
4321 H&S Police Forfeiture	\$ 120	\$ 2,200	\$ -	\$ -	\$ -
4422 Asset Forfeiture - State	4,360	12,490	-	-	-
4801 Interest Income	3,450	3,440	-	-	-
4872 Unrealized Gain/Loss	390	(390)	-	-	-
Total Asset Forfeiture - State	\$ 8,320	\$ 17,740	\$ -	\$ -	\$ -
BSCC Budget Act					
4801 Interest Income	\$ 1,560	\$ 1,540	\$ -	\$ -	\$ -
4872 Unrealized Gain/Loss	180	(180)	-	-	-
Total BSCC Budget Act	\$ 1,740	\$ 1,360	\$ -	\$ -	\$ -
CARES ACT					
4439 Federal CARES Act Funding	\$ -	\$ 324,380	\$ -	\$ 2,525,600	\$ -
Total CARES Act	\$ -	\$ 324,380	\$ -	\$ 2,525,600	\$ -
Office of Justice Programs					
4439 Federal OJP Funding	\$ -	\$ -	\$ -	\$ 53,360	\$ -
Total Office of Justice Programs	\$ -	\$ -	\$ -	\$ 53,360	\$ -
American Rescue Plan Act					
4439 Federal ARPA Funding	\$ -	\$ -	\$ -	\$ -	\$ 7,960,000
Total American Rescue Plan Act	\$ -	\$ -	\$ -	\$ -	\$ 7,960,000
General Capital Improvements Fund					
4219 General Capital Impact Fee	\$ 64,650	\$ 210,270	\$ 236,000	\$ 236,000	\$ 110,000
4220 Fire Capital Impact Fee	77,960	138,050	145,000	145,000	56,000
4221 Police Capital Impact Fee	127,310	253,240	214,000	214,000	101,000
4801 Interest Income	25,080	34,980	14,000	14,000	12,000
4872 Unrealized Gain/Loss	2,930	15,580	-	-	-
Total General Capital Improvements Fund	\$ 297,930	\$ 652,120	\$ 609,000	\$ 609,000	\$ 279,000
Park Acquisition & Development Fund					
4107 Construction Tax	\$ 1,174,290	\$ 1,577,370	\$ 2,200,000	\$ 2,200,000	\$ 1,192,920
4801 Interest Income	113,760	148,870	85,000	85,000	50,000
4872 Unrealized Gain/Loss	13,180	65,600	-	-	-
Total Park Acquisition & Development Fund	\$ 1,301,230	\$ 1,791,840	\$ 2,285,000	\$ 2,285,000	\$ 1,242,920
Storm Drain Development Fund					
4211 Storm Drain Permits	\$ 166,580	\$ 787,710	\$ 1,150,000	\$ 1,150,000	\$ 310,500
4801 Interest Income	64,660	72,900	35,000	35,000	26,000
4872 Unrealized Gain/Loss	7,400	31,170	-	-	-
4902 Lease Proceeds	71,360	79,100	73,550	73,550	74,210
Total Storm Drain Development Fund	\$ 310,000	\$ 970,880	\$ 1,258,550	\$ 1,258,550	\$ 410,710

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
Street & Traffic Facility Development Fund					
4212 Street & Traffic Facility Permits	\$ 298,190	\$ 401,530	\$ 570,000	\$ 570,000	\$ 185,000
4218 Developer Agreement Fees	-	47,230	-	-	-
4801 Interest Income	38,650	20,520	25,000	25,000	16,000
4872 Unrealized Gain/Loss	4,470	2,460	-	-	-
Total Street & Traffic Facility Development Fund	\$ 341,310	\$ 471,740	\$ 595,000	\$ 595,000	\$ 201,000
Street & Alley Repairs Fund					
4225 Street & Alley- Burrtec	\$ 208,400	\$ 211,710	\$ 216,330	\$ 216,330	\$ 220,680
4801 Interest Income	15,350	16,190	-	-	-
4872 Unrealized Gain/Loss	1,730	6,840	-	-	-
Total Street & Alley Repairs Fund	\$ 225,480	\$ 234,740	\$ 216,330	\$ 216,330	\$ 220,680
Energy Efficiency Capital Improvement Project					
4801 Interest Income	\$ 4,740	\$ 1,260	\$ -	\$ -	\$ -
Total Energy Efficiency Capital Improvement Project	\$ 4,740	\$ 1,260	\$ -	\$ -	\$ -
Water Utility Fund					
4214 Water Construction Permits	\$ 422,170	\$ 611,690	\$ 900,000	\$ 900,000	\$ 400,000
4603 Damage to City Property	29,640	5,030	-	-	-
4681 Water Sales- Metered	23,713,210	25,716,830	28,000,000	28,000,000	27,800,000
4682 Water Sales- Flat Rate	358,740	59,720	200,000	200,000	55,000
4688 Water Sales- Recycled	460,890	444,030	679,930	679,930	540,000
4690 Water Connection Fee	40,640	-	-	-	-
4691 Water Meter Installation	194,730	133,090	110,000	110,000	105,000
4692 Lease of Stored Water	169,910	125,280	-	-	-
4697 Hydrant Flow Test	6,210	6,210	5,500	5,500	5,000
4699 Joint Venture Net Income	375,650	1,919,880	-	-	-
4710 Municipal Code- Late Charges	237,500	150,040	-	-	-
4801 Interest Income	334,360	416,040	65,000	65,000	55,000
4802 Lease of City Property	-	15,900	-	-	-
4872 Unrealized Gain/Loss	38,550	181,860	-	-	-
4901 Sale of Capital Assets	23,800	-	-	-	-
4904 General Donations/Owner Contributions	1,112,230	5,455,130	-	-	-
4908 Miscellaneous Reimbursements	265,580	262,590	264,000	264,000	280,000
4909 Other Revenue	284,300	172,010	155,000	155,000	150,000
Total Water Utility Fund	\$ 28,088,170	\$ 35,692,760	\$ 30,392,430	\$ 30,392,430	\$ 29,390,000
Solid Waste Utility Fund					
4351 Beverage Recycling Grant	\$ 57,710	\$ -	\$ -	\$ 19,480	\$ 19,480
4352 Used Oil Block Grant	-	-	-	-	21,160
4685 Solid Waste- Residential	4,684,700	5,026,500	5,513,340	5,513,340	5,701,370
4686 Solid Waste- Non-Residential	7,836,800	8,586,900	10,398,460	10,398,460	10,398,460
4689 HHW Transfer In	156,300	158,790	162,230	162,230	165,510
4801 Interest Income	40,060	40,070	15,000	15,000	15,000
4872 Unrealized Gain/Loss	4,700	16,570	-	-	-
4908 Miscellaneous Reimbursement	-	200	-	-	-
Total Solid Waste Utility Fund	\$ 12,780,270	\$ 13,829,030	\$ 16,089,030	\$ 16,108,510	\$ 16,320,980
Sewer Utility Fund					
4210 Sanitary Sewer Permits- City	\$ 310,060	\$ 301,760	\$ 250,700	\$ 250,700	\$ 150,000
4213 Wastewater Permits	60,860	45,330	60,000	60,000	60,000
4683 Sewer Collection Charges	3,473,810	3,398,320	2,975,200	2,975,200	3,212,200
4684 Sewer Treatment- IEUA	6,582,940	6,801,500	6,742,500	6,742,500	7,034,430
4687 Sewer Connection Fees	84,440	690	15,000	15,000	16,600
4694 Sewer- Pass-Thru- Montclair	460	280	500	500	500
4695 Sewer- Pass-Thru- Ontario	42,420	42,600	45,000	45,000	48,000
4696 Sewer- Pass-Thru- LA County	17,020	15,380	18,000	18,000	18,000
4801 Interest Income	308,480	399,600	91,600	91,600	-

2021-2022 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
<i>Sewer Utility Fund (continued)</i>					
4901 Sales of Capital Assets	-	16,000	-	-	-
4904 General Donations/Owner Contributions	432,300	4,427,850	-	-	-
4909 Other Revenue	1,570	950	-	-	-
Total Sewer Utility Fund	\$ 11,350,170	\$ 15,567,250	\$ 10,198,500	\$ 10,198,500	\$ 10,539,730
Fire Annexation Worker's Compensation					
4801 Interest Income	\$ 8,910	\$ 8,760	\$ -	\$ -	\$ -
Total Fire Annexation Worker's Compensation	\$ 9,930	\$ 7,740	\$ -	\$ -	\$ -
Self-Funded Insurance Fund					
4671 User Departments- Workers Compensation	\$ 1,456,020	\$ 1,529,550	\$ 1,924,880	\$ 1,924,880	\$ 1,997,290
4672 User Departments- Unemployment	121,360	123,430	64,870	64,870	64,970
4673 User Departments- Long-Term Disability	121,390	123,210	125,140	125,140	125,000
4674 User Departments- Liability	2,260,500	2,275,280	2,443,260	2,443,260	2,503,830
4675 User Departments- Loss Prevention	137,650	126,060	124,980	124,980	127,260
4801 Interest Income	1,740	1,890	-	-	-
4908 Miscellaneous Reimbursements	21,840	3,390	-	-	-
4909 Other Revenue	28,700	-	-	-	-
Total Self-Funded Insurance Fund	\$ 4,149,200	\$ 4,182,810	\$ 4,683,130	\$ 4,683,130	\$ 4,818,350
Fleet Management Fund					
4676 User Departments- Vehicle Replacement	\$ 1,314,100	\$ 1,169,290	\$ 655,990	\$ 655,990	\$ 1,376,390
4801 Interest Income	14,770	13,030	-	-	-
4872 Unrealized Gain/Loss	1,730	(1,730)	-	-	-
4901 Sale of Assets	42,000	32,250	53,500	53,500	59,000
4909 Other Revenue	(110)	120	-	-	-
Total Fleet Management Fund	\$ 1,372,490	\$ 1,212,960	\$ 709,490	\$ 709,490	\$ 1,435,390
Information Systems Fund					
4125 PEG Fees	\$ 198,430	\$ 144,780	\$ 130,000	\$ 130,000	\$ 132,820
4669 User Departments- Information Systems	1,435,140	1,594,560	1,835,380	1,835,380	2,372,860
4801 Interest Income	25,210	27,180	-	-	-
4872 Unrealized Gain/Loss	2,890	(2,890)	-	-	-
4908 Miscellaneous Reimbursements	180	-	-	-	-
4909 Other Revenue	3,570	-	-	-	-
Total Information Systems Fund	\$ 1,665,420	\$ 1,763,630	\$ 1,965,380	\$ 1,965,380	\$ 2,505,680
Building Maintenance & Operations Fund					
4670 User Departments- Building Maint & Operations	\$ 1,098,840	\$ 1,078,670	\$ 929,710	\$ 929,710	\$ 1,127,220
4801 Interest Income	20,950	27,030	-	-	-
Total Building Maintenance & Operations Fund	\$ 1,122,290	\$ 1,103,200	\$ 929,710	\$ 929,710	\$ 1,127,220
UAL & Employee Benefits					
4680 User Departments-UAL & Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ 10,168,860
Total UAL and Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ 10,168,860
Successor Agency Fund					
4430 SA Administrative Allowance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
4431 SA RPTTF	2,629,670	3,181,460	3,134,580	3,134,580	3,141,660
4801 Interest Income	21,170	32,550	5,200	5,200	17,300
4892 SA Loan Repay	-	49,920	-	-	-
4901 Sale of Capital Assets	1,284,070	-	-	-	-
Total Successor Agency Fund	\$ 4,184,910	\$ 3,513,930	\$ 3,389,780	\$ 3,389,780	\$ 3,408,960
Grand Total	\$ 126,221,090	\$ 135,027,430	\$ 126,024,350	\$ 132,231,000	\$ 148,024,860

2021-2022 SCHEDULE OF EXPENDITURES BY FUND

Fund No.		2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Amended	2021-22 Adopted
101	General Fund	\$ 38,037,710	\$ 40,900,700	\$ 43,600,910	\$ 42,158,430	\$ 45,763,110
	Total General Fund	\$ 38,037,710	\$ 40,900,700	\$ 43,600,910	\$ 42,158,430	\$ 45,763,110
201	Housing	\$ 2,471,200	\$ 2,459,340	\$ 4,194,290	\$ 4,155,520	\$ 3,941,910
203	Public Safety Augmentation	1,007,510	990,550	900,000	900,000	1,339,880
204	Gas Tax	2,912,630	1,908,330	8,671,570	8,858,250	9,135,880
205	Measure I	299,070	546,840	6,323,790	6,367,610	6,631,740
206	Road Maintenance Rehabilitation Account	-	-	1,330,000	1,368,050	1,420,510
208	HOME Investment Partnership Program	-	305,870	420,000	420,000	760,000
209	Community Development Block Grant	709,620	367,690	821,950	2,178,450	1,426,860
210	Parking Business Improvement Area	6,880	91,390	188,720	312,720	191,810
211	Air Quality Management District	14,990	309,540	201,030	201,030	177,410
214	Homeland Security Grants - PD	1,300	22,940	-	51,140	-
215	Prop 30	-	-	140,000	140,000	150,000
216	COPS	20,860	47,900	933,130	933,130	985,150
217	Other Grants	57,620	54,450	92,400	402,400	266,980
218	Office of Traffic Safety	156,530	130,100	74,400	293,400	49,730
219	Other Public Safety Grants	3,590	11,660	-	402,030	11,320
222	CalHOME	-	70,750	210,000	210,000	295,000
224	Asset Forfeiture State	-	1,000	-	-	-
226	Federal Grant - CARES Act	-	571,080	-	2,525,610	-
227	Office Of Justice Programs	-	-	-	53,360	-
	Total Special Revenue Funds	\$ 7,661,800	\$ 7,889,430	\$ 24,501,280	\$ 29,772,700	\$ 26,784,180
420	General Capital Improvements	\$ 16,990	\$ -	\$ 546,050	\$ 546,050	\$ 555,000
421	Park Acquisition & Development	7,390	26,570	145,090	504,430	664,500
422	Storm Drain Development	241,100	20,490	1,232,120	1,217,650	3,692,200
423	Street & Traffic Facility Development	50	-	3,034,800	3,034,800	1,914,060
425	General Capital Projects	217,300	411,030	1,870,600	1,842,760	1,334,330
426	Street & Alley Repairs	250,150	10,250	945,970	940,120	584,100
427	Energy Efficiency Capital Imp Project	2,495,980	78,920	-	22,940	-
	Total Capital Project Funds	\$ 3,228,960	\$ 547,260	\$ 7,774,630	\$ 8,108,750	\$ 8,744,190
640	Water Utility	\$ 22,594,900	\$ 22,094,390	\$ 40,954,080	\$ 41,348,500	\$ 45,162,860
641	Solid Waste Utility	12,235,590	13,329,270	15,242,410	15,231,450	15,113,800
645	Sewer Utility	8,879,490	9,849,710	13,100,840	13,368,520	13,353,490
	Total Enterprise Funds	\$ 43,709,980	\$ 45,273,370	\$ 69,297,330	\$ 69,948,470	\$ 73,630,150
751	Self-Funded Insurance	\$ 6,320,180	\$ 5,693,510	\$ 4,683,130	\$ 5,383,130	\$ 4,818,350
752	Fleet Management	1,387,200	1,366,390	800,990	1,616,180	1,376,390
753	Information Systems	1,506,360	1,564,430	1,963,550	2,460,410	2,506,440
754	Building Maintenance & Operations	877,410	980,650	1,244,540	1,244,540	1,428,970
755	UAL & Employee Benefits	-	-	-	-	10,168,860
	Total Internal Service Funds	\$ 10,091,150	\$ 9,604,980	\$ 8,692,210	\$ 10,704,260	\$ 20,299,010
805	Successor Agency	\$ 2,752,200	\$ 945,020	\$ 3,389,780	\$ 3,391,080	\$ 3,374,630
	Total Private Purpose Trust Fund	\$ 2,752,200	\$ 945,020	\$ 3,389,780	\$ 3,391,080	\$ 3,374,630
Grand Total		\$ 105,481,800	\$ 105,160,760	\$ 157,256,140	\$ 164,083,690	\$ 178,595,270

Transfers not included in the Schedule of Expenditures by Fund.

2021-2022 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

Fund No.		Salaries & Benefits	Maintenance & Operations	Capital Projects & Equipment	Total
101	General Fund	\$ 19,239,530	\$ 26,498,580	\$ 25,000	\$ 45,763,110
	Total General Fund	\$ 19,239,530	\$ 26,498,580	\$ 25,000	\$ 45,763,110
201	Housing	\$ 624,310	\$ 3,317,600	\$ -	\$ 3,941,910
203	Public Safety Augmentation	1,339,880	-	-	1,339,880
204	Gas Tax	181,930	609,010	8,344,940	9,135,880
205	Measure I	142,010	223,520	6,266,210	6,631,740
206	Road Maintenance Rehabilitation Account	43,150	49,040	1,328,320	1,420,510
208	HOME Investment Partnership Program	-	760,000	-	760,000
209	Community Development Block Grant	99,900	1,169,170	157,790	1,426,860
210	Parking Business Improvement Area	-	52,980	138,830	191,810
211	Air Quality Management District	4,410	14,000	159,000	177,410
215	Prop 30	-	-	150,000	150,000
216	COPS	-	-	985,150	985,150
217	Other Grants	41,910	-	225,070	266,980
218	Office of Traffic Safety	46,250	3,480	-	49,730
219	Local Law Enforcement Block Grants	10,320	1,000	-	11,320
222	CalHOME	-	295,000	-	295,000
	Total Special Revenue Funds	\$ 2,534,070	\$ 6,494,800	\$ 17,755,310	\$ 26,784,180
420	General Capital Improvements	\$ -	\$ -	\$ 555,000	\$ 555,000
421	Park Acquisition & Development	-	-	664,500	664,500
422	Storm Drain Development	-	-	3,692,200	3,692,200
423	Street & Traffic Facility Development	9,400	2,010	1,902,650	1,914,060
425	General Capital Projects	-	-	1,334,330	1,334,330
426	Street & Alley Repairs	46,990	10,380	526,730	584,100
	Total Capital Project Funds	\$ 56,390	\$ 12,390	\$ 8,675,410	\$ 8,744,190
640	Water Utility	\$ 3,754,290	\$ 24,186,000	\$ 17,222,570	\$ 45,162,860
641	Solid Waste Utility	611,320	14,357,640	144,840	15,113,800
645	Sewer Utility	1,586,490	9,653,800	2,113,200	13,353,490
	Total Enterprise Funds	\$ 5,952,100	\$ 48,197,440	\$ 19,480,610	\$ 73,630,150
751	Self-Funded Insurance	\$ 268,300	\$ 4,550,050	\$ -	\$ 4,818,350
752	Fleet Maintenance & Replacement	319,700	380,790	675,900	1,376,390
753	Information Systems	382,380	1,677,690	446,370	2,506,440
754	Building Maintenance & Operations	523,820	735,430	169,720	1,428,970
755	UAL & Employee Benefits	-	10,168,860	-	10,168,860
	Total Internal Service Funds	\$ 1,494,200	\$ 17,512,820	\$ 1,291,990	\$ 20,299,010
805	Successor Agency	\$ 185,480	\$ 3,189,150	\$ -	\$ 3,374,630
	Total Private Purpose Trust Fund	\$ 185,480	\$ 3,189,150	\$ -	\$ 3,374,630
Grand Total		\$ 29,461,770	\$ 101,905,180	\$ 47,228,320	\$ 178,595,270

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

2021-2022 EXPENDITURES BY DEPARTMENT PROGRAM

		2018-19 Actual		2019-20 Actual		2020-21 Adopted		2020-21 Revised		2021-22 Adopted
General Government										
City Council	\$	105,930	\$	105,410	\$	109,540	\$	109,540	\$	118,200
City Treasurer		1,700		1,690		1,790		1,790		2,090
Administration		526,940		294,450		486,290		511,920		796,150
Total General Government	\$	634,570	\$	401,550	\$	597,620	\$	623,250	\$	916,440
Administrative Services										
Finance	\$	1,863,010	\$	2,277,580	\$	1,470,500	\$	1,540,430	\$	1,545,730
Non-Departmental		2,130,360		3,242,020		3,394,910		4,128,310		2,160,470
Library		1,570,350		1,483,100		1,354,870		1,618,160		1,368,040
Human Resources		558,200		767,770		681,790		700,710		616,470
City Attorney		374,700		411,670		430,000		580,000		500,000
City Clerk		262,480		231,430		489,130		582,430		416,250
Recreation Administration		618,330		726,660		816,170		786,550		850,820
Recreation Classes		202,650		164,790		211,850		23,850		159,350
Recreation Facilities		96,160		125,290		32,420		312,920		254,250
Youth Programs/Sports		100,590		65,510		85,780		65,780		66,940
Senior Center		362,380		285,650		356,460		378,360		354,370
Special Events		67,230		120,540		53,690		29,690		99,940
Community Outreach Services		60,770		63,370		-		-		-
Landecena Center		60,170		29,070		39,590		39,590		-
Carnegie Library Operation		70,090		92,150		97,350		97,350		-
Library Literacy Program		-		190		-		-		-
Passports		13,150		15,590		19,590		19,590		-
Recreation Grants		57,620		740		-		-		-
Risk Management		6,320,180		5,705,030		4,683,130		5,383,130		4,818,350
Information Technology		1,506,360		1,572,980		1,963,550		2,885,470		2,506,440
UAL & Employee Benefits		-		-		-		-		10,168,860
Total Administrative Services	\$	16,294,780	\$	17,381,130	\$	16,180,780	\$	19,172,320	\$	25,886,280
Development Services										
Building & Safety	\$	737,510	\$	859,990	\$	975,380	\$	982,520	\$	1,197,600
Weed Abatement		66,330		31,110		74,110		34,110		77,330
Economic Development		237,760		300,760		267,460		268,490		293,710
Planning Commission		9,680		12,200		18,200		18,200		19,150
Planning		531,780		611,690		620,180		620,180		691,960
Santa Fe Depot		-		27,700		12,000		12,000		8,000
Housing		2,471,200		2,459,810		4,194,290		4,155,520		3,941,910
HOME Program		-		305,870		420,000		420,000		760,000
CBDG		709,620		367,690		821,950		2,178,450		1,426,860
PBIA		6,880		91,390		188,720		312,720		191,810
Development Grants		-		1,870		-		310,000		-
CalHOME Program		-		70,750		210,000		210,000		295,000
Energy Efficiency Capital Imp Project		2,495,980		78,920		-		22,940		-
Successor Agency		2,752,200		945,020		3,389,780		3,391,080		3,374,630
Total Development Services	\$	10,018,940	\$	6,164,770	\$	11,192,070	\$	12,936,210	\$	12,277,960
Fire										
Fire Administration	\$	45,400	\$	-	\$	-	\$	-	\$	-
Fire Station I		-		13,850		-		-		-
Fire Station II		-		21,690		-		-		-
Fire Station III		-		20,220		-		-		-
Fire Station IV		8,430		20,410		-		-		-
Air Ambulance		-		4,930		-		-		-
Total Fire	\$	53,830	\$	81,100	\$	-	\$	-	\$	-

2021-2022 EXPENDITURES BY DEPARTMENT PROGRAM

	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2020-21 Revised	2021-22 Adopted
Police					
Police Administration	\$ 5,629,480	\$ 5,248,240	\$ 5,732,370	\$ 5,748,720	\$ 10,861,660
Investigations	2,480,950	2,778,670	3,306,840	3,320,840	2,893,120
Animal Services	559,760	606,340	665,190	665,190	692,210
Patrol	12,745,410	14,375,200	15,980,260	15,284,650	13,335,990
Police Special Events & Community Outreach	17,950	10,000	22,750	22,750	17,660
Police Reserves	1,660	670	6,300	6,300	6,300
Code Enforcement	582,380	739,690	667,890	636,890	671,350
Police Grants	182,280	265,440	1,239,930	1,965,460	1,238,110
Total Police	\$ 22,199,870	\$ 24,024,250	\$ 27,621,530	\$ 27,650,800	\$ 29,716,400
Public Works					
Public Works Administration	\$ 626,000	\$ 692,960	\$ 804,460	\$ 804,460	\$ 1,413,370
Engineering Administration	367,260	458,200	292,550	277,550	203,480
Development/Traffic Engineering	504,730	487,410	590,400	481,400	629,870
Street Maintenance	682,620	533,600	663,140	693,140	940,720
Street Sweeping	18,220	18,200	18,870	18,870	15,800
Sidewalk Maintenance	161,450	184,260	194,730	194,730	177,080
Street Lighting	882,030	919,510	777,380	777,380	776,860
Traffic Control	211,070	150,690	169,490	169,490	144,010
Traffic Facility Maintenance	213,920	281,230	235,000	320,000	257,300
Weed Abatement	48,000	47,370	31,690	31,690	21,940
Flood Control	19,080	7,000	6,000	6,000	2,000
Street Tree Maintenance	766,710	826,220	732,940	732,940	713,510
Public ROW Maintenance	465,490	460,890	404,180	506,790	440,190
Maintenance - Main Street	47,520	55,790	58,510	58,510	47,910
Maintenance - Metrolink	24,830	47,180	195,020	65,020	204,640
Graffiti Abatement	-	54,030	80,000	80,000	80,000
Damage to City Property	55,190	47,770	56,000	56,000	55,000
Park Maintenance	644,900	638,010	601,450	604,570	794,240
Sports Field Maintenance	257,100	229,990	246,840	234,840	221,370
Civic Center	331,560	307,740	298,660	346,580	192,560
Fire Fuel	-	19,730	-	-	14,000
Fire Station II Building	17,280	85,320	17,700	17,700	48,070
Fire Station III - Electric Meter	5,910	-	-	-	-
Historic Fire Station Building	23,950	15,750	12,480	12,480	36,440
Street Projects	3,211,700	2,455,170	16,325,360	16,593,910	17,188,130
General Capital Improvement	16,990	-	279,850	279,850	555,000
Park Acquisition & Development	7,390	26,570	145,090	504,430	664,500
Storm Drain Development	241,100	20,490	1,232,120	1,217,650	3,692,200
Street & Traffic Facility Development	50	-	3,034,800	3,034,800	1,914,060
General Capital Projects	203,020	400,610	1,870,600	1,831,020	1,334,330
Street & Alley Repairs	250,150	10,250	945,970	940,120	584,100
Water Utility	22,594,900	22,094,390	40,954,080	41,348,500	45,162,860
Solid Waste Utility	12,235,590	13,329,270	15,242,410	15,231,450	15,113,800
Sewer Utility	8,879,490	9,849,710	13,100,840	13,368,520	13,353,490
Fleet Maintenance & Replacement	1,387,200	1,366,390	800,990	1,616,180	1,376,390
Building Maintenance & Operations	877,410	986,260	1,244,540	1,244,540	1,428,970
Total Public Works	\$ 56,279,810	\$ 57,107,960	\$ 101,664,140	\$ 103,701,110	\$ 109,798,190
Grand Total	\$ 105,481,800	\$ 105,160,760	\$ 157,256,140	\$ 164,083,690	\$ 178,595,270

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

FISCAL YEAR 2021-22
SUMMARY OF TRANSFERS

Fund No.	Fund Name	Transfers In	Transfers Out
101	General Fund	\$ 1,077,340	
229	ARPA To Fund Revenue Losses Due to COVID19 Pandemic.		\$ 1,077,340
425	General Capital Projects	200,000	
101	General Fund To Fund Animal Shelter Building Generator Replacement Project.		200,000
645	Sewer Utility	265,000	
641	Solid Waste Utility To Transfer for Landfill Costs.		265,000
Total		\$ 1,542,340	\$ 1,542,340

PROPOSED BUDGET
FY 2021-22
GENERAL GOVERNMENT



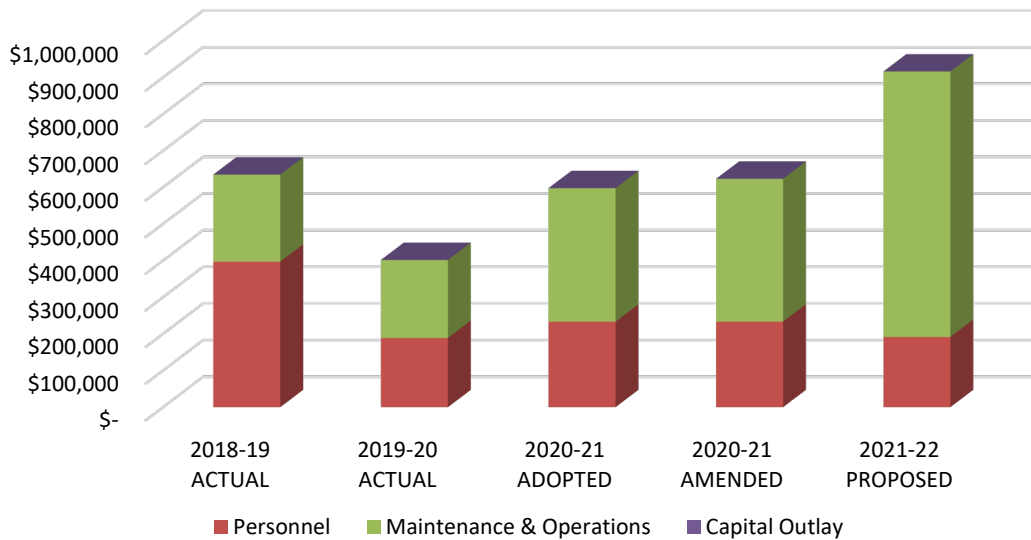
GENERAL GOVERNMENT

MISSION STATEMENT

The mission of the general government of the City of Upland is to provide accessible, transparent, proactive leadership and governance for the community through the establishment of policies that pursue City Council goals and objectives. General government also seeks to provide quality, customer focused municipal services in a timely and competent manner. Additionally, the local government promotes the best interests of city residents and collaborates with other governmental agencies to create a vibrant and healthy economic, physical, and social environment.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 396,860	\$ 188,810	\$ 233,260	\$ 233,260	\$ 191,640
Maintenance & Operations	237,710	212,740	364,360	389,990	724,800
TOTAL BUDGET	\$ 634,570	\$ 401,550	\$ 597,620	\$ 623,250	\$ 916,440

General Government Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES*					
GENERAL FUND	\$ 634,570	\$ 378,380	\$ 597,620	\$ 623,250	\$ 916,440
FEDERAL GRANT-CARES ACT	-	23,170	-	-	-
TOTAL BUDGET	\$ 634,570	\$ 401,550	\$ 597,620	\$ 623,250	\$ 916,440

CITY COUNCIL

The City Council is the governing body of the City of Upland. It 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 by the entire city (commonly referred to as an at-large representative). The Mayor has additional duties but carries the same voting power as other members of the Council. Each of the four city districts is represented by a councilmember. Councilmembers serve four-year terms with elections every two years; therefore, three councilmembers are elected at one election and the Mayor and one councilmember at the other.

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

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To continue to expand citizen participation in local government through advisory commissions, boards, committees, semi-monthly council meetings, and educational workshops.
- ◆ To enhance the quality of life for Upland residents by developing long and short-term fiscal and operational plans and policies.
- ◆ To initiate and participate in programs of regional and local importance including the improvement of air quality and reduction of traffic congestion.
- ◆ To revitalize commercial activity and expand economic development opportunities to promote a healthy, local government economy.
- ◆ To pursue additional revenue sources to support the services and resources provided to the community.
- ◆ To pursue the enhancement of public engagement.
- ◆ To provide transparency through technology and open government platforms and improve the public trust.

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 and Sections 41001- 41007 of the Government Code of the State of California and Resolution 6546 of the Upland City Council – a resolution that affirms the Investment Policy for Public Funds.

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

FY 2021-22 GOALS AND OBJECTIVES

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

CITY MANAGER

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

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

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
ADMINISTRATION					
CITY MANAGER	1.00	1.00	1.00	1.00	0.30
ASSISTANT CITY MANAGER	1.00	1.00	1.00	1.00	0.30
EXECUTIVE ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	1.00	0.50
TOTAL DEPARTMENT	3.00	3.00	3.00	3.00	1.10

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To be responsive to Upland's citizens, organizations, City Council, and staff in a timely manner.
- ◆ To be accessible to citizens, the City Council, business owners, and employees.
- ◆ To implement the goals set forth by the City Council, which include fiscal stabilization, economic development, infrastructure repair and replacement, and outstanding customer service.
- ◆ To provide outstanding Council relations by informing Councilmembers of relevant City affairs/business such that staff trust and integrity is maintained and promoted.
- ◆ To provide funding for various City projects by pursuing State and Federal grants.
- ◆ To provide outstanding City services by meeting regularly with the development community such that quality, financially viable projects are developed within the City.
- ◆ To promote effective and efficient service delivery by analyzing City operations on a continual basis and making adjustments as needed.
- ◆ To continue to pursue measures to reduce operating costs and increase revenue opportunities.
- ◆ To continue to pursue strategies to address the future pension obligations.
- ◆ To continue to nurture and promote public communication 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.
- ◆ Continue to address Police Department staffing challenges.
- ◆ Continue to implement Succession Planning strategies for Executive and Mid-Management retirements and transitions.
- ◆ To hire & retain key personnel.
- ◆ To continue to seek reimbursement and grant opportunities from County, State, and Federal Government agencies in response to the COVID-19 Pandemic.
- ◆ To continue to seek resources and disseminate information to assist residents and businesses recover economically and socially from the COVID-19 Pandemic.
- ◆ Continue to increase transparency and promote the City in a positive manner.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Percentage of Agenda items reviewed and approved within two days	99%	99%	99%	99%
Percentage of calls referred to responsible employees and/or departments within the organization within 24 hours, and bring closure to citizens' concerns in a timely manner	95%	95%	98%	99%
Percentage of inquiries from various Department personnel responded within two days or when scheduled	95%	95%	96%	98%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	99%	100%
Percentage of Electronic Message Board Requests posted prior to requested posting date	100%	100%	100%	100%

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Approved several new food businesses to the Downtown area.
- ◆ Completed a five-year strategic plan to assist with economic development activity.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers.
- ◆ Negotiated a financial settlement to provide for the construction of GAC water treatment facilities and appurtenant improvements.
- ◆ Implemented strategic reductions to services in response to anticipated revenue reductions and reduced ability to serve because of the COVID pandemic.
- ◆ Continued to provide effective services to the community and services for seniors during the pandemic.
- ◆ Implemented Citywide temporary outdoor dining and outdoor retail display areas in the Downtown area.
- ◆ Implemented PPE local business grants to provide assistance with in dealing with the impact of COVID.
- ◆ Implemented business rental grants to aid businesses impacted by COVID.
- ◆ Secured special grant funding for COVID projects such as implementation of a downtown public restroom, information technology and software upgrades, Library, City Hall, and Senior Center facility upgrades, and Police Department computer system enhancements.

- ◆ Secured additional grant funding to assist with temporary housing and homeless services.
- ◆ Partnered with San Bernardino County, municipal agencies, and the Upland Chamber of Commerce to share and inform businesses about available COVID assistance programs.
- ◆ Implemented improvements to the City's website to include a language translation feature, additional historical data, transparency research tool, executed contracts section, mobile application platform, etc.
- ◆ Increased activity on social media to expand resident access to City activities.
- ◆ Restored two frozen Police Officer positions.
- ◆ Hired a new Public Works Director/City Engineer.
- ◆ Completed the selection process for City Attorney Services.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET**

GENERAL GOVERNMENT		2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
1101	CITY COUNCIL					
	Personnel	\$ 41,000	\$ 46,770	\$ 35,460	\$ 35,460	\$ 34,260
	Maintenance & Operations	64,930	57,680	74,080	74,080	83,940
	Capital Outlay	-	-	-	-	-
	TOTAL CITY COUNCIL	\$ 105,930	\$ 104,450	\$ 109,540	\$ 109,540	\$ 118,200
1104	CITY TREASURER					
	Personnel	\$ 1,370	\$ 1,370	\$ 1,410	\$ 1,410	\$ 1,470
	Maintenance & Operations	330	320	380	380	620
	Capital Outlay	-	-	-	-	-
	TOTAL CITY TREASURER	\$ 1,700	\$ 1,690	\$ 1,790	\$ 1,790	\$ 2,090
1201	ADMINISTRATION					
	Personnel	\$ 354,490	\$ 137,690	\$ 196,390	\$ 196,390	\$ 155,910
	Maintenance & Operations	172,450	134,550	289,900	315,530	640,240
	Capital Outlay	-	-	-	-	-
	TOTAL ADMINISTRATION	\$ 526,940	\$ 272,240	\$ 486,290	\$ 511,920	\$ 796,150
101	TOTAL GENERAL FUND					
	Personnel	\$ 396,860	\$ 185,830	\$ 233,260	\$ 233,260	\$ 191,640
	Maintenance & Operations	237,710	192,550	364,360	389,990	724,800
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL FUND	\$ 634,570	\$ 378,380	\$ 597,620	\$ 623,250	\$ 916,440
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ 2,980	\$ -	\$ -	\$ -
	Maintenance & Operations	-	20,190	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT	\$ -	\$ 23,170	\$ -	\$ -	\$ -
	TOTAL GENERAL GOVERNMENT					
	Personnel	\$ 396,860	\$ 188,810	\$ 233,260	\$ 233,260	\$ 191,640
	Maintenance & Operations	237,710	212,740	364,360	389,990	724,800
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL GOVERNMENT	\$ 634,570	\$ 401,550	\$ 597,620	\$ 623,250	\$ 916,440

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 6,810	\$ 9,760	\$ 10,000	\$ 10,000	\$ 18,200
5111	Salaries - Full Time	297,280	107,500	140,040	140,040	138,940
5113	Overtime	-	130	-	-	-
5116	Fringe Benefits	22,100	19,970	28,080	28,080	22,290
5117	Retirement Contributions	10,610	8,990	13,820	13,820	12,210
5119	Unfunded Annual PERS Liability	60,060	42,460	41,320	41,320	-
	TOTAL PERSONNEL EXPENSES	\$ 396,860	\$ 188,810	\$ 233,260	\$ 233,260	\$ 191,640
	MAINTENANCE & OPERATIONS					
5210	City Manager Contingency	\$ -	-	\$ 50,000	\$ 30,000	\$ 87,000
5211	Postage	4,670	4,890	6,020	6,020	6,530
5212	Advertising	15,200	770	8,700	8,700	9,250
5213	Dues & Subscriptions	59,280	55,460	60,960	60,960	62,120
5215	Training/Conferences/Meetings	9,350	3,610	25,520	25,520	29,850
5216	Office Supplies	200	600	1,500	1,500	1,500
5217	Other Supplies/Materials	1,070	21,480	22,770	22,770	25,700
5220	Fuel Usage	810	-	-	-	-
5221	Mileage Reimbursement	-	40	-	-	-
5222	Central Duplicating Charges	220	110	170	170	670
5223	Information Systems Charges	9,850	13,930	13,470	13,470	-
5224	Vehicle Charges	2,210	-	-	-	-
5231	Office Equipment (Under 5,000)	-	720	-	-	-
5233	Other Equipment	4,650	-	-	-	-
5248	Maintenance - Other	1,500	-	-	-	-
5252	Professional Services	29,750	18,380	62,000	107,630	135,000
5253	Contract Services	49,220	44,280	54,000	54,000	241,000
5255	Banking Services	-	60	-	-	-
5258	Other Services	14,810	13,410	18,000	18,000	22,200
5271	Insurance Premium	330	330	450	450	420
5273	Workers Compensation Charges	12,140	12,030	14,920	14,920	-
5274	Unemployment Charges	1,010	970	500	500	-
5275	Long-term Disability Charges	1,010	970	970	970	-
5276	Liability Charges	18,840	17,910	18,940	18,940	-
5277	Loss Prevention	1,140	990	970	970	-
5294	Sponsor/Contribution/Donation	450	1,010	4,500	4,500	4,500
5297	Other Expenses	-	790	-	-	-
5701	Information Systems Allocation Charges	-	-	-	-	17,620
5705	Building Maintenance & Operation Allocation	-	-	-	-	32,460
5706	OPEB & Employee Benefits Allocations	-	-	-	-	8,800
5707	PERS-UAL Allocation	-	-	-	-	40,180
	TOTAL MAINTENANCE & OPERATIONS	\$ 237,710	\$ 212,740	\$ 364,360	\$ 389,990	\$ 724,800
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5531	Vehicles	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT*	\$ 634,570	\$ 401,550	\$ 597,620	\$ 623,250	\$ 916,440

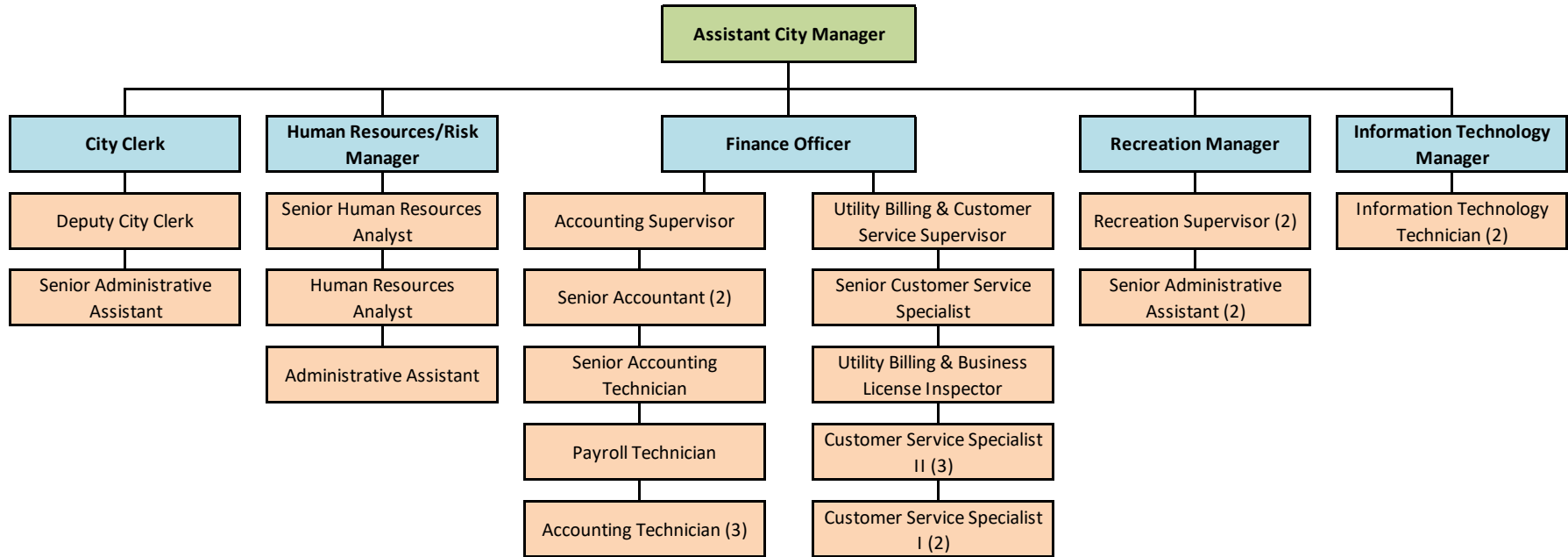
*All Expenditures in the General Fund.

ADOPTED BUDGET
FY 2021-22
ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

City of Upland
Organizational Chart
Fiscal Year 2021-22

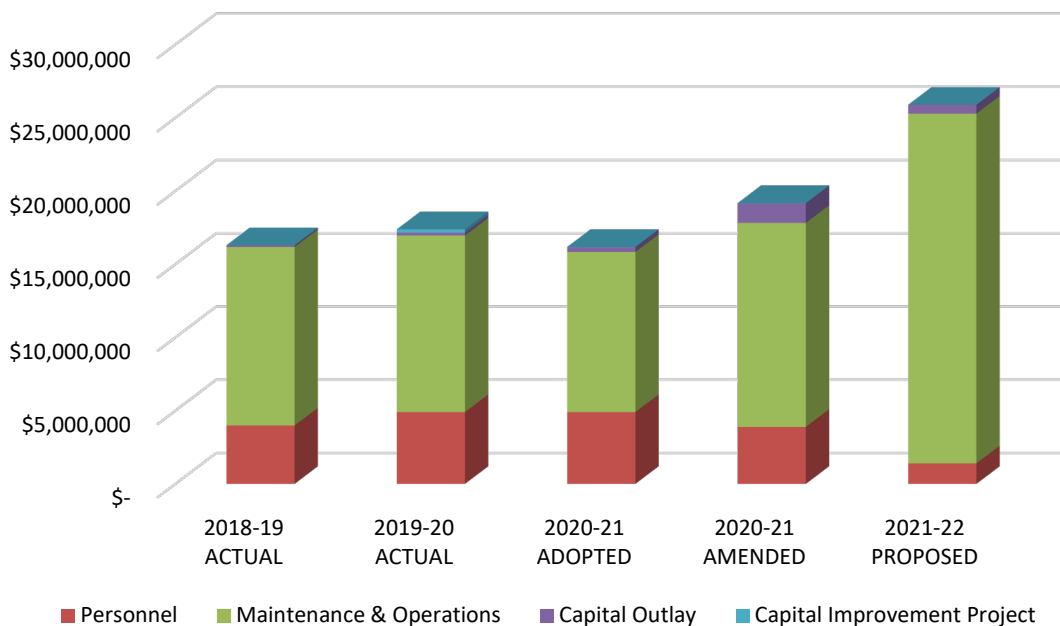


MISSION STATEMENT

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; to provide recreational programs, services, and special events; and to develop opportunities for the use of technology to improve and enhance services to the community.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 3,990,310	\$ 4,903,940	\$ 4,903,430	\$ 3,888,430	\$ 1,400,170
Maintenance & Operations	12,183,780	12,056,110	10,932,780	13,932,310	23,880,740
Capital Outlay	120,690	196,660	334,000	1,341,010	605,370
Capital Improvement Project	-	224,420.00	10,570	10,570	-
TOTAL BUDGET	\$ 16,294,780	\$ 17,381,130	\$ 16,180,780	\$ 19,172,320	\$ 25,886,280

Administrative Services Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 8,395,630	\$ 9,623,440	\$ 9,333,070	\$ 8,679,790	\$ 8,215,220
AIR QUALITY MANAGEMENT FUND	14,990	309,540	201,030	201,030	177,410
OTHER GRANTS	57,620	740	-	-	-
FEDERAL GRANT-CARES ACT	-	189,470	-	2,447,960	-
SELF-FUNDED INSURANCE	6,320,180	5,693,510	4,683,130	5,383,130	4,818,350
INFORMATION SYSTEMS	1,506,360	1,564,430	1,963,550	2,460,410	2,506,440
UAL & EMPLOYEE BENEFITS	-	-	-	-	10,168,860
TOTAL BUDGET	\$16,294,780	\$17,381,130	\$16,180,780	\$19,172,320	\$25,886,280

CITY CLERK

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

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
CITY CLERK					
CITY CLERK	0.50	1.00	1.00	1.00	0.75
DEPUTY CITY CLERK	0.50	0.00	1.00	1.00	0.90
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	1.00	0.50
TOTAL DIVISION	2.00	2.00	2.00	3.00	2.15

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Complete the redistricting process based on the 2020 Census results.
- ◆ Complete the transition to electronic filing of campaign committee filings.
- ◆ Coordinate the destruction of obsolete records with all City departments in compliance with the City's Records Retention Schedule.

- ◆ Continue to foster transparency by providing additional access to public records via the City website.
- ◆ Review and update the City’s Records Retention Schedule.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
City Council and Council Committee agendas/packets prepared and posted	63	59	62	44
Campaign disclosure filings and Statements of Economic Interest filings processed	159	131	193	120
Agreements, resolutions and ordinances processed	120	94	116	125
Records requests handled by staff	376	376	396	400
Subpoenas processed	21	21	8	15

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Conducted the November 2020 General Election in consolidation with the County for Mayor, City Treasurer, and Districts 1 and 3 City Council seats.
- ◆ Implemented electronic Form 700 filing and prepared an Ordinance to implement electronic committee campaign filings.
- ◆ Completed the RFP process and hired a demographer to assist with the redistricting process based on the 2020 Census results.
- ◆ Prepared elected officials’ handbook for newly elected Mayor, Council, and City Treasurer.
- ◆ Updated the City’s Conflict of Interest Code and coordinated ethics training for all designated officials and employees.
- ◆ Adapted public participation processes for public meetings during COVID-19 shutdowns, allowing for participation via phone.

CITY ATTORNEY

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

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

FY 2021-22 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	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
FINANCE					
FINANCE OFFICER	1.00	1.00	1.00	1.00	0.55
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00	0.50
SENIOR ACCOUNTANT	1.00	1.00	2.00	2.00	1.10
ACCOUNTANT	1.00	1.00	0.00	0.00	0.00
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	0.70
PAYROLL TECHNICIAN	1.00	1.00	1.00	1.00	0.60
ACCOUNTING TECHNICIAN	3.00	3.00	3.00	3.00	2.02
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	1.00	1.00	1.00	1.00	0.10
SENIOR CUSTOMER SERVICE SPECIALIST	1.00	1.00	1.00	1.00	0.10
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	0.00	1.00	1.00	1.00	0.50
CUSTOMER SERVICE SPECIALIST II	2.00	2.00	2.00	3.00	0.55
CUSTOMER SERVICE SPECIALIST I	3.00	3.00	3.00	2.00	0.30
TOTAL DIVISION	16.00	17.00	17.00	17.00	7.02

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Continue to provide the City Manager and City Council with monthly budget/actual reports to allow the City's financial position to be continuously reviewed and evaluated.
- ◆ Monitor City procurements for compliance with the adopted purchasing policy in order to ensure fiscal control.
- ◆ Prepare a Government Finance Officers Association award winning Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2021.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2021-22 and present budget recommendations to the City Council in February 2022.
- ◆ Provide good fiscal stewardship by ensuring Fiscal Year 2022-23 City budget is adopted by the City Council prior to the close of Fiscal Year 2021-22.
- ◆ Reduce the number of days from fiscal year end until the Comprehensive Annual Financial Report is issued to 184.
- ◆ Implement electronic timecard entry for payroll.
- ◆ Convert cash receipting records to electronic.
- ◆ Monitor the investment activity closely and strategize to increase investment income.
- ◆ Receive the Government Finance Officers Association Award for Distinguished Budget Presentation and Excellence in Financial Reporting.
- ◆ Continue working towards implementing and converting Utility Billing to the new ERP system.
- ◆ Continue to encourage utility customers to enroll in the online Auto-Pay program.
- ◆ Implement a new EBPP (Electronic Billing, Payment and Presentment) system which will allow residents to pay their utility bills not only by web, but will now include telephone, and SMS.
- ◆ Raise current levels of business license compliance (i.e., working with business that have multi-year expired licenses to get current and close out licenses for businesses that are no longer in operation) through the efforts by the Utility Billing & Business License Inspector.
- ◆ Work with Burrtec Waste Industries Inc to collect on delinquent commercial refuse accounts through the efforts by the Utility Billing & Business License Inspector in addition to a new Delinquent Notice with 10% penalty and lien procedures.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Receive the Government Finance Officers Association Award for Excellence in Financial Reporting and Distinguished Budget Presentation	YES	SUBMITTED	YES	YES
Financial reports submitted to City Council on a monthly basis	100%	100%	100%	100%
Number of days from fiscal year-end until ACFR is issued	233	240	184	184
Implementation of Fixed Assets in Munis Software	Work in Process	Work in Process	Work in Process	100%
Centralize Accounts Payable using electronic workflow	Work in Process	Work in Process	Work in Process	100%
Implement Electronic Timecard entry for payroll	Work in Process	Work in Process	Work in Process	100%
Convert cash receipting records to electronic	Deferred to FY 2019-20	Deferred to FY 2020-21	Deferred to FY 2021-22	100%
Percentage of utility accounts enrolled in the online biller program	58%	61%	64%	67%
Percentage of utility accounts enrolled in the Auto-Pay program	23%	25%	27%	29%
Percentage of utility accounts signed up for paperless statements	23%	25%	27%	29%
Implement and convert Utility Billing to the new ERP system	Deferred to FY 2019-20	Deferred to FY 2020-21	Deferred to FY 2021-22	100%
Develop and distribute welcome pamphlets for new City residents	Deferred to FY 2019-20	Deferred to FY 2020-21	Deferred to FY 2021-22	100%
Accept General Billing payments online	Deferred to FY 2019-20 (as tied to new Utility Billing ERP system)	Deferred to FY 2020-21 (as tied to new Utility Billing ERP system)	Deferred to FY 2021-22 (as tied to new Utility Billing ERP system)	100%

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City's annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2020-21.

- ◆ Submitted financial reports for the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2020.
- ◆ Provided fiscal stewardship by preparing a quarterly review of the City's financial position in October 2020 and eliminated use of fund balance for General Fund expenses.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2020-2021 and presented budget recommendations to the City Council in March 2021.
- ◆ Monitored CARES Act grants received in response to COVID-19 pandemic. Tracked expenditures in accordance with eligibility requirements and complied with financial reporting requirements.
- ◆ Implemented AdastrGov software for more enhanced analysis of personnel cost to assist in the budget and labor negotiation processes.
- ◆ Conducted a Cost Allocation Plan and Fully Burdened Hourly Rate Study.
- ◆ Reorganized Chart of Accounts to group object codes and divisions for more efficient tracking and reporting.
- ◆ Maintained the timeliness of revenue and expenditure report distribution.
- ◆ Issued 531 purchase orders and 5,081 accounts payable checks.
- ◆ Processed 472 help desk tickets to assist departments with various Finance related needs.
- ◆ Created and designed a new resident friendly webpage dedicated to utility billing. Items include starting service application and requirements; current water, sewer, and refuse rates; other important phone numbers related to utilities.
- ◆ Continued efforts with the Public Works Water Division to implement new meter reading handheld devices and software which incorporate reads from AMI meters. The new AMI meters allow for a more accurate representation of a customer's daily usage and leak detection.
- ◆ Continued efforts with the Public Works Environmental Division to audit and correct industrial sewer accounts to ensure proper billing and reporting to IEUA (Inland Empire Utilities Agency).

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 providing ongoing support, training and maintenance of computers and related peripherals.

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
INFORMATION SYSTEMS					
INFORMATION TECHNOLOGY MANAGER	1.00	1.00	1.00	1.00	0.00
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	1.00	0.00	0.00	0.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	0.00	2.00	2.00	2.00	0.00
TOTAL DIVISION	2.00	3.00	3.00	3.00	0.00

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Complete RIPA Stop portal to comply with the Racial and Identity Profiling Act of 2015.
- ◆ Complete migration of Utility Module to Munis.
- ◆ Upgrade AV system in Council Chambers.
- ◆ Replace Core Switches in PD and City Hall.
- ◆ Upgrade Servers and Storage.
- ◆ Upgrade Water network Firewalls.
- ◆ Add Additional surveillance cameras and wireless access points.
- ◆ Replace broken Metrolink Parking Kiosk and the parking App.
- ◆ Upgrade Finance and Permitting software to Latest Operating System, Database version and Munis Version.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Percentage of information systems service requests resolved within 24 hours	99%	99%	100%	100%
Number of unplanned network outages	1	1	0	0
Number of unplanned server/service outages	1	1	1	1
Number of electronic devices maintained for employee use	949	950	953	1,000
Number of Help Desk tickets received for IT service requests (excluding weekend and phone requests)	1,518	1,518	2,000	2,000

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Completed migration of City and PD email servers to Office 365.
- ◆ Replaced all surveillance cameras in all City building.
- ◆ Replaced and upgraded City Hall, Library, Animal Shelter, Senior Center, Police department firewalls.
- ◆ Purchased and rolled out 30 laptops for telecommuting staff.
- ◆ Went live with online permitting portal and implemented online credit card payment.
- ◆ Upgraded Office suite of software on all computers.
- ◆ Upgraded City and PD intranet.
- ◆ Upgraded Carnegie and PD Training room AV components.
- ◆ Replaced Citywide Backup servers.
- ◆ Replaced the existing malware detection software on all computers and servers.

HUMAN RESOURCES

The Human Resources Department provides consultation, guidance, and support in all aspects of human resources management while working collaboratively with Departments to implement innovative solutions supporting an optimally performing organization.

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
HUMAN RESOURCES					
HUMAN RESOURCES/RISK MANAGER	1.00	1.00	1.00	1.00	0.25
SENIOR HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00	0.10
HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00	0.61
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00	0.50
TOTAL DIVISION	3.00	3.00	4.00	4.00	1.46

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Hire Well – strategically look at each open position as an opportunity to move the organization forward, recruiting and hiring quality staff that possess the Knowledge, Skills, and Abilities (KSAs) required to fill in gaps and mature the organization.
- ◆ Transition Staff to Updated Performance Evaluation Process – promote new system which sets clear expectations/goals and empowers staff/leadership to optimize performance of City employees while setting achievable goals and objectives which fall in line with organizational goals.
- ◆ Update Administrative Policies and Procedures – continue to update policies and procedures to ensure compliance with State and Federal regulations, as well as provide for a forward-thinking organization incorporating best practices.
- ◆ Update City Merit Rules and Regulations to reflect the current organizational structure and ensure consistency with applicable laws and best practices.
- ◆ Create a New Hire Orientation Program - develop a comprehensive on-boarding program that provides new employees with a good base understanding of the City’s department functions, municipal government operations, and provides new employees an immediate connection with the organization.
- ◆ Risk Management – continue to promptly process claims and subrogate applicable claims.
- ◆ Wellness Program for Employees - continue the partnership with PACE and Kaiser to enhance the current Wellness Program for employees and implement internal Wellness Program which improves moral and encourages optimal health.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Number of recruitments concluded	70	40	60	40
Number of employees participating in the Rideshare program	20	22	20	17
Number of employee safety meetings	15	20	12	15
Number of applications processed	1,182	4,056	3,600	3,800
Number of Subrogations processed	26	24	24	30
Subrogation recovery amounts	\$98,154	\$56,661	\$185,000	\$100,000
Number of liability claims closed	111	82	80	80

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Human Resources Division is fully staffed.
- ◆ Filled a total of 28 full and part-time positions, to date.
- ◆ Filled 7 positions as promotional, promoting the retention of current employees.
- ◆ Successfully implemented Sexual Harassment training for City Employees bringing the City into compliance with AB 1825.
- ◆ Revised 12 Administrative Policies and Procedures due to change in legislation and/or to streamline City processes, including creation of 2 new Administrative Policy and Procedures for Coronavirus Pandemic and Telecommuting Flex Schedule for individuals affected by the Coronavirus Pandemic.
- ◆ Established a Wellness Committee to promote intellectual, emotional, spiritual, environmental, occupational, and physical health for City employees. The Committee includes representatives from all City Departments.
- ◆ Successfully applied for and received the 2020/2021 Workforce Health Grant to promote employee health and wellness.
- ◆ Collaborated with Keenan & Associates to create and successfully promote the City's first Virtual Health Fair for employees.
- ◆ Partnered with City Manager's Office and Instructional Technology Division to create and present the City's first Virtual Employee Service Awards and Rideshare Program Awards.

SELF-FUNDED INSURANCE

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

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

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

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Continue to engage departments in the workers' compensation process such as: providing ongoing education to employees on minimizing injuries and proper safety precautions when performing job functions; providing ongoing education to supervisors and managers on the interactive process for returning employees with restrictions to work; and implement a safe workplace campaign to promote the participation of employees in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ Continue to improve and explore health and wellness program offerings to include resources such as ongoing health-related webinars, newsletters, and in-house Wellness Wednesday. These programs will be used to encourage employees to develop and maintain a balanced personal and work lifestyle thereby, increasing employee morale and productivity.
- ◆ Continue exploring effective cost containment strategies by conducting quarterly claim reviews and annual clinic site reviews so that best practices in workers' compensation claims handling are used and monetary savings are realized.
- ◆ Continue to conduct employee training on mandated regulatory programs utilizing Keenan & Associates online training programs (Keenan Safe Personnel) so that the City complies with OSHA requirements, minimizes employee injuries, and employs best safety practices.
- ◆ Develop additional oversight strategies in litigation claims management, so that effective cost containment methods are used and a reduction in costs is realized.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Collaborated with Public Works to create the City's COVID-19 Business Operation Plan for reopening of City facilities during the Coronavirus Pandemic and to put safety measures in place for staff and members of the public. These included temperature kiosks, disinfecting wipes, hand sanitizer, social distancing markers, masks for staff, and installing glass barriers at customer service counters.
- ◆ Began implementation of COVID-19 safety-training for City employees. Training consisted of Cleaning and Disinfecting your Workplace, Coronavirus Awareness, and Managing Stress and Anxiety.
- ◆ Collaborated with Keenan & Associates to offer Stress Management and Ergonomics trainings to City employees.
- ◆ Revised and updated City of Upland's Injury Illness Prevention Program policy.

- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third-party administrator.
- ◆ Completed property valuations for all City buildings and facilities to assist the City in making informed business decisions for insurance coverage levels.
- ◆ Provided employees with Safety Tips on items related to personal safety at work including COVID-19 precautions, social distancing, masks, etc.
- ◆ Provided training for Public Works staff on property claims procedures and handling.

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 answer 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 2021-22 GOALS AND OBJECTIVES

- ◆ Continue to provide, improve, and expand successful, enriching, and popular adult, teen, and children's programs as permitted by State and County health directives.
- ◆ 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.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Library programs provided to the community	545	398	148	240
Library requests filled during the year	14,147	9,780	8,100	14,100
Adult literacy students	83	46	27	65
Presentations about Upland and the Inland Empire's history	4	3	3	4
Circulation	174,746	179,964	145,600	175,000
Downloaded e-materials	11,792	26,815	31,673	35,000
New Card Registrations	4,142	3,121	1,500	4,000
Internet use by patrons	20,950	22,103	10,300	15,000

FY 2020-21 MAJOR ACCOMPLISHMENTS

The library building closed on March 18, 2020 in accordance with state and county recommendations. The Library remained open as a digital entity. The Library re-opened on July 7, 2020 as the first library in our area to open to the public with in-person service. In response to a sharp decrease in projected City revenue, the Library's hours were reduced from 52 to 40 with a corresponding contract amendment. The reduction in hours combined with COVID-related stay-home and social-distancing orders accounts for the drop in library use for that period.

In late 2020, we received CARES Act funding to renovate the library for safe social distancing. These renovations include an enclosed book return and checkout area, self-service kiosks, four group study rooms, UV sanitizers to accommodate our 40 new laptops for public use, hands-free plumbing fixtures, and an innovative ionizer upgrade to our HVAC system. We also created a flexible outdoor space for programs as we anticipate holding in-person programs outside the building.

- ◆ Continued to provide enriching adult, teen, and children's programs by utilizing online platforms.
- ◆ Transitioned Adult Literacy student/tutor pairs to online meetings to continue this valuable program.
- ◆ Created an online card registration process that allowed new users to gain access to our online collections and downloadable books, audiobooks, and films.
- ◆ Enhanced electronic resources for patrons as a result of the COVID-19 Pandemic, including live tutoring for schoolchildren and job seekers' resources.

Alternate sources of funding received by the Library:

- Received \$270,718 from County CARES Act emergency funding for the above COVID-19 related renovations.
- Received \$13,200 in emergency grants from the California State Library to purchase downloadable online resources.
- Received a \$27,099 California State Literacy Services grant to support our Literacy Program.
- Received over \$20,000 from the Friends of the Library to support services and programs.

RECREATION

The Recreation and Community Services Division is committed to creating community through people, parks, programs, and events. Our purpose is to provide unique opportunities which enrich the quality of life for Upland residents by promoting, health and wellness, inclusion, and human development; offer leisure activities which continually reflect the desires and evolving trends of our richly diverse community; to maintain clean, safe, and accessible recreation facilities thus enhancing the desirability of the City as a place to live; strengthen community image.

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
RECREATION & COMMUNITY SERVICES					
RECREATION MANAGER	1.00	1.00	1.00	1.00	1.00
RECREATION SUPERVISOR	2.00	2.00	2.00	2.00	2.00
RECREATION COORDINATOR	0.00	0.00	0.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	2.00	2.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00	0.00
TOTAL DIVISION	5.00	5.00	5.00	5.00	5.00

FY 2021-22 GOALS AND OBJECTIVES

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

- ◆ Utilize volunteers more efficiently by developing a proactive approach of identifying specific needs in our community and matching them to projects, as well as continually increasing our volunteer pool through actively recruiting those in the community who have a desire to give back.
- ◆ Continue to coordinate with Boy Scouts working on their Eagle Scout project and Girl Scouts working on their Gold Awards. Continue to provide opportunities of success, enrichment, learning, and goal achievement.
- ◆ Continue expense account tracking to better forecast the monetary needs for various events, programs, and activities.
- ◆ Locate and secure alternate sources of funding, such as grant opportunities and sponsorships, to help off-set costs associated with special events, programs, and activities.

- ◆ Continue to partner with local organizations in the community to share costs for programs and facility maintenance.
- ◆ Maximize space at the Magnolia Recreation and Gibson Senior Centers by continually evaluating programs, service delivery, and events in an effort to increase revenue and provide desired programming and usage of the facility.
- ◆ Practice preventative maintenance techniques to ensure furniture, equipment, and facilities remain operational, safe, clean, and accessible.
- ◆ Continue to enhance program marketing through social media and improve marketing efforts by leveraging relationships and expanding our reach in the community.
- ◆ Attend community meetings/meet with concerned citizens. Continue to be responsive to their diverse needs and develop simple partnerships as needed to improve service delivery.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Volunteer hours provided	12,250	12,250	13,171	13,250
Revenue received from sponsorships	\$39,411	\$39,411	\$28,545	\$40,000

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

- ◆ Work to establish the Parks, Arts, Recreation, and Community Services (PARCS) Committee and subcommittees for senior and youth focuses.
- ◆ Host a diverse selection of workshops on topics of interest and need to our community – virtually or in-person.
- ◆ Continue to expand general and senior class offerings through the Recreation and Community Services Division – virtually or in-person.
- ◆ Reintroduce safe and exceptional day trip experiences that appeal to the community-wide diversity of people who reside in Upland.
- ◆ Continue to expand the VolunTEEN program by providing experiences for on-the-job training in our programs and events, develop leadership skills, and make a positive impact in the community.
- ◆ Emphasize good customer service by providing ongoing staff training and development opportunities, as well as increasing the awareness of the evolving and dynamic community and learning together how to be an inclusive division.

- ◆ Continue to partner with other departments and outside agencies to offer a variety of programs tailored to unique services desired in the community.
- ◆ Develop programs to provide tech help to seniors, such as training and classes to increase working knowledge of personal computers, smartphones, tablets, and other forms of technology.
- ◆ Continue the Upland Trifecta Challenge to receive a special commemorative medal for those participants competing in the Irish For A Day 5K, 4th of July Firecracker 5K, and Turkey Trot 5K.
- ◆ Increase monthly programs, special events, and activities at the Gibson Senior Center.
- ◆ Enhance the Healthy Upland program to include community partners, develop a strategic plan for programs and events, and re-brand the program for enhanced marketing.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Classes held	1,767	1,767	1,041	1,500
Special events held	106	94	61	90

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

- ◆ Actively participate and host community events to increase usage and awareness of Upland’s clean, safe, and family-friendly parks and public spaces.
- ◆ Provide a safe and fun Movies in the Park series for families.
- ◆ Offer special events for children, alternating between park locations to increase access to residents throughout the City.
- ◆ Provide professional-quality marketing to ensure sponsors and partners have opportunities to share their messaging with residents, as well as showcase their stewardship in the community, collaborating with Upland.
- ◆ Work with outside organizations wishing to utilize City parks for events. Parks are available for private and fee-based use, as well as collaborative opportunities for groups offering services to the community.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Special Events Attendance/Outreach	24,371	19,732*	13,382*	18,000

*Reduction in numbers due to cancellations as a result of COVID-19 pandemic.

FY 2020-21 MAJOR ACCOMPLISHMENTS

The COVID-19 pandemic continued to impact and disrupt service delivery for the Recreation and Community Services Division. Traditional classes, programs, and events were either cancelled or significantly modified to meet State and County regulations. In an effort to stay connected with the community, staff developed a variety of virtual or socially distanced events which resulted in positive avenues for social, mental, and physical health and wellness during this challenging time.

Modifications to community-based events included the following:

- ◆ The annual Firecracker 5k was postponed and offered as the Back-to-School Virtual 5k race.
- ◆ The annual Turkey Trot and Irish for a Day 5k races were modified to virtual races.
- ◆ The annual Scary-a-Faire transitioned to the Spooktacular Celebration. In conjunction with Upland Unified School District, kids were able to venture to various school sites to receive candy in walk-up and drive-thru formats.
- ◆ Staff assisted the Upland Veteran's Monument Committee with a COVID-compliant, in-person Veteran's Day event including flag ceremony, gun salute, and speakers.
- ◆ The 6th Annual Holiday Tree Lighting event was offered virtually via cable channels and Facebook.
- ◆ The annual Spring Fling event transitioned to a city-wide scavenger hunt with a socially distant photo opportunity with the Spring Bunny.
- ◆ The annual Volunteer Appreciation event transitioned to a mobile-delivery recognition facilitated by staff.

Community Service and Recreation Programs included the following:

- ◆ Chalk-Art Virtual Exhibit – residents submitted photos of chalk art in which staff showcased the photos on Facebook.
- ◆ Virtual Contests – staff hosted virtual contests including patriotic home decorating, pumpkin carving, and holiday home decorating. Residents submitted photos of their entries for a chance to win various prizes.
- ◆ Letters to Santa – Approximately 75 children sent letters to Santa and received responses.
- ◆ Fourth of July Scavenger Hunt – kids followed clues and submitted their findings via social media selfies.
- ◆ Little Chef's Virtual Cooking Classes – Staff facilitated three sessions per quarter and gave instruction on a variety of recipes including cinnamon rolls, cheese crackers, and monkey bread.

- ◆ Take & Make Crafts – children had 6 opportunities to receive crafting supplies to enjoy at home.
- ◆ VolunTeens – teens had approximately 30 opportunities to volunteer for various programs and events, including City Council meetings.
- ◆ Picture It, Upland – open to youth and adults, the photo contest was offered had 3 categories (people, places, and nature) with the goal of capturing the essence of Upland.
- ◆ Virtual Recreation – staff developed social media and web-based opportunities for residents including 36 weeks’ worth of themed virtual activities for all ages. Some special activities included Virtual Bingo, coloring contests, Peep-a-Palooza, cupcake challenge, and chalk-art contests.
- ◆ Virtual Classes via Contract Instructor – a variety of classes were offered virtually for residents including youth cooking, adult fitness, youth and adult languages, and Parent-and-Me.
- ◆ Outdoor Classes via Contract Instructor – a variety of classes were offered safely outdoors for residents including youth sports, adult fitness, youth dance and senior line dance.
- ◆ Butterflies in May – the traditional events transitioned to a Take-and-Make opportunities for children. Approximately 100 kids participated.
- ◆ Lettuce Grow a Garden – the traditional event transitioned to a Take-and-Make opportunity for children. Approximately 15 kids participated.
- ◆ May Fitness Month – for the first time, staff recognized provided opportunities focused on fitness and health including helpful tips on social media and various mini-events.

The Gibson Senior Center offered a multitude of services and activities for seniors including the following:

- ◆ Friendly Ear Program – over 1,500 phone calls were placed to seniors for weekly opportunities to socialize with staff.
- ◆ Helpful Handbook – this resource document was distributed to seniors during the weekly meal service and included helpful information and activities.
- ◆ Thinking of You Cards – thoughtful cards were mailed to seniors to show that staff was thinking of them and wishing them well.
- ◆ Take & Go Events – monthly special events were hosted for seniors to drop by the facility and pick-up themed meals to enjoy in their homes.
- ◆ Health & Wellness Fair – this outdoor, physically distanced health fair included flu shots, COVID testing, health-related vendors, and a BBQ for seniors.

- ◆ Virtual Art Exhibit – pieces of artwork from senior recreation classes were displayed virtually.
- ◆ FSA Meal Program – the daily lunch program was modified to a weekly meal distribution in which seniors could pick up five frozen meals. Meals were also delivered to seniors that do not have sufficient transportation.

Due to the continued COVID-19 pandemic, the following joint-effort services were offered to the community:

- ◆ COVID Testing Events – hosted five community-wide testing events at the Gibson Senior Center.
- ◆ CARES Grocery Program – facilitated by the federally-funded grocery service program to resident seniors (62+). The service included free, personalized grocery shopping and delivery to eligible senior residents.
- ◆ PPE Distribution Event – hosted a drive-thru event where personal protective equipment and hand sanitizers were distributed to residents.

The Recreation Division prides itself in the many continued partnerships with internal departments and in the community including:

- ◆ The Upland Veteran’s Monument Committee for the annual Veteran’s Day event.
- ◆ Staff assisted with Holiday Storytime with Mrs. Claus in conjunction with the Upland Public Library.
- ◆ Staff assisted the Upland Community Foundation by facilitating the installation, care, and removal of Military Banners throughout the City.
- ◆ The Upland-Foothill Kiwanis assisted staff in facilitating the Spring Egg Hunt Adventure.
- ◆ Continued Partnership with Upland High School’s Boys and Girls Cross Country Team for the Annual Turkey Trot 5K.
- ◆ Continued partnership with RaceWire to provide online registration, race timing, and convenience for those participating in 5K races hosted by the City.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

ADMINISTRATIVE SERVICES		2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
1301	FINANCE					
	Personnel	\$ 703,840	\$ 722,580	\$ 793,510	\$ 793,510	\$ 698,930
	Maintenance & Operations	1,107,970	1,487,690	607,800	677,730	777,760
	Capital Outlay	-	-	-	-	-
	TOTAL FINANCE	\$ 1,811,810	\$ 2,210,270	\$ 1,401,310	\$ 1,471,240	\$ 1,476,690
1302	MAIL/PRINTING SERVICES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	51,200	58,580	69,190	69,190	69,040
	Capital Outlay	-	-	-	-	-
	TOTAL MAIL/PRINTING SERVICES	\$ 51,200	\$ 58,580	\$ 69,190	\$ 69,190	\$ 69,040
1504	NON-DEPARTMENTAL					
	Personnel	\$ 1,553,240	\$ 2,510,340	\$ 2,131,200	\$ 1,116,200	\$ (1,051,960)
	Maintenance & Operations	577,120	694,660	1,263,710	1,313,710	3,212,430
	Capital Outlay	-	-	-	-	-
	TOTAL NON-DEPARTMENTAL	\$ 2,130,360	\$ 3,205,000	\$ 3,394,910	\$ 2,429,910	\$ 2,160,470
1510/4401	LIBRARY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	1,570,350	1,482,810	1,354,870	1,481,420	1,368,040
	Capital Outlay	-	-	-	10,190	-
	TOTAL LIBRARY	\$ 1,570,350	\$ 1,482,810	\$ 1,354,870	\$ 1,491,610	\$ 1,368,040
1601	HUMAN RESOURCES					
	Personnel	\$ 80,180	\$ 140,530	\$ 199,970	\$ 237,920	\$ 173,860
	Maintenance & Operations	372,340	288,750	219,840	261,760	265,200
	Capital Outlay	-	-	-	-	-
	TOTAL HUMAN RESOURCES	\$ 452,520	\$ 429,280	\$ 419,810	\$ 499,680	\$ 439,060
1602	DEVELOPMENT & TRAINING					
	Personnel	\$ 85,850	\$ 21,840	\$ 37,950	\$ -	\$ -
	Maintenance & Operations	4,840	5,670	23,000	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL DEVELOPMENT & TRAINING	\$ 90,690	\$ 27,510	\$ 60,950	\$ -	\$ -
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	374,700	391,970	430,000	580,000	500,000
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ 374,700	\$ 391,970	\$ 430,000	\$ 580,000	\$ 500,000
1701	CITY CLERK					
	Personnel	\$ 202,060	\$ 155,500	\$ 227,080	\$ 227,080	\$ 230,970
	Maintenance & Operations	60,420	72,740	262,050	355,350	185,280
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ 262,480	\$ 228,240	\$ 489,130	\$ 582,430	\$ 416,250
4201	RECREATION ADMINISTRATION					
	Personnel	\$ 417,530	\$ 399,880	\$ 500,730	\$ 500,730	\$ 445,420
	Maintenance & Operations	200,800	227,750	315,440	285,820	405,400
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION ADMINISTRATION	\$ 618,330	\$ 627,630	\$ 816,170	\$ 786,550	\$ 850,820
4202	RECREATION CLASSES					
	Personnel	\$ 670	\$ 1,760	\$ -	\$ -	\$ -
	Maintenance & Operations	201,980	163,030	211,850	23,850	159,350
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION CLASSES	\$ 202,650	\$ 164,790	\$ 211,850	\$ 23,850	\$ 159,350

ADMINISTRATIVE SERVICES

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
4203 RECREATION FACILITIES					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	96,160	125,290	32,420	32,420	254,250
Capital Outlay	-	-	-	93,500	-
TOTAL RECREATION FACILITIES	\$ 96,160	\$ 125,290	\$ 32,420	\$ 125,920	\$ 254,250
4204 YOUTH PROGRAMS/SPORTS					
Personnel	\$ 69,060	\$ 46,680	\$ 58,840	\$ 58,840	\$ 58,840
Maintenance & Operations	31,530	18,830	26,940	6,940	8,100
Capital Outlay	-	-	-	-	-
TOTAL YOUTH PROGRAMS/SPORTS	\$ 100,590	\$ 65,510	\$ 85,780	\$ 65,780	\$ 66,940
4205 SENIOR CENTER					
Personnel	\$ 205,580	\$ 181,820	\$ 205,140	\$ 205,140	\$ 184,250
Maintenance & Operations	156,800	103,830	151,320	151,320	170,120
Capital Outlay	-	-	-	10,950	-
TOTAL SENIOR CENTER	\$ 362,380	\$ 285,650	\$ 356,460	\$ 367,410	\$ 354,370
4206 SPECIAL EVENTS					
Personnel	\$ 31,490	\$ 10,570	\$ 6,270	\$ 6,270	\$ 4,770
Maintenance & Operations	35,740	109,970	47,420	23,420	95,170
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 67,230	\$ 120,540	\$ 53,690	\$ 29,690	\$ 99,940
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 54,400	\$ 56,300	\$ -	\$ -	\$ -
Maintenance & Operations	6,370	7,070	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 60,770	\$ 63,370	\$ -	\$ -	\$ -
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	60,170	29,070	39,590	39,590	-
Capital Outlay	-	-	-	-	-
TOTAL LANDECENA CENTER	\$ 60,170	\$ 29,070	\$ 39,590	\$ 39,590	\$ -
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	70,090	92,150	97,350	97,350	-
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 70,090	\$ 92,150	\$ 97,350	\$ 97,350	\$ -
4403 LIBRARY LITERACY PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	190	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY LITERACY PROGRAM	\$ -	\$ 190	\$ -	\$ -	\$ -
4409 PASSPORTS					
Personnel	\$ 12,990	\$ 15,500	\$ 16,740	\$ 16,740	\$ -
Maintenance & Operations	160	90	2,850	2,850	-
Capital Outlay	-	-	-	-	-
TOTAL PASSPORTS	\$ 13,150	\$ 15,590	\$ 19,590	\$ 19,590	\$ -
101 TOTAL GENERAL FUND					
Personnel	\$ 3,416,890	\$ 4,263,300	\$ 4,177,430	\$ 3,162,430	\$ 745,080
Maintenance & Operations	4,978,740	5,360,140	5,155,640	5,402,720	7,470,140
Capital Outlay	-	-	-	114,640	-
TOTAL GENERAL FUND	\$ 8,395,630	\$ 9,623,440	\$ 9,333,070	\$ 8,679,790	\$ 8,215,220

ADMINISTRATIVE SERVICES

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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211	TOTAL AIR QUALITY MANAGEMENT DISTRICT FUND				
Personnel	\$ 6,240	\$ 6,210	\$ 5,460	\$ 5,460	\$ 4,410
Maintenance & Operations	8,750	13,300	31,000	31,000	14,000
Capital Outlay	-	65,610	154,000	154,000	159,000
Capital Improvement Project	-	224,420	10,570	10,570	-
TOTAL AIR QUALITY MANAGEMENT DISTRICT	\$ 14,990	\$ 309,540	\$ 201,030	\$ 201,030	\$ 177,410
217	TOTAL OTHER GRANTS FUND				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	57,620	740	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL OTHER GRANTS FUND	\$ 57,620	\$ 740	\$ -	\$ -	\$ -
226	TOTAL FEDERAL GRANT-CARES ACT FUND				
Personnel	\$ -	\$ 117,280	\$ -	\$ -	\$ -
Maintenance & Operations	-	72,190	-	1,814,000	-
Capital Outlay	-	-	-	633,960	-
TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ 189,470	\$ -	\$ 2,447,960	\$ -
751	TOTAL SELF-FUNDED INSURANCE FUND				
Personnel	\$ 218,810	\$ 165,300	\$ 297,650	\$ 297,650	\$ 268,300
Maintenance & Operations	6,101,370	5,528,210	4,385,480	5,085,480	4,550,050
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE FUND	\$ 6,320,180	\$ 5,693,510	\$ 4,683,130	\$ 5,383,130	\$ 4,818,350
753	TOTAL INFORMATION SYSTEMS FUND				
Personnel	\$ 348,370	\$ 351,850	\$ 422,890	\$ 422,890	\$ 382,380
Maintenance & Operations	1,037,300	1,081,530	1,360,660	1,599,110	1,677,690
Capital Outlay	120,690	131,050	180,000	438,410	446,370
TOTAL INFORMATION SYSTEMS FUND	\$ 1,506,360	\$ 1,564,430	\$ 1,963,550	\$ 2,460,410	\$ 2,506,440
755	TOTAL UAL & EMPLOYEE BENEFITS FUND				
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	10,168,860
Capital Outlay	-	-	-	-	-
TOTAL UAL & EMPLOYEE BENEFITS FUND	\$ -	\$ -	\$ -	\$ -	\$ 10,168,860
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 3,990,310	\$ 4,903,940	\$ 4,903,430	\$ 3,888,430	\$ 1,400,170
Maintenance & Operations	12,183,780	12,056,110	10,932,780	13,932,310	23,880,740
Capital Outlay	120,690	196,660	334,000	1,341,010	605,370
Capital Improvement Project*	-	224,420	10,570	10,570	-
TOTAL ADMINISTRATIVE SERVICES	\$ 16,294,780	\$ 17,381,130	\$ 16,180,780	\$ 19,172,320	\$ 25,886,280

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

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 11,580	\$ 18,170	\$ 18,600	\$ 18,600	\$ 21,000
5111	Salaries - Full Time	1,270,240	1,198,600	1,454,060	1,454,060	500,610
5111	Salaries - Full Time (Vacancy Allowance)	-	-	(563,300)	(1,578,300)	-
5112	Salaries - Temporary/Part Time	319,600	302,470	218,370	218,370	203,440
5113	Overtime	14,060	13,210	33,550	33,550	29,670
5116	Fringe Benefits	258,340	260,490	390,970	390,970	402,100
5117	Retirement Contributions	167,900	162,400	180,090	180,090	197,350
5118	Employee LTD Costs	32,000	32,000	46,030	46,030	46,000
5119	Unfunded Annual PERS Liability	371,780	1,102,390	736,500	736,500	-
5129	Unfunded Annual PERS Liability - Sworn	1,525,480	1,814,210	2,388,560	2,388,560	-
5133	Overtime - Sworn Police	17,110	-	-	-	-
5136	Fringe Benefits - Sworn Police	2,220	-	-	-	-
TOTAL PERSONNEL EXPENSES		\$ 3,990,310	\$ 4,903,940	\$ 4,903,430	\$ 3,888,430	\$ 1,400,170
MAINTENANCE & OPERATIONS						
5205	Recruitment Costs - Other	\$ -	\$ 2,570	\$ 5,000	\$ 5,000	\$ 5,000
5211	Postage	39,730	40,120	46,150	46,150	46,250
5212	Advertising	14,030	11,540	12,850	12,850	22,100
5213	Dues & Subscriptions	11,500	18,370	13,360	48,630	12,280
5215	Training/Conferences/Meetings	19,040	15,470	38,180	35,180	35,890
5216	Office Supplies	14,060	18,090	27,500	27,500	30,570
5217	Other Supplies/Materials	53,470	53,580	60,450	1,009,580	70,070
5218	Uniform Expense	-	90	-	-	530
5219	Registration/License/Permits	75,500	91,930	171,770	283,190	337,210
5220	Fuel Usage	2,450	2,160	2,400	2,400	2,850
5221	Mileage Reimbursement	470	300	1,410	1,410	1,200
5222	Print/Mail Charges	2,400	1,660	5,150	5,150	4,470
5223	Information Systems Charges	296,960	416,420	390,310	390,310	-
5224	Vehicle Charges	7,830	45,060	6,710	6,710	-
5225	Building Maint & Operations	379,840	358,640	43,410	43,410	-
5231	Office Equipment (Under 5,000)	6,340	2,570	2,830	12,210	2,800
5232	Computer Equip (Under 5,000)	120,080	126,250	83,000	108,440	78,000
5233	Other Equipment (Under 5,000)	12,220	7,520	-	56,280	-
5234	Other Equipment Rental	55,620	58,420	87,400	87,400	88,450
5235	Copier Usage Expense	54,320	51,810	65,000	65,000	65,000
5236	Rent	1,280	2,690	1,500	1,500	1,500
5241	Utilities - Electric	42,120	33,940	37,800	37,800	84,500
5242	Utilities - Gas	12,100	9,780	11,550	11,550	12,700
5243	Utilities - Telephone	285,410	268,520	308,170	308,170	309,000
5245	Maintenance - Building/Structure/Grounds	-	10	-	3,000	-
5246	Maintenance - Equipment	1,840	350	-	-	-
5248	Maintenance - Other	19,310	21,150	50,000	50,000	50,000
5251	Legal Services	776,070	483,910	733,950	883,950	700,000
5252	Professional Services	37,550	115,480	76,000	85,930	72,280
5253	Contract Services	1,518,680	1,456,700	1,467,710	1,384,710	1,679,280
5254	Data Processing Services	453,860	511,470	620,500	662,200	576,850
5255	Banking Services	73,560	93,430	92,280	69,280	117,500
5258	Other Services	566,530	615,680	887,010	1,853,990	731,540
5261	Books & Digital Materials	148,340	141,720	120,570	120,570	52,500
5269	PTS Center Outcomes Research Fee	470	260	-	-	-
5270	IBNR Claims Expense	2,394,320	166,500	-	-	-
5271	Insurance Premium	895,980	1,010,230	1,186,570	1,186,570	1,459,070
5272	Claims Expense	2,232,410	3,960,880	2,511,040	3,211,040	2,511,040
5273	Workers Compensation Charges	98,970	105,780	135,150	135,150	-
5274	Unemployment Charges	8,260	8,530	4,550	4,550	-
5275	Long-term Disability Charges	8,260	8,520	8,780	8,780	-

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
5276	Liability Charges	153,650	168,090	171,540	171,540	-
5277	Loss Prevention Charges	9,360	8,710	8,770	8,770	-
5290	Late Charges	4,650	620	-	-	1,000
5291	Bad Debts Expense	4,670	-	-	-	-
5294	Sponsor/Contribution/Donation	-	74,760	-	-	-
5301	Lemon Festival	51,500	-	-	-	-
5303	DDA/OPA	281,490	326,880	300,000	350,000	343,000
5321	Employee Incentive	8,750	13,300	30,000	30,000	29,700
5322	Health Premiums - Retirees	116,330	319,340	300,000	300,000	300,000
5323	PERS Supplement	21,070	21,500	31,000	31,000	-
5325	Pension Expense - GASB 68	-	-	-	-	9,294,810
5326	Medical - Retirees	194,870	188,350	186,360	186,360	192,480
5327	Dental - Retirees	69,790	73,130	54,840	54,840	75,000
5328	Vision - Retirees	5,910	4,860	5,040	5,040	5,040
5329	COBRA	90	50	-	-	20,000
5410	ICRMA Liability Program Annual Assessment	87,690	87,690	87,690	87,690	87,700
5424	Bond Principal Payment	160,420	161,840	182,490	182,490	220,080
5425	Bond Interest Expense	272,360	268,890	259,040	259,040	251,250
5701	Information Systems Allocation Charges	-	-	-	-	461,610
5702	Fleet - Maintenance & Repair Allocation	-	-	-	-	11,650
5703	Vehicle Acquisition Allocation	-	-	-	-	250
5704	Building Maintenance & Operation Allocation	-	-	-	-	149,890
5705	Self Funded Liability Allocation	-	-	-	-	320,830
5706	OPEB & Employee Benefits Allocation	-	-	-	-	68,300
5707	PERS-UAL Allocation	-	-	-	-	2,887,720
	TOTAL MAINTENANCE & OPERATIONS	\$ 12,183,780	\$ 12,056,110	\$ 10,932,780	\$ 13,932,310	\$ 23,880,740
	CAPITAL OUTLAY					
5527	Buildings	\$ -	\$ -	\$ -	\$ 280,500	\$ -
5528	Improvements Other Than Buildings	-	-	-	32,850	-
5530	Machinery & Equipment	120,690	131,050	180,000	873,660	446,370
5531	Vehicles	-	65,610	154,000	154,000	159,000
	TOTAL CAPITAL OUTLAY	\$ 120,690	\$ 196,660	\$ 334,000	\$ 1,341,010	\$ 605,370
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ 224,420	\$ 10,570	\$ 10,570	\$ -
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ 224,420	\$ 10,570	\$ 10,570	\$ -
	TOTAL DEPARTMENT	\$ 16,294,780	\$ 17,381,130	\$ 16,180,780	\$ 19,172,320	\$ 25,886,280

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	211	751	753	755	2021-22 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	AQMD	SELF-FUNDED INSURANCE	INFORMATION SYSTEMS	UAL & EMPLOYEE BENEFITS	
	PERSONNEL EXPENSE						
5110	Buy Backs	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000
5111	Salaries - Full Time	50,390	3,220	167,590	279,410	-	500,610
5112	Salaries - Temporary/Part Time	203,440	-	-	-	-	203,440
5113	Overtime	17,670	-	-	12,000	-	29,670
5116	Fringe Benefits	301,690	850	37,330	62,230	-	402,100
5117	Retirement Contributions	150,890	340	17,380	28,740	-	197,350
5118	Employee LTD Costs	-	-	46,000	-	-	46,000
	TOTAL PERSONNEL EXPENSES	\$ 745,080	\$ 4,410	\$ 268,300	\$ 382,380	\$ -	\$ 1,400,170
	MAINTENANCE & OPERATIONS						
5205	Recruitment Costs - Other	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
5211	Postage	46,150	-	100	-	-	46,250
5212	Advertising	22,100	-	-	-	-	22,100
5213	Dues & Subscriptions	12,030	-	250	-	-	12,280
5215	Training/Conferences/Meetings	22,490	-	7,400	6,000	-	35,890
5216	Office Supplies	29,470	-	500	600	-	30,570
5217	Other Supplies/Materials	64,070	1,000	-	5,000	-	70,070
5218	Uniform Expense	530	-	-	-	-	530
5219	Registration/License/Permits	1,990	-	63,000	272,220	-	337,210
5220	Fuel Usage	2,000	-	-	850	-	2,850
5221	Mileage Reimbursement	1,100	-	-	100	-	1,200
5222	Print/Mail Charges	4,470	-	-	-	-	4,470
5231	Office Equipment (Under 5,000)	1,800	-	-	1,000	-	2,800
5232	Computer Equip (Under 5,000)	-	-	-	78,000	-	78,000
5234	Other Equipment Rental	8,450	-	-	80,000	-	88,450
5235	Copier Usage Expense	-	-	-	65,000	-	65,000
5236	Rent	1,500	-	-	-	-	1,500
5241	Utilities - Electric	84,500	-	-	-	-	84,500
5242	Utilities - Gas	12,700	-	-	-	-	12,700
5243	Utilities - Telephone	-	-	-	309,000	-	309,000
5248	Maintenance - Other	-	-	-	50,000	-	50,000
5251	Legal Services	500,000	-	100,000	-	100,000	700,000
5252	Professional Services	51,450	-	-	-	20,830	72,280
5253	Contract Services	1,439,280	-	-	110,000	130,000	1,679,280
5254	Data Processing Services	-	-	-	576,850	-	576,850
5255	Banking Services	83,500	-	-	-	34,000	117,500
5258	Other Services	461,260	-	265,280	5,000	-	731,540
5261	Books & Digital Materials	52,500	-	-	-	-	52,500

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

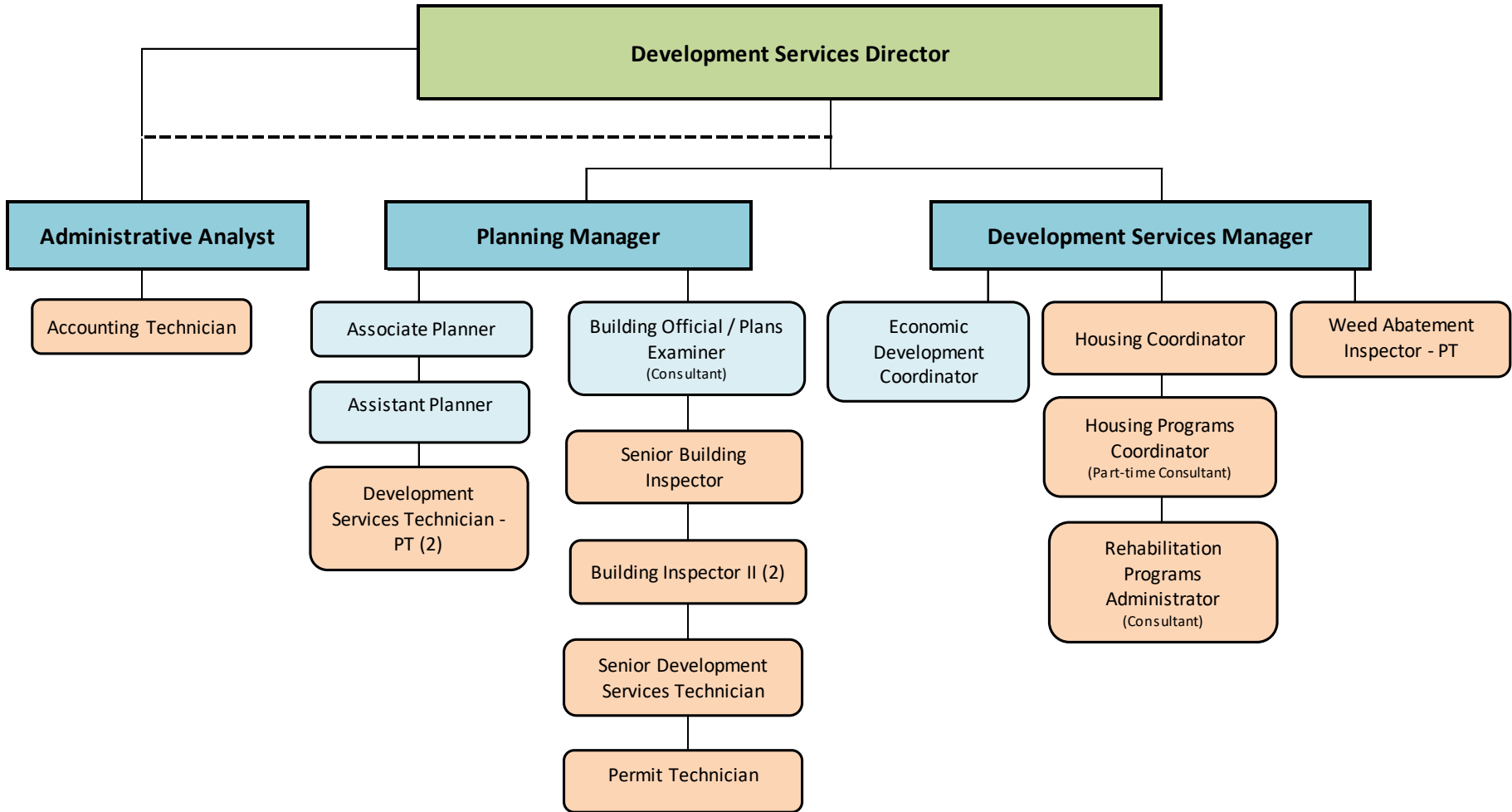
OBJECT CODE	FUND NO.	101	211	751	753	755	2021-22 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	AQMD	SELF-FUNDED INSURANCE	INFORMATION SYSTEMS	UAL & EMPLOYEE BENEFITS	
5271	Insurance Premium	-	-	1,459,070	-	-	1,459,070
5272	Claims Expense	-	-	2,511,040	-	-	2,511,040
5290	Late Charges	-	-	-	1,000	-	1,000
5303	DDA/OPA	343,000	-	-	-	-	343,000
5321	Employee Incentive	-	13,000	-	-	16,700	29,700
5322	Health Premiums - Retirees	-	-	-	-	300,000	300,000
5325	Pension Expense - GASB 68	-	-	-	-	9,294,810	9,294,810
5326	Medical - Retirees	-	-	-	-	192,480	192,480
5327	Dental - Retirees	-	-	-	-	75,000	75,000
5328	Vision - Retirees	-	-	-	-	5,040	5,040
5329	COBRA	20,000	-	-	-	-	20,000
5410	ICRMA Liability Program Annual Assessment	-	-	87,700	-	-	87,700
5424	Bond Principal Payment	220,080	-	-	-	-	220,080
5425	Bond Interest Expense	251,250	-	-	-	-	251,250
5701	Information Systems Allocation Charges	440,530	-	-	21,080	-	461,610
5702	Fleet - Maintenance & Repair Allocation	8,570	-	-	3,080	-	11,650
5703	Vehicle Acquisition Allocation	250	-	-	-	-	250
5704	Building Maintenance & Operation Allocation	149,890	-	-	-	-	149,890
5705	Self Funded Liability Allocation	320,830	-	-	-	-	320,830
5706	OPEB & Employee Benefits Allocation	49,920	-	6,830	11,550	-	68,300
5707	PERS-UAL Allocation	2,757,480	-	48,880	81,360	-	2,887,720
	TOTAL MAINTENANCE & OPERATIONS	\$ 7,470,140	\$ 14,000	\$ 4,550,050	\$ 1,677,690	\$ 10,168,860	\$ 23,880,740
	CAPITAL OUTLAY						
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ 446,370	\$ -	\$ 446,370
5531	Vehicles	-	159,000	-	-	-	159,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ 159,000	\$ -	\$ 446,370	\$ -	\$ 605,370
	CAPITAL IMPROVEMENT PROJECTS						
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 8,215,220	\$ 177,410	\$ 4,818,350	\$ 2,506,440	\$ 10,168,860	\$ 25,886,280

ADOPTED BUDGET
FY 2021-22
DEVELOPMENT SERVICES



DEVELOPMENT SERVICES

City of Upland
Organizational Chart
Fiscal Year 2021-22

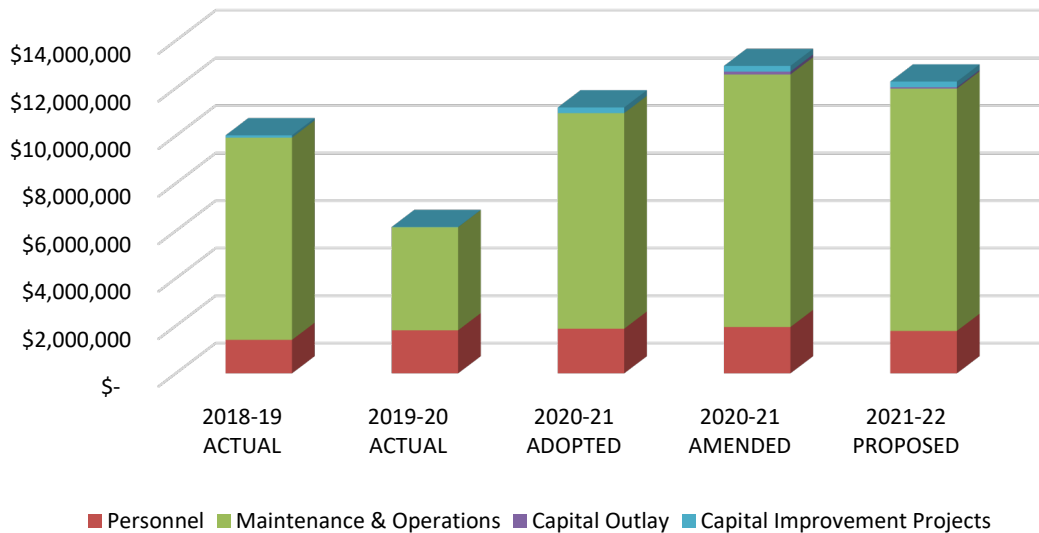


MISSION STATEMENT

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.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 1,410,590	\$ 1,814,420	\$ 1,882,170	\$ 1,951,230	\$ 1,787,470
Maintenance & Operations	8,510,850	4,340,650	9,070,910	10,625,990	10,193,870
Capital Outlay	-	-	-	120,000	60,000
Capital Improvement Projects	97,500	9,700	238,990	238,990	236,620
TOTAL BUDGET	\$ 10,018,940	\$ 6,164,770	\$ 11,192,070	\$ 12,936,210	\$ 12,277,960

Development Services Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 1,583,060	\$ 1,833,980	\$ 1,967,330	\$ 1,935,500	\$ 2,287,750
HOUSING	2,471,200	2,459,340	4,194,290	4,155,520	3,491,910
HOME	-	305,870	420,000	420,000	760,000
CDBG	709,620	367,690	821,950	2,178,450	1,426,860
PBIA	6,880	91,390	188,720	312,720	191,810
OTHER GRANTS	-	1,870	-	310,000	-
CALHOME	-	70,750	210,000	210,000	295,000
FEDERAL GRANT-CARES ACT	-	9,940	-	-	-
ENERGY EFFICIENCY CAPITAL IMPROV PROJ	2,495,980	78,920	-	22,940	-
SUCCESSOR AGENCY	2,752,200	945,020	3,389,780	3,391,080	3,374,630
TOTAL BUDGET	\$ 10,018,940	\$ 6,164,770	\$ 11,192,070	\$ 12,936,210	\$ 12,277,960

PLANNING

The Planning Division of the City's Development Services Department is primarily responsible for developing and maintaining the City's General Plan (a comprehensive plan for growth and development) as required by state law; developing specific plans, neighborhood plans, master plans, and special studies as needed; and participating in regional transportation and land use plans. In addition, the division is responsible for maintaining the zoning ordinance and map; processing development applications as part of the "one-stop permit" center; providing customer assistance; conducting development review; reviewing improvement plans, building permits, and business licenses for compliance with City regulations; enforcing the zoning and subdivision codes; and completing special projects as needed. The division also carries out environmental reviews as required by the California Environmental Quality Act (CEQA) and provides environmental data and information on current State requirements to City departments and the public.

As the community grows, the Planning Division assists the City in maintaining its quality of life by meeting the needs for long-range land use, circulation, and public facilities. In doing this, the division provides a professional level of development services support to the public, applicants, City departments, Airport Land Use Committee, Planning Commission, and the City Council.

The Upland General Plan is the official document used by the City's decision-makers and citizens to guide the long-range development of land and the conservation of resources in Upland. It is the key document with which all other City ordinances and policies must be consistent. It is the City's "blueprint" for the future and provides the bridge between the community's values and development decisions to be made by the City.

The Planning Division is also responsible for processing new development applications. The processing of new development applications includes the review of preliminary plans, holding hearings for the public review and comment on proposals, and overseeing the implementation of development to ensure that it is constructed in accordance with all City requirements.

BUILDING AND SAFETY

The Building Division ensures that the physical development of structures complies with building codes. This is accomplished by reviewing plans prior to construction and performing inspections during the construction process. The Building Division also reviews soil conditions, construction methods, and materials to ensure the health and safety of building occupants. The Division also conducts occupancy inspections for new businesses seeking establishment within the City.

The mission of the Division is to make sure buildings and sites in Upland are safe and habitable structures where people can live, work, and play. In cooperation with the Planning and Engineering Divisions, and other agencies, our obligation is to enforce the intent of legally established codes and regulations without unnecessary impact on owners, builders, and designers. We strive to be proactive, creative, helpful, and responsive with an emphatic understanding of customer needs. We encourage willing compliance through the promotion of public awareness and administer regulations in a thorough, fair, and unbiased manner.

The Building Division is responsible for the adoption and enforcement of the California Building Code, California Residential Code, California Electrical Code, California Plumbing Code,

California Mechanical Code, California Energy Code, California Green Building Standards Code and other State and Federal Construction Standards referenced in these state codes.

Enforcement of the minimum construction provisions cited in these model codes and referenced standards will establish requirements to safeguard the public health, safety, and general welfare of our residents. This is accomplished through structural strength, means of egress facilities, stability, sanitation, adequate lighting and ventilation, energy conservation, and the safety of life and property from fire and other hazards attributed to the building environment. Other areas of consideration for construction standards include safety provisions for fire fighters and emergency responders during emergency operations.

WEED ABATEMENT

The Weed Abatement Division is responsible for removing potential fire hazards, safety hazards, or public nuisances 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. The Economic Development Division will implement the goals and objectives as stated within the adopted 5-year Economic Development Action Plan. 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	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
BUILDING AND PLANNING					
DEVELOPMENT SERVICES DIRECTOR	1.00	1.00	1.00	1.00	0.50
DEVELOPMENT SERVICES MANAGER	1.00	1.00	1.00	1.00	0.00
ECONOMIC DEVELOPMENT COORDINATOR	1.00	1.00	1.00	1.00	0.90
ADMINISTRATIVE ANALYST	0.00	0.00	0.00	1.00	0.35
ACCOUNTING TECHNICIAN	0.00	0.00	0.00	1.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	2.00	2.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00	0.00
PLANNING MANAGER	0.00	1.00	1.00	1.00	0.85
SENIOR PLANNER	1.00	0.00	0.00	0.00	0.00
ASSOCIATE PLANNER	1.00	1.00	1.00	1.00	0.80
ASSISTANT PLANNER	1.00	1.00	1.00	1.00	1.00
BUILDING OFFICIAL	1.00	1.00	1.00	1.00	0.85
PLANS EXAMINER	1.00	1.00	1.00	1.00	0.85
SENIOR BUILDING INSPECTOR	0.00	0.00	0.00	1.00	0.50
BUILDING INSPECTOR II	2.00	2.00	3.00	2.00	1.00
BUILDING INSPECTOR I	1.00	1.00	0.00	0.00	0.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	1.00	1.00	1.00	1.00	0.85
TOTAL DIVISIONS	14.00	14.00	14.00	14.00	8.45

FY 2021-22 GOALS AND OBJECTIVES

PLANNING

- ◆ To continue to provide assistance to the public, business and development community regarding land use and zoning matters.
- ◆ Continue to review and analyze entitlement applications in accordance with the timelines established in the Government Code and present recommendations to the Airport Land Use Committee, Planning Commission and City Council.
- ◆ Continue processing zoning entitlements in a timely manner and in accordance with Permit Streamlining laws.
- ◆ Continue to train Planning Commissioners through an orientation, annual workshop, and conferences.
- ◆ Continue to evaluate opportunities to maximize staff resources and assess areas for creating efficiencies in staffing through cross training and use of contract and temporary employees as needed. Prioritize staff job satisfaction and growth through special project assignments, training opportunities, mentoring, timely performance evaluations and team building.
- ◆ Amend the zoning code to address internal conflicts and/or sections that are outdated due to changes in land use law.
- ◆ Prepare amendments to the Zoning Code revising the City's regulations pertaining to group homes, including sober living homes, and certain state licensed facilities. The City seeks to ensure a balance between the needs of its residents, who wish to enjoy the peace and quiet of their homes in a traditional residential neighborhood, and the needs of those living in residential recovery facilities. All parties involved should be able to enjoy the quality of life that Upland has to offer.
- ◆ Prepare a Greenhouse Gas (GHG) Reduction Plan for the future of Upland's electric and water resources to be sustainable and environmentally friendly, while continuing to be affordable and reliable for the benefit of residential and business customers.
- ◆ 2021-2029 Housing Element Update - Per state law, the City of Upland must update the Housing Element of our General Plan. This update will cover the housing planning period between 2021 and 2029, often referred to as the 6th Cycle. This update must be completed prior to October 2021. The Housing Element Update will demonstrate how the City's share of regional housing needs growth will be accommodated for the eight-year planning period. The state forecasts the need for housing based on population projections, employment, and household growth. Each city must show how it will accommodate its need through designating areas for the city's share of housing allocation. The City of Upland's allocation for the 2021-2029 planning period is 5,673 units.

- ◆ Plan for housing production, by working with state and regional agencies in accommodating the City’s Regional Housing Needs Allocation and recommend land use designations and policies that would result in the production of housing for all segments of the population.
- ◆ Prepare regulations proposing stricter zoning codes aimed at limiting the size of future warehouses.
- ◆ Prepare an ADU Workbook in an effort to encourage the development of Accessory Dwelling Units (ADUs). This would be one of several ways to increase housing production in the City. ADUs assist the City in meeting its affordability goals under RHNA. This activity will include an assessment that will be looking at ADU capacity within the City, which includes a threshold analysis to understand implications of the new state laws. It would also provide examples of floor plans, useful videos, list of local regulations, and a cost calculator to assist homeowners in developing ADUs. Once completed, staff can refer property owners to these tools which will encourage and assist in developing ADUs in Upland.
- ◆ Prepare a Downtown Housing Related Infrastructure Financing Analysis and Strategies. The analysis will develop and implement approaches to local or sub-regional housing related infrastructure financing. Create plans and programs to finance and increase infrastructure with accompanying enhanced housing capacity, such as enhanced infrastructure financing districts (EIFD). The deficient or aging infrastructure in the Downtown area is a barrier to facilitating the development of housing in this area, which is a critical component for revitalization.
- ◆ Prepare a Development Processing Guide to illustrate how a development project is typically processed through the City’s Planning and Building Divisions. Narratives will provide detailed descriptions of the development review process within each Division.
- ◆ Develop an Ordinance adding and amending certain provisions within the Upland Municipal Code to provide a process for making reasonable accommodation to land use and zoning decisions and procedures regulating the siting, funding, development, and use of housing matters for persons with disabilities.
- ◆ To prepare a Zoning Code update for the purpose of establishing sign standards and guidelines to encourage an “uncluttered” atmosphere with signs that enhance economic revitalization and enhance the aesthetic quality of Upland. These standards and design criteria will establish sign placement, letter type, sign styles, and other design-related restrictions with the intent to establish consistency and compatibility of signs in the area.
- ◆ To continue to update the “Notable Projects Map and Development Highlights” available on the City website to aide in transparency.
- ◆ Develop a Landscape Ordinance.
- ◆ Develop an Ice Cream Truck Ordinance.

BUILDING AND SAFETY

- ◆ To continue to facilitate the Building Division's review and approval process through the implementation of online building plan check submittals.
- ◆ To improve record keeping and archiving of blueprints/plans by scanning existing plans and documents into a searchable database.
- ◆ To continue to take positive and effective action to prevent violations of existing building codes by coordinating activities with other affected departments and agencies; work closely with code enforcement to promote and improve the City's appearance; work collaboratively with outside agencies, such as the San Bernardino County Fire Department to utilize all tools and laws available to obtain compliance with the objectives of the City related to fire and life-safety issues.
- ◆ Promote training for inspectors in order to maintain effective construction inspections and to learn latest minimum code provisions.
- ◆ Continue to provide opportunities for inspectors to learn plan review techniques to cross train staff.
- ◆ Strive to improve communication with, and satisfaction of, the customers we serve while building a safe community for all our citizens.
- ◆ Continue to implement new software used for tracking of building permit activity and the calculation of building permit fees. The goal of the Division is to provide for more than 90% of plan check submittals to be online through the City's website.
- ◆ To develop a Business License Inspection Program. Initially, this program will require all first-time and reinstatement of expired business license applicants operating in a commercial building or space within the City to have the Building and Safety Department inspect these premises prior to issuance of a business license. Key elements of fire and life safety requirements reviewed with the applicant during this inspection include: exiting, egress, emergency lighting and mechanical, electrical and plumbing appliances and fixtures for code compliance and occupant safety.
- ◆ To issue permits online for minor construction projects. The types of permits that may be issued online include rooftop residential PV systems, water heaters, HVAC systems, re-roofing, plumbing sewer line and house re-piping, and other minor projects not requiring construction plans.

WEED ABATEMENT

- ◆ Continue the weed abatement program.
- ◆ Inspect 24,115 properties for possible violations.

- ◆ Assess and lien non-compliant properties (240 properties).
- ◆ Abate non-compliant properties (25 properties).
- ◆ Resolve all violations as efficiently and effectively as possible.
- ◆ Continue searching for other avenues to notify residents and property owners of the Weed Abatement Program; currently utilizing the city website, marquee, water payment online screen, letters, and notifications in the water bills.

ECONOMIC DEVELOPMENT

- ◆ Continue to assist in marketing all approved PACE programs.
- ◆ Continue to strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies.
- ◆ Encourage economic growth by increasing public awareness of existing business and employment resources and/or services promoting job creation and retention.
- ◆ Continue to seek outside financial resources (i.e., federal, state, or private grants/loans) in order to carry out economic development programs and/or activities.
- ◆ Continue to partner with the Upland Chamber of Commerce in providing essential business resources to the community.
- ◆ Continue to develop a citywide economic development marketing strategy and rebranding that will focus on business attraction and retention, using an economic development partner.
- ◆ Continue to provide training and business assistance services through Upland's Small Business Development Center.
- ◆ Continue to efficiently manage 26 leases for City-owned properties.
- ◆ Continue to assist in the facilitation of building, site reuse, and expansion opportunities while accommodating evolving retail trends.
- ◆ Continue to encourage the development of sustainable, revenue-generating commercial, office, residential, and light industrial spaces while diversifying the community's industrial base.
- ◆ Continue to support the Downtown Specific Plan, General Plan policies, and zoning code regulations that work to promote and encourage a mixture of pedestrian-friendly retail, service, and mixed-use lifestyle land uses.
- ◆ Evaluate opportunities to assist new and existing businesses with permitting, land entitlement, and long-term, business retention and development.

- ◆ Continue to support the City’s efforts to develop a green and sustainable program intended to increase the conservation of resources and reduce environmental impacts with an emphasis on energy, water, air quality, solid waste, land use, and transportation.
- ◆ Continue to promote the Commercial Rehabilitation Program (CRP) and Business Assistance & Attraction Program (BAAP) for the Historic Downtown Façade Revitalization project area.
- ◆ Continue to create and promote small business support programs.
- ◆ Implement the goals and objectives in the 5-Year Economic Development Action Plan.
- ◆ Continue to create and prepare the Possessory Interest Report for submittal to the San Bernardino County Assessor’s Office on an annual basis in February.
- ◆ Continue to provide Economic Development Division updates to the Development Services Director for the Monthly Report.

FY 2020-21 MAJOR ACCOMPLISHMENTS

PLANNING

- ◆ Prepared regulations relating to wireless, telecommunications facilities and related infrastructure within the public right-of-way and non-residential zones. State and Federal Regulations Wireless facilities are governed by the Federal Telecommunication Act of 1996, which was intended to balance the national interest in advanced communications infrastructure deployment with the local interest in maintaining authority to protect public health, safety, and welfare. The industry is regulated by the Federal Communications Commission (FCC) and the California Public Utilities Commission (CPUC), and the City is subject to the Telecommunications Act, FCC regulations, and state law and regulations.
- ◆ Developed an Ordinance that addresses Private Vacation, Short-Term rentals. The Ordinance provides a process and operational standards to regulate this land use so that it does not impact the residential areas of the City. It requires that these short-term rentals pay a Transient Occupancy Tax and obtain a business license.
- ◆ Prepare amendments to the Zoning Code revising the City’s regulations pertaining to Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) to conform with the revisions to Government Code Sections 65852.2 and 65852.22 that went into effect on January 1, 2020. Specifically, the proposed amendments updated the regulations permitting the development of ADUs and JADUs in conjunction with any residential development in all residential and mixed-use zones.
- ◆ Established the Temporary Outdoor Dining Program (ETODP) to provide existing dine-in restaurants with an opportunity to increase seating capacity during the implementation of COVID-19 social distancing protocols. This program will allow existing dine-in restaurant operators to temporarily provide supplemental patron seating immediately outside of their

restaurants on adjacent private sidewalks, walkways, and parking lot areas.

- ◆ Established the parameters for temporary outdoor merchandise displays in downtown and for temporary outdoor operations for gyms and fitness centers city-wide in an effort to help these businesses survive during the COVID-19 regulations.
- ◆ Continue to update, improve, and clarify the Zoning Ordinance so that new uses and land use concerns are properly addressed and to ensure compliance with the various state land use mandates.
- ◆ Planning Division staff continues to explore technology opportunities to make information, plans, and applications more readily available to the community, property owners, business owner, and developers.
- ◆ Participated in and coordinated the review of 139 planning projects through the Administrative Approval, Technical Review Committee, Planning Commission and City Council by March 2021. Coordinated with other City Departments to process and issue approximately 9 Special Event and Film Permits.
- ◆ Processed 78 requests for address assignments.
- ◆ Provided customer service to an estimated 14,760 (60-day avg.) telephone calls.
- ◆ Issued 165 zoning conformance letters.
- ◆ Processed 9 Mills Act Contracts.
- ◆ The Division also worked on a number of ongoing and recurring projects such as the Department's web site, continuing budget challenges, department monthly development highlights newsletter.
- ◆ Reviewed/responded to environmental documents prepared by other jurisdictions.
- ◆ The Draft Subsequent Initial Study Mitigated Negative Declaration for the Enclave Development Plan Project for 192 homes was circulated for public comment.
- ◆ Provided environmental review documents (Notice of Exemption) and assistance to Public Works on Citywide CIP projects.
- ◆ Assisted Code Enforcement Officers in maintaining and improving the quality of Upland's neighborhoods by operating programs that ensure public compliance with the City's Municipal Code. Additionally, we responded to customer complaints of potential Municipal, Zoning and Health and Safety Code violations and initiated fair and unbiased enforcement action to correct those violations and educate property owners to maintain code compliance.
- ◆ The Planning Division is working with regional agencies such as SBCTA, SCAG, Gold line Authority and Caltrans to implement regional planning projects. Such projects include the San

Bernardino County Transportation Agency's (SBCTA) Metro Link Station Accessibility Project, the San Bernardino I-10 Freeway Corridor Improvement Project, and the Los Angeles and San Bernardino Inter-County Transit and Rail Connectivity Study.

- ◆ Adopted regulations regarding prohibiting smoking and vaping in all public places, such as the Veteran's Plaza at City Hall, the Euclid Avenue median, city parks, playgrounds, and ball fields where youth sporting events are taking place.
- ◆ Prepared and adopted Vehicle Miles Traveled (VMT) thresholds for California Environmental Quality Act (CEQA) compliance related to transportation analysis.
- ◆ Processed the Villa Serena Specific Plan for the development of a residential community that consists of 65 single-family detached residential units at a density of 7.1 dwelling units per acre including on-site active and passive recreational amenities.
- ◆ Coordinated the sales of Euclid & Laurel property, preparation of disposition, development agreement, and other real property actions.
- ◆ Prepared and processed a Sidewalk Vending Ordinance thereby establishing that sellers throughout the city must apply for a permit or face possible fines. Before the city will approve a permit, prospective vendors must undergo a background check and obtain a health permit from San Bernardino County if they intend to sell food.
- ◆ Prepared a policy concerning the requirements in the Historic Downtown Upland Specific Plan regarding murals.
- ◆ Prepared a SB 2 grant application used to shoe-horn more housing into the City. The effort includes crafting a more development-friendly, City Housing Element; providing incentives for developers to build affordable housing; updating land-use plans; rezoning parcels to encourage more housing; and streamlining the permit process.
- ◆ Created a plan to develop two vacant 2 lots (Downtown Old Magnolia Plaza) adjacent along the north and south of the Pacific Electric Trail, between second Avenue and Third Avenue as a new public urban space.
- ◆ Assisted in overseeing Upland's 2020 U.S. Census Count Committee which led the City to the second-highest response rate of any city in San Bernardino County.

BUILDING AND SAFETY

- ◆ Began using ENERGOV as its new software for permitting and plan check functions. This conversion also included a new citizen website access portal for the convenience of clients, and enhanced process transparency. The Building Division now offers most services electronically, including acceptance and review of building plans, significantly reducing the use of paper.

- ◆ This transition has proved educational as well as challenging and has highlighted needs for other business process changes in City permitting and plan check functions, which are also underway. Staff are now able to provide customer service at a higher technical level for outside clients, and for other city agencies which are also starting to use the ENERGOV system. Challenges have included more demands on staff time during the ENERGOV transition, as staff work to learn the system and adjust business practices to best meet customer needs. This also coincides with increasing complexity of building codes and the continuing high volume of construction activity in Upland. With this said, the Building Division is now on the cutting edge of how building departments, on a nationwide level, will be conducting business in the future.
- ◆ Performed plan reviews within the 4-week turnaround time for more than 700 submitted applications.
- ◆ Responded to approximately 22,140 (90/day avg.) phone inquiries.
- ◆ Conducted 99% of more than 5,100 inspections within 24 hours of request.
- ◆ To date (FY 07/01/2020 to 02/28/2021), the Building and Safety Department has issued more than 1,700 construction permits. With more than 4 months remaining in the current fiscal year, the total number of permits processed may exceed 2,400.
- ◆ Developed a Business License Inspection Program. Initially, this program will require all first-time and reinstatement of expired business license applicants operating in a commercial building or space within the City to have the Building and Safety Department inspect these premises prior to issuance of a business license. Key elements of fire and life safety requirements reviewed with the applicant during this inspection include exiting, egress, emergency lighting, mechanical, electrical, plumbing appliances, and fixtures for code compliance and occupant safety.
- ◆ Issued permits for 12 Accessory Dwelling Units (ADU).
- ◆ Conducted 5,100 inspections to date (7/1/2020 to 2/11/2021).

WEED ABATEMENT

- ◆ Inspected 24,115 properties.
- ◆ Sent out 400 abatement notices.
- ◆ Abated 25 properties via the City (private contractor).
- ◆ Assessed and placed liens on 240 properties

ECONOMIC DEVELOPMENT

- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor's Office on February 8, 2021 for the period of January 2, 2020 to January 1, 2021.
- ◆ Submitted an article to the Inland Empire Magazine which was featured in their February 2021 "Annual Best of the Inland Empire Dining and Entertainment" edition.
- ◆ Entered into an agreement with Tierra West Advisors for economic development services to assist the City with its business attraction, retention, and expansion efforts. Worked with our Economic Development partner, Tierra West Advisors, to complete a 5-year Economic Development Action Plan, including an extensive public outreach effort to solicit input from the residents and businesses through several open meetings and an online survey. The 5-Year Economic Development Plan also includes a Market Study of Historic Downtown Upland, Community Profile, Marketing Packet, and a Business and Retail Attraction Plan.
- ◆ In January 2021, the City Council adopted a resolution approving the 5-Year Economic Development Action Plan as prepared by Tierra West Advisors.
- ◆ The City Council proclaimed November 28, 2020, as "Small Business Saturday" urging residents of our community and communities across the country to support small businesses on Small Business Saturday and throughout the year.
- ◆ Staff has been in discussions with a developer for the preparation of an Exclusive Negotiation Agreement who has expressed interest in the downtown City-owned property at the northwest corner of 1st Avenue and A Street, for revitalizing the site.
- ◆ In October 2020, the City was notified that the Chamber of Commerce and the City's application was selected as a finalist for the Innovative Use of Technology Award at the Inland Empire Economic Partnership's Eighth Annual Turning Red Tape into Red Carpet Awards Ceremony.
- ◆ Staff sent letters in August 2020 to several breweries from the Vista area to promote opportunities to expand and locate in Upland, as part of our Economic Development efforts.
- ◆ On August 17, 2020, a Notice of Availability was sent out to the state's Department of Housing and Community Development (HCD) and housing sponsors in accordance with the Surplus Land Act.
- ◆ In August 2020, the City Council adopted a resolution declaring 17 City-owned properties, as surplus land.
- ◆ On August 10, 2020, the City Council approved a Disposition and Development Agreement with Crestwood Communities for the purchase of all four City-owned parcels that are zoned, single-family dwellings located at Euclid Avenue, south of the 210 Freeway. The developer proposes to construct high-end, single-family dwellings on each lot. In December 2020, the

developer notified the City that they approved the due diligence period and began moving forward with the project and will work towards closing in March 2021.

- ◆ Partnered with the Chamber of Commerce to prepare a new City Map publication for economic development purposes, marketing of existing businesses, and the promotion of the Chamber and the City.
- ◆ Updated the Economic Development Division website to share helpful information and links on business resources, funding sources, and relief programs to assist businesses that have been impacted by the COVID-19 pandemic. Business resources include the Small Business Administration (SBA), California Governor’s Office of Business and Economic Development (GO-Biz), California Association for Local Economic Development (CALED), San Bernardino County Economic Development Agency, and the Small Business Development Center (SBDC).
- ◆ Submitted responses to three requests for information from the California Governor’s Office of Business and Economic Development (GO-Biz) for confidential site selections for commercial businesses.
- ◆ In July 2020, the City Council approved a Hotel Market Demand Analysis as prepared by Kosmont Companies to assess general feasibility for a hotel development within the City.
- ◆ Partnered with the Chamber of Commerce to offer “Snaptown”, a mobile app that promotes our local businesses, as part of a collaborative and ongoing effort to encourage local shopping and provide our community with exclusive benefits and savings. Snaptown launched on September 23, 2019.
- ◆ Added a new feature to our City’s website, “Sites for Lease/Sale”, that provides information from Loopnet on available spaces for lease, properties for sale in the City, and site-selection assistance.
- ◆ Coordinated with HDU regarding the approved policy and plan for receiving Parking and Business Improvement Area funds for the betterment of downtown to assist HDU’s efforts to enhance the economic vitality of the downtown area. Also coordinated the reimbursement of payments to HDU for security services provided during the street closures in the area.
- ◆ Coordinated with the Small Business Development Center (SBDC), sharing online webinar Business Training Events and business assistance services on the City’s website.
- ◆ Continued partnership with the Small Business Development Center (SBDC).
- ◆ Met with the Economic Development Committee on a quarterly basis to discuss economic development projects, development highlights, and business attraction efforts.
- ◆ Continued to coordinate with the HDU board for promoting and marketing downtown Upland.

- ◆ Continued to meet with the Upland Chamber of Commerce on a quarterly basis to discuss Chamber programs and to provide updates on City-wide projects, including new businesses.
- ◆ Continued to identify available spaces for lease and properties for sale with in-house CoStar resource and assist businesses with site selection assistance.
- ◆ Negotiated draft lease terms for one new cell tower facility proposed within Memorial Park.
- ◆ Continued to efficiently manage leases for City-owned properties.
- ◆ Assisted in promotion of the City’s participation with four (4) open PACE programs.
- ◆ Monitored a License Agreement with San Antonio Regional Hospital to provide additional parking near the south ballfield within Memorial Park.
- ◆ Continued to promote mixed-use development in Downtown.
- ◆ Coordinated for the potential development of a City downtown plaza located adjacent to the bike trail.
- ◆ Implement the Comprehensive Downtown Beautification Program and completed the upgrades and improvements to benches, trash receptacles, spire, kiosks, archway, pocket park, parklets, and signage in downtown.
- ◆ Prepared two Right of Entry Agreements for upgrade work to existing telecommunication facilities located in San Antonio Park and Memorial Park.
- ◆ Prepared Economic Development Division updates to the Development Services Director for the Monthly Report.

PLANNING

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
General Plan Amendments	1	1	0	2
Zone Change/Code Amendments	3	2	3	4
Specific Plan Reviews	0	1	1	1
Site Plan Reviews**	16	7	0	0
Design Reviews**	20	9	0	0
Development Plan Review	0	0	19	5
Sign Design Reviews*	60	51	48	53

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Parcel Map/Tract Maps	5	6	2	5
Administrative Use Permits	18	5	7	10
Administrative Determinations	12	8	9	11
Environmental Impact Reports/Negative Declarations	1	2	2	2
Temporary Use Permits	1	4	34	40
Special Event Permits	53	11	14	25
Appeals	1	0	0	0

*Sign Design Reviews separated from project Design Reviews in July 2016.

**Site Plan Review and Design Review combined to become Development Plan Review in 2020-2021.

BUILDING AND SAFETY

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Inspections within 24 hours	99%	99%	99%	99%
Total number of inspections	12,300	10,700	9,400	9,700
Plan check turn-around time (business days)	4weeks	4 weeks	4 weeks	3 weeks
Total number of plan checks	900	1,470	1,070	1,000
Total number of building permits issues	1,700	2,250	2,200	2,200
New commercial buildings	15	2	8	5
New residential buildings	520	180	320	270
New multi-family units	110	95	105	90

WEED ABATEMENT

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Properties Inspected	21,882	0	24115	24115
Properties Assessed/Liened	360	0	240	240
Notices Sent Out	360	0	400	400
Properties Abated (via contractor)	60	0	25	25

HOUSING

MISSION STATEMENT

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
HOUSING					
HOUSING COORDINATOR	1.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	1.00	1.00	1.00	1.00	0.00

LOW AND MODERATE INCOME HOUSING PROGRAM

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

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To continue GRID partnership to complete 10 solar installation projects.
- ◆ Pursue the Developer Disposition Agreement (DDA) with Upland Community Housing Inc. (“UCHI”). Work cooperatively with UCHI for the construction of a 72-unit enhanced senior residential development (expansion of the “Coy Estes” senior housing apartments).
- ◆ To continue the process to develop the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ To monitor the development of the 1st Ave property.
- ◆ To continue to assist in marketing the County’s Home Weatherization Grant Program and the Neighborhood Stabilization Program, Building Industry Association - Housing Action Resource Trust Program, and California Department of Insurance - Earthquake Retrofit Loan Program.
- ◆ To continue to support financing homeless activities.
- ◆ To prepare and submit the annual Housing Element activities report to HCD.

- ◆ To consider new unsolicited housing proposals as appropriate or necessary.
- ◆ To develop strategies to create additional affordable housing opportunities.
- ◆ To administer the City's Mobile Home Park Rent Control Ordinance and prepare the Consumer Price Index letter for all mobile home parks on an annual basis.
- ◆ To procure the audited calendar year-end financial statements for the three Housing Fund apartments.
- ◆ To provide monitoring oversight of 308 housing units.
- ◆ To prepare and complete the Low and Moderate Income Housing Fund report.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Completed one (1) solar installation project through GRID partnership.
- ◆ Earned approximately a net \$2.6 million from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Continued to implement UCHI's loan agreement which will assist with the construction of a proposed 72-unit senior affordable housing development project.
- ◆ Conducted numerous meetings with the following nonprofit organizations; UCHI, Link Housing, Community Housing Works, and City Ventures, regarding affordable housing opportunities.
- ◆ Coordinated and received the biannual appraisal of Housing property assets with a value of \$55,200,000.
- ◆ Complied with the Surplus Land Act and received proposals for the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ Assisted in marketing the County's Home Weatherization Grant Program, Building Industry Association - Housing Action Resource Trust Program, and California Department of Insurance - Earthquake Retrofit Loan Program.
- ◆ Prepared and submitted the Annual Housing Element activities report to the Department of Housing and Community Development.
- ◆ Assisted with the preparation of the Housing Element update required by state law to cover the next cycle period 2021-2029.
- ◆ Provided monitoring oversight of 308 housing units.
- ◆ Administered the City's Mobile Home Park Rent Control Ordinance and prepared to send the

Consumer Price Index annual letter to all mobile home parks.

- ◆ Reconciled program loans related to the financial audit.
- ◆ Balanced the Housing rent revenue budget for FY 2020-21.
- ◆ Received one (1) Resale Restriction Termination Agreement payment for FY 2020-21.
- ◆ Completed the Low and Moderate Income Housing Fund report for FY 2020-21.
- ◆ Assisted with refinancing the Housing revenue note.

HOME INVESTMENT PARTNERSHIP PROGRAM/ CALHOME/ PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

The Housing Division administers the State HOME/CALHOME Programs and the Permanent Local Housing Allocation (PLHA) program consistent with applicable federal and state rules and regulations, as well as City Council policies and directives to improve the City's housing stock, promote home ownership, create additional affordable housing opportunities, and assist with the prevention of homelessness.

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To implement the City's State HOME and CalHome grant programs to finance approximately two (2) new Housing Improvement Program (HIP), single-family - housing rehabilitation project loans.
- ◆ To continue to service the approximately \$5.1 million State HOME and CalHome program loan portfolio.
- ◆ To continue to implement the new green building standards in the Housing Improvement Program.
- ◆ To update program manuals, as needed.
- ◆ To prepare and submit timely, all State HOME, CalHome and PLHA program HCD annual and quarterly financial and performance reporting documents.
- ◆ To recommence marketing strategies for HOME and CalHome grant programs through various advertising avenues.
- ◆ To calculate CalHome annual anticipated 5% service fee on Reuse Account as Housing revenue.
- ◆ To implement the City's Permanent Local Housing Allocation (PLHA) fund of \$277,837 to be used for homeless prevention services.

- ◆ To monitor the expenditures of the PLHA fund.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ 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.
- ◆ Assisted with three (3) subordinations in FY 2020-21.
- ◆ Received three (3) HOME loan payoffs, received four (4) CalHome loan payoffs, and one (1) partial interest/principal CalHome payment for FY 2020-21.
- ◆ Prepared and submitted another waiver for the Sales/Value limit (203b) to Housing and Community Development (HCD), continued discussions with the Department of Housing Community Development.
- ◆ Receipt of calculated CalHome annual anticipated 5% service fee on Reuse Account as Housing revenue by the end of FY 2020-21.
- ◆ Prepared and submitted the Permanent Local Housing Allocation (PLHA) program application to the California Department of Housing and Community Development for a five-year cycle funding award FY 2019-2024.
- ◆ Received the PLHA program application award letter for a total of \$277,837 to be received annually from FY 20-25 totaling \$1,667,022 to be used for homeless services and acquisition and rehabilitation of an existing four-plex structure.

COMMUNITY DEVELOPMENT BLOCK GRANT

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

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To implement the City's \$638,618 CDBG Funds/Program for FY 2021-22. To administer and monitor all sub-recipient CDBG contracts.
- ◆ To assist 7 non-profit organizations in providing public service programs to approximately 1,713 Upland residents.
- ◆ To continue to provide Fair Housing and Landlord/Tenant Mediation services through the Inland Fair Housing and Mediation Board.

- ◆ Continue to implement the Business Assistance and Attraction Program (BAAP) to businesses located in the downtown area in order to promote new local jobs to persons of low to moderate income. Planning to fund three (3) BAAP projects.
- ◆ Continue to implement the Commercial Rehabilitation Program (CRP) – Historic Downtown Revitalization façade improvements to preserve and beautify historical commercial corridors. Planning to fund five (5) CRP projects.
- ◆ To develop the annual CDBG Action Plan and file with HUD using the E-con planning suite.
- ◆ To prepare and submit timely to HUD all annual financial and performance reporting documents.
- ◆ To comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ To continue to participate in HUD trainings.
- ◆ To continue to implement the Emergency Repair Program (ERP). Assist up to 20 very low-income families with small-scale emergent code repairs to their owner-occupied, single-family homes or mobile homes.
- ◆ To continue to implement the City’s CARES Act CDBG Round 1 (CDBG-CV) and Round 3 (CDBG-CV3) [\$498,008 in Funds/Program for FY 2021-22]. To continue to administer and monitor all sub-recipient CDBG-CV and CDBG-CV3 contracts.
- ◆ To continue to assist 6 non-profit organizations in providing public service programs to approximately 437 Upland residents.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City’s \$1,304,578 CDBG program funding (inclusive of prior year’s carryovers).
- ◆ With assistance from the CDBG Committee and City Council, developed the City’s CDBG program and one year action plan for FY 2021-2022.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Conducted an introductory CDBG presentation to the newly appointed CDBG Committee members.
- ◆ Prepare and finalize the Action Plan for FY 2021-2022.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2019-20 to HUD.
- ◆ Received CAPER FY 2019-2020 approval letter from the Department of Housing and Urban

Development (HUD).

- ◆ Continued to provide Fair Housing and Landlord/Tenant Mediation services through the Inland Fair Housing and Mediation Board.
- ◆ Prepared and filed with HUD all required financial and performance reporting documents.
- ◆ Continued to review the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Continued to provide the Business Assistance and Attraction Program (BAAP) to businesses located in the downtown area in order to promote new local jobs to persons of low to moderate income. Funded four (4) BAAP projects.
- ◆ Continued to implement the Commercial Rehabilitation Program – Historic Downtown Revitalization façade improvement to preserve and beautify historical commercial corridors. Funded three (3) CRP projects.
- ◆ Continued the Emergency Repair Program (ERP) which assisted 20 very low-income owner-occupied households.
- ◆ Participated in financial single audit for FY 2019-2020 CDBG.
- ◆ Updated the U-HOPE Program Guidelines and received City Council approval.
- ◆ Prepared and revised the updated U-HOPE Program Guidelines for City Council approval.
- ◆ Received and administered a total of \$873,743 funds combined in CARES Act CDBG Round 1 (CDBG-CV) and Round 3 (CDBG-CV3) to prevent, prepare for, and respond to the spread of COVID-19.
- ◆ Prepared and submitted the Substantial Amendment No. 1 and Substantial Amendment No. 2 to the FY 20-21 Action Plan to HUD to include CDBG-CV and CDBG-CV3 funds.
- ◆ With assistance from the CDBG Committee and City Council, developed the City’s CDBG-CV and CDBG-CV3 program and Substantial Amendment No. 1 and No. 2 to the One-Year Action Plan for FY 2020-21.
- ◆ Administered and monitored all sub-recipient CDBG-CV and CDBG-CV3 contracts.
- ◆ Prepared and filed with HUD all required financial and performance reporting documents for CDBG-CV and CDBG-CV3.
- ◆ Prepared and submitted the Corrected Allocation for CDBG FY 2020-2021 to HUD for approval.

- ◆ Created the Upland Small Business Support: Rent Recovery Program and assisted 25 small businesses.
- ◆ Prepared for a possible CARES Act CDBG Round 4 grant to be received by the city to prevent, prepare for, and respond to COVID-19.

SUCCESSOR AGENCY ADMINISTRATION

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

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

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To prepare the Recognized Obligation Payment Schedule (ROPS) when required and submit to the Department of Finance and the County Auditor-Controller's Office.
- ◆ To prepare a DOF Prior Period Adjustment Report and submit the five (5) back up County reports and back up materials to the County Auditor-Controller's Office.
- ◆ To continue to balance the Successor Agency budget.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the 2020-21 annual ROPS which was reviewed and approved by the Countywide Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Attended one (1) Oversight Board meeting via Zoom.
- ◆ Prepared a DOF Prior Period Adjustment Report and submitted the five (5) back up County reports and back up materials to the County Auditor-Controller's Office.
- ◆ Balanced the Successor Agency budget.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
DEVELOPMENT SERVICES					
2201 BUILDING AND SAFETY					
Personnel	\$ 263,990	\$ 362,240	\$ 372,790	\$ 372,930	\$ 323,350
Maintenance & Operations	473,520	488,280	602,590	609,590	874,250
Capital Outlay	-	-	-	-	-
TOTAL BUILDING AND SAFETY	\$ 737,510	\$ 850,520	\$ 975,380	\$ 982,520	\$ 1,197,600
2202 WEED ABATEMENT					
Personnel	\$ 29,100	\$ 21,310	\$ 31,230	\$ 31,230	\$ 32,800
Maintenance & Operations	37,230	9,800	42,880	2,880	44,530
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 66,330	\$ 31,110	\$ 74,110	\$ 34,110	\$ 77,330
2203 ECONOMIC DEVELOPMENT					
Personnel	\$ -	\$ 106,410	\$ 100,320	\$ 100,320	\$ 104,590
Maintenance & Operations	237,760	194,350	167,140	168,170	189,120
Capital Outlay	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	\$ 237,760	\$ 300,760	\$ 267,460	\$ 268,490	\$ 293,710
2204 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	9,680	12,200	18,200	18,200	19,150
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 9,680	\$ 12,200	\$ 18,200	\$ 18,200	\$ 19,150
2205 PLANNING					
Personnel	\$ 167,300	\$ 334,050	\$ 283,550	\$ 283,550	\$ 417,040
Maintenance & Operations	364,480	277,640	336,630	336,630	274,920
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 531,780	\$ 611,690	\$ 620,180	\$ 620,180	\$ 691,960
2207 SANTA FE DEPOT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	27,700	12,000	12,000	8,000
Capital Outlay	-	-	-	-	-
TOTAL SANTA FE DEPOT	\$ -	\$ 27,700	\$ 12,000	\$ 12,000	\$ 8,000
101 TOTAL GENERAL FUND					
Personnel	\$ 460,390	\$ 824,010	\$ 787,890	\$ 788,030	\$ 877,780
Maintenance & Operations	1,122,670	1,009,970	1,179,440	1,147,470	1,409,970
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 1,583,060	\$ 1,833,980	\$ 1,967,330	\$ 1,935,500	\$ 2,287,750
201 TOTAL HOUSING FUND					
Personnel	\$ 770,310	\$ 731,090	\$ 733,510	\$ 694,740	\$ 624,310
Maintenance & Operations	1,700,890	1,728,250	3,460,780	3,460,780	3,317,600
Capital Outlay	-	-	-	-	-
TOTAL HOUSING FUND	\$ 2,471,200	\$ 2,459,340	\$ 4,194,290	\$ 4,155,520	\$ 3,941,910
208 TOTAL HOME PROGRAM FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	305,870	420,000	420,000	760,000
Capital Outlay	-	-	-	-	-
TOTAL HOME PROGRAM FUND	\$ -	\$ 305,870	\$ 420,000	\$ 420,000	\$ 760,000
209 TOTAL CDBG FUND					
Personnel	\$ 46,590	\$ 59,920	\$ 115,370	\$ 223,060	\$ 99,900
Maintenance & Operations	566,840	307,770	606,580	1,795,390	1,169,170
Capital Outlay	-	-	-	60,000	60,000
Capital Improvement Projects	96,190	-	100,000	100,000	97,790
TOTAL CDBG FUND	\$ 709,620	\$ 367,690	\$ 821,950	\$ 2,178,450	\$ 1,426,860

DEVELOPMENT SERVICES		2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
210	TOTAL PARKING BUSINESS IMPROVEMENT AREA FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	5,570	81,690	49,730	113,730	52,980
	Capital Outlay	-	-	-	60,000	-
	Capital Improvement Projects	1,310	9,700	138,990	138,990	138,830
	TOTAL PARKING & BUSINESS IMPROVEMENT AREA FUND	\$ 6,880	\$ 91,390	\$ 188,720	\$ 312,720	\$ 191,810
217	TOTAL OTHER GRANTS FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	1,870	-	310,000	-
	Capital Outlay	-	-	-	-	-
	TOTAL OTHER GRANTS FUND	\$ -	\$ 1,870	\$ -	\$ 310,000	\$ -
222	TOTAL CALHOME PROGRAM FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	70,750	210,000	210,000	295,000
	Capital Outlay	-	-	-	-	-
	TOTAL CALHOME PROGRAM FUND	\$ -	\$ 70,750	\$ 210,000	\$ 210,000	\$ 295,000
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ 9,940	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ 9,940	\$ -	\$ -	\$ -
427	TOTAL ENERGY EFFICIENCY CAPITAL IMP PROJECT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	2,495,980	78,920	-	22,940	-
	Capital Outlay	-	-	-	-	-
	TOTAL ENERGY EFFICIENCY CAPITAL IMP FUND	\$ 2,495,980	\$ 78,920	\$ -	\$ 22,940	\$ -
805	TOTAL SUCCESSOR AGENCY FUND					
	Personnel	\$ 133,300	\$ 189,460	\$ 245,400	\$ 245,400	\$ 185,480
	Maintenance & Operations	2,618,900	755,560	3,144,380	3,145,680	3,189,150
	Capital Outlay	-	-	-	-	-
	TOTAL SUCCESSOR AGENCY FUND	\$ 2,752,200	\$ 945,020	\$ 3,389,780	\$ 3,391,080	\$ 3,374,630
	TOTAL DEVELOPMENT SERVICES					
	Personnel	\$ 1,410,590	\$ 1,814,420	\$ 1,882,170	\$ 1,951,230	\$ 1,787,470
	Maintenance & Operations	8,510,850	4,340,650	9,070,910	10,625,990	10,193,870
	Capital Outlay	-	-	-	120,000	60,000
	Capital Improvement Projects*	97,500	9,700	238,990	238,990	236,620
	TOTAL DEVELOPMENT SERVICES	\$ 10,018,940	\$ 6,164,770	\$ 11,192,070	\$ 12,936,210	\$ 12,277,960

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

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 8,630	\$ 16,830	\$ 17,180	\$ 17,180	\$ 14,040
5111	Salaries - Full Time	780,770	1,009,320	1,112,190	1,129,830	1,222,930
5112	Salaries - Temporary/Part Time	79,840	79,250	74,720	107,540	97,360
5113	Overtime	22,340	21,160	30,000	30,000	21,500
5116	Fringe Benefits	179,200	236,990	279,760	280,410	302,300
5117	Retirement Contributions	81,980	108,300	147,390	148,100	129,340
5119	Unfunded Annual PERS Liability	257,830	342,570	220,930	238,170	-
	TOTAL PERSONNEL EXPENSES	\$ 1,410,590	\$ 1,814,420	\$ 1,882,170	\$ 1,951,230	\$ 1,787,470
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 80	\$ 120	\$ 600	\$ 600	\$ 600
5212	Advertising	18,230	41,960	27,500	27,500	39,500
5213	Dues & Subscriptions	7,800	12,250	12,190	12,190	12,310
5215	Training/Conferences/Meetings	3,430	7,420	24,170	24,170	21,290
5216	Office Supplies	4,530	4,500	5,300	5,300	5,550
5217	Other Supplies/Materials	1,190	26,560	5,750	5,750	11,750
5218	Uniform Expense	490	1,800	1,000	1,000	1,000
5219	Permits/Licenses/Fee/Assessments	-	20	20	20	20
5220	Fuel Usage	4,050	4,110	4,200	4,200	4,200
5221	Mileage Reimbursement	190	380	850	850	750
5222	Print/Mail Charges	920	1,540	2,900	2,900	2,100
5223	Information Systems Charges	93,720	127,510	160,230	160,230	-
5224	Vehicle Charges	12,230	15,330	13,470	13,470	-
5225	Building Maint & Operations	-	27,700	12,000	12,000	-
5231	Office Equipment (Under 5,000)	3,850	70	-	-	200
5234	Other Equipment Rental	8,250	2,250	-	-	-
5241	Utilities - Electric	230	250	350	350	150
5243	Utilities - Telephone	840	1,470	1,650	1,650	1,850
5245	Maintenance - Building/Structure/Grounds	20,920	19,480	19,320	83,320	22,500
5248	Maintenance - Other	1,780	11,900	-	-	-
5251	Legal Services	14,190	10,300	13,570	13,570	11,000
5252	Professional Services	1,125,630	932,550	1,037,750	1,397,320	934,630
5253	Contract Services	2,622,240	107,730	-	22,940	9,000
5255	Banking Services	11,270	11,230	12,300	12,300	4,000
5258	Other Services	557,290	408,530	2,447,710	3,365,240	2,701,210
5273	Workers Compensation Charges	101,990	108,310	119,760	119,760	-
5274	Unemployment Charges	8,500	8,730	4,030	4,030	-
5275	Long-term Disability Charges	8,500	8,720	7,790	7,790	-
5276	Liability Charges	158,340	161,110	152,020	152,020	-
5277	Loss Prevention Charges	9,630	8,930	7,780	7,780	-
5294	Sponsor/Contribution/Donation	5,000	-	-	-	-
5296	Pass-Thru Expense	1,658,540	71,300	-	-	-
5299	Prior Year Expenses	-	6,790	-	-	-
5303	DDA/OPA	-	18,940	-	-	-
5310	Forgivable Loans	50,000	-	120,000	311,040	218,330
5314	HIP Loans	-	-	420,000	420,000	200,000
5315	FRHB Loans	-	113,100	210,000	210,000	855,000
5324	Other Post Employee Benefits	-	-	17,460	17,460	-
5424	Bond Principal Expense	514,160	533,720	2,849,000	2,849,000	2,966,770
5425	Bond Interest Expense	1,327,310	1,222,260	1,360,240	1,360,240	1,244,840
5601	FY Net Loan Activity	-	301,780	-	-	-
5430	Closing Costs	155,530	-	-	-	-
5701	Information Systems Allocation Charges	-	-	-	-	177,850
5702	Fleet - Maintenance & Repair Allocation	-	-	-	-	2,380
5704	Building Maintenance & Operation Allocation	-	-	-	-	14,260
5705	Self Funded Liability Allocation	-	-	-	-	319,240
5706	OPEB & Employee Benefits Allocation	-	-	-	-	54,360

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
5707	PERS-UAL Allocation	-	-	-	-	357,230
	TOTAL MAINTENANCE & OPERATIONS	\$ 8,510,850	\$ 4,340,650	\$ 9,070,910	\$ 10,625,990	\$ 10,193,870
	CAPITAL OUTLAY					
5528	Improvements Other Than Buildings	\$ -	\$ -	\$ -	\$ 120,000	\$ 60,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 120,000	\$ 60,000
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 97,500	\$ 9,700	\$ 238,990	\$ 238,990	\$ 236,620
	CAPITAL IMPROVEMENT PROJECTS	\$ 97,500	\$ 9,700	\$ 238,990	\$ 238,990	\$ 236,620
	TOTAL DEPARTMENT	\$ 10,018,940	\$ 6,164,770	\$ 11,192,070	\$ 12,936,210	\$ 12,277,960

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	201	208	209	210	222	805	2021-22 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	HOUSING	HOME PROGRAM	CDBG	PBIA	CALHOME PROGRAM	SUCCESSOR AGENCY	
	PERSONNEL EXPENSE								
5110	Buy Backs	\$ 11,740	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,040
5111	Salaries - Full Time	555,730	452,980	-	75,090	-	-	139,130	1,222,930
5112	Salaries - Temporary/Part Time	88,330	9,030	-	-	-	-	-	97,360
5113	Overtime	21,500	-	-	-	-	-	-	21,500
5116	Fringe Benefits	140,270	113,050	-	17,020	-	-	31,960	302,300
5117	Retirement Contributions	60,210	46,950	-	7,790	-	-	14,390	129,340
	TOTAL PERSONNEL EXPENSES	\$ 877,780	\$ 624,310	\$ -	\$ 99,900	\$ -	\$ -	\$ 185,480	\$ 1,787,470
	MAINTENANCE & OPERATIONS								
5211	Postage	\$ 500	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
5212	Advertising	26,000	3,500	-	10,000	-	-	-	39,500
5213	Dues & Subscriptions	11,810	500	-	-	-	-	-	12,310
5215	Training/Conferences/Meetings	16,990	4,000	-	300	-	-	-	21,290
5216	Office Supplies	4,450	1,000	-	100	-	-	-	5,550
5217	Other Supplies/Materials	11,250	500	-	-	-	-	-	11,750
5218	Uniform Expense	1,000	-	-	-	-	-	-	1,000
5219	Permits/Licenses/Fee/Assessments	20	-	-	-	-	-	-	20
5220	Fuel Usage	4,200	-	-	-	-	-	-	4,200
5221	Mileage Reimbursement	250	500	-	-	-	-	-	750
5222	Print/Mail Charges	1,900	200	-	-	-	-	-	2,100
5231	Office Equipment (Under 5,000)	200	-	-	-	-	-	-	200
5241	Utilities - Electric	150	-	-	-	-	-	-	150
5243	Utilities - Telephone	650	1,200	-	-	-	-	-	1,850
5245	Maintenance - Building/Structure/Grounds	18,820	200	-	-	3,480	-	-	22,500
5251	Legal Services	-	10,000	-	-	-	-	1,000	11,000
5252	Professional Services	607,500	298,250	-	14,930	-	-	13,950	934,630
5253	Contract Services	9,000	-	-	-	-	-	-	9,000
5255	Banking Services	-	-	-	-	-	-	4,000	4,000
5258	Other Services	114,200	1,612,000	-	925,510	49,500	-	-	2,701,210
5310	Forgivable Loans	-	-	-	218,330	-	-	-	218,330
5314	HIP Loans	-	-	200,000	-	-	-	-	200,000
5315	FRHB Loans	-	-	560,000	-	-	295,000	-	855,000
5424	Bond Principal Expense	-	581,770	-	-	-	-	2,385,000	2,966,770
5425	Bond Interest Expense	-	500,150	-	-	-	-	744,690	1,244,840
5701	Information Systems Allocation Charges	143,740	34,110	-	-	-	-	-	177,850
5702	Fleet - Maintenance & Repair Allocation	2,380	-	-	-	-	-	-	2,380
5704	Building Maintenance & Operation Allocation	8,000	6,260	-	-	-	-	-	14,260
5705	Self Funded Liability Allocation	207,760	111,480	-	-	-	-	-	319,240
5706	OPEB & Employee Benefits Allocation	34,390	19,970	-	-	-	-	-	54,360

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2021-22 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

	FUND NO.	101	201	208	209	210	222	805	
OBJECT CODE	EXPENSE CLASSIFICATION	GENERAL	HOUSING	HOME PROGRAM	CDBG	PBIA	CALHOME PROGRAM	SUCCESSOR AGENCY	2021-22 ADOPTED
5707	PERS-UAL Allocation	184,810	131,910	-	-	-	-	40,510	357,230
	TOTAL MAINTENANCE & OPERATIONS	\$ 1,409,970	\$ 3,317,600	\$ 760,000	\$ 1,169,170	\$ 52,980	\$ 295,000	\$ 3,189,150	\$ 10,193,870
	CAPITAL OUTLAY								
5528	Improvements Other Than Buildings	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
	CAPITAL IMPROVEMENT PROJECTS								
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ 97,790	\$ 138,830	\$ -	\$ -	\$ 236,620
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ 97,790	\$ 138,830	\$ -	\$ -	\$ 236,620
	TOTAL DEPARTMENT	\$ 2,287,750	\$ 3,941,910	\$ 760,000	\$ 1,426,860	\$ 191,810	\$ 295,000	\$ 3,374,630	\$ 12,277,960

ADOPTED BUDGET

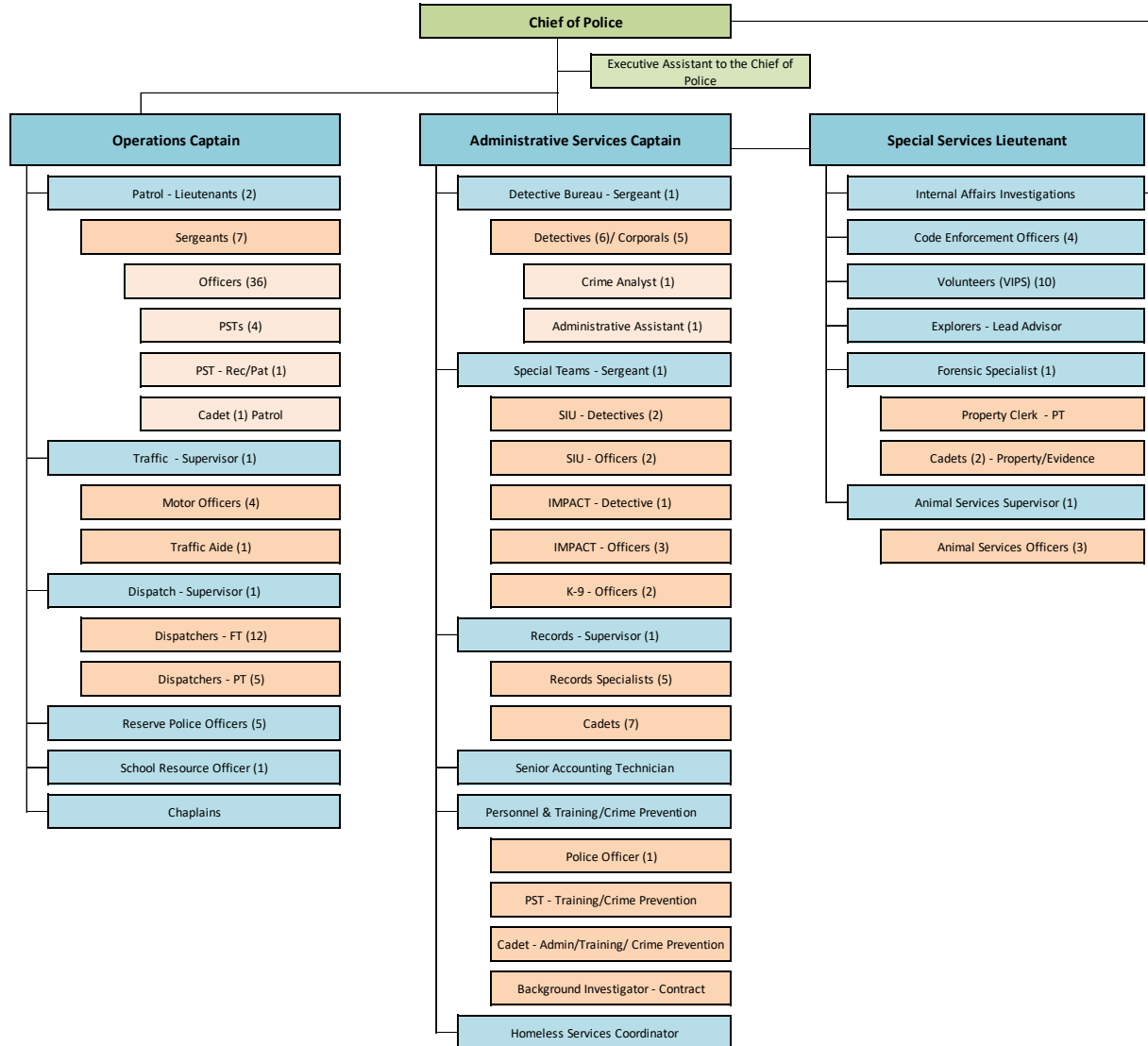
FY 2021-22

POLICE



POLICE DEPARTMENT

City of Upland Organizational Chart Fiscal Year 2021-22

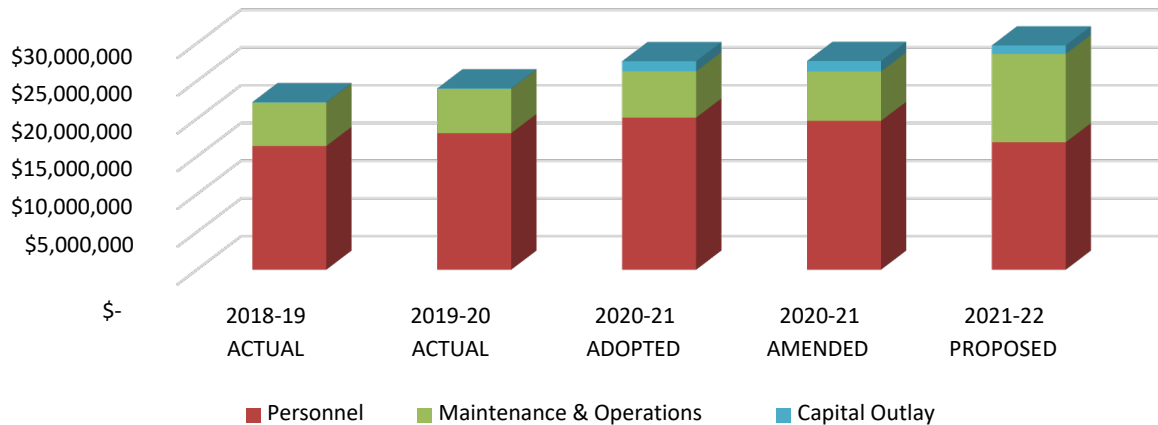


MISSION STATEMENT

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

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 16,388,370	\$ 18,095,780	\$ 20,149,760	\$ 19,171,710	\$ 16,885,920
Maintenance & Operations	5,747,590	5,871,180	6,132,440	6,541,100	11,695,330
Capital Outlay	63,910	57,290	1,339,330	1,391,990	1,135,150
Capital Improvement Projects	-	-	-	-	-
TOTAL BUDGET	\$ 22,199,870	\$ 24,024,250	\$ 27,621,530	\$ 27,650,800	\$ 29,716,400

Police Department Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$20,995,800	\$22,424,310	\$25,215,400	\$24,494,950	\$27,138,410
PUBLIC SAFETY AUGMENTATION	1,007,510	990,550	900,000	900,000	1,339,880
FEDERAL GRANT-CARES ACT	-	333,530	-	12,450	-
GEN CAPITAL IMPROVEMENTS	-	-	266,200	266,200	-
GENERAL CAPITAL PROJECTS	14,280	10,420	-	11,740	-
HOMELAND SECURITY GRANTS	1,300	22,940	-	51,140	-
PROPOSITION 30	-	-	140,000	140,000	150,000
COPS	20,860	47,900	933,130	933,130	985,150
HOMELESS EMERGENCY AID PRG	-	51,840	92,400	92,400	41,910
OFFICE OF TRAFFIC SAFETY	156,530	130,100	74,400	293,400	49,730
OTHER PUBLIC SAFETY GRANTS	3,590	11,660	-	402,030	11,320
OFFICE OF JUSTICE PROGRAMS	-	-	-	56,360	-
ASSET FORFEITURE – STATE	-	1,000	-	-	-
TOTAL BUDGET	\$22,199,870	\$24,024,250	\$27,621,530	\$27,650,800	\$29,716,400

OPERATIONS DIVISION

The Operations Division provides direct law enforcement services to the community through the Patrol Division and Traffic Unit. The City of Upland is segmented into four Patrol Beats, each with one to three assigned Patrol Officers. Each shift includes a minimum of five officers and a Field Supervisor (Sergeant). The Patrol Officer's primary job is to respond to calls for service from the community. When not responding to these calls for service, Patrol Officers respond to high crime and traffic problem areas. They will use innovative solutions to tackle problems within these areas to bring peace and order to the citizens of Upland.

The Traffic Unit consists of four Traffic Officers and one Sergeant. The Traffic Unit consists of four Motor Officers. Their primary duties include traffic enforcement, traffic accident investigation, and grant-funded traffic activities such as Driving Under the Influence (DUI) checkpoints, DUI saturation patrols, and distracted driver enforcement.

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

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division oversees the administrative duties of the Department. It consists of the Investigations Unit which is tasked with investigating all major crimes and all crimes requiring special attention and/or lengthy investigation. In addition, the Special Teams, Special Investigations Unit (SIU), IMPACT, and K9 Teams are under this command. Any major active criminal investigations concerning vice and narcotics are the responsibility of SIU. Conversely, the IMPACT Team is tasked with all "Quality of Life" concerns, which include assisting the homeless in finding shelter and taking enforcement action against criminal vagrants.

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

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

SPECIAL SERVICES UNIT

The Special Services Unit oversees any special projects and the Professional Standards Unit within the department. In addition, special projects include implementing new technology and making sure the department is consistent with new legal mandates. This consists of Code Enforcement, Animal Control, and the Professional Standards Office. The Code Enforcement Unit is responsible for maintaining the City's motto, "The City of Gracious Living." Code Enforcement Officers are

tasked with the responsibility of protecting property values and eliminating blight through the enforcement of the City's Municipal Code. Animal Control handles any animal-related issue in the City to ensure public safety as it relates to animals and pets.

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
POLICE					
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00
POLICE CAPTAIN	2.00	2.00	2.00	2.00	2.00
POLICE LIUETENANT	4.00	4.00	4.00	3.00	3.00
POLICE SERGEANT	9.00	9.00	9.00	9.00	9.00
POLICE DETECTIVE	9.00	9.00	9.00	9.00	9.00
POLICE CORPORAL	0.00	0.00	0.00	5.00	5.00
POLICE OFFICER	50.00	50.00	50.00	49.00	41.00
CRIME ANALYST	0.00	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	0.00	1.00	1.00	1.00	1.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00	1.00
CRIME ANALYST TRAINEE	1.00	0.00	0.00	0.00	0.00
SENIOR ACCOUNTING TECHNICIAN	0.00	0.00	0.00	1.00	1.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	0.00	1.00	1.00	1.00	1.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00	1.00
LEAD DISPATCHER	2.00	2.00	2.00	2.00	2.00
POLICE DISPATCHER II	10.00	10.00	10.00	10.00	10.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	1.00	1.00
POLICE RECORDS SPECIALIST II	6.00	5.00	5.00	5.00	5.00
HOMELESS SERVICES COORDINATOR	0.00	0.00	0.00	1.00	0.00
HOMELESS COORDINATOR	0.00	0.00	1.00	0.00	0.00
POLICE SERVICES TECHNICIAN	5.00	6.00	6.00	6.00	6.00
ANIMAL SERVICES SUPERVISOR	1.00	1.00	1.00	1.00	1.00
ANIMAL SERVICES OFFICER	3.00	3.00	3.00	3.00	3.00
CODE ENFORCEMENT OFFICER	4.00	4.00	4.00	4.00	4.00
TOTAL DIVISIONS	112.00	113.00	114.00	117.00	108.00

FY 2021-22 GOALS AND OBJECTIVES

Commitment to community engagement:

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

- ◆ Increase Social Media following by 25% (Instagram, Nextdoor, Facebook, Twitter).
- ◆ Patrol and Code Enforcement to continue to work with the Homeless Outreach Coordinator and Impact Team to improve the quality-of-life concerns with the members of the community.
- ◆ IMPACT Team consisting of two to four Officers to focus on specific on-going crime and quality of life issues, will continue their proactive work to reduce blight related calls for service by 10% from last year and improve quality of life within Upland.

Reduce injury traffic collisions by 3%:

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

Reduce Part 1 crime by 2%:

- ◆ Detectives increase detective-initiated arrests by 3%.
- ◆ Detectives increase clearance rate by 3%.
- ◆ Increase computer forensic training to an additional detective.
- ◆ Streamline investigation process when dealing with ID Theft/Fraud Cases.
- ◆ Utilize partnership with Ring Neighborhood to help prevent/solve additional crimes.
- ◆ Crosstrain Detectives in handling different/multiple case assignments.
- ◆ Increase the number of license plate readers in the City to help solve additional crimes.

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

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

Improve employee wellness:

- ◆ Reduce sick time usage by 3%.

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

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Number of Part 1 Crimes	2,671	2,743	2,568	2,661
Percentage compliance with POST and STC requirements	100%	100%	100%	100%
Number of forensic computer and cell phone examinations (approx. 12 man hours per examination)	5	15	20	25
Total patrol calls	77,539	71,097	60,878	69,771
Number of injury traffic collisions	306	422	338	355
Number of Reserve volunteer hours	1,300	2,296	1,125	1,200
Number of VIPS volunteer hours	2,588	1,740	1,360	1,500
Number of Graffiti Reward Payments	2	2	2	4
Number of Intersections equipped with automated license plate readers	4	4	4	4
Number of code enforcement cases resolved	1,659	1,790	2,050	5,300
Code Enforcement Inspections	2,773	2,845	3,017	3,100
Notice of Vacate	57	62	36	35
Citations	6	15	10	5
Administrative Citations	98	92	87	100
Cases filed	4	8	5	5
Signs	1,149	1,050	915	2,500
Carts	189	125	150	100
Animals returned to owner	15%	16%	18%	18%
Animals euthanized	10%	10%	10%	15%

FY 2020-21 MAJOR ACCOMPLISHMENTS

Quality of life Issues

Patrol/Investigations

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

Special Teams – Special Investigations Unit (SIU)/ IMPACT

- ◆ 51 Served criminal search warrant.
- ◆ 60 Felony Arrests.
- ◆ 18 Firearms removed from the streets.
- ◆ 6 Multi-Jurisdictional Sweeps.
- ◆ 4 Burglary crews identified.
- ◆ 4 Out of State Extraditions (Suspects returned to California for criminal prosecution).
- ◆ 384 arrests Upland IMPACT.
- ◆ 27 Individuals placed in shelters and/or housed by IMPACT.
- ◆ 6 Business conducting illicit activities closed.
- ◆ 19.5% Reduction in Transient/Criminal Vagrant related calls.
- ◆ 267 Surveys completed on homeless individuals.
- ◆ 117 Follow-up surveys (repeat surveys, update location and other information).

Code Enforcement

- ◆ Conducted joint compliance inspections with IMPACT Team at massage establishments in the City.

- ◆ Partnered with the Special Investigations Unit in serving a search warrant at an illegal casino operating in the City.
- ◆ Took a lead role in removing illegally posted signs throughout the City resulting in over 2,000 signs removed.

Animal Control

- ◆ 150 Disposal requests.
- ◆ 658 Stray animals received at the shelter.
- ◆ 121 Pets reunited with their families.
- ◆ 38 Cats were trapped, neutered, and released.
- ◆ 430 Deceased animals collected.

Operational Effectiveness

Patrol/Investigations

- ◆ Grant from the California Office of Traffic Safety (OTS) funded 4 radars, 4 LIDARS, 2 Traffic Data Collectors, 1 Aerostar Balloon Light, 160 DOT Cones, 24 Flashing Beacon Lights, and 12 Floor Mats.
- ◆ Continued with modified patrol schedule and staffing model which allowed the creation of two specialized teams.
- ◆ 62,870 calls for service.
- ◆ 15,117 officer-initiated contacts.
- ◆ 8,008 police reports taken.
- ◆ Over 2,304 suspects arrested.
- ◆ 140,258 calls handled by Dispatch with over 26,838 9-1-1 calls.
- ◆ Continue partnership with the Internet Crimes Against Children Task Force
- ◆ Procured \$27,000 worth of electronic equipment through the Internet Crimes Against Children Taskforce to help in investigating internet child exploitation cases.
- ◆ Obtained new technology to extract evidence from electronic equipment.
- ◆ 1,197 cases cleared by arrest.
- ◆ 305 cases exceptionally cleared.

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

Evidence

- ◆ New part-time employee assigned to handle property and evidence storage. He assists with lab deliveries, scanning paperwork into cases, and logging lab results. This frees up time for the forensic specialist to handle other important tasks.
- ◆ A Police Services Technician has been assigned to help in the property room. This will allow us to process a backlog of property that needs to be returned to their owners and/or destroyed.

K-9 Team

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

Technology

- ◆ New on-line crime reporting system.
- ◆ Purchased and implemented a web-based policy and procedures manual platform.
- ◆ Continued the use of a tablet-based e-citation platform for the traffic unit. This enables officers to issue a ticket in 30-40% less time and the citations are automatically transferred to the court taking the burden off of Records.
- ◆ Implemented interfaces between the CAD system and other law enforcement networks.
- ◆ Implemented new web-based technology (RapidDeploy) to help dispatchers locate cellular 911 callers.

Community Engagement

- ◆ Employees attended numerous public relations events including visits to schools, service groups, and children's hospitals.
- ◆ Substantially expanded the number of Department personnel able to post to social media in an effort to better communicate with the community.

- ◆ 28 participating block parties for the National Night Out event held on August 7, 2019. Participants at the event included the Detective Bureau, Traffic Bureau, K-9 Unit, VIPs, Upland CERT, Explorers, PST's, Code Enforcement, patrol officers, sergeants, lieutenants, captains, and the Chief of Police.
- ◆ Utilized a car with the front half marked as a police car and the back half marked as a taxi cab in the "Know Your Limit" campaign for DUI education.
- ◆ 11 officers participated at school events (Red Ribbon Week, Fall Festival, Active Shooter presentation, Back to School, Read Across America, "Stranger Danger" presentations, and Fuel for Success Anti-bullying program).
- ◆ 8 Department tours for Girl Scouts and Boy Scouts.
- ◆ 90 weekly Social media posts. 5 Crime Prevention through Environmental Design (CPTED) assessments at local businesses.
- ◆ 5 community charitable events (Red Cross blood drive, Cop on a Rooftop).
- ◆ 4 Neighborhood Watch meetings.
- ◆ 3 coffee/Conversation with a Cop events.
- ◆ Guest speaker at Boy Scout meetings and Uplanders' Club.
- ◆ 1 Citizen's Academy.
- ◆ 4 community fundraisers – Over 50 toys donated to the Cops for Kids Fly-In event at Loma Linda University Children's Hospital, Cancer Society at Oggi's restaurant, St. Jude's at Chili's restaurant, and a Tip-A-Cop event at Oggi's restaurant.
- ◆ Created social media accounts on Facebook, Instagram, and Twitter for IMPACT and SIU. The teams regularly post their work on these outlets to keep the community informed.
- ◆ Special teams have attended "Coffee with a Cop", "Conversation with a Cop", and city council meetings.

Employee Development & Training

Firearms / Use of Force

- ◆ (10) Officers attended Basic Patrol Rifle Training
- ◆ Officer attended Tactical Handgun (PSP) Training
- ◆ (39) Officers attended Force Options Simulator (PSP) Training
- ◆ (51) Officers attended Arrest and Control (PSP) Training
- ◆ Officers attended Pepper Ball Armorer/Instructor Training

Special Assignment / Career Advancement

- ◆ (4) BATI Investigative Interview and Interrogation
- ◆ (4) Field Training Officer School
- ◆ (4) Field Training Officer Update
- ◆ (2) Drug Recognition Expert: Recertification
- ◆ (4) Homicide Symposium
- ◆ (2) Basic Traffic Collision Investigation
- ◆ Intermediate Traffic Collision Investigation
- ◆ Advanced Traffic Collision Investigation

Supervisory / Leadership (Sergeant and above)

- ◆ (2) Sergeants attended the Sherman Block Institute of Leadership (SLI)
- ◆ Sergeant attended SWAT Commander Course
- ◆ Sergeant attended Field Training Officer Supervisor/Administrator/Coordinator Course
- ◆ Chief of Police attended Executive/Chief's Seminar

Professional Staff Development

- ◆ (2) Records personnel attended Public Records Act Training
- ◆ Administrative assistant attended PORAC Internal Affairs Training
- ◆ Administrative assistant attended Advanced Social Media

Internal Department Training

- ◆ Obtained POST approval to present 4-Hour Arrest and Control (PSP) classes
- ◆ Obtained POST approval to present AB392 Use of Force Update classes
- ◆ Conducted (7) Arrest and Control (PSP) Training classes
- ◆ Conducted (4) Patrol Rifle Qualifications
- ◆ Roll Call Training - Bias and Racial Profiling
- ◆ Roll Call Training - Human Trafficking
- ◆ Roll Call Training -Tactical Communication (PSP)
- ◆ Roll Call Training – Coronavirus COVID-19

Recruitment and Retention

- ◆ Since July 1, 2020, UPD has received and reviewed 334 applicants for various positions within the department, such as, Police Officer (Trainee, Pre-Service, Lateral, and Reserve), Police Dispatcher II, Police Cadet, Homeless Services Assistant, Animal Services Officer,

Police Service Technician, Code Enforcement Officer, and Volunteer.

- ◆ Since July 1, 2020, UPD has hired 17 applicants: (1) Police Officer Trainee, (5) Police Officers, (3) Police Officer Pre-Service, (1) Police Officer Lateral, (4) Police Dispatchers, (2) Police Cadets, and (1) Police Services Technician.

Hiring Incentives

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

Brand Recognition / Recruiting

- ◆ Created various UPD “Swag” items such as foam UPD Ford Explorer police cars, UPD branded lip balms, UPD branded backpacks/tote bags, UPD branded cooler/insulated bags, and UPD branded Thin Blue Line wristbands
- ◆ (2) UPD branded “Step and Repeat” banners for hiring booth, swear-in ceremonies, and public forums
- ◆ UPD branded tablecloths for hiring boot

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

POLICE		2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
3201	POLICE ADMINISTRATION					
	Personnel	\$ 1,664,190	\$ 1,283,820	\$ 1,377,390	\$ 1,377,390	\$ 1,522,870
	Maintenance & Operations	3,965,290	3,605,120	4,289,980	4,264,960	9,338,790
	Capital Outlay	-	25,770	-	28,920	-
	TOTAL POLICE ADMINISTRATION	\$ 5,629,480	\$ 4,914,710	\$ 5,667,370	\$ 5,671,270	\$ 10,861,660
3202	POLICE INVESTIGATIONS					
	Personnel	\$ 2,222,500	\$ 2,507,450	\$ 3,083,230	\$ 3,083,230	\$ 2,611,290
	Maintenance & Operations	258,450	271,220	223,610	237,610	281,830
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE INVESTIGATIONS	\$ 2,480,950	\$ 2,778,670	\$ 3,306,840	\$ 3,320,840	\$ 2,893,120
3205/4501	ANIMAL CONTROL					
	Personnel	\$ 312,760	\$ 305,690	\$ 351,170	\$ 351,170	\$ 300,130
	Maintenance & Operations	247,000	300,650	314,020	314,020	392,080
	Capital Outlay	-	-	-	-	-
	TOTAL ANIMAL CONTROL	\$ 559,760	\$ 606,340	\$ 665,190	\$ 665,190	\$ 692,210
3211	POLICE PATROL					
	Personnel	\$ 10,661,450	\$ 12,129,650	\$ 13,861,910	\$ 13,282,560	\$ 10,631,860
	Maintenance & Operations	1,039,990	1,228,780	1,017,150	889,150	1,364,250
	Capital Outlay	22,180	15,800	-	-	-
	TOTAL POLICE PATROL	\$ 11,723,620	\$ 13,374,230	\$ 14,879,060	\$ 14,171,710	\$ 11,996,110
3231	POLICE SPECIAL EVENTS & COMMUNITY OUTREACH					
	Personnel	\$ 17,040	\$ 8,570	\$ 16,000	\$ 16,000	\$ 10,510
	Maintenance & Operations	910	1,430	6,750	6,750	7,150
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE SPECIAL EVENTS & COMM OUTREACH	\$ 17,950	\$ 10,000	\$ 22,750	\$ 22,750	\$ 17,660
3232	POLICE RESERVES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	1,660	670	6,300	6,300	6,300
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE RESERVES	\$ 1,660	\$ 670	\$ 6,300	\$ 6,300	\$ 6,300
3233	CODE ENFORCEMENT					
	Personnel	\$ 387,870	\$ 419,670	\$ 450,640	\$ 450,640	\$ 370,900
	Maintenance & Operations	194,510	320,020	217,250	186,250	300,450
	Capital Outlay	-	-	-	-	-
	TOTAL CODE ENFORCEMENT	\$ 582,380	\$ 739,690	\$ 667,890	\$ 636,890	\$ 671,350
101	TOTAL GENERAL FUND					
	Personnel	\$ 15,265,810	\$ 16,654,850	\$ 19,140,340	\$ 18,560,990	\$ 15,447,560
	Maintenance & Operations	5,707,810	5,727,890	6,075,060	5,905,040	11,690,850
	Capital Outlay	22,180	41,570	-	28,920	-
	TOTAL GENERAL FUND	\$ 20,995,800	\$ 22,424,310	\$ 25,215,400	\$ 24,494,950	\$ 27,138,410
203	TOTAL PUBLIC SAFETY AUGMENTATION FUND					
	Personnel	\$ 1,007,510	\$ 990,550	\$ 900,000	\$ 900,000	\$ 1,339,880
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL PUBLIC SAFETY AUGMENTATION FUND	\$ 1,007,510	\$ 990,550	\$ 900,000	\$ 900,000	\$ 1,339,880
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ 272,870	\$ -	\$ -	\$ -
	Maintenance & Operations	-	60,660	-	12,450	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ 333,530	\$ -	\$ 12,450	\$ -

POLICE

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
420 TOTAL GENERAL CAPITAL IMPROVEMENTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	266,200	266,200	-
TOTAL GENERAL CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ 266,200	\$ 266,200	\$ -
425 TOTAL GENERAL CAPITAL PROJECTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	14,280	10,420	-	11,740	-
TOTAL GENERAL CAPITAL PROJECTS FUND	\$ 14,280	\$ 10,420	\$ -	\$ 11,740	\$ -
2XX TOTAL POLICE GRANTS					
Personnel	\$ 115,050	\$ 177,510	\$ 109,420	\$ 256,720	\$ 98,480
Maintenance & Operations	39,780	81,630	57,380	623,610	4,480
Capital Outlay	27,450	5,300	1,073,130	1,085,130	1,135,150
TOTAL POLICE GRANTS	\$ 182,280	\$ 264,440	\$ 1,239,930	\$ 1,965,460	\$ 1,238,110
2XX TOTAL ASSET FORFEITURE FUNDS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	1,000	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL ASSET FORFEITURE FUNDS	\$ -	\$ 1,000	\$ -	\$ -	\$ -
TOTAL POLICE					
Personnel	\$ 16,388,370	\$ 18,095,780	\$ 20,149,760	\$ 19,717,710	\$ 16,885,920
Maintenance & Operations	5,747,590	5,871,180	6,132,440	6,541,100	11,695,330
Capital Outlay	63,910	57,290	1,339,330	1,391,990	1,135,150
TOTAL POLICE	\$ 22,199,870	\$ 24,024,250	\$ 27,621,530	\$ 27,650,800	\$ 29,716,400

CITY OF UPLAND
POLICE DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 60,050	\$ 74,730	\$ 76,250	\$ 76,250	\$ 70,120
5111	Salaries - Full Time	1,864,100	1,948,810	2,159,930	1,959,930	2,140,530
5112	Salaries - Temporary/Part Time	164,820	309,040	324,450	324,450	338,100
5113	Overtime	198,540	200,590	230,690	230,690	236,180
5114	Catastrophic Leave Pay	-	5,390	-	-	-
5116	Fringe Benefits	405,180	488,660	676,630	576,630	675,460
5117	Retirement Contributions	189,390	210,870	274,510	274,510	225,510
5119	Unfunded Annual PERS Liability	617,310	570,900	581,260	581,260	-
5131	Salaries - Sworn Police	6,845,980	7,473,810	8,025,630	8,025,630	8,830,600
5133	Overtime - Sworn Police	1,096,380	1,144,980	1,118,830	1,266,130	1,184,480
5136	Fringe Benefits - Sworn Police	1,149,170	1,271,660	1,513,210	1,233,860	1,643,410
5137	Retirement Contributions - Sworn Police	1,112,200	1,285,210	1,812,150	1,812,150	1,541,530
5139	Unfunded Annual PERS Liab - Sworn	2,685,250	3,111,130	3,356,220	3,356,220	-
	TOTAL PERSONNEL EXPENSES	\$ 16,388,370	\$ 18,095,780	\$ 20,149,760	\$ 19,717,710	\$ 16,885,920
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 310	\$ 930	\$ 1,250	\$ 1,250	\$ 1,250
5213	Dues & Subscriptions	34,450	85,980	51,940	51,940	59,550
5214	Training - POST	-	-	-	402,030	-
5215	Training/Conferences/Meetings	79,500	72,940	164,900	128,110	161,360
5216	Office Supplies	15,510	12,680	15,100	15,100	16,700
5217	Other Supplies/Materials	88,740	119,610	122,480	156,280	159,260
5218	Uniform Expense	32,130	45,620	54,350	54,350	71,860
5219	Licences, Registration and Permits	120	320	-	-	-
5220	Fuel Usage	184,570	191,200	191,600	161,600	219,310
5221	Mileage Reimbursement	-	50	-	-	-
5222	Print/Mail Charges	980	2,870	2,650	2,650	3,950
5223	Information Systems Charges	765,480	669,230	799,240	799,240	-
5224	Vehicle Charges	649,580	797,440	331,050	331,050	-
5225	Building Maint & Operations	316,160	260,390	366,030	366,030	-
5227	Vehicle Parts/Materials	1,570	-	-	-	-
5231	Office Equipment (Under 5,000)	5,890	41,320	23,000	13,580	22,750
5232	Computer Equip (Under 5,000)	260	9,800	-	19,730	500
5233	Other Equipment (Under 5,000)	89,140	94,300	66,510	137,620	108,170
5234	Other Equipment Rental	220	50	1,550	1,550	1,700
5236	Rent	2,400	2,200	2,640	2,640	2,640
5241	Utilities - Electric	92,280	69,420	70,000	91,000	100,970
5242	Utilities - Gas	19,590	8,010	14,450	14,450	7,570
5243	Utilities - Telephone	-	70	-	-	-
5245	Maintenance - Buildings/Structures/Grounds	-	460	-	-	-
5246	Maintenance - Equipment	20,250	16,120	29,160	29,160	23,210
5247	Maintenance - Vehicle	4,820	30,620	10,000	10,000	10,000
5248	Maintenance - Other	-	570	-	-	-
5249	Other Maintenance	1,000	-	-	-	-
5251	Legal Services	207,370	165,700	191,970	160,970	193,470
5253	Contract Services	332,360	529,370	554,560	566,560	630,690
5254	Data Processing Services	22,200	2,200	-	2,200	-
5255	Banking Services	2,810	2,420	3,100	3,100	3,100
5258	Other Services	357,510	361,500	417,880	371,880	443,970
5273	Workers Compensation Charges	801,260	829,840	1,065,950	1,065,950	-
5274	Unemployment Charges	66,760	66,980	35,930	35,930	-
5275	Long-term Disability Charges	66,790	66,860	69,300	69,300	-
5276	Liability Charges	1,243,990	1,234,310	1,353,010	1,353,010	-
5277	Loss Prevention Charges	75,760	68,420	69,210	69,210	-
5290	Late Charges	-	10	-	-	-

CITY OF UPLAND
POLICE DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
5291	Bad Debts Expense	165,630	-	-	-	-
5294	Sponsor/Contribution/Donation	-	420	-	-	-
5297	Other Expenses	200	-	-	-	200
5318	Prevention	-	5,100	24,570	24,570	-
5319	Navigation	-	5,850	29,060	29,060	-
5701	Information Systems Allocation Charges	-	-	-	-	1,032,800
5702	Fleet - Maintenance & Repair Allocation	-	-	-	-	336,790
5703	Vehicle Acquisition Allocation	-	-	-	-	423,900
5704	Building Maintenance & Operation Allocation	-	-	-	-	355,400
5705	Self Funded Liability Allocation	-	-	-	-	2,709,490
5706	OPEB & Employee Benefits Allocation	-	-	-	-	451,980
5707	PERS-UAL Allocation	-	-	-	-	4,142,790
	TOTAL MAINTENANCE & OPERATIONS	\$ 5,747,590	\$ 5,871,180	\$ 6,132,440	\$ 6,541,100	\$ 11,695,330
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ 43,030	\$ 51,990	\$ 1,073,130	\$ 1,125,790	\$ 1,135,150
5531	Vehicles	20,880	5,300	266,200	266,200	-
	TOTAL CAPITAL OUTLAY	\$ 63,910	\$ 57,290	\$ 1,339,330	\$ 1,391,990	\$ 1,135,150
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 22,199,870	\$ 24,024,250	\$ 27,621,530	\$ 27,650,800	\$ 29,716,400

CITY OF UPLAND
POLICE DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

	FUND NO.	101	203	215	216	217	218	219	
OBJECT CODE	EXPENSE CLASSIFICATION	GENERAL	PUBLIC SAFETY	PROP 30	COPS ALLOCATION	OTHER GRANTS	OFFICE OF TRAFFIC SAFETY	OTHER PUBLIC SAFETY GRANTS	2021-22 ADOPTED
	PERSONNEL EXPENSE								
5110	Buy Backs	\$ 70,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,120
5111	Salaries - Full Time	2,110,450	-	-	-	30,080	-	-	2,140,530
5112	Salaries - Temporary/Part Time	338,100	-	-	-	-	-	-	338,100
5113	Overtime	236,180	-	-	-	-	-	-	236,180
5116	Fringe Benefits	666,760	-	-	-	8,700	-	-	675,460
5117	Retirement Contributions	222,380	-	-	-	3,130	-	-	225,510
5131	Salaries - Sworn Police	8,076,050	754,550	-	-	-	-	-	8,830,600
5133	Overtime - Sworn Police	825,990	301,920	-	-	-	46,250	10,320	1,184,480
5136	Fringe Benefits - Sworn Police	1,495,890	147,520	-	-	-	-	-	1,643,410
5137	Retirement Contributions - Sworn Police	1,405,640	135,890	-	-	-	-	-	1,541,530
5139	Unfunded Annual PERS Liab - Sworn	-	-	-	-	-	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 15,447,560	\$ 1,339,880	\$ -	\$ -	\$ 41,910	\$ 46,250	\$ 10,320	\$ 16,885,920
	MAINTENANCE & OPERATIONS								
5211	Postage	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
5213	Dues & Subscriptions	59,550	-	-	-	-	-	-	59,550
5215	Training/Conferences/Meetings	160,710	-	-	-	-	650	-	161,360
5216	Office Supplies	16,700	-	-	-	-	-	-	16,700
5217	Other Supplies/Materials	156,430	-	-	-	-	2,830	-	159,260
5218	Uniform Expense	71,860	-	-	-	-	-	-	71,860
5220	Fuel Usage	219,310	-	-	-	-	-	-	219,310
5222	Print/Mail Charges	2,950	-	-	-	-	-	1,000	3,950
5231	Office Equipment (Under 5,000)	22,750	-	-	-	-	-	-	22,750
5232	Computer Equip (Under 5,000)	500	-	-	-	-	-	-	500
5233	Other Equipment (Under 5,000)	108,170	-	-	-	-	-	-	108,170
5234	Other Equipment Rental	1,700	-	-	-	-	-	-	1,700
5236	Rent	2,640	-	-	-	-	-	-	2,640
5241	Utilities - Electric	100,970	-	-	-	-	-	-	100,970
5242	Utilities - Gas	7,570	-	-	-	-	-	-	7,570
5246	Maintenance - Equipment	23,210	-	-	-	-	-	-	23,210
5247	Maintenance - Vehicle	10,000	-	-	-	-	-	-	10,000
5251	Legal Services	193,470	-	-	-	-	-	-	193,470
5253	Contract Services	630,690	-	-	-	-	-	-	630,690
5255	Banking Services	3,100	-	-	-	-	-	-	3,100
5258	Other Services	443,970	-	-	-	-	-	-	443,970
5297	Other Expenses	200	-	-	-	-	-	-	200

CITY OF UPLAND
POLICE DEPARTMENT
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

FUND NO.		101	203	215	216	217	218	219	
OBJECT CODE	EXPENSE CLASSIFICATION	GENERAL	PUBLIC SAFETY	PROP 30	COPS ALLOCATION	OTHER GRANTS	OFFICE OF TRAFFIC SAFETY	OTHER PUBLIC SAFETY GRANTS	2021-22 ADOPTED
5701	Information Systems Allocation Charges	1,032,800	-	-	-	-	-	-	1,032,800
5702	Fleet - Maintenance & Repair Allocation	336,790	-	-	-	-	-	-	336,790
5703	Vehicle Acquisition Allocation	423,900	-	-	-	-	-	-	423,900
5704	Building Maintenance & Operation Allocation	355,400	-	-	-	-	-	-	355,400
5705	Self Funded Liability Allocation	2,709,490	-	-	-	-	-	-	2,709,490
5706	OPEB & Employee Benefits Allocation	451,980	-	-	-	-	-	-	451,980
5707	PERS-UAL Allocation	4,142,790	-	-	-	-	-	-	4,142,790
	TOTAL MAINTENANCE & OPERATIONS	\$ 11,690,850	\$ -	\$ -	\$ -	\$ -	\$ 3,480	\$ 1,000	\$ 11,695,330
	CAPITAL OUTLAY								
5530	Machinery & Equipment	\$ -	\$ -	\$ 150,000	\$ 985,150	\$ -	\$ -	\$ -	\$ 1,135,150
5531	Vehicles	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 150,000	\$ 985,150	\$ -	\$ -	\$ -	\$ 1,135,150
	CAPITAL IMPROVEMENT PROJECTS								
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 27,138,410	\$ 1,339,880	\$ 150,000	\$ 985,150	\$ 41,910	\$ 49,730	\$ 11,320	\$ 29,716,400

ADOPTED BUDGET

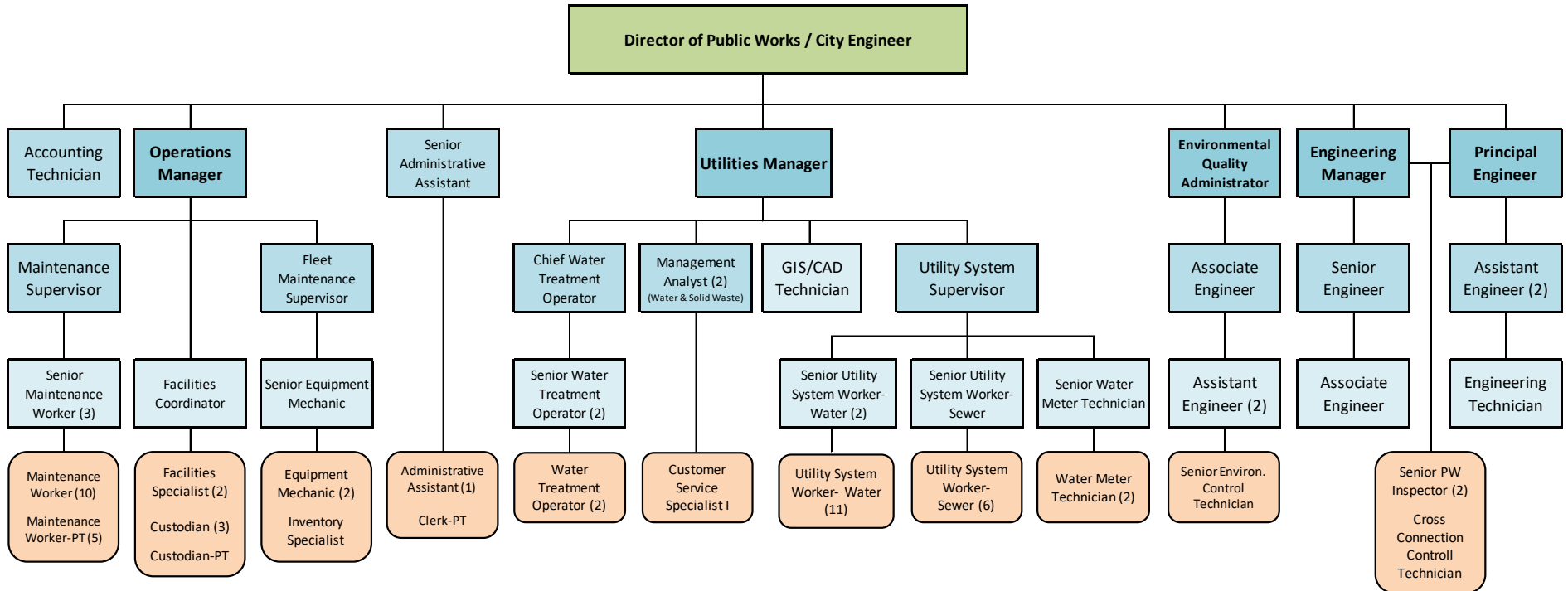
FY 2021-22

PUBLIC WORKS



PUBLIC WORKS

City of Upland
Organizational Chart
Fiscal Year 2021-22

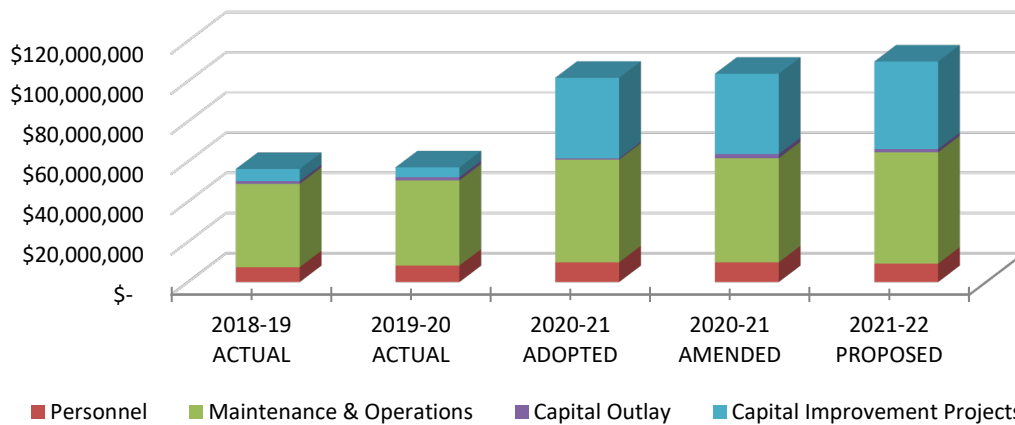


MISSION STATEMENT

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.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 7,418,880	\$ 8,196,400	\$ 9,842,950	\$ 9,842,950	\$ 9,196,570
Maintenance & Operations	41,487,540	42,423,400	51,082,230	51,814,790	55,410,440
Capital Outlay	1,346,960	1,583,890	640,250	2,052,240	1,600,400
Capital Improvement Projects	6,026,430	4,884,540	40,098,710	39,991,130	43,590,740
TOTAL BUDGET	\$ 56,279,810	\$ 57,088,230	\$ 101,664,140	\$ 103,701,110	\$ 109,798,190

Public Works Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$ 6,374,820	\$ 6,539,760	\$ 6,487,490	\$ 6,424,940	\$ 7,205,290
GAS TAX	2,912,630	1,908,330	8,671,570	8,858,250	9,135,880
MEASURE I	299,070	546,840	6,323,790	6,367,610	6,631,740
ROAD MAINTENANCE REHAB	-	-	1,330,000	1,368,050	1,420,510
OTHER GRANTS	-	-	-	-	225,070
FEDERAL GRANT-CARES ACT	-	14,970	-	65,200	-
GEN CAPITAL IMPROVEMENTS	16,990	-	279,850	279,850	555,000
PARK ACQUISITION & DEV.	7,390	26,570	145,090	504,430	664,500
STORM DRAIN DEVELOPMENT	241,100	20,490	1,232,120	1,217,650	3,692,200
STREET & TRAFFIC FACILITY	50	-	3,034,800	3,034,800	1,914,060
GENERAL CAPITAL PROJECTS	203,020	400,610	1,870,600	1,831,020	1,334,330
STREET & ALLEY REPAIRS	250,150	10,250	945,970	940,120	584,100
WATER UTILITY	22,594,900	22,094,390	40,954,080	41,348,500	45,162,860
SOLID WASTE UTILITY	12,235,590	13,329,270	15,242,410	15,231,450	15,113,800
SEWER UTILITY	8,879,490	9,849,710	13,100,840	13,368,520	13,353,490
FLEET MANAGEMENT	1,387,200	1,366,390	800,990	1,616,180	1,376,390
BUILDING MAINT & OPS	877,410	980,650	1,244,540	1,244,540	1,428,970
TOTAL BUDGET	\$ 56,279,810	\$ 57,088,230	\$ 101,664,140	\$ 103,701,110	\$ 109,798,190

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 spaces; 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	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - ADMINISTRATION					
PUBLIC WORKS DIRECTOR/CITY ENGINEER	1.00	1.00	1.00	1.00	0.05
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	0.15
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00	0.25
ADMINISTRATIVE ASSISTANT	0.00	0.00	1.00	1.00	0.25
PUBLIC WORKS – OPERATIONS					
OPERATIONS MANAGER	1.00	1.00	1.00	1.00	0.72
MAINTENANCE SUPERVISOR	1.00	1.00	1.00	1.00	1.00
SENIOR MAINTENANCE WORKER	3.00	3.00	3.00	3.00	3.00
MAINTENANCE WORKER	10.00	10.00	10.00	10.00	8.20
FACILITIES COORDINATOR	1.00	1.00	1.00	1.00	0.00
FACILITIES SPECIALIST	1.00	1.50	1.50	2.00	0.00
CUSTODIAN	3.50	3.00	3.00	3.00	0.00
SENIOR EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00	0.00
EQUIPMENT MECHANIC	2.00	2.00	2.00	2.00	0.00
INVENTORY SPECIALIST	1.00	1.00	1.00	1.00	0.30
PUBLIC WORKS – CAPITAL PROJECTS					
ENGINEERING MANAGER	1.00	1.00	1.00	1.00	0.30
SENIOR ENGINEER	1.00	1.00	1.00	1.00	0.10
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00	0.10
SENIOR PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00	0.60
CROSS CONNECTION CONTROL TECHNICIAN	1.00	1.00	1.00	1.00	0.10
PUBLIC WORKS – TRAFFIC ENGINEERING					
PRINCIPAL ENGINEER	1.00	1.00	1.00	1.00	0.80
ASSISTANT ENGINEER	1.00	1.00	1.00	2.00	1.60
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	0.80
TOTAL DIVISIONS	36.50	36.50	37.50	39.00	18.32

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, State and Federal requirements to ensure new development complements the community.

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

OPERATIONS

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

Street Maintenance

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

Sidewalk Repair/Maintenance

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

City Parkway Tree & Park Tree Maintenance

Operations manages a private landscape maintenance vendor contracted to perform routine tree trimming on approximately 32,000 City trees. Parkway and median tree trimming are performed

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

City Parkway, Median, and City Property Maintenance

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

City Park Maintenance

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

Traffic Control Signage and Pavement Striping/Marking Maintenance

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

City Owned Street Light Maintenance

The City owns and maintains approximately 600 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 the City's vehicles and equipment. This Division is also responsible for establishing life cycle costs of the fleet: design and specifications of new vehicles and equipment to best fit the needs of the using Departments; procurement of vehicles and equipment through competitive bid process; and outfitting and placing new units into service. This division is also responsible for maintaining and modernization of the City's fleet vehicles, equipment, fueling, and

maintenance facility in order to stay in compliance with all State and Federal mandates.

In FY 2021-22 budget year, the Fleet Maintenance Division will be in its sixth year of a fifteen-year vehicle replacement and modernization program. This program is designed to have a sustainable vehicle replacement program and to be fiscally responsible.

Street Sweeping

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

Graffiti Abatement

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

Metrolink Station Security

Operations is responsible for managing the professional services contract related to Metrolink Station public security. During FY 2021-22 the City will be establishing/implementing a new contract related to Metrolink Station security.

FY 2021-22 GOALS AND OBJECTIVES

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

- ◆ Develop project conditions to meet regulatory requirements and mitigate project impacts protecting and preserving community values and quality of life.
- ◆ Provide quality plan check review to ensure conformance with City regulations and standards.
- ◆ Provide flexibility without compromising the development quality standards and requirements.
- ◆ Maintain proper operation of the City Traffic Signal system.
- ◆ Coordinate and partner with San Bernardino County Transportation Authority (SBCTA) for the construction of the following regionally significant projects:
 - Interchange Improvements at Euclid Avenue & I-10 Freeway
 - Interchange Improvements at Monte Vista Avenue & I-10 Freeway
 - I-10 Corridor Express Lane Improvement Project
 - Downtown Accessibility Improvements to include:
 - Metrolink accessibility enhancements
 - A pedestrian safety gate at Euclid Avenue
 - A new Traffic Signal at the SP/PE Trail & Campus Avenue and
 - Trail improvements, to include a walking path and enhanced lighting from Euclid Avenue to Campus Avenue.
- ◆ Construct Street Improvements on:
 - 14th Street, from Campus Avenue to Grove Avenue
 - 17th Street, from San Antonio Avenue to Euclid Avenue
 - Alpine Street, Vernon Drive & Palm Avenue
 - Arrow Highway, Benson Avenue to San Antonio Avenue
 - Campus Avenue, 9th Street to Foothill Blvd.
 - Grove Avenue, from Foothill Blvd. to 15th Street
 - Mulberry Avenue, Foothill Boulevard to Pine Street
- ◆ Pavement Maintenance Treatment:
 - Various residential streets throughout the City
- ◆ Purchase and replacement of 21 vehicles:
 - 9 police department (4 administration, 4 patrol and 1 animal control)
 - 7 public works - operations (2 engineering, 3 inspection services, 1 street maintenance and 1 fleet maintenance)
 - 1 public works – water (1 administration)
 - 1 public works - environmental
 - 3 development services – building & safety

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Repairs of streets and alleys (a)	310	1,500	1,500	1,700
Street miles swept twice per month	15,000	16,000	16,000	16,000
Street lights replaced/repaired	40	90	75	100

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
New and replaced street signs	45	130	100	100
Tree issues resolved (b)	6,800	8,500	8,000	8,000
Trees removed	740	630	300	200
Trees planted	212	200	300	300
Trees Trimmed	5,678	6,000	6,000	6,500
Park and bike trail issues resolved (c)	1,400	1300	1,500	1,500
Automotive repairs	1,238	1,210	1,236	1,200
Claim Reports	92	95	100	100
Public Property Damage Reports	20	20	20	30
(a) Potholes, cracks, paving repairs due to waterline repairs. (b) Tree inspection, obstruction of sign/light, limb drop, branch damage, pest treatment, root damage, removal work and various pruning, excludes trimming/work performed by contractors. (c) Cleanup, graffiti removal, landscaping and irrigation, lighting replacement, restroom issues, fountain repair, playground repair, event setup, weed control, etc.				

FY 2020-21 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.
- ◆ Participated in regional efforts to encourage oil recycling.
- ◆ Development review and approvals included KB homes on Sycamore Hills planning area 3, Lennar Homes at Enclave, Colonies Partners at the Colonies Condos planning area 4, Bridge Development Partners, LLC at the northeast corner of Central Avenue and Foothill Blvd., Yellow Iron Development on 11th Street between Dewey Ave. and Central Ave., Claremont University Consortium at the northwest corner of Arrow Route and Monte Vista, Rancho Pacific Global Partners at the Colonies Campus Center, Chick fil-A restaurant at 355 N. Mountain Avenue, Rugs Limited LLC apartments at the northeast corner of “A” Street and 13th Ave., Kiva LLC apartments at 1252 E 7th Street.
- ◆ Street Improvements completed or nearing completion on:
 - 7th Street, from Harrington Avenue to San Antonio Avenue
 - 7th Street, from San Antonio Avenue to Euclid Avenue
 - 2nd Avenue, from “C” Street to “D” Street
 - 13th Street, Euclid Avenue to Campus Avenue
 - SP/PE Trail Storm Drain Improvements, 700’ w/o Palm Avenue

- ◆ Constructed various Alley Improvements:
 - Reconstruction of Alleys:
 - Between 2nd Ave. & 4th Ave., north of Mesa Court
 - Between 3rd Place & 4th Ave., south of Mesa Court
 - Between 1st Ave. & 2nd Ave. and between Arrow Hwy. & “F” St.
 - Between 2nd Ave. & 3rd Ave. and between “D” St. & Arrow Hwy.
 - Between 5th Ave. & 6th Ave. and between “F” St. & “G” St.
 - North of Mesa Court, west of 11th Avenue
 - Between Berlyn Ave. & 11th Ave. and between 7th St. & Highland Ct.
- ◆ Pavement Maintenance Treatment:
 - Various residential streets throughout the City
- ◆ Street Improvement projects in Design:
 - Alpine Street, Palm Avenue to End
 - Palm Avenue, 9th Street to Arrow Highway
 - Vernon Drive, Palm Avenue to End
 - Arrow Highway, Mountain Avenue to San Antonio Avenue
 - Grove Avenue, Foothill Blvd to 15th Street
 - 14th Street, Campus Ave to Grove Ave
 - Mulberry Avenue, Foothill Blvd to Pine St.
 - 17th Street, San Antonio Ave to Euclid Ave.
 - Parking Lot, 1st Avenue n/o ‘A’ St.
 - Civic Center Parking Lot.
- ◆ Completed inspection and grid trimming of 5,500 city trees between Foothill Blvd to 16th Street and Benson Ave to Mountain Ave & the Colonies.
- ◆ Completed other citywide tree maintenance work – 575 trees inspected and trimmed, 630 trees removed, and 200 trees planted.
- ◆ Completed the replacement of 35 High Pressure Sodium bulbs with new LED bulbs within three City owned parks.
- ◆ Purchased and replaced 17 vehicles:
 - 8 police vehicles (4 patrol, 3 administration vehicle and 1 animal control)
 - 3 development services- building and safety
 - 4 public works- engineering vehicle (3 inspection, 1 administration)
 - 1 public works- water vehicle (administration)
 - 1 public works - environmental (Flat Bed Truck)
 - 1 public works – operations (Sign Truck)
- ◆ Purchased Equipment:
 - Trailered Changeable Message Signs
 - Emergency Response Trailer

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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GENERAL FUND - FUND 101

5201 PUBLIC WORKS ADMINISTRATION					
Personnel	\$ 99,970	\$ 93,430	\$ 108,670	\$ 108,670	\$ 106,140
Maintenance & Operations	526,030	591,390	695,790	695,790	1,307,230
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 626,000	\$ 684,820	\$ 804,460	\$ 804,460	\$ 1,413,370

5301 ENGINEERING ADMINISTRATION					
Personnel	\$ 335,450	\$ 412,480	\$ 214,180	\$ 214,180	\$ 142,490
Maintenance & Operations	31,810	45,720	78,370	63,370	60,990
Capital Outlay	-	-	-	-	-
TOTAL ENGINEERING ADMINISTRATION	\$ 367,260	\$ 458,200	\$ 292,550	\$ 277,550	\$ 203,480

5302 DEVELOPMENT/TRAFFIC ENGINEERING					
Personnel	\$ 249,500	\$ 286,850	\$ 367,580	\$ 367,580	\$ 400,680
Maintenance & Operations	255,230	200,560	222,820	113,820	229,190
Capital Outlay	-	-	-	-	-
TOTAL DVLPMT/TRAFFIC ENGINEERING	\$ 504,730	\$ 487,410	\$ 590,400	\$ 481,400	\$ 629,870

5401 STREET MAINTENANCE					
Personnel	\$ 335,720	\$ 393,270	\$ 553,330	\$ 553,330	\$ 530,320
Maintenance & Operations	339,350	137,330	109,810	139,810	410,400
Capital Outlay	7,550	3,000	-	-	-
TOTAL STREET MAINTENANCE	\$ 682,620	\$ 533,600	\$ 663,140	\$ 693,140	\$ 940,720

5402 STREET SWEEPING					
Personnel	\$ 18,220	\$ 18,200	\$ 18,870	\$ 18,870	\$ 15,800
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL STREET SWEEPING	\$ 18,220	\$ 18,200	\$ 18,870	\$ 18,870	\$ 15,800

5403 SIDEWALK MAINTENANCE					
Personnel	\$ 117,910	\$ 152,420	\$ 162,370	\$ 162,370	\$ 148,090
Maintenance & Operations	43,540	28,840	32,360	32,360	28,990
Capital Outlay	-	3,000	-	-	-
TOTAL SIDEWALK MAINTENANCE	\$ 161,450	\$ 184,260	\$ 194,730	\$ 194,730	\$ 177,080

5404 STREET LIGHTING					
Personnel	\$ 18,220	\$ 18,630	\$ 18,870	\$ 18,870	\$ 15,800
Maintenance & Operations	863,810	877,480	758,510	758,510	756,060
Capital Outlay	-	23,400	-	-	5,000
TOTAL STREET LIGHTING	\$ 882,030	\$ 919,510	\$ 777,380	\$ 777,380	\$ 776,860

5405 TRAFFIC CONTROL					
Personnel	\$ 173,570	\$ 111,070	\$ 127,680	\$ 127,680	\$ 103,590
Maintenance & Operations	37,500	39,620	41,810	41,810	40,420
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC CONTROL	\$ 211,070	\$ 150,690	\$ 169,490	\$ 169,490	\$ 144,010

5406 TRAFFIC FACILITY MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	213,920	281,230	235,000	320,000	257,300
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 213,920	\$ 281,230	\$ 235,000	\$ 320,000	\$ 257,300

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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GENERAL FUND - FUND 101

5407 WEED ABATEMENT					
Personnel	\$ 8,470	\$ 8,980	\$ 9,980	\$ 9,980	\$ 1,000
Maintenance & Operations	39,530	38,390	21,710	21,710	20,940
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 48,000	\$ 47,370	\$ 31,690	\$ 31,690	\$ 21,940
5408 FLOOD CONTROL					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	19,080	5,000	6,000	6,000	2,000
Capital Outlay	-	2,000	-	-	-
TOTAL FLOOD CONTROL	\$ 19,080	\$ 7,000	\$ 6,000	\$ 6,000	\$ 2,000
5409 STREET TREE MAINTENANCE					
Personnel	\$ 40,650	\$ 103,010	\$ 107,790	\$ 107,790	\$ 88,360
Maintenance & Operations	726,060	723,210	625,150	625,150	625,150
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 766,710	\$ 826,220	\$ 732,940	\$ 732,940	\$ 713,510
5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 98,050	\$ 95,900	\$ 97,410	\$ 97,410	\$ 90,690
Maintenance & Operations	367,440	363,990	306,770	308,160	349,500
Capital Outlay	-	1,000	-	53,980	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 465,490	\$ 460,890	\$ 404,180	\$ 459,550	\$ 440,190
5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 45,540	\$ 52,840	\$ 55,510	\$ 55,510	\$ 44,910
Maintenance & Operations	1,980	2,950	3,000	3,000	3,000
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 47,520	\$ 55,790	\$ 58,510	\$ 58,510	\$ 47,910
5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ -	\$ 24,730	\$ 25,610	\$ 25,610	\$ 21,330
Maintenance & Operations	24,830	22,450	169,410	39,410	163,310
Capital Outlay	-	-	-	-	20,000
TOTAL MAINTENANCE - METROLINK ST.	\$ 24,830	\$ 47,180	\$ 195,020	\$ 65,020	\$ 204,640
5415 GRAFFITI ABATEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	54,030	80,000	80,000	80,000
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI	\$ -	\$ 54,030	\$ 80,000	\$ 80,000	\$ 80,000
5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	55,190	47,770	56,000	56,000	55,000
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 55,190	\$ 47,770	\$ 56,000	\$ 56,000	\$ 55,000
5420 PARK MAINTENANCE					
Personnel	\$ 133,900	\$ 155,960	\$ 171,160	\$ 171,160	\$ 155,400
Maintenance & Operations	456,120	475,160	430,290	433,410	413,770
Capital Outlay	54,880	6,890	-	-	-
TOTAL PARK MAINTENANCE	\$ 644,900	\$ 638,010	\$ 601,450	\$ 604,570	\$ 569,170
5421 SPORTS FIELD MAINTENANCE					
Personnel	\$ 135,980	\$ 119,260	\$ 128,340	\$ 128,340	\$ 112,870
Maintenance & Operations	121,120	107,730	118,500	106,500	108,500
Capital Outlay	-	3,000	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 257,100	\$ 229,990	\$ 246,840	\$ 234,840	\$ 221,370

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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GENERAL FUND - FUND 101

XXXX CITY HALL/CITY BUILDINGS (INCLUDES FIRE STATION EXPENSES)					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	378,700	329,650	328,840	340,840	291,070
Capital Outlay	-	77,940	-	17,960	-
TOTAL CITY HALL/CITY BUILDINGS	\$ 378,700	\$ 407,590	\$ 328,840	\$ 358,800	\$ 291,070
101 TOTAL GENERAL FUND					
Personnel	\$ 1,811,150	\$ 2,047,030	\$ 2,167,350	\$ 2,167,350	\$ 1,977,470
Maintenance & Operations	4,501,240	4,372,500	4,320,140	4,185,650	5,202,820
Capital Outlay	62,430	120,230	-	71,940	25,000
TOTAL GENERAL FUND	\$ 6,374,820	\$ 6,539,760	\$ 6,487,490	\$ 6,424,940	\$ 7,205,290

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS

204	TOTAL GAS TAX FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ 181,930
	Maintenance & Operations	4,160	300,300	306,540	564,940	609,010
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	2,908,470	1,608,030	8,365,030	8,293,310	8,344,940
	TOTAL GAS TAX FUND	\$ 2,912,630	\$ 1,908,330	\$ 8,671,570	\$ 8,858,250	\$ 9,135,880
205	TOTAL MEASURE I FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ 142,010.00
	Maintenance & Operations	-	187,710	-	187,710	223,520
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	299,070	359,130	6,323,790	6,179,900	6,266,210
	TOTAL MEASURE I FUND	\$ 299,070	\$ 546,840	\$ 6,323,790	\$ 6,367,610	\$ 6,631,740
206	TOTAL ROAD MAINTENANCE REHABILITATION FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ 43,150
	Maintenance & Operations	-	-	-	38,050	49,040
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	-	-	1,330,000	1,330,000	1,328,320
	TOTAL ROAD MAINTENANCE REHAB FUND	\$ -	\$ -	\$ 1,330,000	\$ 1,368,050	\$ 1,420,510
217	TOTAL OTHER GRANTS FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	225,070
	Capital Improvement Projects	-	-	-	-	-
	TOTAL OTHER GRANTS FUND	\$ -	\$ -	\$ -	\$ -	\$ 225,070
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ 12,920	\$ -	\$ -	\$ -
	Maintenance & Operations	-	2,050	-	-	-
	Capital Outlay	-	-	-	65,200	-
	Capital Improvement Projects	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ 14,970	\$ -	\$ 65,200	\$ -
420	TOTAL GENERAL CAPITAL IMPROVEMENTS FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	16,990	-	279,850	279,850	555,000
	TOTAL GENERAL CAPITAL IMPROVEMENTS FUND	\$ 16,990	\$ -	\$ 279,850	\$ 279,850	\$ 555,000
421	TOTAL PARK ACQUISITION & DEVELOPMENT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	60,000	120,000	65,000
	Capital Improvement Projects	7,390	26,570	85,090	384,430	599,500
	TOTAL PARK ACQUISITION & DVLMPY FUND	\$ 7,390	\$ 26,570	\$ 145,090	\$ 504,430	\$ 664,500
422	TOTAL STORM DRAIN DEVELOPMENT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	157,730	-	-	-	-
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	83,370	20,490	1,232,120	1,217,650	3,692,200
	TOTAL STORM DRAIN DEVELOPMENT FUND	\$ 241,100	\$ 20,490	\$ 1,232,120	\$ 1,217,650	\$ 3,692,200

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS

423 TOTAL STREET & TRAFFIC FACILITY DVLPMT FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 9,400.00
Maintenance & Operations	-	-	-	-	2,010
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	50	-	3,034,800	3,034,800	1,902,650
TOTAL STREET & TRAFFIC FACILITY FUND	\$ 50	\$ -	\$ 3,034,800	\$ 3,034,800	\$ 1,914,060
425 TOTAL GENERAL CAPITAL PROJECTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	203,020	400,610	1,870,600	1,831,020	1,334,330
TOTAL GENERAL CAPITAL PROJECTS FUND	\$ 203,020	\$ 400,610	\$ 1,870,600	\$ 1,831,020	\$ 1,334,330
426 TOTAL STREET & ALLEY REPAIRS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 46,990.00
Maintenance & Operations	-	-	-	-	10,380
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	250,150	10,250	945,970	940,120	526,730
TOTAL STREET & ALLEY REPAIRS FUND	\$ 250,150	\$ 10,250	\$ 945,970	\$ 940,120	\$ 584,100
752 TOTAL FLEET MAINTENANCE & REPLACEMENT FUND					
Personnel	\$ 365,830	\$ 319,060	\$ 332,740	\$ 332,740	\$ 319,700
Maintenance & Operations	340,650	313,080	310,850	310,850	380,790
Capital Outlay	680,720	734,250	157,400	972,590	675,900
TOTAL FLEET MANT & REPLACEMENT FUND	\$ 1,387,200	\$ 1,366,390	\$ 800,990	\$ 1,616,180	\$ 1,376,390
754 TOTAL BUILDING MAINT & OPERATIONS FUND					
Personnel	\$ 429,760	\$ 488,210	\$ 577,940	\$ 577,940	\$ 523,820
Maintenance & Operations	404,270	480,160	651,600	651,600	735,430
Capital Outlay	43,380	12,280	15,000	15,000	169,720
TOTAL BUILDING MAINT & OPERATIONS FUND	\$ 877,410	\$ 980,650	\$ 1,244,540	\$ 1,244,540	\$ 1,428,970
TOTAL SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS					
Personnel	\$ 795,590	\$ 820,190	\$ 910,680	\$ 910,680	\$ 1,267,000
Maintenance & Operations	906,810	1,283,300	1,268,990	1,753,150	2,010,180
Capital Outlay	724,100	746,530	232,400	1,172,790	1,135,690
Capital Improvement Projects*	3,768,510	2,425,080	23,467,250	23,491,080	24,549,880
TOTAL	\$ 6,195,010	\$ 5,275,100	\$ 25,879,320	\$ 27,327,700	\$ 28,962,750

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

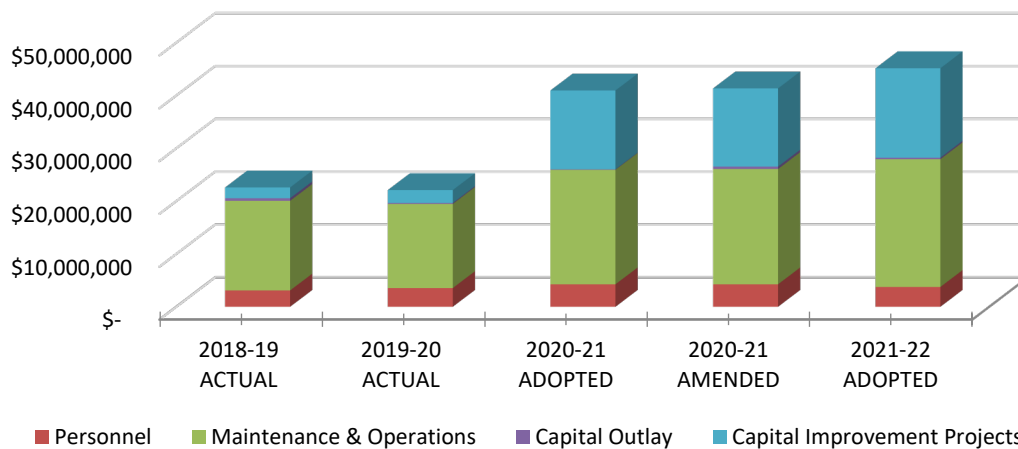
WATER

MISSION STATEMENT

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

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 3,093,180	\$ 3,546,160	\$ 4,258,480	\$ 4,258,480	\$ 3,754,290
Maintenance & Operations	6,967,170	15,926,800	21,674,980	21,827,290	24,186,000
Capital Outlay	486,450	179,410	85,850	459,370	289,750
Capital Improvement Projects	2,048,100	2,442,020	14,934,770	14,803,360	16,932,820
TOTAL BUDGET	\$22,594,900	\$22,094,390	\$40,954,080	\$41,348,500	\$45,162,860

Water Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
WATER UTILITY	\$22,594,900	\$22,094,390	\$40,954,080	\$41,348,500	\$45,162,860
TOTAL BUDGET	\$22,594,900	\$22,094,390	\$40,954,080	\$41,348,500	\$45,162,860

WATER DIVISION

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

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

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

While many parts of the state have benefited from winter rain and snowstorms, other areas continue to experience the effects of drought. The City of Upland remains in a High-Level Water Shortage Stage, which means the need for water savings must continue. Upland receives its water from three primary sources: ground water, local surface water from San Antonio Creek, and imported water. Ground water and surface water depend on rainfall for replenishment. Our ground water basins are still at low levels and will need several El Nino events to return to pre-drought levels. The High-Level Water Shortage Stage measures will not only prevent water waste they protect our water resources as Upland continues to move in and out of droughts in the future.

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - WATER					
UTILITIES MANAGER	1.00	1.00	1.00	1.00	0.00
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	0.05
CHIEF WATER TREATMENT OPERATOR	1.00	1.00	1.00	1.00	0.00
SENIOR WATER TREATMENT OPERATOR	2.00	2.00	2.00	2.00	0.00
WATER TREATMENT OPERATOR	2.00	2.00	2.00	2.00	0.00
UTILITY SYSTEM SUPERVISOR	1.00	1.00	1.00	1.00	0.00
GIS/CAD TECHNICIAN	1.00	1.00	1.00	1.00	0.00
SENIOR UTILITY SYSTEM WORKER	2.00	2.00	2.00	2.00	0.00
UTILITY SYSTEM WORKER	8.00	10.00	10.00	11.00	0.00
SENIOR UTILITY SYSTEM WORKER-SEWER	1.00	1.00	1.00	1.00	0.00
UTILITY SYSTEM WORKER- SEWER	4.00	6.00	6.00	6.00	1.00
SENIOR WATER METER TECHNICIAN	1.00	1.00	1.00	1.00	0.00
WATER METER TECHNICIAN	2.00	2.00	2.00	2.00	0.00
CUSTOMER SERVICE SPECIALIST I	0.00	0.00	0.00	1.00	0.00
TOTAL DIVISION	27.00	31.00	31.00	33.00	1.05

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Improve Security of all Production, Pumping and Reservoir sites.
- ◆ Maintain water quality that meets all State and Federal Drinking Water Standards.
- ◆ Provide high quality, courteous, and prompt customer service.
- ◆ Provide reliable water service at an affordable rate.
- ◆ Enhance water quality by flushing all fire hydrants on a regular basis.
- ◆ Further develop and expand the recycled water system in a cost-effective manner.
- ◆ Maintain the asset protection and management plan which ensures infrastructure is effectively, renewed, replaced, and maintained.
- ◆ Continue maintenance operations improving reliability.
- ◆ Increase water conservation awareness through public outreach and conservation programs.
- ◆ Accelerate the City's valve replacement program ensuring compliance with the Department of Public Health's recommendations.
- ◆ Provide cleaning and inspection of all water storage reservoirs.
- ◆ Replace chlorine generator and building at Plant 4.
- ◆ Verify that all Reservoirs meet requirements as identified in the State Water Resources Control Board (SWRCB) 2020 Sanitary Survey.
- ◆ Install Air Gaps on all Reservoir drains and overflows pipes.
- ◆ Accelerate the City's water meter replacement program ensuring more accurate meters are being utilized.
- ◆ Replace 1/3 of all of the older turbine type water meters 3" and larger with more accurate compound meters.
- ◆ Update of the 2010 Water Master Plan.
- ◆ Design & install back-up generators at Plant 2 (24th St) and Plant 6 (15th St).
- ◆ Continue striving to meet the Water Conservation Act of 2009 (SBX7-7) which requires all urban water suppliers to reduce their water usage 20% by 2020. The Water Division is responsible for meeting this goal and is actively pursuing programs, projects, and educational opportunities to ensure compliance. Compliance is measured in Gallons per Capita per Day (GPCD) which accounts for population and all water uses including landscaping, cleaning, cooking, and personal needs.
- ◆ Increase participation in all water conservation and rebate programs by 20%.

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

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	17,596	18,535	18,500	18,500
Water samples taken	3,600	3,800	3,600	3,600
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	629	750	2,500	2,500
Meter installations (new service & replacements)	948	1,000	1,500	1,500
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	221	300	200	200
Main leaks repaired	49	125	200	200
Fire Hydrant damages repaired	5	6	8	5
Fire Hydrants maintained	33	4	20	100
Number of exercised valves	1,500	100	100	1,500
Valve Replacement	14	15	6	10
USA tickets received and marked	2,525	2,600	2,600	2,600
Service “turn-on” and “turn-off”	2,798	2,500	2,500	2,500
Water conservation contacts	905	1,152	1,250	1,250
Educational events	8	8	11	11
Water efficient landscape classes	7	7	8	8
New water pipelines and appurtenances installed (linear feet)	520	5,990	4,600	3,500
Manholes inspected and cleaned	998	1,100	1,000	1,100
Miles of main sewer lines cleaned	138	100	175	200
Sewer miles inspected by camera	16	25	50	50
Sewer lateral issues resolved (*)	68	70	70	70
* Sewer backup, root & blockage, lateral damage due to city tree roots and lateral repair.				

FY 2020-21 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 2020, residential customers reduced their water use by 20% from 2013.
- ◆ Completed Lead and Copper Sampling as required by the State Water Resources Control Board every three years.
- ◆ Completed Unregulated Contaminant Monitoring Rule (UCMR) Sampling as required by the Environmental protection Agency every five years.
- ◆ 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, Scary-A-Faire event, and Spring Fling & Egg Hunt.
- ◆ Completed the 2020 Consumer Confidence Report, California Department of Public Health Annual Report, and the Department of Water Resources Annual Report.
- ◆ Continued the meter exchange program replacing outdated and worn meters with smart meter technology.
- ◆ Awarded a construction contract for the construction of the 7.5 MG reservoir at Benson Avenue and 17th Street and associated water improvements. Construction began in March 2021 and is estimated to be complete in late Summer 2022.
- ◆ Constructed 8” water main & service laterals on 7th St, San Antonio Ave to Euclid Ave.
- ◆ Replaced water service laterals on Harrington Ave, 7th St to 8th St.
- ◆ Replaced the Chlorine Generation and Disinfection Units at the City San Antonio Canyon Surface Water Treatment Plant.
- ◆ Upon discovering the inaccuracy of the large water meters, staff initiated a program to replace older turbine type water meters with new, more accurate compound water meters with smart meter technology.
- ◆ Completed quarterly sampling of all source water in compliance with the new regulation adopted by the DDW. The regulation establishes a maximum contaminant level (MCL), monitoring frequencies, and other requirements for 1, 2, 3-Trichloropropane (1, 2, 3-TCP). These regulations were filed with the Secretary of State and became effective on December 14, 2017. The establishment of this MCL is a key milestone in addressing a major drinking water issue in California.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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WATER UTILITY - FUND 640

6201	ADMINISTRATION					
	Personnel	\$ 605,690	\$ 816,810	\$ 900,200	\$ 900,200	\$ 798,910
	Maintenance & Operations	2,943,980	3,268,270	3,534,010	3,556,860	4,502,870
	Capital Outlay	182,950	-	40,850	40,850	-
	TOTAL ADMINISTRATION	\$ 3,732,620	\$ 4,085,080	\$ 4,475,060	\$ 4,497,910	\$ 5,301,780
6202	CUSTOMER SERVICE					
	Personnel	\$ 487,670	\$ 208,280	\$ 132,570	\$ 132,570	\$ 99,720
	Maintenance & Operations	172,130	7,460	93,360	93,360	106,310
	Capital Outlay	-	-	-	-	-
	TOTAL CUSTOMER SERVICE	\$ 659,800	\$ 215,740	\$ 225,930	\$ 225,930	\$ 206,030
6203	METER SERVICES					
	Personnel	\$ 209,150	\$ 151,460	\$ 289,590	\$ 289,590	\$ 237,650
	Maintenance & Operations	311,430	467,320	607,220	607,220	946,030
	Capital Outlay	33,060	10,170	15,000	97,420	113,500
	TOTAL METER SERVICES	\$ 553,640	\$ 628,950	\$ 911,810	\$ 994,230	\$ 1,297,180
6204	DAMAGE TO CITY PROPERTY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	4,970	2,200	3,000	3,000	-
	Capital Outlay	-	-	-	-	-
	DAMAGE TO CITY PROPERTY	\$ 4,970	\$ 2,200	\$ 3,000	\$ 3,000	\$ -
6205	PRODUCTION & STORAGE					
	Personnel	\$ 478,570	\$ 524,130	\$ 641,670	\$ 641,670	\$ 580,680
	Maintenance & Operations	12,172,390	10,552,700	15,097,980	15,191,790	16,229,340
	Capital Outlay	141,890	169,240	30,000	30,000	6,000
	TOTAL PRODUCTION & STORAGE	\$ 12,792,850	\$ 11,246,070	\$ 15,769,650	\$ 15,863,460	\$ 16,816,020
6206	TRANSMISSION & DISTRIBUTION					
	Personnel	\$ 961,450	\$ 1,256,340	\$ 1,530,050	\$ 1,530,050	\$ 1,338,310
	Maintenance & Operations	899,040	1,001,610	1,000,660	1,036,310	923,600
	Capital Outlay	128,550	-	-	291,100	170,250
	TOTAL TRANSMISSION & DISTRIBUTION	\$ 1,989,040	\$ 2,257,950	\$ 2,530,710	\$ 2,857,460	\$ 2,432,160
6207	WECWC MANAGEMENT CONTROL					
	Personnel	\$ 100,570	\$ 106,000	\$ 116,900	\$ 116,900	\$ 97,110
	Maintenance & Operations	30	30	6,030	6,030	6,030
	Capital Outlay	-	-	-	-	-
	TOTAL WECWC MANAGEMENT CONTROL	\$ 100,600	\$ 106,030	\$ 122,930	\$ 122,930	\$ 103,140
6208	WATER CONSERVATION					
	Personnel	\$ 39,810	\$ 46,870	\$ 124,890	\$ 124,890	\$ 113,240
	Maintenance & Operations	31,880	32,620	155,080	155,080	162,780
	Capital Outlay	-	-	-	-	-
	TOTAL WATER CONSERVATION	\$ 71,690	\$ 79,490	\$ 279,970	\$ 279,970	\$ 276,020
6210	DEBT SERVICE					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	328,900	314,400	719,750	719,750	1,020,480
	Capital Outlay	-	-	-	-	-
	TOTAL DEBT SERVICE	\$ 328,900	\$ 314,400	\$ 719,750	\$ 719,750	\$ 1,020,480

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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WATER UTILITY - FUND 640

6211 STORM WATER MGMT AND RECHARGE					
Personnel	\$ 176,330	\$ 222,920	\$ 260,020	\$ 260,020	\$ 253,470
Maintenance & Operations	101,020	93,650	231,420	231,420	56,820
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RCHG	\$ 277,350	\$ 316,570	\$ 491,440	\$ 491,440	\$ 310,290
6212 PVPA					
Personnel	\$ 32,650	\$ 25,530	\$ 1,500	\$ 1,500	\$ 250
Maintenance & Operations	1,400	1,330	2,500	2,500	2,500
Capital Outlay	-	-	-	-	-
TOTAL PVPA	\$ 34,050	\$ 26,860	\$ 4,000	\$ 4,000	\$ 2,750
6213 CUSTOMER SERVICE					
Personnel	\$ 1,290	\$ 187,820	\$ 261,090	\$ 261,090	\$ 234,950
Maintenance & Operations	-	185,210	223,970	223,970	229,240
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 1,290	\$ 373,030	\$ 485,060	\$ 485,060	\$ 464,190
640 TOTAL WATER UTILITY FUND					
Personnel	\$ 3,093,180	\$ 3,546,160	\$ 4,258,480	\$ 4,258,480	\$ 3,754,290
Maintenance & Operations	16,967,170	15,926,800	21,674,980	21,827,290	24,186,000
Capital Outlay	486,450	179,410	85,850	459,370	289,750
Capital Improvement Projects*	2,048,100	2,442,020	14,934,770	14,803,360	16,932,820
TOTAL WATER UTILITY FUND	\$ 22,594,900	\$ 22,094,390	\$ 40,954,080	\$ 41,348,500	\$ 45,162,860

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

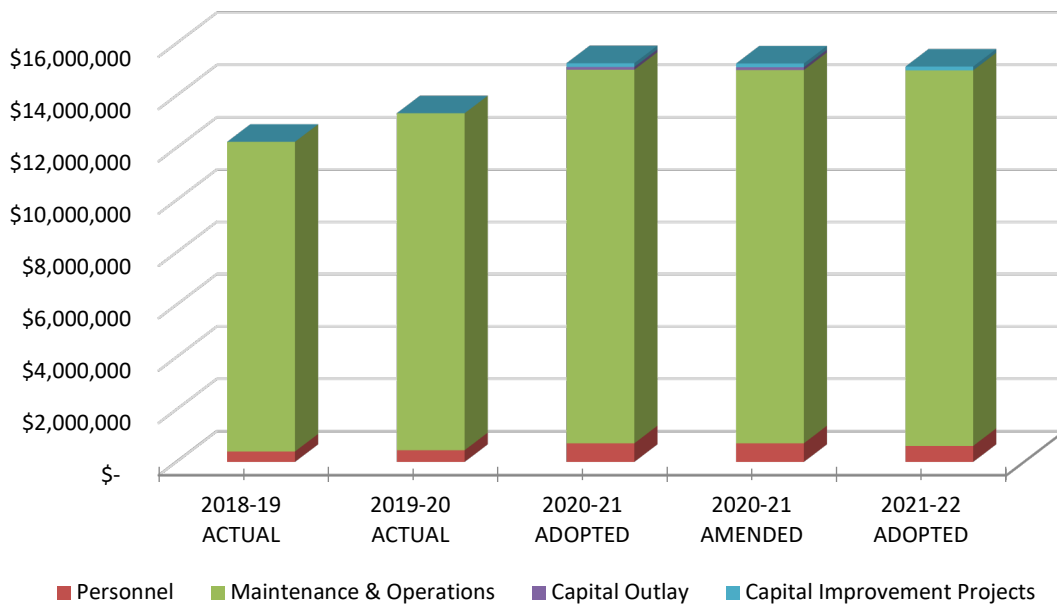
SOLID WASTE

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.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 398,580	\$ 448,490	\$ 710,620	\$ 710,620	\$ 611,320
Maintenance & Operations	11,837,010	12,880,780	14,281,790	14,270,830	14,357,640
Capital Outlay	-	-	105,000	105,000	-
Capital Improvement Projects	-	-	145,000	145,000	144,840
TOTAL BUDGET	\$12,235,590	\$13,329,270	\$15,242,410	\$15,231,450	\$15,113,800

Solid Waste Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
SOLID WASTE UTILITY	\$12,235,590	\$13,329,270	\$15,242,410	\$15,231,450	\$15,113,800
TOTAL BUDGET	\$12,235,590	\$13,329,270	\$15,242,410	\$15,231,450	\$15,113,800

SOLID WASTE DIVISION

The Solid Waste Division is responsible for providing Upland residents with quality refuse collection, disposal, recycling, green waste, sharps, and household hazardous waste service in the

most efficient manner at the lowest possible cost. The Division is also in charge of the State’s regulatory and reporting requirements for meeting the solid waste diversion objectives including preparation for mandated commercial/multi-family recycling rates.

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

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS – SOLID WASTE MANAGEMENT ANALYST	0.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	0.00	0.00	1.00	1.00	0.00

FY 2021-22 GOALS AND OBJECTIVES

- ◆ Provide courteous prompt customer service for all solid waste programs.
- ◆ Complete the renovation of the HHW Facility.
- ◆ Implement a recycling program for City facilities.
- ◆ Provide prompt and accurate reporting of solid waste programs and diversion statistics for compliance with State regulatory agencies.
- ◆ Provide used oil and beverage container diversion programs pursuant to State grant objectives; to provide prompt and accurate reporting of grant expenditures for compliance with State regulatory agencies.
- ◆ Reduce the quantity of solid waste disposal complying with the State’s “Not to exceed 5.2 lbs./person/day disposal target” for the City of Upland (SB 1016). The goals of SB 1016 are synonymous with those of State mandated AB 939, necessitating the development of new recycling programs and outreach/educational opportunities for achieving diversion. Additionally, AB 341 mandates commercial and multi-family recycling for those entities that produce four cubic yards or more of refuse per week.
- ◆ Implement a commercial organic waste recycling program in accordance with AB 1826.

- ◆ Continue a recycling program that will increase diversion which will reduce the City’s solid waste disposal rate.
- ◆ Provide on-going recycling, composting, and sharps education to residents and businesses, and continue to encourage proper disposal of all waste and recycling materials.
- ◆ Increase the quantity of commercial and multi-family recycling.
- ◆ Provide a safe and convenient facility for the proper public disposal of household hazardous waste and sharps.
- ◆ Educate the community in order to increase residential green and food waste recycling through composting.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Disposal rate* (pounds per person per day)	4.4	4.4	4.4	5.2
Number of household hazardous waste participants	5,500	5,500	5,500	5,500
Household hazardous waste volume (lbs)	350,000	350,000	350,000	350,000
Number of Solid Waste educational events	4	4	5	7

*Per Senate Bill 1016, the waste diversion measurement system has shifted from a target of diverting at least 50% of municipal waste generated, to a disposal target (land filling) of no more than 50% of municipal waste generated, on a per capita basis. The State has calculated the City of Upland's - not to exceed - 50% equivalent per capita disposal target to be 5.2 pounds per person per day.

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Continued sending newsletters to residential, commercial, and multi-family customers.
- ◆ Utilized grant funding to provide community outreach on household hazardous waste and used oil programs by creating a public service announcement video.
- ◆ Submitted a Compliance Plan to CalRecycle for the AB341 & AB1826 mandated recycling programs.
- ◆ Continued working with the Upland Downtown Businesses to improve solid waste collections.
- ◆ Increased commercial and multi-family recycling education notification program in accordance with AB 341.
- ◆ Increased commercial and multi-family organics recycling education notification program in accordance with AB 1826.
- ◆ Increased the amount of commercial and multi-family recycling accounts.
- ◆ San Bernardino County Fire provides sharps containers free of charge.
- ◆ Enhanced programs included adding free compost to the existing free mulch program at the City Yard during HHW operations.
- ◆ Instituted Covid-19 safety procedures for the household hazardous waste facility, participants, and staff.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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SOLID WASTE UTILITY- FUND 641

6213	CUSTOMER SERVICE							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	41,200	41,200			44,120
	Capital Outlay	-	-	-	-			-
	TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ 41,200	\$ 41,200			\$ 44,120
6301	SOLID WASTE							
	Personnel	\$ 281,380	\$ 375,790	\$ 602,550	\$ 602,550	\$ 501,770		
	Maintenance & Operations	11,733,170	12,783,230	14,139,840	14,109,400	14,204,720		
	Capital Outlay	-	-	-	-	-		-
	TOTAL SOLID WASTE	\$ 12,014,550	\$ 13,159,020	\$ 14,742,390	\$ 14,711,950	\$ 14,706,490		
6302	HOUSEHOLD HAZARDOUS WASTE							
	Personnel	\$ 68,230	\$ 72,700	\$ 104,090	\$ 104,090	\$ 108,590		
	Maintenance & Operations	95,110	97,550	98,750	98,750	106,800		
	Capital Outlay	-	-	105,000	105,000	-		-
	TOTAL HOUSEHOLD HAZARDOUS WASTE	\$ 163,340	\$ 170,250	\$ 307,840	\$ 307,840	\$ 215,390		
6303	SHARPS							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Maintenance & Operations	-	-	2,000	2,000	2,000		2,000
	Capital Outlay	-	-	-	-	-		-
	TOTAL SHARPS	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000		\$ 2,000
63XX	USED OIL RECYCLING GRANTS							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Maintenance & Operations	-	-	-	-	-		-
	Capital Outlay	-	-	-	-	-		-
	TOTAL USED OIL RECYCLING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
63XX	BEVERAGE CONTAINER GRANTS							
	Personnel	\$ 48,970	\$ -	\$ 3,980	\$ 3,980	\$ 960		
	Maintenance & Operations	8,730	-	-	19,480	-		-
	Capital Outlay	-	-	-	-	-		-
	TOTAL BEVERAGE CONTAINER GRANT	\$ 57,700	\$ -	\$ 3,980	\$ 23,460	\$ 960		
641	TOTAL SOLID WASTE UTILITY FUND							
	Personnel	\$ 398,580	\$ 448,490	\$ 710,620	\$ 710,620	\$ 611,320		
	Maintenance & Operations	11,837,010	12,880,780	14,281,790	14,270,830	14,357,640		
	Capital Outlay	-	-	105,000	105,000	-		-
	Capital Improvement Projects*	-	-	145,000	145,000	144,840		
	TOTAL SOLID WASTE UTILITY FUND	\$ 12,235,590	\$ 13,329,270	\$ 15,242,410	\$ 15,231,450	\$ 15,113,800		

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

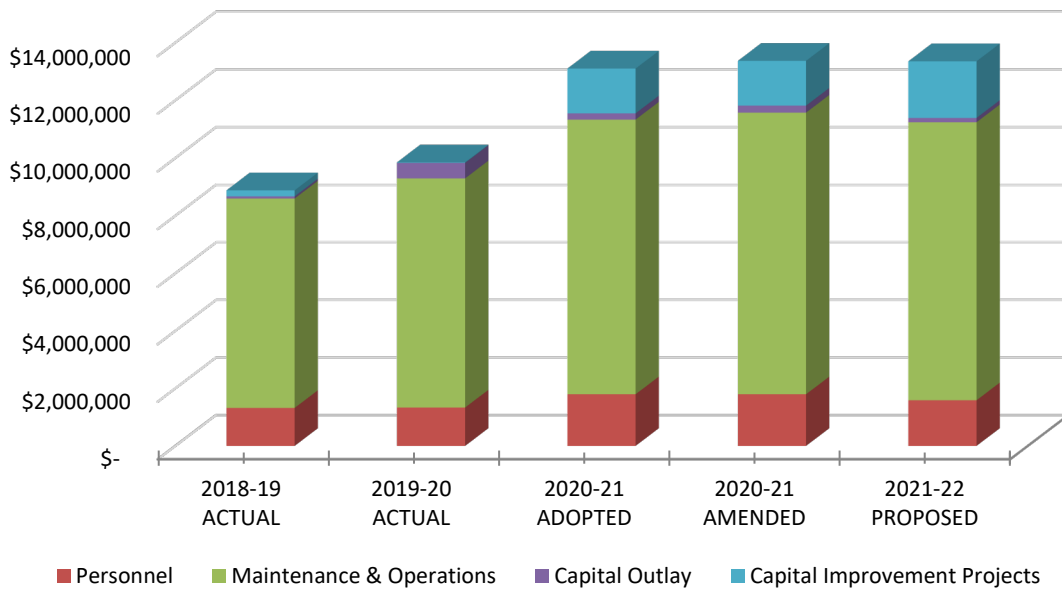
SEWER

MISSION STATEMENT

The mission of the Sewer Division is to provide the City with reliable sewage disposal, watershed management, recycled water program implementation, and other environmental services in an efficient and cost-effective manner.

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$1,320,380	\$1,334,530	\$1,795,820	\$ 1,795,820	\$ 1,586,490
Maintenance & Operations	7,275,310	7,960,020	9,536,330	9,777,870	9,653,800
Capital Outlay	73,980	537,720	217,000	243,140	150,000
Capital Improvement Projects	209,820	17,440	1,551,690	1,551,690	1,963,200
TOTAL BUDGET	\$8,879,490	\$9,849,710	\$13,100,840	\$13,368,520	\$13,353,490

Sewer Expense Classification



	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
FUNDING SOURCES					
SEWER UTILITY	\$8,879,490	\$9,849,710	\$13,100,840	\$13,368,520	\$13,353,490
TOTAL BUDGET	\$8,879,490	\$9,849,710	\$13,100,840	\$13,368,520	\$13,353,490

SEWER DIVISION

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

The Sewer Division works closely with its wastewater treatment purveyor, Inland Empire Utilities Agency (IEUA) on various issues pertaining to wastewater disposal, including all costs associated with the wastewater treatment. The City pays IEUA for the acquisition, construction, maintenance, and operation of facilities within the regional sewer system. These costs include costs for wastewater treatment, reuse, and disposal of treated effluent, based on the City's pro-rata share of all net audited costs incurred by IEUA in the maintenance and operation of its regional sewage program.

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

ENVIRONMENTAL DIVISION

The Environmental Division is responsible for monitoring and controlling methane gas generated from the closed Upland Sanitary Landfill. This includes the operation of the gas extraction system and the flare station to prevent methane migration outside of the Landfill perimeter in compliance with requirements imposed by regulatory agencies including SCAQMD. Additional responsibilities include the monitoring of groundwater quality underneath the Landfill, as required by State and Federal regulations.

The administration of the National Pollutant Discharge Elimination System (NPDES) Program is a significant duty of the Sewer Division. The NPDES permit was issued to the County of San Bernardino as principal permittee by the State Water Resources Control Board, Santa Ana Region. The City and surrounding cities are covered under this permit as co-permittees thru the Area-wide Storm Water Permit Implementation Agreement. The goal of the NPDES program is to prevention and elimination of runoff causing impairment to local surface waters. The City is bound to the west by the San Antonio Channel and to the east by the Cucamonga Channel, both of which discharge to the Santa Ana River and ultimately the ocean. If left uncontrolled, runoff of pollutants would result in the destruction of aquatic life habitat and impair public health. The NPDES Program has enforcement mechanisms designed to prevent harmful contaminants from being discharged to these local channels. To fulfill that objective, staff is tasked with the inspection of public and private businesses and construction sites. Staff also participates in a variety of storm

water pollution activities, including source control identification, comprehensive bacteria reduction, watershed action committees and public education.

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

PERSONNEL					
PERMANENT POSITIONS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - SEWER					
ENVIRONMENTAL QUALITY ADMINISTRATOR	1.00	1.00	1.00	1.00	0.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00	0.30
ASSISTANT ENGINEER	1.00	1.00	1.00	2.00	0.00
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	1.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	4.00	4.00	4.00	5.00	0.30

FY 2021-22 GOALS AND OBJECTIVES

- ◆ To comply with all regulatory requirements for the collection, treatment, and discharge of wastewater, as well as other environmental issues, including the National Pollutant Discharge Elimination System (NPDES)
 - Implement the Statewide Trash Provision Order with the installation of full trash capture devices inside the inlets’ catch basins situated in the priority land use areas.
 - Revise the NPDES Local Implementation Plan (LIP) to reflect the new WQMP workflow, City Public Works Organization, and Trash Provision Order Track 1 Implementation.
 - Implement the Low Impact Development requirements mandated by the County’s NPDES program.
 - Establish a complete inventory of WQMP Maintenance Agreements.
- ◆ To ensure City compliance with and Sewer System Management Plan (SSMP) requirements and prevent sanitary sewer overflows by developing relevant guidelines and procedures for proper management, hydraulic evaluations, operation, and maintenance of the City’s sewage collection system in order to provide reliable sewage disposal services to residents and businesses.
- ◆ To perform, construct, implement, or continue the following projects:
 - Sewer Rehabilitation and Relief projects.
 - Modification of the Landfill’s Methane Gas Collection System and Flare Station.
 - Revision of the Regional Sewage Contract with Inland Empire Utilities Agency.
 - Recycled Water Program and Water Conservation Project implementation.
 - Storm Water Drainage Master Plan Update.

- Sewer System Master Plan Update.
- Sewer System Management Plan Update.
- Grant funding applications for City projects, if feasible.
- ◆ To continue auditing the billings of utility services (water, sewer, and solid waste) to prevent the loss of utility revenues and, ultimately, improve the City’s financial stability.
- ◆ To continue managing the post-closure of the Upland Landfill by monitoring, testing, and reporting in accordance with all regulatory requirements.
- ◆ To streamline the existing Recycled Water Cross Connection inspection program in accordance with State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) regulations.

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Sewer miles cleaned or lined (miles)	138 miles cleaned	100 miles cleaned	150 miles cleaned	175 miles cleaned
Manholes inspected and cleaned	27	80	52	65
Sewer lateral issues resolved	75	68	70	65
Sewer miles inspected by camera (*)	16	25	50	50
Sewer manholes/facilities repaired	9	9	9	9
Permitted dischargers or active permits	190	191	188	190
Trunk Line wastewater samples collected	0	0	0	0
Permitted businesses inspected	113	135	150	165
New sewer connections processed	15	12	8	10
Permit violation letters issued (due to discharge limits and reporting requirements)	13	2	5	5
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 (a)	88	154	175	180
Mandated countywide storm water protection meetings attended	12	12	12	11

PERFORMANCE MEASUREMENTS	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 PROJECTED	2021-22 TARGET
Recycled water retrofit plans submitted and approved by Department of Public Health	1(b)	0(b)	0(b)	2(b)
Retrofitted sites/new connections	2	0	2	1
<p>* Sewer line camera inspection is intended to be done alternately with sewer rehabilitation. (a) Variation in storm water inspections performed or to be conducted reflects inspection frequency or determination of inspection priorities assigned to industries and businesses, resulting in some years of more inspections than other years. (b) Recycled water (RW) retrofit work approaching the end of the first phase RW implementation. New retrofits and connections require additional construction of recycled water lines.</p>				

FY 2020-21 MAJOR ACCOMPLISHMENTS

- ◆ Replaced thirteen (13) brick manholes deemed to be structurally vulnerable to earthquake damage (with precast concrete manholes).
- ◆ Quantified and field identified the catch basin locations for first two years CIP implementation of the STP Order.
- ◆ Completed inventory update to the Co-Permittee MS4 database used for implementation of the San Bernardino County MS4 Permit Area-wide Urban Storm Water Runoff Management Program.
- ◆ Maintained a Post-Construction WQMP tracking and inspection program from compliance with the NPDES Permit.
- ◆ Began a multi-division review process for WQMP/Hydrology Reports for new development
- ◆ Continued the inventory update of WQMP locations and maintenance obligations and collected recorded maintenance agreements.
- ◆ Currently undergoing revision of the RFP for construction of the Landfill Carbon Exchange System. SCAQMD Permit for conversion of the City's closed landfill from a flare system for landfill gas to a carbon exchange system was obtained during the prior year.
- ◆ Continued participation in the Inland Empire Utilities Agency Sewer Contract Negotiation of the Regional Sewage Service Contract. The fifty (50) year contract is due for renewal in January 2023.
- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all federal, state, and local agency regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Maintained National Pollutant Discharge Elimination System (NPDES) compliance without full-time NPDES inspector position.
- ◆ Continued participation in the San Bernardino County MS4 Area Wide Storm Water Program committees associated with Permit renewal.
- ◆ Completed a Regional Water Control Board Storm Water Program Audit with a finding of no violations of the permit.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2021-22 ADOPTED BUDGET

PUBLIC WORKS

2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
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SEWER UTILITY - FUND 645

6213	CUSTOMER SERVICE							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	48,600	48,600	-	-	51,520
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ 48,600	\$ 48,600	\$ -	\$ -	\$ 51,520
6401	LANDFILL SITE MAINTENANCE							
	Personnel	\$ 110,750	\$ 118,120	\$ 123,830	\$ 123,830	\$ 133,720	\$ 133,720	\$ 133,720
	Maintenance & Operations	82,130	85,690	158,100	166,850	131,410	131,410	131,410
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL LANDFILL SITE MAINTENANCE	\$ 192,880	\$ 203,810	\$ 281,930	\$ 290,680	\$ 265,130	\$ 265,130	\$ 265,130
6402	MAINTENANCE & OPERATIONS							
	Personnel	\$ 849,220	\$ 920,420	\$ 1,332,560	\$ 1,332,560	\$ 1,084,850	\$ 1,084,850	\$ 1,084,850
	Maintenance & Operations	552,730	682,490	918,530	921,280	1,477,320	1,477,320	1,477,320
	Capital Outlay	65,000	537,720	217,000	243,140	150,000	150,000	150,000
	TOTAL MAINTENANCE & OPERATIONS	\$ 1,466,950	\$ 2,140,630	\$ 2,468,090	\$ 2,496,980	\$ 2,712,170	\$ 2,712,170	\$ 2,712,170
6403	SEWER - RESIDENTIAL							
	Personnel	\$ 237,230	\$ 195,670	\$ 216,850	\$ 216,850	\$ 232,210	\$ 232,210	\$ 232,210
	Maintenance & Operations	6,578,480	6,957,120	7,116,310	7,346,350	7,634,760	7,634,760	7,634,760
	Capital Outlay	4,000	-	-	-	-	-	-
	TOTAL SEWER - RESIDENTIAL	\$ 6,819,710	\$ 7,152,790	\$ 7,333,160	\$ 7,563,200	\$ 7,866,970	\$ 7,866,970	\$ 7,866,970
6404	SEWER - NON-RESIDENTIAL							
	Personnel	\$ 123,180	\$ 100,320	\$ 122,580	\$ 122,580	\$ 135,710	\$ 135,710	\$ 135,710
	Maintenance & Operations	61,970	234,720	1,294,790	1,294,790	358,790	358,790	358,790
	Capital Outlay	4,980	-	-	-	-	-	-
	TOTAL SEWER - NON-RESIDENTIAL	\$ 190,130	\$ 335,040	\$ 1,417,370	\$ 1,417,370	\$ 494,500	\$ 494,500	\$ 494,500
645	TOTAL SEWER UTILITY FUND							
	Personnel	\$ 1,320,380	\$ 1,334,530	\$ 1,795,820	\$ 1,795,820	\$ 1,586,490	\$ 1,586,490	\$ 1,586,490
	Maintenance & Operations	7,275,310	7,960,020	9,536,330	9,777,870	9,653,800	9,653,800	9,653,800
	Capital Outlay	73,980	537,720	217,000	243,140	150,000	150,000	150,000
	Capital Improvement Projects*	209,820	17,440	1,551,690	1,551,690	1,963,200	1,963,200	1,963,200
	TOTAL SEWER UTILITY FUND	\$ 8,879,490	\$ 9,849,710	\$ 13,100,840	\$ 13,368,520	\$ 13,353,490	\$ 13,353,490	\$ 13,353,490

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

CITY OF UPLAND
PUBLIC WORKS
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 34,540	\$ 27,750	\$ 28,380	\$ 28,380	\$ 29,280
5111	Salaries - Full Time	4,485,290	4,532,900	5,463,710	5,463,710	6,404,550
5112	Salaries - Temporary/Part Time	106,530	174,970	480,950	480,950	180,550
5113	Overtime	344,220	337,900	315,600	315,600	216,790
5116	Fringe Benefits	927,040	997,350	1,549,450	1,549,450	1,713,890
5117	Retirement Contributions	424,070	439,770	680,310	680,310	651,510
5119	Unfunded Annual PERS Liability	1,097,190	1,685,760	1,324,550	1,324,550	-
	TOTAL PERSONNEL EXPENSES	\$ 7,418,880	\$ 8,196,400	\$ 9,842,950	\$ 9,842,950	\$ 9,196,570
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 79,510	\$ 77,420	\$ 192,000	\$ 192,000	\$ 229,750
5205	Recruitment Costs - Other	-	120	-	-	-
5212	Advertising	420	1,210	23,030	23,030	23,200
5213	Dues & Subscriptions	11,000	27,550	16,200	16,200	18,370
5215	Training/Conferences/Meetings	20,430	11,270	64,700	64,700	50,060
5216	Office Supplies	11,530	10,150	28,600	28,600	25,850
5217	Other Supplies/Materials	1,092,600	793,580	1,180,610	1,180,610	1,192,260
5218	Uniform Expense	33,020	53,330	44,670	44,670	55,000
5219	Registration/Permits/Licenses	200,950	207,000	328,720	328,720	164,700
5220	Fuel Usage	130,410	134,740	138,000	138,000	152,900
5222	Print/Mail Charges	2,710	5,140	5,780	5,780	14,880
5223	Information Systems Charges	269,130	367,470	472,130	472,130	-
5224	Vehicle Charges	642,250	311,460	304,760	304,760	-
5225	Building Maint & Operations	402,840	431,940	508,270	508,270	-
5227	Vehicle Parts/Materials	250,790	221,230	193,200	193,200	175,200
5231	Office Equipment (Under 5,000)	8,340	10,740	4,780	4,780	4,030
5232	Computer Equip (Under 5,000)	20,600	16,680	25,850	25,850	17,850
5233	Other Equipment (Under 5,000)	99,930	502,500	583,260	573,260	899,350
5234	Other Equipment Rental	32,460	14,510	58,830	63,830	29,400
5236	Rent	52,900	54,540	55,000	55,000	57,000
5241	Utilities - Electric	2,243,930	2,031,680	2,627,700	2,627,700	2,326,900
5242	Utilities - Gas	8,710	8,720	9,600	9,600	12,820
5243	Utilities - Telephone	2,200	1,970	-	-	1,200
5244	Utilities - Water	9,875,330	8,261,960	11,847,500	11,847,500	13,000,120
5245	Maintenance - Building/Structure/Grounds	388,440	450,450	633,000	633,000	598,000
5246	Maintenance - Equipment	5,730	73,770	600	600	750
5247	Maintenance - Vehicle	4,570	-	-	-	-
5248	Maintenance - Other	62,090	40,000	183,300	183,300	87,800
5249	Other Maintenance	80	-	1,000	1,000	1,000
5251	Legal Services	58,250	36,090	303,000	303,000	93,000
5252	Professional Services	321,540	310,260	445,710	354,490	353,670
5253	Contract Services	1,718,220	1,713,890	2,106,480	2,012,130	2,204,980
5254	Data Processing Services	20,160	21,800	21,160	21,160	20,470
5255	Banking Services	116,740	130,960	115,580	115,580	111,480
5256	Solid Waste Services	11,127,520	12,062,740	13,310,700	13,310,700	13,310,700
5257	Sewer Treatment Disposal Services	6,283,430	6,499,260	6,813,160	6,813,160	7,167,930
5258	Other Services	795,470	1,206,620	2,281,030	2,534,830	1,715,160
5259	Recycled Water Purchase	1,031,170	1,033,070	1,055,270	1,055,270	1,173,000
5273	Workers Compensation Charges	441,660	473,590	589,100	589,100	-
5274	Unemployment Charges	36,830	38,220	19,860	19,860	-
5275	Long-term Disability Charges	36,830	38,140	38,300	38,300	-
5276	Liability Charges	685,680	704,560	747,750	747,750	-
5277	Loss Prevention Charges	41,780	39,010	38,250	38,250	-

CITY OF UPLAND
PUBLIC WORKS
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 ADOPTED
5290	Late Charges	450	270	-	-	-
5291	Bad Debts Expense	26,530	22,470	-	-	-
5292	Administrative Services Expense	1,931,300	2,841,570	2,172,240	2,841,570	2,841,580
5294	Sponsor/Contribution/Donation	2,510	2,670	5,200	5,200	5,200
5295	Pump/Diesel Taxes	2,490	2,280	5,000	5,000	5,000
5297	Other Expenses	-	530	-	-	-
5298	Loss-Cap Assets	36,680	397,050	-	-	-
5303	DDA/OPA	157,730	-	-	-	-
5304	Contributions	334,000	414,050	650,000	650,000	767,000
5324	Other Post-Employment Benefits	-	-	116,270	116,270	-
5421	Lease Principal Expense	-	-	830	830	-
5424	Bond Principal Payment	-	-	380,000	380,000	395,000
5425	Bond Interest Expense	327,670	313,170	336,250	336,250	621,980
5701	Information Systems Allocation Charges	-	-	-	-	682,980
5702	Fleet - Maintenance & Repair Allocation	-	-	-	-	349,670
5703	Vehicle Acquisition Allocation	-	-	-	-	251,750
5704	Building Maintenance & Operation Allocation	-	-	-	-	607,670
5705	Self Funded Liability Allocation	-	-	-	-	1,436,330
5706	OPEB & Employee Benefits Allocation	-	-	-	-	290,620
5707	PERS-UAL Allocation	-	-	-	-	1,866,880
	TOTAL MAINTENANCE & OPERATIONS	\$ 41,487,540	\$ 42,423,400	\$ 51,082,230	\$ 51,814,790	\$ 55,410,440
	CAPITAL OUTLAY					
5521	Land	\$ 5,000	\$ -	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	-	101,340	-	-	5,000
5529	Building Improvements	-	-	120,000	155,920	130,000
5530	Machinery & Equipment	573,020	221,390	400,000	880,980	515,790
5531	Vehicles	768,940	1,261,160	120,250	1,015,340	949,650
	TOTAL CAPITAL OUTLAY	\$ 1,346,960	\$ 1,583,890	\$ 640,250	\$ 2,052,240	\$ 1,600,440
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 6,026,430	\$ 4,884,540	\$ 40,098,710	\$ 39,991,130	\$ 43,590,740
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 6,026,430	\$ 4,884,540	\$ 40,098,710	\$ 39,991,130	\$ 43,590,740
	TOTAL DEPARTMENT	\$ 56,279,810	\$ 57,088,230	\$ 101,664,140	\$ 103,701,110	\$ 109,798,190

CITY OF UPLAND
PUBLIC WORKS
FY 2021-22 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	204	205	206	217	420	421	422	423	425	426	640	641	645	752	754	2021-22 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	GAS TAX	MEASURE I	RMRA	OTHER GRANTS	GENERAL CAPITAL IMPROV	PARK ACQUISITION & DEV	STORM DRAIN DEV	STREET & TRAFFIC FAC DEV	GENERAL CAPITAL PROJECTS	STREET & ALLEY REPAIRS	WATER UTILITY	SOLID WASTE UTILITY	SEWER UTILITY	FLEET MGMT	BUILDING MAINT & OPERATIONS	
PERSONNEL EXPENSE																		
5110	Buy Backs	\$ 12,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,050	\$ -	\$ 1,630	\$ -	\$ 4,360	\$ 29,280
5111	Salaries - Full Time	1,325,970	138,230	107,720	32,930	-	-	-	-	7,280	-	35,570	2,675,800	350,510	1,151,120	229,270	350,150	6,404,550
5112	Salaries - Temporary/Part Time	64,210	-	-	-	-	-	-	-	-	-	-	16,420	68,310	15,250	-	16,360	180,550
5113	Overtime	68,000	-	-	-	-	-	-	-	-	-	-	73,690	60,000	-	3,100	12,000	216,790
5116	Fringe Benefits	372,020	29,320	23,080	6,790	-	-	-	-	1,360	-	7,720	705,690	96,400	301,470	63,770	106,270	1,713,890
5117	Retirement Contributions	135,030	14,380	11,210	3,430	-	-	-	-	760	-	3,700	271,640	36,100	117,020	23,560	34,680	651,510
5119	Unfunded Annual PERS Liability	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 1,977,470	\$ 181,930	\$ 142,010	\$ 43,150	\$ -	\$ -	\$ -	\$ -	\$ 9,400	\$ -	\$ 46,990	\$ 3,754,290	\$ 611,320	\$ 1,586,490	\$ 319,700	\$ 523,820	\$ 9,196,570
MAINTENANCE & OPERATIONS																		
5211	Postage	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,200	\$ 47,000	\$ 63,400	\$ 50	\$ -	\$ 229,750
5212	Advertising	-	-	-	-	-	-	-	-	-	-	-	19,950	3,000	-	-	-	23,200
5213	Dues & Subscriptions	4,780	-	-	-	-	-	-	-	-	-	-	7,700	1,200	4,490	-	200	18,370
5215	Training/Conferences/Meetings	6,800	-	-	-	-	-	-	-	-	-	-	30,960	1,750	8,300	2,250	-	50,060
5216	Office Supplies	4,400	-	-	-	-	-	-	-	-	-	-	11,200	3,700	5,550	500	500	25,850
5217	Other Supplies/Materials	164,990	50,000	-	-	-	-	-	-	-	-	-	875,400	4,620	82,300	14,450	500	1,192,260
5218	Uniform Expense	15,200	-	-	-	-	-	-	-	-	-	-	10,800	3,850	17,540	3,070	4,540	55,000
5219	Registration/Permits/Licenses	120	-	-	-	-	-	-	-	-	-	-	115,030	-	40,200	6,650	2,700	164,700
5220	Fuel Usage	65,700	-	-	-	-	-	-	-	-	-	-	52,200	-	33,000	2,000	-	152,900
5222	Print/Mail Charges	630	-	-	-	-	-	-	-	-	-	-	14,000	-	150	100	-	14,880
5227	Vehicle Parts/Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175,200	-	175,200
5231	Office Equipment (Under 5,000)	-	-	-	-	-	-	-	-	-	-	-	3,280	-	-	750	-	4,030
5232	Computer Equip (Under 5,000)	-	-	-	-	-	-	-	-	-	-	-	16,600	-	-	1,250	-	17,850
5233	Other Equipment (Under 5,000)	44,000	-	-	-	-	-	-	-	-	-	-	821,000	-	4,350	20,000	10,000	899,350
5234	Other Equipment Rental	2,000	-	-	-	-	-	-	-	-	-	-	18,000	3,900	5,500	-	-	29,400
5236	Rent	-	-	-	-	-	-	-	-	-	-	-	57,000	-	-	-	-	57,000
5241	Utilities - Electric	924,700	100,000	-	-	-	-	-	-	-	-	-	1,300,000	-	2,200	-	-	2,326,900
5242	Utilities - Gas	11,120	-	-	-	-	-	-	-	-	-	-	900	-	-	800	-	12,820
5243	Utilities - Telephone	1,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200
5244	Utilities - Water	-	-	-	-	-	-	-	-	-	-	-	12,930,120	-	70,000	-	-	13,000,120
5245	Maintenance - Building/Structure/Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	598,000	598,000
5246	Maintenance - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	750	-	-	750
5248	Maintenance - Other	500	-	-	-	-	-	-	-	-	-	-	84,000	-	-	3,300	-	87,800
5249	Other Maintenance	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000
5251	Legal Services	-	-	-	-	-	-	-	-	-	-	-	40,000	3,000	50,000	-	-	93,000
5252	Professional Services	220,000	6,210	-	-	-	-	-	-	-	-	-	62,370	29,010	36,080	-	-	353,670
5253	Contract Services	1,444,110	150,000	-	-	-	-	-	-	-	-	-	413,000	110,000	45,000	42,870	-	2,204,980
5254	Data Processing Services	-	-	-	-	-	-	-	-	-	-	-	8,500	3,810	3,810	4,350	-	20,470
5255	Banking Services	-	-	-	-	-	-	-	-	-	-	-	104,000	3,500	3,980	-	-	111,480
5256	Solid Waste Services	-	-	-	-	-	-	-	-	-	-	-	-	13,310,700	-	-	-	13,310,700
5257	Sewer Treatment Disposal Services	-	-	-	-	-	-	-	-	-	-	-	-	-	7,167,930	-	-	7,167,930
5258	Other Services	403,100	-	-	-	-	-	-	-	-	-	-	601,720	64,070	632,870	13,400	-	1,715,160
5259	Recycled Water Purchase	-	-	-	-	-	-	-	-	-	-	-	1,173,000	-	-	-	-	1,173,000
5292	Administrative Services Expense	-	257,130	187,720	38,050	-	-	-	-	-	-	-	1,404,900	481,780	472,000	-	-	2,841,580
5294	Sponsor/Contribution/Donation	-	-	-	-	-	-	-	-	-	-	-	5,200	-	-	-	-	5,200
5295	Pump/Diesel Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	-	5,000
5304	Contributions	-	-	-	-	-	-	-	-	-	-	-	767,000	-	-	-	-	767,000
5424	Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	395,000	-	-	-	-	395,000
5425	Bond Interest Expense	-	-	-	-	-	-	-	-	-	-	-	621,980	-	-	-	-	621,980
5701	Information Systems Allocation Charges	222,180	-	-	-	-	-	-	-	-	-	-	278,000	54,740	120,910	7,150	-	682,980
5702	Fleet - Maintenance & Repair Allocation	134,910	-	-	-	-	-	-	-	-	-	-	141,350	-	73,410	-	-	349,670
5703	Vehicle Acquisition Allocation	251,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	251,750
5704	Building Maintenance & Operation Allocation	420,610	-	-	-	-	-	-	-	-	-	-	133,890	9,940	43,230	-	-	607,670
5705	Self Funded Liability Allocation	411,020	-	-	-	-	-	-	-	-	-	-	646,180	99,860	279,270	-	-	1,436,330
5706	OPEB & Employee Benefits Allocation	62,200	5,490	4,330	1,280	-	-	-	-	-	-	-	121,810	16,090	51,860	10,690	16,870	290,620
5707	PERS-U/LAL Allocation	386,700	40,180	31,470	9,710	-	-	-	-	2,010	-	-	779,760	102,120	335,470	66,960	102,120	1,866,880
	TOTAL MAINTENANCE & OPERATIONS	\$ 5,202,820	\$ 609,010	\$ 223,520	\$ 49,040	\$ -	\$ -	\$ -	\$ -	\$ 2,010	\$ -	\$ 10,380	\$ 24,186,000	\$ 14,357,640	\$ 9,633,800	\$ 380,790	\$ 735,430	\$ 55,410,440
CAPITAL OUTLAY																		
5521	Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
5529	Building Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,000	130,000
5530	Machinery & Equipment	20,000	-	-	-	225,070	-	65,000	-	-	-	-	16,000	-	150,000	-	39,720	515,790
5531	Vehicles	-	-	-	-	-	-	-	-	-	-	-	273,750	-	-	675,900	-	949,650
	TOTAL CAPITAL OUTLAY	\$ 25,000	\$ -	\$ -	\$ -	\$ 225,070	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 289,750	\$ -	\$ 150,000	\$ 675,900	\$ 169,720	\$ 1,600,440
CAPITAL IMPROVEMENT PROJECTS																		
55XX	Capital Improvement Projects	\$ -	\$ 8,344,940	\$ 6,266,210	\$ 1,328,320	\$ -	\$ 555,000	\$ 599,500	\$ 3,692,200	\$ 1,902,650	\$ 1,334,330	\$ 526,730	\$ 16,932,820	\$ 144,840	\$ 1,963,200	\$ -	\$ -	\$ 43,590,740
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ 8,344,940	\$ 6,266,210	\$ 1,328,320	\$ -	\$ 555,000	\$ 599,500	\$ 3,692,200	\$ 1,902,650	\$ 1,334,330	\$ 526,730	\$ 16,932,820	\$ 144,840	\$ 1,963,200	\$ -	\$ -	\$ 43,590,740
	TOTAL DEPARTMENT	\$ 7,205,290	\$ 9,135,880	\$ 6,631,740	\$ 1,420,510	\$ 225,070	\$ 555,000	\$ 664,500	\$ 3,692,200	\$ 1,914,060	\$ 1,334,330	\$ 584,100	\$ 45,162,860	\$ 15,113,800	\$ 13,353,490	\$ 1,376,390	\$ 1,428,970	\$ 109,798,190

ADOPTED BUDGET
FY 2021-22
CAPITAL IMPROVEMENT PROGRAM



CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2021-22 proposed Capital Improvement Program (CIP) budget provides \$13.5 million for new projects and \$30.3 million for carry-over projects. The City of Upland defines a CIP as having (1) a capital asset with a minimum dollar amount of \$5,000 and (2) an estimated useful life of five years or more.

New projects are identified and recommended as necessary in the City of Upland. Throughout the Fiscal Year, the projects scheduled in FY 2021-22 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 2020-21 or prior years and were not completed as of June 30, 2021. Therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2021-22 budget and beyond, if necessary.

The proposed FY 2021-22 CIP budget, summarized by categories, is provided below:

FY 2021-22	
BUILDINGS AND FACILITIES	852,800
PARK ACQUISITION & DEVELOPMENT	599,500
STORM DRAIN	3,692,200
STREET AND TRAFFIC FACILITIES	19,642,000
WATER UTILITY	16,932,820
SOLID WASTE	144,840
SEWER UTILITY	1,963,200
TOTAL CIP	\$43,827,360

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

CIP DEFINED

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

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

BENEFITS OF THE CIP

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

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

CIP PROGRAMS AND FUNDING SOURCES

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

Building and Facilities

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

Parks, Recreation and Community Services

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

Storm Drain

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

Street and Traffic Facilities

The Street and Traffic Facilities program includes projects to extend, widen and resurface streets, construct curbs, gutters and medians, perform right-of-way maintenance and traffic signal

improvements, and is responsible for the administration, implementation and coordination of the City's Measure "I" Program; a voter approved half-cent sales tax for County transportation improvements. Staff participates in the regional planning of the transportation facilities and is responsible for the implementation of improvements associated with the County's Measure "I" Program, to include developing local and related regional project programming, construction documents, preparing the required revenue, expenditures and development activity reports for San Bernardino County Transportation Authority (SBCTA), the County's regional transportation planning organization and designated Measure "I" Program Administrator.

Capital expenditures for these projects are budgeted in the Gas Tax Fund (Fund 204), Measure I Fund (Fund 205), Road Maintenance Rehabilitation Account Fund (Fund 206), CDBG Fund (Fund 209), General Capital Improvements (Fund 425), the Street and Traffic Facilities Development (Fund 423), and the Street & Alley Program (Fund 426).

Water

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

Solid Waste

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

Sewer

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

**CAPITAL IMPROVEMENT PROGRAM
FY 2021-22**

Fund	Proj. No.	Proj. ID	Project Description	2020/2021 Adopted CIP Budget	2020/2021 Amended CIP Budget	2020/2021 Projected Expenses	Projected Balance 6/30/2021	Return to Fund Balance	2021/2022 New Approp.	2021/2022 Adopted CIP Budget
204	7003		Pavement Management System	150,000	145,870	(10,380)	135,490	-	-	135,490
204	7031		Traffic Safety Projects - Annual	78,090	76,510	(4,360)	72,150	-	-	72,150
204	7067		Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2017/18	30,000	30,000	(27,040)	2,960	(2,960)	-	-
204	7069		Arrow Highway Rehab (Benson to Mountain)	1,191,910	1,190,050	(65,000)	1,125,050	-	-	1,125,050
204	7070		Citywide Concrete Maintenance 2018/19	283,860	283,860	(209,520)	74,340	-	-	74,340
204	7071		Citywide Concrete Repairs 2018/19	390,700	386,770	(364,210)	22,560	-	-	22,560
204	7075		7th Street Rehab (San Antonio to Euclid)	789,320	734,020	(695,000)	39,020	(39,020)	-	-
204	7076		Alpine Street Rehab (West End to Palm Ave.)	716,870	714,430	(17,800)	696,620	-	-	696,620
204	7077		Vernon Drive (West End to Palm Ave.)	396,910	394,760	(14,530)	380,240	-	-	380,240
204	7078		Palm Avenue (9th Street to Arrow Hwy.)	786,920	784,770	(14,500)	770,270	-	-	770,270
204	7079		Citywide Concrete Maintenance 2019/20	300,000	300,000	(300,000)	-	-	-	-
204	7080		Citywide Concrete Repairs 2019/20	300,000	390,000	(342,900)	47,110	-	-	47,110
204	8617		Arrow Route Widening (Monte Vista Avenue to San Antonio Channel East)	249,480	249,480	-	249,480	-	-	249,480
204	9124		Arrow Highway Rehab (Mountain to San Antonio)	1,040,970	1,038,710	(65,000)	973,710	-	-	973,710
204	7500	70001	Citywide Concrete Maintenance 2020/21	300,000	300,000	(299,990)	10	(10)	-	-
204	7500	70002	Citywide Concrete Repairs 2020/21	500,000	410,000	-	410,000	(110,000)	-	300,000
204	7500	70003	Citywide Striping Replacement 2020/21	200,000	200,000	(3,210)	196,790	-	-	196,790
204	7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21	500,000	500,000	(8,820)	491,180	-	-	491,180
204	7500	70005	14th Street Rehab (Campus to Grove)	160,000	160,000	(50)	159,950	(50,000)	-	109,950
204	7500	XXXXX	City/County North Shared Roadways Project		-	-	-	-	1,000,000	1,000,000
204	7500	XXXXX	Citywide Concrete Repairs 2021/22		-	-	-	-	500,000	500,000
204	7500	XXXXX	Citywide Striping Replacement 2021/22		-	-	-	-	150,000	150,000
204	7500	XXXXX	Citywide Crack Seal/Slurry Seal 2021/22		-	-	-	-	500,000	500,000
204	7500	XXXXX	Foothill Blvd. Rehab (Mountain to San Antonio)		-	-	-	-	550,000	550,000
Total Gas Tax				8,365,030	8,289,230	(2,442,310)	5,846,930	(201,990)	2,700,000	8,344,940
205	7339		Campus Ave. Rehab (9th St. to Foothill Blvd.)	1,583,630	1,576,490	(5,210)	1,571,280	-	-	1,571,280
205	7340		17th Street Reconstruction (San Antonio to Euclid)	652,150	652,150	(28,700)	623,450	-	-	623,450
205	7341		San Bernardino Valley Coordinated Traffic Signal System	137,000	7,000	(160)	6,840	-	-	6,840
205	7343		19th Street Reconstruction (Mountain to Euclid)		-	-	-	-	1,450,000	1,450,000
205	7345		Grove Avenue Rehab (Foothill to 15th Street)	1,195,950	1,194,650	(4,800)	1,189,850	-	-	1,189,850
205	7346		Citywide Pavement Maintenance 2019/2020	140,000	140,000	(860)	139,140	-	-	139,140
205	9122		13th Street Reconstruction (Euclid to Campus)	675,060	669,680	(24,370)	645,320	-	-	645,320
205	7500	74001	7th Street & Harrington Rehab (8th Street to San Antonio)	1,150,000	1,149,930	(912,000)	237,930	(237,930)	-	-
205	7500	74002	Citywide Pavement Maintenance 2020/2021	290,000	290,000	-	290,000	-	-	290,000
205	7500	74003	Phase-II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	500,000	500,000	(449,670)	50,330	-	-	50,330
205	7500	XXXXX	Citywide Pavement Maintenance 2021/2022		-	-	-	-	300,000	300,000
Total Measure I				6,323,790	6,179,900	(1,425,770)	4,754,140	(237,930)	1,750,000	6,266,210
206	7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	350,000	350,000	(1,680)	348,320	-	-	348,320
206	7500	70005	14th Street Rehab (Campus to Grove)	980,000	980,000	-	980,000	-	-	980,000
Total RMRA				1,330,000	1,330,000	(1,680)	1,328,320	-	-	1,328,320
209	7613		Landecena Interior Improvements	100,000	100,000	(2,210)	97,790	-	-	97,790
Total CDBG				100,000	100,000	(2,210)	97,790	-	-	97,790
210	7702		Parking Lot Rehabilitation (1st Ave. & "A" Street)	138,990	138,990	(160)	138,830	-	-	138,830
Total PBIA				138,990	138,990	(160)	138,830	-	-	138,830
211	7901		City Hall Green Energy Transportation Enhancements	10,570	10,570	-	10,570	(10,570)	-	-
Total AQMD Subvention Fund Improvements				10,570	10,570	-	10,570	(10,570)	-	-
420	8039		Police Dept. Entrance to Impound Lot / Fuel Island	54,850	54,850	(41,140)	13,710	(13,710)	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2021-22**

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420	7500	80001	PD Women's Locker Room	225,000	225,000	-	225,000	-	-	225,000
420	7500	XXXXX	Men's Locker Replacement		-	-	-	-	330,000	330,000
Total Development Improvements				279,850	279,850	(41,140)	238,710	(13,710)	330,000	555,000
421	8203		Sports Park	36,700	36,150	(1,030)	35,120	-	50,000	85,120
421	8209		Magnolia Restroom ADA Compliance	23,400	23,400	-	23,400	-	-	23,400
421	8231		Memorial Park	24,990	24,880	(5,900)	18,980	-	-	18,980
421	7500	82338	Downtown Urban Space	-	300,000	(28,010)	272,000	-	-	272,000
421	7500	XXXXX	Dog Park Improvements	-	-	-	-	-	200,000	200,000
Total Park Acquisition & Development				85,090	384,430	(34,940)	349,500	-	250,000	599,500
422	8402		Misc. Storm Drain Replacements - Annual	191,500	191,390	-	191,390	-	-	191,390
422	8405		Euclid Avenue Storm Drain	91,740	91,730	-	91,730	-	-	91,730
422	8408		Storm Drain Master Plan Improvements - Phase 1	99,770	99,770	-	99,770	-	-	99,770
422	8411		SP/PE Trail Storm Drain Improvements	199,110	184,760	(25,130)	159,630	-	-	159,630
422	7500	84001	Arrow Hwy. Storm Drain Improvements (Benson to Fairwood)	650,000	650,000	(320)	649,680	-	800,000	1,449,680
422	7500	XXXXX	Campus Ave. Storm Drain (Arrow Hwy. to Foothill)		-	-	-	-	1,700,000	1,700,000
Total Storm Drain Development				1,232,120	1,217,650	(25,450)	1,192,200	-	2,500,000	3,692,200
423	8617		Arrow Route Widening (Monte Vista to Central)	600,000	600,000	-	600,000	-	-	600,000
423	8622		I-10 & Euclid Avenue Interchange Project	634,960	634,960	-	634,960	-	-	634,960
423	8623		I-10 & Monte Vista Avenue Interchange Project	1,499,890	1,499,890	(1,045,100)	454,790	-	-	454,790
423	8624		Traffic Signal Upgrades 2018-19	149,950	149,950	(1,050)	148,900	(86,000)	-	62,900
423	8625		Traffic Signal Upgrades 2019-20	150,000	150,000	-	150,000	-	-	150,000
Total Street & Traffic Facility Development				3,034,800	3,034,800	(1,046,150)	1,988,650	(86,000)	-	1,902,650
425	8032		Citywide Records Center	12,090	12,090	-	12,090	(12,090)	-	-
425	8038		Magnolia Rec. Center Upgrades	147,190	86,110	(86,110)	-	-	-	-
425	8040		Utility Undergrounding 2019	962,800	962,800	-	962,800	-	-	962,800
425	9659		Library Power System Upgrades	23,520	23,520	-	23,520	(23,520)	-	-
425	7500	82335	Magnolia Center Rehab	-	71,980	(71,980)	-	-	-	-
425	7500	82336	Civic Center Paving and ADA	175,000	175,000	(3,470)	171,530	-	-	171,530
425	7500	82337	PD HVAC System	550,000	499,510	(395,960)	103,560	(103,560)	-	-
425	7500	XXXXX	Animal Shelter Generator Improvements		-	-	-	-	150,000	150,000
425	7500	XXXXX	Police Dept. Generator Improvements		-	-	-	-	50,000	50,000
Total General Capital Projects				1,870,600	1,831,010	(557,520)	1,273,500	(139,170)	200,000	1,334,330
426	8801		Street & Alley Program	330,970	325,120	(203,990)	121,130	-	-	121,130
426	8802		Street & Alley Program Rehab 2018-19	205,000	205,000	(159,750)	45,250	(45,250)	-	-
426	8803		Street & Alley Program Rehab 2019-20	205,000	205,000	(157,870)	47,130	(47,130)	-	-
426	7500	86001	Street & Alley Program Rehab 2020-21	205,000	205,000	(4,400)	200,600	-	-	200,600
426	7500	XXXXX	Street & Alley Program Rehab 2021-22	-	-	-	-	-	205,000	205,000
Total Street & Alley Program				945,970	940,120	(526,010)	414,110	(92,380)	205,000	526,730
640	9048		Reservoir 16 Structural Evaluation (San Antonio Park)	15,230	15,230	-	15,230	-	-	15,230
640	9049		Citywide Lateral Replacements - Annual	50,000	21,960	-	21,960	-	28,040	50,000
640	9050		Citywide Hydrant Replacements - Annual	50,000	50,000	-	50,000	-	-	50,000
640	9052		Waste to Drain Discharge Lines	50,000	50,000	-	50,000	-	-	50,000
640	9065		Retrofit Designs for Phase 1 Recycled Water Users	10,700	7,960	(4,120)	3,840	-	-	3,840
640	9081		Reservoir 16 Repairs	1,075,000	1,075,000	-	1,075,000	-	-	1,075,000
640	9082		Onsite Disinfection Generation (Plant 6 on 15th Street)	200,460	200,460	-	200,460	-	-	200,460
640	9084		Plant 3 MCC Upgrades (22nd Street)	125,000	125,000	-	125,000	-	-	125,000
640	9087		PRV Stations	855,590	852,660	(270)	852,390	-	-	852,390
640	9094		Greentree Road Water Main	16,790	15,800	(2,670)	13,130	(13,130)	-	-
640	9095		7th Street Water Main (San Antonio to Euclid)	900,000	900,000	(874,260)	25,740	(25,740)	-	-
640	9119		New Well in Six Basins	50,000	50,000	-	50,000	(50,000)	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2021-22**

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640	9122		13th Street Water Main Repl. (Euclid to Campus)	897,000	895,950	(2,450)	893,500	-	-	893,500
640	9124		Arrow Highway Water Main Repl. (Mountain to San Antonio)	400,000	398,060	(5,980)	392,080	-	-	392,080
640	9127		Ground Water Nitrate Treatment - Study & Design	300,000	300,000	-	300,000	-	-	300,000
640	9128		Reservoir Replacement at 17th Street	1,490,700	1,490,700	(336,680)	1,154,020	-	-	1,154,020
640	9129		Reservoir No. 4 Aeration System (6th Avenue)	22,010	19,390	-	19,390	(19,390)	-	-
640	9132		Water Interconnect with CVWD System	50,000	50,000	-	50,000	-	-	50,000
640	9133		Water Conservation Landscape Modification Project	120,000	120,000	-	120,000	-	-	120,000
640	9134		Reservoir 15 Enhancements	73,540	26,060	-	26,060	-	-	26,060
640	9135		Plant 6 Motor Control Center (15th Street)	275,000	335,000	(81,600)	253,400	-	-	253,400
640	9136		Plant 3 Booster 3 Install Pump and Motor (22nd St.)	80,000	80,000	-	80,000	-	-	80,000
640	9137		Generator at Plant 2 (24th Street)	190,000	173,660	(15,060)	158,590	-	100,000	258,590
640	9138		Generator at Plant 6 (15th Street)	278,950	202,600	(14,710)	187,890	-	600,000	787,890
640	9139		Alley Water Main Replacement 2018-19	400,000	400,000	(178,320)	221,680	(221,680)	-	-
640	9140		17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)	450,000	450,000	(3,450)	446,550	-	-	446,550
640	9141		19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid)	-	-	-	-	-	800,000	800,000
640	9142		Arrow Highway Water Main Repl. (Benson to Mountain)	400,000	398,440	(5,110)	393,320	-	-	393,320
640	9143		Mulberry Avenue Water Main Repl. (Foothill Blvd. to Pine Street ~ 920')	440,000	440,000	-	440,000	-	-	440,000
640	9144		Huntington Drive Water Main Repl. (West End to Benson Avenue)	49,010	47,610	(1,550)	46,070	-	-	46,070
640	9145		Alpine Street Water Main Repl. (West End to Palm Avenue)	497,030	494,750	(4,400)	490,360	-	-	490,360
640	9146		Vernon Drive Water Main Repl. (West End to Palm Avenue)	307,010	304,900	(4,190)	300,710	-	-	300,710
640	9147		Palm Avenue Water Main Repl. (9th Street to Arrow Hwy.)	786,980	784,970	(4,190)	780,780	-	-	780,780
640	9148		New Well Chino Basin (drilling only) & Pipeline	1,187,270	1,187,270	-	1,187,270	-	-	1,187,270
640	9149		Storm Water Trash Capture Devices (In Catch Basins)	599,550	599,390	-	599,390	-	-	599,390
640	9150		Alley Water Main Replacement 2019-20	200,000	200,000	(17,070)	182,930	(182,930)	-	-
640	9152		Grove Avenue Water Main Repl. (Foothill Blvd. to 15th Street)	996,950	995,540	(3,920)	991,620	-	-	991,620
640	7500	91000	7th Street Water Hyd. & Service Repl. (Harrington to San Antonio Ave.)	375,000	375,000	(74,750)	300,250	(300,250)	-	-
640	7500	91001	14th Street Water Main Repl. (Alta Ave. to Grove Ave.)	470,000	470,000	(710)	469,290	-	-	469,290
640	7500	91002	Alley Water Main Replacement 2020-21	200,000	200,000	-	200,000	-	75,000	275,000
640	7500	XXXXX	Campus Avenue Water Main Replacement, 9th to Washington & Arrow to Foothill	-	-	-	-	-	1,400,000	1,400,000
640	7500	XXXXX	Plant 4 Chlorine Generation, CMU Secured Housing, and MCC Upgrades (401 E. 19th St.)	-	-	-	-	-	50,000	50,000
640	7500	XXXXX	Water Master Plan	-	-	-	-	-	275,000	275,000
640	7500	XXXXX	Foothill Blvd. Water Main Repl. (Mountain to San Antonio)	-	-	-	-	-	750,000	750,000
640	7500	XXXXX	9th Street Water Main Repl. (Benson to Mountain)	-	-	-	-	-	500,000	500,000
Total Water Utility				14,934,770	14,803,360	(1,635,460)	13,167,900	(813,120)	4,578,040	16,932,820
641	9501		HHW Canopy Improvements	55,000	55,000	-	55,000	-	-	55,000
641	9502		Downtown Trash Enclosures	90,000	90,000	(160)	89,840	-	-	89,840
Total Solid Waste				145,000	145,000	(160)	144,840	-	-	144,840
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	346,900	346,900	(870)	346,030	-	53,970	400,000
645	9330		Richland Street Trunk Main Repair	75,000	75,000	-	75,000	-	-	75,000
645	9331		Citywide Sewer Rehabilitation 2019/2020 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	499,790	499,790	(146,290)	353,510	(353,510)	-	-
645	7500	94001	Citywide Sewer Rehabilitation 2020/2021 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	500,000	500,000	(86,800)	413,200	-	-	413,200
645	7500	XXXXX	Manhole Adjustments to Grade for City/County Shared Roadway Project	-	-	-	-	-	100,000	100,000

**CAPITAL IMPROVEMENT PROGRAM
FY 2021-22**

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645	7500	XXXXX	Sewer Master Plan		-	-	-	-	275,000	275,000
645	7500	XXXXX	Sewer System Management Plan (SSMP)		-	-	-	-	200,000	200,000
645	7500	XXXXX	Citywide Sewer Rehabilitation 2021/2022 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)		-	-	-	-	400,000	400,000
Total Sewer Utility				1,551,690	1,551,690	(233,960)	1,317,740	(383,510)	1,028,970	1,963,200
TOTALS BY FUND										
204			GAS TAX	8,365,030	8,289,230	(2,442,310)	5,846,930	(201,990)	2,700,000	8,344,940
205			MEASURE I	6,323,790	6,179,900	(1,425,770)	4,754,140	(237,930)	1,750,000	6,266,210
206			ROAD MAINT. REHAB ACCOUNT (RMRA)	1,330,000	1,330,000	(1,680)	1,328,320	-	-	1,328,320
209			CDBG	100,000	100,000	(2,210)	97,790	-	-	97,790
210			PBIA	138,990	138,990	(160)	138,830	-	-	138,830
211			AQMD SUBVENTION FUND	10,570	10,570	-	10,570	(10,570)	-	-
420			DEVELOPMENT IMPROVEMENTS	279,850	279,850	(41,140)	238,710	(13,710)	330,000	555,000
421			PARK ACQUISITION & DEVELOPMENT	85,090	384,430	(34,940)	349,500	-	250,000	599,500
422			STORM DRAIN DEVELOPMENT	1,232,120	1,217,650	(25,450)	1,192,200	-	2,500,000	3,692,200
423			STREET & TRAFFIC FACILITY DEVELOPMENT	3,034,800	3,034,800	(1,046,150)	1,988,650	(86,000)	-	1,902,650
425			GENERAL CAPITAL PROJECTS	1,870,600	1,831,010	(557,520)	1,273,500	(139,170)	200,000	1,334,330
426			STREET & ALLEY PROGRAM	945,970	940,120	(526,010)	414,110	(92,380)	205,000	526,730
640			WATER UTILITY	14,934,770	14,803,360	(1,635,460)	13,167,900	(813,120)	4,578,040	16,932,820
641			SOLID WASTE	145,000	145,000	(160)	144,840	-	-	144,840
645			SEWER UTILITY	1,551,690	1,551,690	(233,960)	1,317,740	(383,510)	1,028,970	1,963,200
TOTALS:				40,348,270	40,236,600	(7,972,920)	32,263,730	(1,978,380)	13,542,010	43,827,360

CIP Project Descriptions (FY 2021/2022)

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7003		Pavement Management System	On-going	On-going updating of the PMS. The City's Pavement Management System (PMS) is a software tool that assists the Engineering Division with identifying maintenance and rehabilitation priorities specific to the City's needs.	The City's Pavement Management System (PMS) represents a proactive approach to maintaining existing City streets. It benefits the City by preserving investment in roadways, enhancing pavement performance, ensuring cost-effectiveness, extending pavement life, and providing improved safety and mobility. In addition, maintaining a PMS protects the City's ability to acquire State and Federal funding for street improvement projects. The State requires local agencies to utilize a PMS to properly evaluate and report pavement conditions in order to be eligible for gas tax revenue.
204-7031		Traffic Safety Projects – Annual	On-going	Recurring project as necessary to mitigate traffic safety hazards. Potential improvements may include traffic signal upgrades, roadway striping/signing upgrades as deemed necessary to increase safety, signal timing sheet updates to meet MUTCD requirements, etc.	Project is programmed to provide mitigation to potential traffic safety hazards.
204-7069		Arrow Highway Rehab (Benson to Mountain)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable 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	Complete	Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7071		Citywide Concrete Repairs 2018/19	Complete	Engineering Division project to provide neighborhood concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks,	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				driveway approaches, and cross gutters throughout the City.	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.
204-7076		Alpine Street Rehab (West End to Palm Ave.)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7077		Vernon Drive (West End to Palm Ave.)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7078		Palm Avenue (9 th Street to Arrow Hwy.)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7080		Citywide Concrete Repairs 2019/20	Complete	Engineering Division project to provide neighborhood concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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.
204-9124		Arrow Hwy. Rehabilitation (Mountain to San Antonio)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7500	70002	Citywide Concrete Repairs 2020/21	Bidding w/13 th St.	Engineering Division project to provide neighborhood concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City or in conjunction with a street rehabilitation project.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7500	70003	Citywide Striping Replacement 2020/21	Design	Recurring project as necessary to replace weathered/damaged signs and pavement striping/markings.	Roadway striping and markings deteriorate over time due to weather, traffic, and water. Replacing deteriorated pavement markings makes it possible for vehicles to travel with increased visibility by organizing vehicles into efficient lanes, reducing the potential for vehicle conflicts.
204-7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21	Design	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7500	70005	14 th Street Rehab (Campus to Grove)	RFP	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					street deterioration in order to continue to serve the community.
204-7500	XXXXX	City/County North Shared Roadways Project	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface and ADA accessibility along northerly shared roadways between the City and County. County of San Bernardino is the Lead Agency.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7500	XXXXX	Citywide Concrete Repairs 2021/22	New	Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7500	XXXXX	Citywide Striping Replacement 2021/22	New	Recurring project as necessary to replace weathered/damaged signs and pavement striping/markings.	Roadway striping and markings deteriorate over time due to weather, traffic, and water. Replacing deteriorated pavement markings makes it possible for vehicles to travel with increased visibility by organizing vehicles into efficient lanes, reducing the potential for vehicle conflicts.
204-7500	XXXXX	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2021/22	New	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7500	XXXXX	Foothill Blvd. Rehab (Mountain to San Antonio)	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
205-7339		Campus Avenue Rehab. (S. City Limit to Foothill Blvd.)	RFP	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7340		17 th Street Reconstruction (San Antonio to Euclid)	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.
205-7341		San Bernardino Valley Coordinated Traffic Signal System	On-going	Cooperative Agreement with the San Bernardino County Transportation Authority to implement coordinated timing plans for coordinated traffic signals in the San Bernardino Valley area across jurisdictional boundaries.	Project will reduce delays, improve travel times, and improve air quality in the San Bernardino Valley.
205-7343		19 th Street Reconstruction (Mountain to Euclid)	Delayed by Council action on 9/9/20 to FY 21/22	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.
205-7345		Grove Avenue Rehabilitation (Foothill to 15 th Street)	RFP	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					street deterioration in order to continue to serve the community.
205-7346		Citywide Pavement Maintenance 2019/20	Bidding w/13 th St.	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-9122		13 th Street Reconstruction (Euclid to Campus)	Bidding/Award	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. Work also includes a segment of new water main and service laterals.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74002	Citywide Pavement Maintenance 2020/21	Bidding a portion w/13 th St.	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74003	Phase II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	Design	Cooperative Agreement with SBCTA to design and construct a new signalized pedestrian/bicycle crossing at Campus Avenue and the SP/PE Trail; a pedestrian automated crossing safety gate at the railroad tracks located on Euclid Avenue, just south of "A" Street; and, additional enhanced crosswalks in the downtown area between "A" Street and Arrow Highway, and SP/PE Trail Improvements	This project will provide pedestrian and bicycle safety and mobility improvements on the SP/PE Trail and in the vicinity of the Upland Metrolink Station.
205-7500	XXXXX	Citywide Pavement Maintenance 2021/22	New	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City. May be used as a	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents,

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				stand-alone project or in conjunction with another paving project.	businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70005	14 th Street Rehab (Campus to Grove)	RFP	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.
206-7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	RFP	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc. Work will also include replacement of water infrastructure as necessary.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
209-7613		Landecena Interior Improvements	Construction	Project will provide for new paint and flooring throughout the building, as well as HVAC system upgrades.	This project will provide the necessary repairs to proactively address flooring that is coming up in numerous spots; paint scratches, marks, and scuffs; system upgrades to the HVAC. The facility is one of four Recreation buildings that is used by various community groups for weekly meetings, and also offers children's art classes, taekwondo, and music classes.
210-7702		Parking Lot Rehabilitation (1 st Ave. & A St.)	Design	Project will rehabilitate the parking lot infrastructure by repairing/upgrading the asphalt surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the City's public parking lots. Residents, businesses, and visitors rely on the public parking lots for shopping, entertainment, and employment for the delivery of goods and

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					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.
420-7500	80001	PD Women's Locker Room	New	Project will provide expanded locker room capacity by increasing the locker square footage into the gymnasium area.	Project will provide expanded capacity for PD staff.
420-7500	XXXXX	Men's Locker Replacement	New	Project will provide replacement of outdated existing men's lockers.	Project will provide new lockers that are better suited for PD staff functionality.
421-8203		Sports Park	Hold	Project consists of designing construction documents to construct a sports park consisting of soccer and ball fields, restroom, concession stand, sports field lighting, parking lots, underground utility infrastructure, etc. Project placed on hold due to development activity in the vicinity.	Project will increase Upland's public park system and include public amenities the community requires for recreational activities.
421-8209		Magnolia Restroom ADA Compliance	Construction	Project to provide ADA upgrades to an existing restroom facility at Magnolia Park.	Project will provide upgraded ADA accessibility to a public facility.
421-8231		Memorial Park	Prelim.	Project provides for misc. improvements to Memorial Park.	Project will help repair/replace damaged facilities and/or equipment in the park.
421-7500	82338	Downtown Urban Space	New	Project will provide for a pocket style park along the SP/PE Trail between 2 nd Ave. & 3 rd Ave.	Project will provide the community a park like setting to utilize within the Upland downtown area.
421-7500	XXXXX	Dog Park Improvements	New	Project will provide improvements to the dog park such as fencing, small shade shelters, concrete benches, trash receptacles, etc.	Project will enhance the existing dog park and provide additional amenities for the residents and users of the dog park.
422-8402		Misc. Storm Drain Repl. - Annual	As needed	Project provides for the replacement of catch basin deck lids, broken pipelines, dry wells, etc.	Project will restore reduced catch basin inlet capacity and help mitigate nuisance water on the City's roadway network.
422-8405		Euclid Avenue Storm Drain	Hold	Project consists of designing construction documents for a large master planned storm drain system under Euclid Avenue.	Project will mitigate flooding concerns by accommodating a 100-year storm/flood occurrence event, and will provide an overall betterment of storm water conveyance along Euclid Avenue.
422-8408		Storm Drain Master Plan Improvements	As needed	Project consists of flood control, water quality, and groundwater recharge enhancements on the west side of the City.	Plan to continuously analyze the storm drain hydraulic system in order to mitigate potential high pressure locations and prevent flooding during storm events.
422-8411		SP/PE Trail Storm Drain Improvements	Construction	Project consists of storm water conveyance improvements along the Trail.	Project will help mitigate flooding concerns along the south side of the Trail.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
422-7500	84001	Arrow Hwy. Storm Drain Improvements (Benson to Fairwood)	Design	Project consists of designing and constructing a storm drain pipeline and catch basins on the north side of Arrow Highway, from Benson Ave. to east of Fairwood Way.	Project will help mitigate flooding concerns along the #2 westbound lane of Arrow Highway east of Benson Avenue.
422-7500	XXXXX	Campus Ave. Storm Drain Improvements (Arrow Hwy. to Foothill Blvd.)	RFP	Project consists of designing and constructing a storm drain pipeline and catch basins on the north side of Arrow Highway, from Benson Ave. to east of Fairwood Way.	Project will help mitigate flooding concerns along the #2 westbound lane of Arrow Highway east of Benson Avenue.
423-8617		Arrow Route Widening (Central to Monte Vista)	Design 95%	Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow. Project is part of the SBCTA Arterial Program.	Project will remove an existing bottleneck constraint in the City's roadway network and improve traffic flow and circulation.
423-8622		I-10 & Euclid Avenue Interchange Project	Construction	Project provides for Euclid Avenue Interchange improvements consisting of widening the existing on and off ramps, widen Euclid Avenue, reconstruct the Euclid Avenue Bridge over-crossing structure, provide additional turning lanes to accommodate the interchange, ramp and local street movement, and provide a new traffic signal at 7 th Street and the off ramp.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8623		I-10 & Monte Vista Avenue Interchange Project	Construction	Project provides for Monte Vista Avenue Interchange improvements consisting of modifying the existing east and west bound on and off ramps, reconstructing the Monte Vista Avenue undercrossing bridge, reconstructing Palo Verde Street, between the east bound on-ramp and Monte Vista Avenue, and the addition of various turning lanes.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8624		Traffic Signal Upgrades 2018/19	Bidding w/13 th St.	Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City.	Project helps to ensure the safe and efficient movement of vehicles and bicycle traffic through the City's roadway network.
423-8625		Traffic Signal Upgrades 2019/20	Carry-Over	Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City.	Project helps to ensure the safe and efficient movement of vehicles and bicycle traffic through the City's roadway network.
425-8040		Utility Undergrounding 2019	Research	Project will provide for the undergrounding of overhead dry utilities such as electrical, telephone, and cable tv.	Project will improve the aesthetic quality of a public roadway segment by replacing overhead utility crossings with underground crossings. Project also eliminates potential

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					downed power lines as a result of strong wind events.
425-7500	82336	Civic Center Paving and ADA	Design	Project will provide for asphalt pavement rehabilitation and parking lot striping replacement at the Civic Center.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the parking lot. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping in order to continue to serve the Upland community.
425-7500	XXXXX	Animal Shelter Generator Improvements	New	Project will provide for back-up generator equipment at the Animal Shelter facility to maintain compliance with AQMD regulations.	Project will enable the Animal Shelter Facility to continue operations during emergencies and SCE potential rolling outages.
425-7500	XXXXX	Police Dept. Generator Improvements	New	Project will provide for exhaust stack upgrades to the back-up generator equipment at the Police Department Facility.	Project will enable the Police Dept. Facility to continue operations during emergencies and SCE potential rolling outages.
426-8801		Street & Alley Program	Construction	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.
426-7500	86001	Street & Alley Program Rehab 2020/21	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.
426-7500	XXXXX	Street & Alley Program Rehab 2021/22	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
640-9048		Reservoir 16 Structural Evaluation	On-going	Project to determine the structural integrity of the reservoir.	Enable staff to plan, schedule, and budget for the repairs to the reservoir that will result in the most cost effective solution.
640-9049		Citywide Lateral Repl. – Annual	As Needed	Projects provides for water service lateral replacements in conjunction with CIP projects, or as stand-alone repairs.	Reduce water waste and damage to property due to water main leaks. Ensure water delivery reliability to customers.
640-9050		Citywide Hydrant Repl. – Annual	As Needed	Projects provides for fire hydrant upgrading/replacements in conjunction with CIP projects, or as stand-alone repairs.	Ensure that the water distribution system continues to be able to provide adequate fire suppression capabilities.
640-9052		Waste to Drain Discharge Lines	As Needed	Project provides for the installation of discharge pipelines at City Wells 3, 8, and 7A.	Gives staff the ability for well water to be diverted and discharged to waste during initial well startup thus allowing for the sand in the water stream to be removed prior to entry into the water distribution system. This will help extend the life of downstream pumps and equipment as well as to reduce the accumulation of sand in the reservoirs.
640-9065		Retrofit Designs for Phase 1 Recycled Water Users	As-Needed	Project consists of the design for on-site conversion of irrigation systems from potable to recycled use.	This will help conserve water by replacing more expensive potable water with recycled water.
640-9081		Reservoir 16 Repairs	RFP / Design	Structural repairs of spalling concrete within the reservoir.	Structural repairs of spalling concrete will help prevent further deterioration of the reservoir thus preventing even costlier repairs in the future.
640-9082		Onsite Disinfection Generation (Plant 6, Res. 12A on 15 th St.)	Carry-Over	Design of on-site chlorination systems.	Design of on-site chlorination systems will enable the conversion from gas chlorination to a safer method of chlorine disinfecting. The replacement of the less efficient chlorine tablet feeders will be more cost effective.
640-9084		Plant 3 MCC Upgrades (22 nd Street)	Carry-Over	Design and construction of a new electrical motor control center (MCC) for Plant 3 at 22 nd Street to replace the existing MCC.	The MCC Upgrades will result in more efficient and cost effective operations. It will also enable staff to enhance their preventive and predictive maintenance programs by using the advanced features of the newer MCCs. The benefits will be cost savings and the ability to recognize issues before they become serious.
640-9087		PRV Stations	Design	Construction of inter-zone pressure reducing stations in water system. Project will allow for water movement during Reservoir 16 structural repairs.	This will enable Reservoir 16 to be taken out of service for repairs. It will also provide future benefits by providing a set pressure to downstream pressure zones.
640-9122		13 th Street Water Main Repl. (Euclid to Campus)	Bidding/Award	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
640-9124		Arrow Hwy. Water Main Repl. (Mountain to San Antonio)	Design	Project consists of replacing the aged water service laterals in conjunction with the CIP project.	Reduce water waste and damage to property due to water main/service leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9127		Ground Water Nitrate Treatment	Research	Project consists of a biological treatment system for removal of nitrates from the ground water wells.	This will provide the City with a cost effective means of removing nitrates from the water. It will result in giving the City a more diversified water supply thus helping to ensure a continued supply of water to the City's customers. This will also allow for the maximum beneficial use of the City's various water supplies.
640-9128		Reservoir Replacement at 17 th Street	Construction	Project will provide the expedited replacement of a 7.5 MGD facility due to the existing tank design being similar to tanks with defects.	Reservoir 15 is an integral part of the City water supply system that receives water from imported and local groundwater wells. The imported water source is a major source of the City drinking water supply and is integral in meeting our customer demand, especially during the hot summer months.
640-9132		Water Interconnect with CVWD	Research	Project will provide for a water system interconnect with Cucamonga Valley Water District to move water between systems as needed.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. It will provide backup supplies for each agency in the event of an emergency situation.
640-9133		Water Conservation Landscape Modification Project	Carry-Over	The Water Conservation Landscape Modification Project will provide a showcase of water conservation for the public.	Will help education the public in water conservation measures giving them a thorough understanding of what's required as well how it will help all of us achieve our water conservation goals.
640-9134		Reservoir 15 Enhancements	Carry-Over	Project consists of temporary strengthening the top and bottom areas of the wall shell units around the exterior perimeter.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9135		Plant 6 Motor Control Center (15 th Street)	Construction	Project will provide for a new electrical motor control center and associated switchgear.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9136		Plant 3 Booster 3 Install Pump & Motor (22 nd Street)	Carry-Over	Project will provide for a new pump and motor to increase reliability and efficiency in pumping water to Reservoir 16 and meet system demand for both consumer use and to meet fire protection.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9137		Generator at Plant 2 (1285 W. 24 th Street)	Design	Project will provide an emergency back-up electrical power generator.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies, especially during periods of electrical power outages.
640-9138		Generator at Plant 6 (580 E. 15 th Street)	Design	Project will provide an emergency back-up electrical power generator.	Will help ensure a continued supply of water and allow for the maximum beneficial use of

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					the City's various water supplies, especially during periods of electrical power outages.
640-9140		17 th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)	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.
640-9141		19 th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain & Euclid)	Delayed by Council action 9/9/2019	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9142		Arrow Highway Water Main Replacement (Benson to Mountain)	Design	Project consists of replacing the aged water services in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9143		Mulberry Avenue Water Main Replacement (Foothill Blvd. to Pine Street ~920')	RFP	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9144		Huntington Drive Water Main Replacement (West End to Benson Avenue)	Research	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9145		Alpine Street Water Main Replacement (West End to Palm Avenue)	Design	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9146		Vernon Drive Water Main Replacement (West End to Palm Avenue)	Design	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9147		Palm Avenue Water Main Replacement (9 th Street to Arrow Hwy.)	Design	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9148		New Well Chino Basin (Drilling only) & Pipeline	Carry-Over	Project consists of drilling a new water well and associated pipelines to meet the City's water supply demands and reduce the City's reliance on imported water.	Increase the City's water resources portfolio and provide water to the City's customers in a cost effective manner.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
640-9149		Storm Water Trash Capture Devices (In Catch Basins)	Design	Project consists of installing trash capture devices inside storm drain catch basins as mandated by the NPDES State-wide Trash Provisions Order.	Collect and filter out trash from priority land use areas in order to mitigate trash from entering the storm water conveyance system.
640-9152		Grove Avenue Water Main Replacement (Foothill Blvd. to 15 th Street)	RFP / Design	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-7500	91001	14 th Street Water Main Repl. (Alta to Grove)	RFP	Project consists of replacing a section of aged water main, services, and fire hydrants in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
604-7500	91002	Alley Water Main Replacement 2020/21	Carry-Over	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.
640-7500	XXXXX	Campus Avenue Water Main Replacement (9 th St. to Washington & Arrow to Foothill)	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.
640-7500	XXXXX	Plant 4 Chlorine Generation, CMU Housing, and MCC Upgrades (401 E. 19 th St.)	New	Project consists of constructing a CMU block building that will house a new chlorine generation unit, and will remove and replace the motor control center for Well 20.	Project will help ensure a continued supply of treated potable water and allow for the maximum beneficial use of the City's various water supplies.
640-7500	XXXXX	Water Master Plan	New	Project consists of performing a comprehensive assessment of the City's existing and projected water supplies and demands.	The project outcomes will guide the City in ongoing and future decisions related to projected water system demands, infrastructure requirements, and estimated capital costs.
640-7500	XXXXX	Foothill Blvd. Water Main Repl. (Mountain to San Antonio)	New	Project consists of replacing a section of aged water main, services, and fire hydrants in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-7500	XXXXX	9 th Street Water Main Repl. (Benson to Mountain)	New	Project consists of replacing a section of aged water main, services, and fire hydrants in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
641-9501		HHW Canopy Improvements	Design	Project consists of installing a 42' x 60' pre-engineered steel canopy structure over the operations area of the Household	Project will expand the size and workflow of the facility and provide the required protection for the stored empty drums and e-waste in accordance with stormwater requirements.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				Hazardous Waste Collection Facility at the City's Public Works Yard.	
641-9502		Downtown Trash Enclosures	Design	Project consists of constructing CMU block trash enclosures in the downtown area of the City.	Project will provide enhanced collection capabilities for trash, recyclables, and food waste in the downtown area.
645-9301		Upland Landfill Post-Closure Plan	As needed	Project identified in order to repair, replace and reconstruct the landfill's monitoring well(s) and equipment to assure its operative conditions as required by State and local regulatory agencies.	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris.
645-9324		Landfill Flare Modifications	Permitting	Project will consist of the construction of a small diameter gas line to provide supplemental natural gas in order to augment low gas quality at the existing flare inlet.	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris and necessary to adhere to Air Quality Management District (AQMD) Rule 1150.1 "landfill emission control".
645-9330		Richland Street Trunk Main Repair	Carry-Over	Project consists of constructing a new precast concrete sewer manhole structure over a section of VCP sewer main that was damaged during exploratory soil borings for the I-10 Corridor Project.	Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service.
645-7500	94001	Citywide Sewer Rehabilitation 2020/2021 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Construction	Project consists of constructing various sewer mains that have been identified through sewer modeling and CCTV inspections to contain hydraulic deficiencies and/or obstructions inhibiting flow (i.e. tree roots, concrete, rocks, debris, etc.). Project also includes replacing aged sewer manholes.	Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service.
645-7500	XXXXX	Manhole Adjustment to Grade for City/County Shared Roadway Project	New	Project consists of adjusting sewer utility manholes to finished grade upon paving completion.	Project is required to ensure sewer access manholes remain flush with final paving grades in order to mitigate hazardous roadway conditions.
645-7500	XXXXX	Sewer Master Plan	New	Project consists of performing a comprehensive assessment of the City's existing and projected sanitary sewer demands.	The project outcomes will guide the City in ongoing and future decisions related to projected sanitary sewer system demands, infrastructure requirements, and estimated capital costs.
645-7500	XXXXX	Sewer System Management Plan (SSMP)	New	Project consists of updating the SSMP in order to comply with State waste discharge requirements	Project will allow the City to maintain compliance with federal and state prohibitions of the discharge of sewage to the water of the US and State, and will help ensure sewer system resiliency and prevention of spills.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
645-7500	XXXXX	Citywide Sewer Rehabilitation 2021/2022 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	New	Project consists of constructing various sewer mains that have been identified through sewer modeling and CCTV inspections to contain hydraulic deficiencies and/or obstructions inhibiting flow (i.e. tree roots, concrete, rocks, debris, etc.). Project also includes replacing aged sewer manholes.	Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service.

ADOPTED BUDGET
FY 2021-22
SCHEDULE OF POSITIONS



2021-22 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 CHANGE	2021-22 ADOPTED
<u>GENERAL GOVERNMENT</u>										
<u>ELECTED/APPOINTED</u>										
MAYOR	ELEC	-	\$ -	\$ -	1.00	1.00	1.00	1.00	0.00	1.00
COUNCIL	ELEC	-	\$ -	\$ -	4.00	4.00	4.00	4.00	0.00	4.00
TREASURER	ELEC	-	\$ -	\$ -	1.00	1.00	1.00	1.00	0.00	1.00
					<u>6.00</u>	<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	96	\$ 17,625	\$ 23,704	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT CITY MANAGER	EXEC	83	\$ 12,786	\$ 17,195	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CITY MANAGER	MMGT	45	\$ 5,003	\$ 6,728	1.00	1.00	1.00	1.00	0.00	1.00
					<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
<u>GENERAL GOVERNMENT-TOTAL</u>					<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>	<u>9.00</u>
<u>ADMINISTRATIVE SERVICES</u>										
<u>CITY CLERK</u>										
CITY CLERK	MMGT	60	\$ 7,246	\$ 9,744	0.50	1.00	1.00	1.00	0.00	1.00
DEPUTY CITY CLERK	GENL	35	\$ 3,908	\$ 5,256	0.50	0.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	33	\$ 3,720	\$ 5,003	1.00	1.00	0.00	0.00	1.00	1.00
					<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>3.00</u>
<u>FINANCE</u>										
FINANCE OFFICER	MMGT	62	\$ 7,612	\$ 10,238	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING SUPERVISOR	MMGT	57	\$ 6,728	\$ 9,049	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTANT	GENL	46	\$ 5,128	\$ 6,896	1.00	1.00	2.00	2.00	0.00	2.00
ACCOUNTANT	GENL	-	\$ -	\$ -	1.00	1.00	0.00	0.00	0.00	0.00
SENIOR ACCOUNTING TECHNICIAN	GENL	40	\$ 4,422	\$ 5,947	1.00	1.00	1.00	1.00	0.00	1.00
PAYROLL TECHNICIAN	GENL	39	\$ 4,314	\$ 5,802	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	GENL	35	\$ 3,908	\$ 5,256	3.00	3.00	3.00	3.00	0.00	3.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	MMGT	50	\$ 5,660	\$ 7,612	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	GENL	40	\$ 4,422	\$ 5,947	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	GENL	38	\$ 4,209	\$ 5,660	0.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST II	GENL	29	\$ 3,370	\$ 4,532	2.00	2.00	2.00	3.00	0.00	3.00
CUSTOMER SERVICE SPECIALIST I	GENL	25	\$ 3,053	\$ 4,106	3.00	3.00	3.00	2.00	0.00	2.00
					<u>16.00</u>	<u>17.00</u>	<u>17.00</u>	<u>17.00</u>	<u>0.00</u>	<u>17.00</u>
<u>INFORMATION TECHNOLOGY</u>										
INFORMATION TECHNOLOGY MANAGER	MMGT	62	\$ 7,612	\$ 10,238	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR INFORMATION TECHNOLOGY TECHNICIAN	GENL	-	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	GENL	39	\$ 4,314	\$ 5,802	0.00	2.00	2.00	2.00	0.00	2.00
					<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>

2021-22 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 CHANGE	2021-22 ADOPTED
HUMAN RESOURCES										
HUMAN RESOURCES/RISK MANAGER	MMGT	62	\$ 7,612	\$ 10,238	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR HUMAN RESOURCES ANALYST	MMGT	53	\$ 6,095	\$ 8,198	1.00	1.00	1.00	1.00	0.00	1.00
HUMAN RESOURCES ANALYST	MMGT	44	\$ 4,881	\$ 6,564	1.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	GENL	26	\$ 3,129	\$ 4,209	0.00	0.00	1.00	1.00	0.00	1.00
					<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
RECREATION AND COMMUNITY SERVICES										
RECREATION MANAGER	MMGT	55	\$ 6,404	\$ 8,613	1.00	1.00	1.00	1.00	0.00	1.00
RECREATION SUPERVISOR	MMGT	42	\$ 4,646	\$ 6,248	2.00	2.00	2.00	2.00	0.00	2.00
RECREATION COORDINATOR	GENL	36	\$ 4,006	\$ 5,387	0.00	0.00	0.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	33	\$ 3,720	\$ 5,003	1.00	2.00	2.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	GENL	-	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
					<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>0.00</u>	<u>5.00</u>
<u>ADMINISTRATIVE SERVICES-TOTAL</u>					<u>28.00</u>	<u>30.00</u>	<u>31.00</u>	<u>31.00</u>	<u>1.00</u>	<u>32.00</u>
DEVELOPMENT SERVICES										
BUILDING AND PLANNING										
DEVELOPMENT SERVICES DIRECTOR	EXEC	3243	\$ 10,803	\$ 14,529	1.00	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SERVICES MANAGER	MMGT	62	\$ 7,612	\$ 10,238	1.00	1.00	1.00	1.00	0.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	MMGT	46	\$ 5,128	\$ 6,896	1.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ANALYST	MMGT	44	\$ 4,881	\$ 6,564	0.00	0.00	0.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	GENL	35	\$ 3,908	\$ 5,256	0.00	0.00	0.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	-	\$ -	\$ -	1.00	2.00	2.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	-	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
PLANNING MANAGER	MMGT	63	\$ 7,803	\$ 10,494	0.00	1.00	1.00	1.00	0.00	1.00
SENIOR PLANNER	MMGT	-	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
ASSOCIATE PLANNER	MMGT	46	\$ 5,128	\$ 6,896	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT PLANNER	MMGT	42	\$ 4,646	\$ 6,248	1.00	1.00	1.00	1.00	0.00	1.00
BUILDING OFFICIAL (FY 2021-22 FREEZE POSITION)	MMGT	63	\$ 7,803	\$ 10,494	1.00	1.00	1.00	1.00	0.00	1.00
PLANS EXAMINER (FY 2021-22 FREEZE POSITION)	GENL	47	\$ 5,256	\$ 7,069	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR BUILDING INSPECTOR	GENL	45	\$ 5,003	\$ 6,728	0.00	0.00	0.00	0.00	1.00	1.00
BUILDING INSPECTOR II	GENL	41	\$ 4,532	\$ 6,095	2.00	2.00	3.00	3.00	(1.00)	2.00
BUILDING INSPECTOR I	GENL	-	\$ -	\$ -	1.00	1.00	0.00	0.00	0.00	0.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	GENL	33	\$ 3,720	\$ 5,003	1.00	1.00	1.00	1.00	0.00	1.00
					<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>	<u>14.00</u>
HOUSING / SUCCESSOR AGENCY										
HOUSING COORDINATOR	GENL	43	\$ 4,762	\$ 6,404	1.00	1.00	1.00	1.00	0.00	1.00
					<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>
<u>DEVELOPMENT SERVICES-TOTAL</u>					<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>

2021-22 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 CHANGE	2021-22 ADOPTED
<u>PUBLIC WORKS</u>										
<u>PUBLIC WORKS - ADMINISTRATION</u>										
PUBLIC WORKS DIRECTOR/CITY ENGINEER	EXEC	3247	\$ 11,243	\$ 15,118	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	GENL	35	\$ 3,908	\$ 5,256	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	33	\$ 3,720	\$ 5,003	1.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	GENL	26	\$ 3,129	\$ 4,209	0.00	0.00	1.00	1.00	0.00	1.00
					<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
<u>PUBLIC WORKS - OPERATIONS</u>										
OPERATIONS MANAGER	MMGT	67	\$ 8,613	\$ 11,583	1.00	1.00	1.00	1.00	0.00	1.00
MAINTENANCE SUPERVISOR	MMGT	45	\$ 5,003	\$ 6,728	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR MAINTENANCE WORKER	GENL	34	\$ 3,813	\$ 5,128	3.00	3.00	3.00	3.00	0.00	3.00
MAINTENANCE WORKER	GENL	28	\$ 3,288	\$ 4,422	10.00	10.00	10.00	10.00	0.00	10.00
FACILITIES COORDINATOR	GENL	40	\$ 4,422	\$ 5,947	1.00	1.00	1.00	1.00	0.00	1.00
FACILITIES SPECIALIST	GENL	36	\$ 4,006	\$ 5,387	1.00	1.50	1.50	1.50	0.50	2.00
CUSTODIAN	GENL	22	\$ 2,835	\$ 3,813	3.50	3.00	3.00	3.00	0.00	3.00
SENIOR EQUIPMENT MECHANIC	GENL	38	\$ 4,209	\$ 5,660	1.00	1.00	1.00	1.00	0.00	1.00
EQUIPMENT MECHANIC	GENL	34	\$ 3,813	\$ 5,128	2.00	2.00	2.00	2.00	0.00	2.00
INVENTORY SPECIALIST	GENL	26	\$ 3,129	\$ 4,209	1.00	1.00	1.00	1.00	0.00	1.00
					<u>24.50</u>	<u>24.50</u>	<u>24.50</u>	<u>24.50</u>	<u>0.50</u>	<u>25.00</u>
<u>PUBLIC WORKS - CAPITAL PROJECTS</u>										
ENGINEERING MANAGER	MMGT	67	\$ 8,613	\$ 11,583	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ENGINEER	MMGT	60	\$ 7,246	\$ 9,744	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	MMGT	54	\$ 6,248	\$ 8,403	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR PUBLIC WORKS INSPECTOR	GENL	45	\$ 5,003	\$ 6,728	2.00	2.00	2.00	2.00	0.00	2.00
CROSS CONNECTION CONTROL TECHNICIAN (Formerly known as SENIOR WATER UTILITY INSPECTOR)	GENL	45	\$ 5,003	\$ 6,728	1.00	1.00	1.00	1.00	0.00	1.00
					<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
<u>TRAFFIC ENGINEERING</u>										
PRINCIPAL ENGINEER	MMGT	63	\$ 7,803	\$ 10,494	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	MMGT	48	\$ 5,387	\$ 7,246	1.00	1.00	1.00	1.00	1.00	2.00
ENGINEERING TECHNICIAN	GENL	30	\$ 3,454	\$ 4,646	1.00	1.00	1.00	1.00	0.00	1.00
					<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>	<u>4.00</u>
<u>PUBLIC WORKS - SEWER</u>										
ENVIRONMENTAL QUALITY ADMINISTRATOR	MMGT	63	\$ 7,803	\$ 10,494	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	MMGT	54	\$ 6,248	\$ 8,403	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	MMGT	48	\$ 5,387	\$ 7,246	1.00	1.00	1.00	1.00	1.00	2.00
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	GENL	38	\$ 4,209	\$ 5,662	1.00	1.00	1.00	1.00	0.00	1.00
					<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>1.00</u>	<u>5.00</u>
<u>PUBLIC WORKS - SOLID WASTE</u>										
MANAGEMENT ANALYST	MMGT	44	\$ 4,881	\$ 6,564	0.00	1.00	1.00	1.00	0.00	1.00
					<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>
<u>PUBLIC WORKS - WATER</u>										
UTILITIES MANAGER	MMGT	67	\$ 8,613	\$ 11,583	1.00	1.00	1.00	1.00	0.00	1.00
CHIEF WATER TREATMENT OPERATOR	MMGT	51	\$ 5,802	\$ 7,803	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR WATER TREATMENT OPERATOR	GENL	43	\$ 4,762	\$ 6,404	2.00	2.00	2.00	2.00	0.00	2.00

2021-22 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 CHANGE	2021-22 ADOPTED
<i>(Public Works Continued)</i>										
WATER TREATMENT OPERATOR	GENL	37	\$ 4,106	\$ 5,522	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY SYSTEM SUPERVISOR	MMGT	50	\$ 5,660	\$ 7,612	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR UTILITY SYSTEM WORKER	GENL	43	\$ 4,762	\$ 6,404	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY SYSTEM WORKER	GENL	34	\$ 3,813	\$ 5,128	8.00	10.00	10.00	10.00	1.00	11.00
SENIOR UTILITY SYSTEM WORKER-SEWER	GENL	43	\$ 4,762	\$ 6,404	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY SYSTEM WORKER-SEWER	GENL	34	\$ 3,813	\$ 5,128	4.00	6.00	6.00	6.00	0.00	6.00
SENIOR WATER METER TECHNICIAN	GENL	34	\$ 3,813	\$ 5,128	1.00	1.00	1.00	1.00	0.00	1.00
WATER METER TECHNICIAN	GENL	30	\$ 3,454	\$ 4,646	2.00	2.00	2.00	2.00	0.00	2.00
MANAGEMENT ANALYST	MMGT	44	\$ 4,881	\$ 6,564	1.00	1.00	1.00	1.00	0.00	1.00
GIS/CAD TECHNICIAN	GENL	39	\$ 4,314	\$ 5,802	1.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST I	GENL	25	\$ 3,053	\$ 4,106	0.00	0.00	0.00	0.00	1.00	1.00
					27.00	31.00	31.00	31.00	2.00	33.00
<u>PUBLIC WORKS-TOTAL</u>					67.50	72.50	73.50	73.50	4.50	78.00
<u>POLICE</u>										
<u>POLICE- SWORN</u>										
CHIEF OF POLICE	EXEC	94	\$ 16,776	\$ 22,562	1.00	1.00	1.00	1.00	0.00	1.00
POLICE CAPTAIN	PDCP	6461	\$ 11,796	\$ 14,338	2.00	2.00	2.00	2.00	0.00	2.00
POLICE LIEUTENANT	PD-MMGT	5421	\$ 10,002	\$ 12,157	4.00	4.00	4.00	4.00	(1.00)	3.00
POLICE SERGEANT	PD-MMGT	5387	\$ 8,285	\$ 10,071	9.00	9.00	9.00	9.00	0.00	9.00
POLICE DETECTIVE	PDSW	6363	\$ 6,794	\$ 8,259	9.00	9.00	9.00	9.00	0.00	9.00
POLICE CORPORAL	PDSW	6363	\$ 6,794	\$ 8,259	0.00	0.00	0.00	0.00	5.00	5.00
POLICE OFFICER	PDSW	6339	\$ 6,044	\$ 7,347	50.00	50.00	50.00	50.00	(1.00)	49.00
					75.00	75.00	75.00	75.00	3.00	78.00
<u>POLICE- NON-SWORN</u>										
CRIME ANALYST	MMGT	45	\$ 5,003	\$ 6,728	0.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	MMGT	41	\$ 4,532	\$ 6,095	0.00	1.00	1.00	1.00	0.00	1.00
FORENSIC SPECIALIST	GENL	38	\$ 4,209	\$ 5,660	1.00	1.00	1.00	1.00	0.00	1.00
CRIME ANALYST TRAINEE	GENL	38	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
SENIOR ACCOUNTING TECHNICIAN	GENL	40	\$ 4,422	\$ 5,947	0.00	0.00	0.00	0.00	1.00	1.00
ACCOUNTING TECHNICIAN	GENL	35	\$ 3,908	\$ 5,256	1.00	1.00	1.00	1.00	(1.00)	0.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	33	\$ -	\$ -	1.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	GENL	26	\$ 3,129	\$ 4,209	0.00	1.00	1.00	1.00	0.00	1.00
POLICE DISPATCH SUPERVISOR	MMGT	44	\$ 4,881	\$ 6,564	1.00	1.00	1.00	1.00	0.00	1.00
LEAD DISPATCHER (FY 2021-22 FREEZE ONE POSITION)	GENL	37	\$ 4,106	\$ 5,522	2.00	2.00	2.00	2.00	0.00	2.00
POLICE DISPATCHER II	GENL	35	\$ 3,908	\$ 5,256	10.00	10.00	10.00	10.00	0.00	10.00
POLICE RECORDS SUPERVISOR	MMGT	34	\$ 3,813	\$ 5,128	1.00	1.00	1.00	1.00	0.00	1.00
POLICE RECORDS SPECIALIST II	GENL	25	\$ 3,053	\$ 4,106	6.00	5.00	5.00	5.00	0.00	5.00
HOMELESS SERVICES COORDINATOR	GENL	41	\$ 4,532	\$ 6,095	0.00	0.00	0.00	0.00	1.00	1.00
HOMELESS COORDINATOR	GENL	30	\$ 3,454	\$ 4,646	0.00	0.00	1.00	1.00	(1.00)	0.00
POLICE SERVICES TECHNICIAN	GENL	27	\$ 3,208	\$ 4,314	5.00	6.00	6.00	6.00	0.00	6.00
					29.00	30.00	31.00	31.00	0.00	31.00

*(1)

2021-22 SCHEDULE OF POSITIONS

	Bargaining Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 AMENDED	2021-22 CHANGE	2021-22 ADOPTED
<i>(Police Continued)</i>										
ANIMAL SERVICES										
ANIMAL SERVICES SUPERVISOR	MMGT	38	\$ 4,209	\$ 5,660	1.00	1.00	1.00	1.00	0.00	1.00
ANIMAL SERVICES OFFICER (FY 21-22 FREEZE ONE POSITION)	GENL	32	\$ 3,629	\$ 4,881	3.00	3.00	3.00	3.00	0.00	3.00
					<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
CODE ENFORCEMENT										
CODE ENFORCEMENT OFFICER	GENL	38	\$ 4,209	\$ 5,660	4.00	4.00	4.00	4.00	0.00	4.00
					<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
					<u>112.00</u>	<u>113.00</u>	<u>114.00</u>	<u>114.00</u>	<u>3.00</u>	<u>117.00</u>
					<u>231.50</u>	<u>239.50</u>	<u>242.50</u>	<u>242.50</u>	<u>8.50</u>	<u>251.00</u>

*(1)

* Number of positions to remain unfilled for FY 2021-22

ADOPTED BUDGET
FY 2021-22
CHART OF ACCOUNTS



CHART OF ACCOUNTS

Fund No.	Fund Name
101	General Fund
201	Housing
203	Public Safety Augmentation
204	Gas Tax
205	Measure I
206	Road Maintenance Rehabilitation Account (RMRA)
208	HOME Investment Partnership Program
209	Community Development Block Grant (CDBG)
210	Parking Business Improvement Area (PBIA)
211	Air Quality Management District (AQMD)
214	Homeland Security Grants - PD
215	Prop 30
216	COPS
217	Other Grants
218	Office of Traffic Safety
219	Other Public Safety Grants
220	Asset Forfeiture-Federal Dept. of Justice
222	CalHOME
223	Asset Forfeiture- Federal Treasury
224	Asset Forfeiture - State
225	BSCC Budget Act
226	Federal Grant-CARES Act
227	Office of Justice Programs
229	American Rescue Plan Act (ARPA)
301	Public Financing Authority Fund
420	General Capital Improvements
421	Park Acquisition & Development
422	Storm Drain Development
423	Street & Traffic Facility Development
425	General Capital Projects
426	Street & Alley Repairs
427	Energy Efficiency Capital Improvement Project
640	Water Utility
641	Solid Waste Utility
645	Sewer Utility
750	Fire Annexation Worker's Comp
751	Self-Funded Insurance
752	Fleet Maintenance & Replacement

CHART OF ACCOUNTS

Fund No.	Fund Name
753	Information Systems
754	Building Maintenance & Operations
755	UAL and Employee Benefits
805	Successor Agency

CHART OF ACCOUNTS

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

CHART OF ACCOUNTS

Division No.	Division Name
2346	CDBG - Downtown Façade Enhancement FY 17-18
2407	CalHOME Program - 12-8689
2408	Program Income Loans
2501	PBIA
2502	AQMD
2901	Successor Agency Administration
2931	Housing Administration
3201	Police Administration
3202	Police Investigations
3205	Animal Services
3206	Police Admin Support
3210	Patrol Support
3211	Police Patrol
3231	Special Events & Comm Outreach
3232	Police Reserves
3233	Code Enforcement
3256	COPS Allocation FY 14-15
3257	Prop 30- PD
3261	COPS Allocation FY 13-14
3262	COPS Allocation FY 15-16
3267	COPS Allocation FY 16-17
3269	COPS Allocation FY 17-18
3272	COPS Allocation FY 18-19
3274	COPS Allocation FY 19-20
3275	COPS Allocation FY 20-21
3423	Asset Forfeiture - 15%
3512	Fire Station II
3518	Historic Fire Station
4201	Recreation Administration
4202	Recreation Classes
4203	Recreation Facilities
4204	Youth Programs/Sports
4205	Senior Center
4206	Special Events
4207	Community Outreach Services
4210	Landecena Center
4402	Carnegie Library
4409	Passports

CHART OF ACCOUNTS

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

CHART OF ACCOUNTS

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

CHART OF ACCOUNTS

Object No.	Object Name
5110	Buy Backs
5111	Salaries - Full Time
5112	Salaries - Temporary/Part Time
5113	Overtime
5116	Fringe Benefits
5117	Retirement Contributions
5118	Employee LTD Costs
5119	PERS Unfunded Annual Liability
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
5240	Utilities - Trash
5241	Utilities - Electric
5242	Utilities - Gas
5243	Utilities - Telephone
5244	Utilities - Water
5245	Maintenance - Buildings/Structures/Grounds
5246	Maintenance - Equipment
5247	Maintenance - Vehicles
5248	Maintenance - Other
5249	Other Maintenance
5251	Legal Services
5252	Professional Services
5253	Contract Services
5254	Data Processing Services
5255	Banking Services
5256	Solid Waste Services
5257	Sewer Treatment Disposal Services
5258	Other Services
5259	Recycled Water Purchase
5261	Library Books & Digital Materials
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
5310	Forgivable Loans
5314	Program Income - HIP Loans

CHART OF ACCOUNTS

Object No.	Object Name
5315	Program Income - FTHB Loans
5321	Employee Incentive
5322	Health Premiums - Retirees
5323	PERS Supplement
5324	Other Post-Employment Benefits
5326	Medical - Retirees
5327	Dental - Retirees
5328	Vision - Retirees
5410	ICRMA Liability Program Annual Assessment
5421	Lease Principal Expense
5427	Issuance Costs
5429	Residual Equity
5424	Bond Principal Payment
5425	Bond Interest Expense
5521	Land
5527	Buildings
5528	Improvements Other Than Buildings
5529	Building Improvements
5530	Machinery & Equipment
5531	Vehicles

ADOPTED BUDGET

FY 2021-22

APPENDIX



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Grant- Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

List of Acronyms

ACFR- Annual Comprehensive Financial Report.

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.

AMI- Advanced Metering Infrastructure.

ANF- Authorized, not funded.

ARPA- The American Rescue Plan Act

AQMD- Air Quality Management District.

BLS- Basic Life Support.

CALTRANS- State of California Department of Transportation.

CARES- The Coronavirus Aid, Relief, and Economic Security Act.

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

CEQA- California Environmental Quality Act.

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

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

CNG- Compressed Natural Gas.

COPS- Community Oriented Policing Services.

DDA- Disposition Development Agreement.

DIF- Developer Impact Fee.

EIR- Environmental Impact Report.

EOC- Emergency Operations Center.

EMS- Emergency Medical Response.

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

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

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

GAAP- Generally Accepted Accounting Principles.

GASB- Governmental Accounting Standards Board.

GFOA- Government Finance Officers Association.

GIS- Geographic Information System.

HAZMAT- Hazardous Materials.

HOME- Home Investment Partnership Program.

HVAC- Heating, Ventilation, and Air Conditioning system.

HUD- Housing and Urban Development.

IEUA- Inland Empire Utilities Agency.

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

LAIF- Local Agency Investment Fund.

LMI- Low-Moderate Income – Affordable Housing programs.

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

NPDES- National Pollutant Discharge Elimination System.

OSHA- Occupational Safety and Health Administration.

PARS- Public Agency Retirement Services.

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

ROPS- Recognized Obligation Payment Schedule.

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

TPA- Third Party Administrator.