

City of Gracious Living
UPLAND, CALIFORNIA



ADOPTED BUDGET
FISCAL YEAR 2022-2023

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City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2022/2023 (FY 22/23) operating and capital budget for your review and consideration.

The COVID-19 pandemic has caused over two years of collective trauma, with families around the world experiencing widespread economic hardship, fear, debilitating illness, 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. This challenge builds upon years of lean times for the City of Upland, which has made significant budget cuts and service reductions in order to achieve a balanced budget each year.

Fortunately, as we present this budget, the concerted efforts of federal, state, and local governments have pushed back against many of 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 \$15.2 million from the American Rescue Plan Act of 2021 (for restricted uses) through December 31, 2024. We are gratified to be receiving our fair share of federal funds, 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.

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 maintain and 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 services to the community with the resources they have.

This budget reflects the challenges of an economy with rising inflation. For the third consecutive year, the proposed budget is balanced with one-time funds, this year requiring a \$2.4 million transfer from the American Rescue Plan Act (ARPA) Fund for basic and ongoing public safety personnel expenses. This has allowed Upland to maintain service levels our residents rely on, but will not be able to be sustained for a long period of time without additional revenues. The City

continues to have a prudent reserve of 22.5% in conjunction with the General Fund Reserve Policy. Upland has been wise to address its pension obligation through its BLAST Strategy, which will save close to \$70 million in interest over the next 22 years as a result. The City has also established pension and OPEB stabilization trusts and funded them with over \$4 million in assets.

This budget continues to demonstrate the City's commitment to public safety by retaining last years' budgeted Corporal Program, where five positions were reclassified to a Corporal/Detective level four Police Officer positions were added. The 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 this year. Additional funds will be needed to maintain these investments in public safety.

The proposed FY 22/23 budget is \$52,496,120 in the General Fund and \$146,473,450 (including Transfers Out) across all funds and \$37,545,340 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 21/22, with additional changes in staffing (as notated in the attached FY 22/23 Schedule of Positions). Projected revenues are \$50,181,580 in the General Fund and \$148,242,130 (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 their 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.

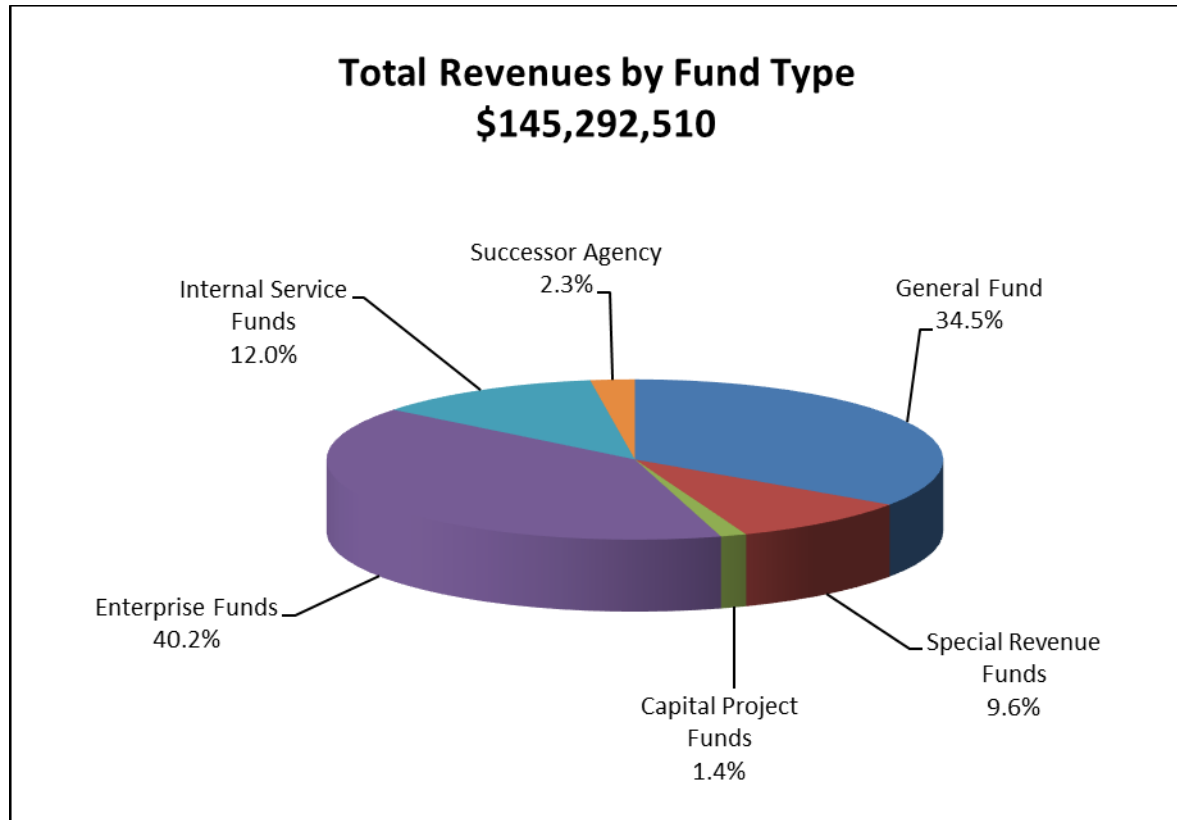
Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'M. Blay', is positioned above the printed name.

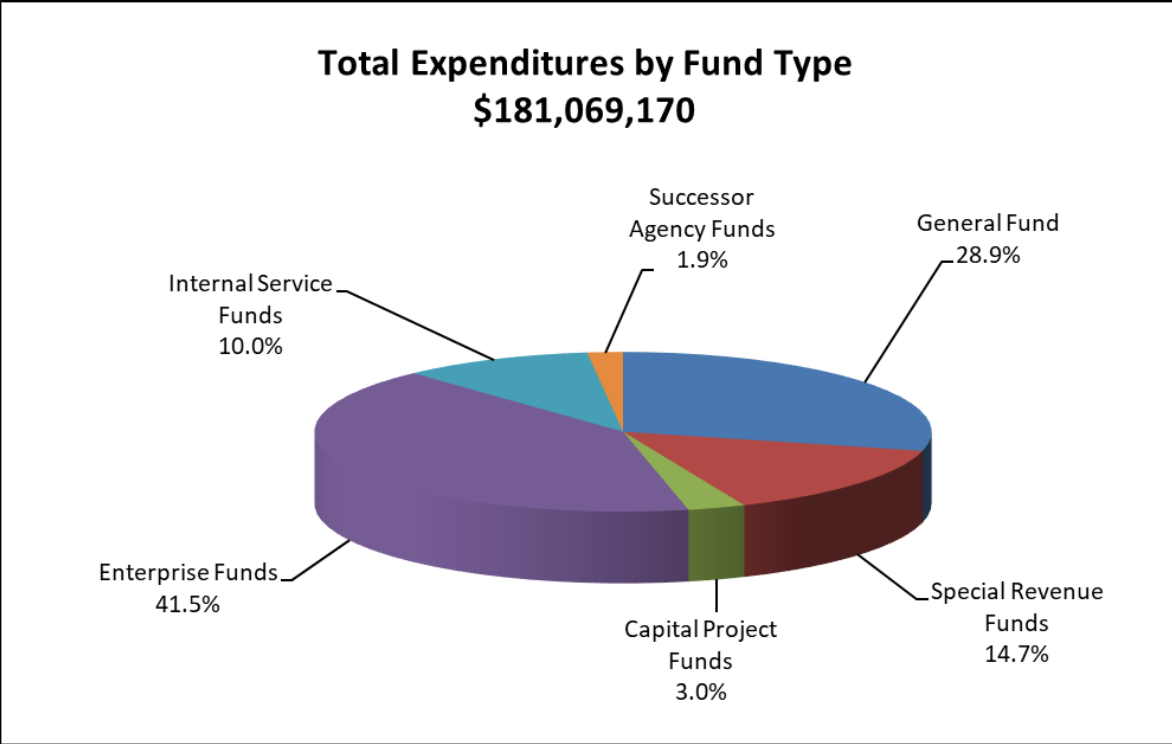
Michael Blay
City Manager

BUDGET OVERVIEW

Projected citywide operating revenues of \$145,292,510 represent a decrease of \$2.7 million compared to the prior year. The majority of the decrease is the result of an intentional paydown of the City's Unfunded Accrued Liability in the prior fiscal year, which is the main reason why the UAL and Employee Benefits Internal Service Fund is requested \$2.6 million less in payments from other funds of the City this year. The funds with the highest revenues are: General Fund (\$50,181,580), Water Utility Fund (\$31,633,050), Solid Waste Utility (\$16,285,000), and Sewer Utility Fund (\$10,430,600). Revenue by fund type is depicted in the following figure:



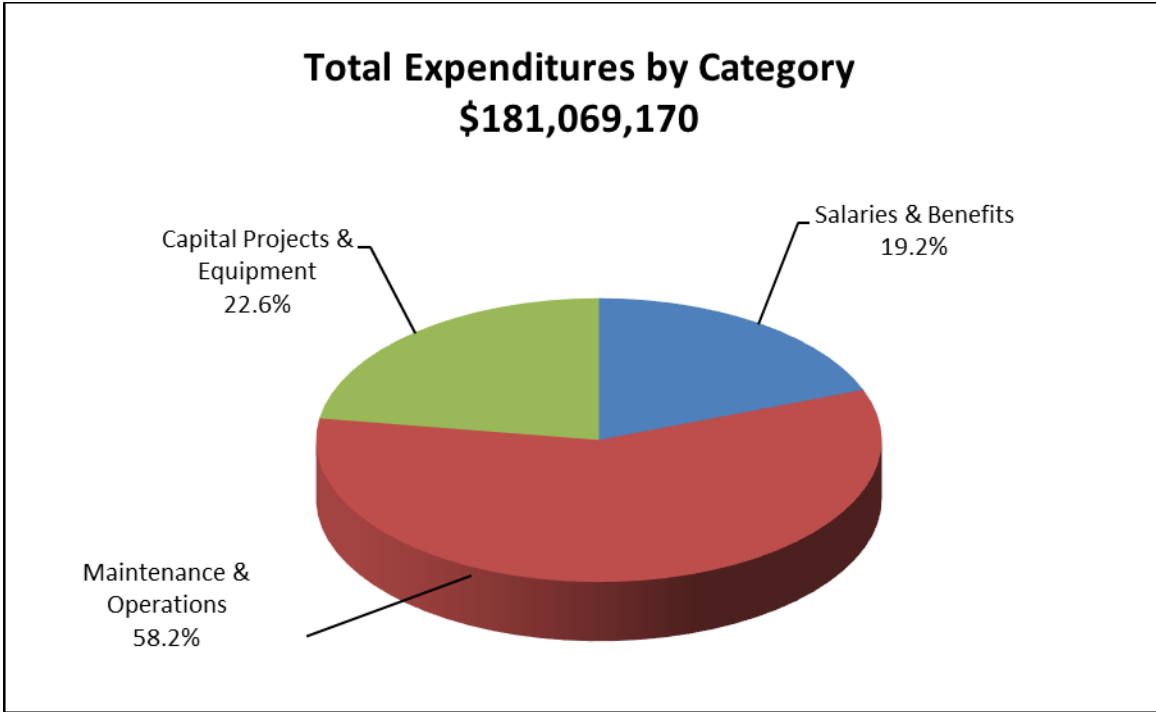
The FY 22/23 operating and capital expenditure budget totals \$181,199,170, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with the largest being the General Fund in the amount of \$52,386,120, or 28.9% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$44,263,700), Solid Waste Utility (\$15,819,440), Sewer Utility Fund (\$15,066,320) and Gas Tax Fund (\$9,506,730). In summary, appropriations reflect a total increase of \$2,603,900 or 1.5% from the prior year. The most notable expenditure increases are: \$6.5 million in the General Fund and \$5.5 million in ARPA (American Rescue Plan Act) Special Revenue Fund.



Personnel costs inclusive of all City funds are increasing by \$2.6 million from \$39.8 million to \$42.4 million. The majority of the increase relates to negotiated pay and benefit increases (\$2.7 million). In total, the number of authorized FTE positions from the 2022-23 amended budget increased by 6.0 to 263.0 FTE's.

Maintenance and operation appropriations (excluding the UAL & Employee Benefits Internal Service Fund) are increasing by \$6.1 million from \$91.7 million to \$97.8 million. \$3.1 million of the increase is attributed to increases in utility funds' costs of operation, and another \$1.7 million relates to General Fund debt service taken on to make additional discretionary payments to CalPERS to reduce the City's UAL.

Capital Projects & Equipment appropriations are decreasing by \$6.3 million from \$47.2 million to \$40.9 million. The decrease is primarily due to the implementation a 5-year Capital Improvement Project listing. While projects over the 5 years still amount to more than the prior years' listing, the current year reflects lower, as only capital projects budgeted for FY 22/23 are in the listing this year, while multiple years of capital projects were recorded previously. This is most obviously seen in the Capital Projects Funds, where \$3.3 million less in capital projects are budgeted, and in the Water Fund, where \$1.9 less is budgeted despite the implementation of Fund 639, the Water Bond Capital Projects Fund, where the \$15.5 million 2022 Water Bond capital projects are being budgeted.



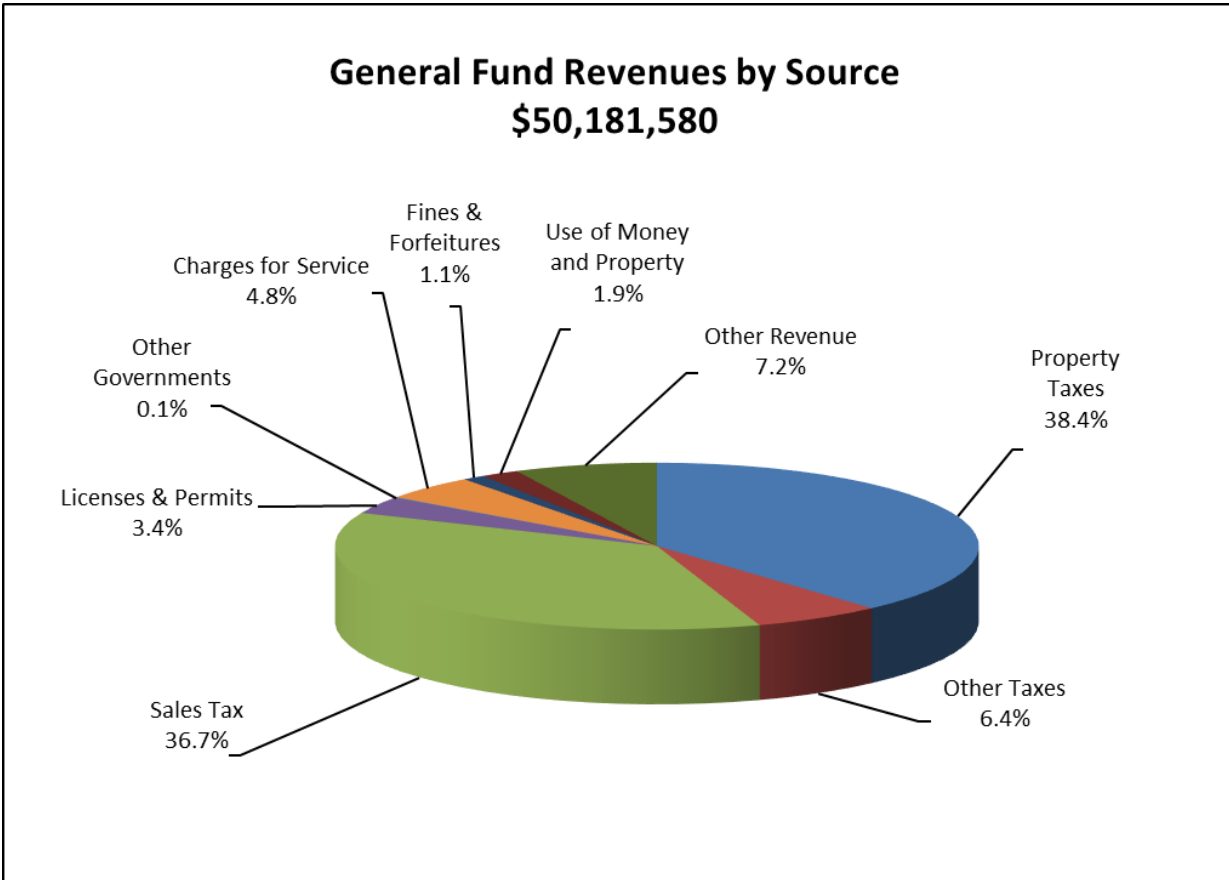
GENERAL FUND

The ending Unassigned General Fund balance is projected to be \$383,370. This does not include funds that are held in Restricted, Committed or Assigned categories in conjunction with the City’s General Fund Reserve Policy. A summary of most General Fund reserves projected as of July 1, 2022 is illustrated in the following table:

General Fund - Reserves		
Restricted (Section 115 Trusts)		\$4,666,106
Committed:		
Economic Uncertainty Reserve	10,300,000	
Emergency Disaster Contingency Reserve	1,000,000	
General Plan Update Reserve	502,000	
Others	590,000	
Committed Total		\$12,392,000
Assigned:		
Building Replacement and Maintenance Reserve	1,480,000	
Infrastructure Improvement Reserve	3,011,000	
Assigned Total		<u>\$4,491,000</u>
Total General Fund - Reserves		\$21,549,106

General Fund Revenues and Transfers In:

Total General Fund operating revenues are projected to be \$50,181,580, 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 \$19,267,650. This estimate reflects an overall increase of \$681,440 over the prior year budget.
- Sales Tax
Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$18,404,120, an increase of \$250,490 from the prior year amended budget.
- Licenses & Permits
Revenue from Licenses and Permits is estimated to be \$1,702,670, which is a decrease over the prior year budget of \$248,340.
- Miscellaneous Changes
Other changes include an increase of \$67,960 for revenue from Use of Money and Property

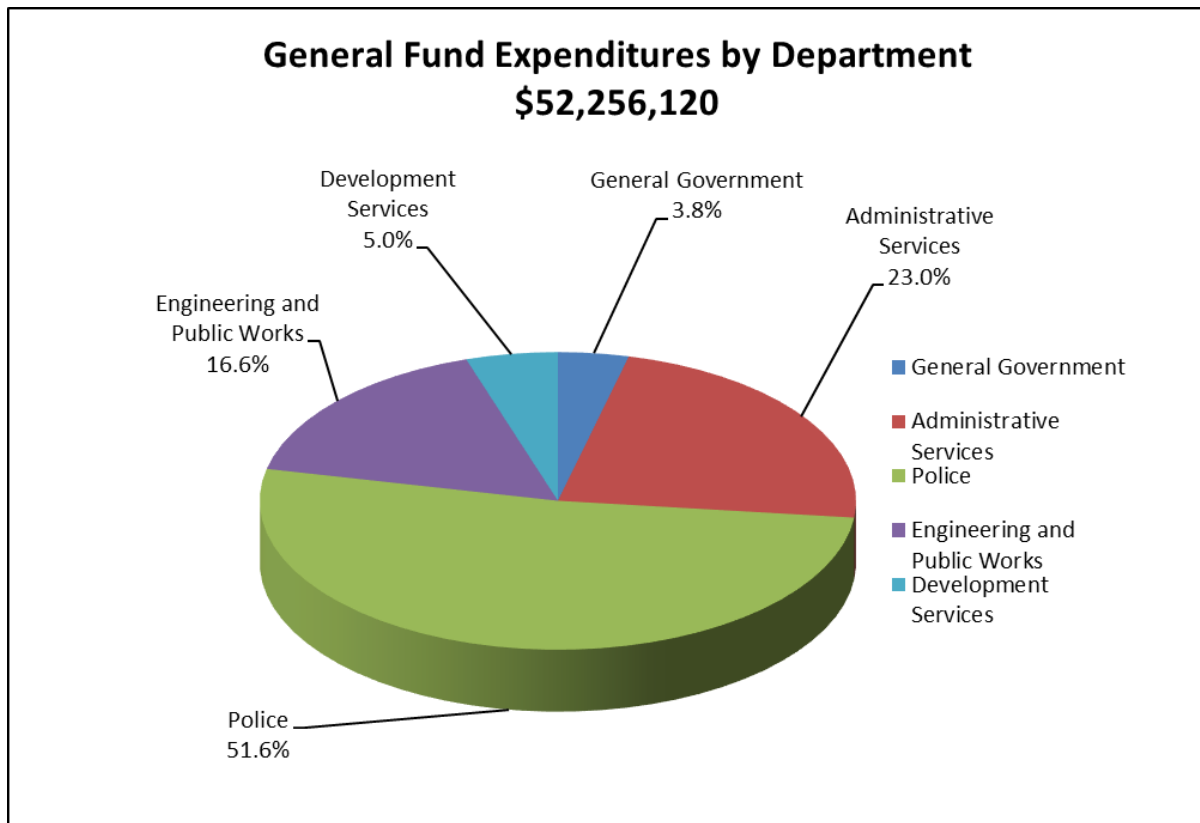
and \$43,890 in Other Revenue, and decreases in Fines & Forfeitures of \$24,330 and in Charges for Services of \$93,770.

- Transfers In

Transfers In are estimated to be \$2,444,620 from the American Rescue Plan Act (ARPA) Special Revenue Fund. The Transfer In amount covers the General Fund’s shortfall and will be used for Police Department salaries and benefits to maintain current public safety staffing levels. This public benefit expense is allowable under ARPA’s revenue loss calculation rules.

General Fund Expenditures and Transfers Out:

General Fund operating expenditures are projected to be \$52,256,120 which is \$6.5 million higher than the prior year’s original budget. The change is due to increases in budgeted personnel services (not including PERS UAL) totaling \$3.1 million and an increase in operations and maintenance totaling \$3.4 million. The General Fund expenditures by department are depicted in the following figure:



- Personnel

General Fund personnel costs are projected to total \$22.4 million, an increase of \$3.1 million over the prior year adopted budget. The increase is primarily due to negotiated pay and benefit increases (\$1.4 million), a remittance (\$1.2 million) to the City’s PARS Section 115 Pension Trust in conjunction with the Pension Funding Policy, and employee

step increases (\$0.5 million). Not included in this figure is the reduction of \$2.6 million in the City's UAL and Employee Benefits Internal Service Fund as a result of lower unfunded accrued liability expenses. This reduction has occurred due to an intentional paydown of over \$45 million of the City's UAL with CalPERS in conjunction with the BLAST Strategy during the 2021/22 fiscal year.

- Maintenance and Operations (M&O)

The maintenance and operations budget is \$29,872,930, which is an increase of \$3.4 million over the prior year adopted budget. The largest increase is attributed to higher General Fund debt service (\$1.7 million) taken on to make additional discretionary payments to CalPERS to reduce the City's UAL. Other increases include \$305,000 for higher self-insured retention costs for liability and worker's compensation insurance increases, \$200,000 for a body-worn camera software upgrade, a \$150,000 increase for elections-related costs in November, a \$150,000 increase in Library costs in conjunction with the current outsourced contract, \$130,000 allocation to a Building Replacement and Maintenance Reserve to comply with the General Fund Reserve Policy and \$115,000 in increased costs anticipated as the City pursues a new landscape maintenance contractor.

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 \$3,982,440.

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 22/23, the total budget for street improvement projects from these sources is \$12,859,020, with \$11,445,340 of that budgeted specifically for street-related capital projects. Some of the projects of interest include: City/County North Shared Roadways, Arrow Highway Rehab (Benson to Mountain), Arrow Highway Rehab (Mountain to San Antonio), 17th Street Reconstruction (San Antonio to Euclid), Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street), Citywide Pavement Maintenance 2021/2022 and Palm Ave (9th Street to Arrow Highway).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program and CALHOME FY 22/23 budgets are \$355,000 and \$675,000 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 has a total allocation of \$796,200. 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.

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 \$1,157,660 and total revenues are anticipated to total \$120,000.

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 \$163,660, and total estimated revenues are \$99,400.

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 \$5,463,340. Projects of interest include: Dog Park Improvements, Downtown Urban Space, Citrus Park Snack Bar Roof Replacement, Shade Structures for Picnic Areas, Arrow Highway Storm Drain Improvements (Benson Avenue to Fairwood Avenue), I-10 & Monte Vista Avenue Interchange Project, I-10 & Euclid Avenue Interchange Project, 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 \$2,227,200.

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 \$44,263,700. Proposed capital improvement projects of interest for FY 22/23 include: Water Master Plan, Reservoir Replacement at 17th Street, 17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid), Plant 13 Chlorine Generation, Plant 5 Vehicular Gate Replacement, SCADA Antenna Replacement and Equipment, 9th Street Water Main Replacement (Benson to Mountain), and Storm Water Trash Capture Devices in Catch Basins. Revenues are projected at \$31,633,050 and year-end fund balance is projected to be \$12,552,890.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$16,285,000 and appropriations and transfers out are \$16,084,440. The Solid Waste fund balance is projected to be \$255,170.

ENVIRONMENTAL ENTERPRISE FUND

The Environmental Enterprise Utility Fund operating budget includes the cost of providing sewer services to City customers and to maintain the system. Total appropriations are \$15,066,320. Significant capital improvement projects include Landfill Flare Modifications, Sewer Master Plan, Citywide Sewer Rehabilitation and Manhole Adjustments to Grade Shared City/County Roadways. Revenues and transfers in are projected to be \$10,695,600, leaving an estimated year-end fund balance of \$8,135,100.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$5,282,230, an increase of \$463,880 from the prior year adopted budget. For FY 22/23, 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 22/23, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$966,520, with revenues are generated from charges to other funds. The fund is projected to have a balance of \$795,520 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 22/23, Information Systems expenditures are expected to be \$2,866,350. Revenue will be generated from charging other funds and receipt of PEG Fees. The projected fund balance at year end is \$1,935,890 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 22/23, operations costs and maintenance of all city facilities are expected to total \$1,478,720 while revenues (charges to other departments/funds) are expected to total \$995,340. Fund balance is projected to be \$536,420 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 22/23, UAL and employee benefits costs are expected to be \$10,168,860. This is a decrease of \$2,585,410 from the prior years' budget, thanks to the implementation of the BLAST Strategy, and the corresponding decrease in unfunded accrued liability payments required to CalPERS.

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 2021 to gauge constituent interest in service priorities, among other items. Resident priorities included maintaining local streets and alleys and repairing potholes, keeping public areas clean and free of graffiti, providing quick responses to 9-1-1 emergencies, reducing gang activity and drug-related crimes, addressing homelessness and repairing sidewalks and curbs. Respondents were also interested in preventing cuts to basic services, including public safety, roads, and programs for children and seniors. The City is using these resident priorities to inform Council's strategic actions on identified priorities.

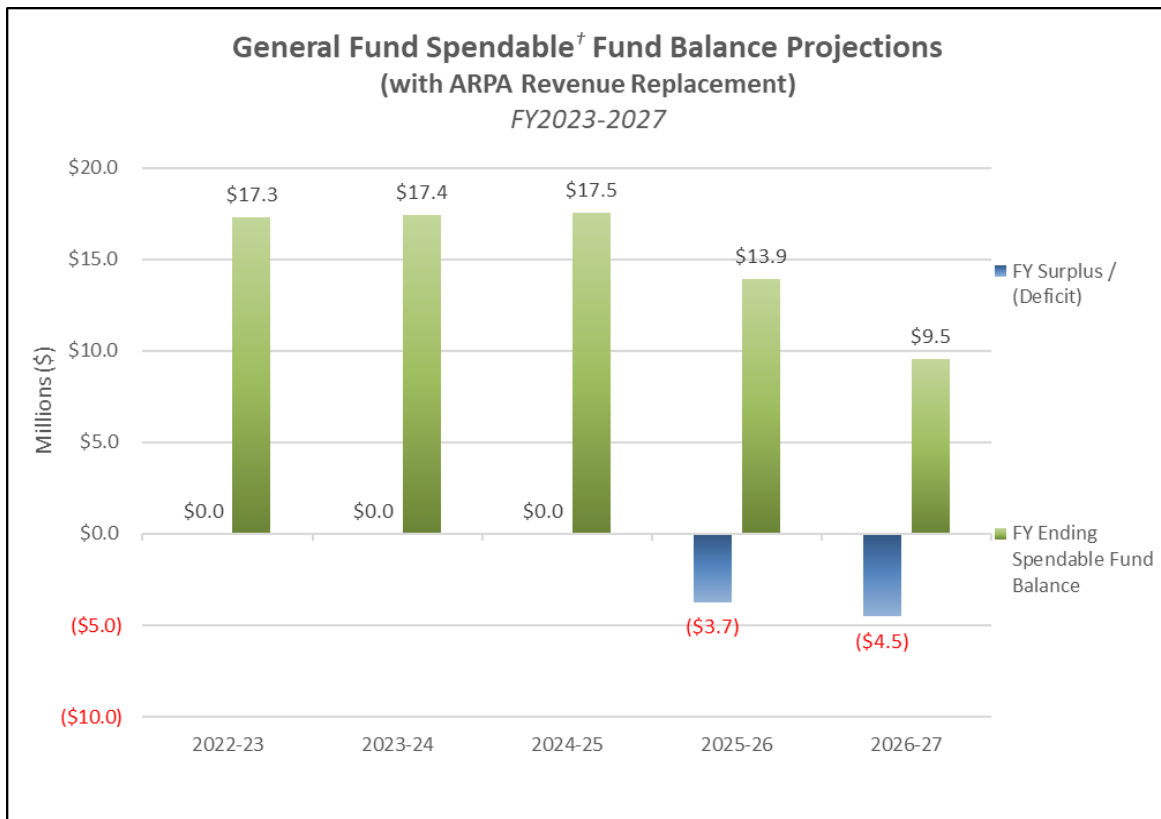
Addressing long term financial concerns has been a priority for the City of Upland for at least ten years. The long-term priorities are:

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 3/31/2022, pension and OPEB trust balances were \$2,819,015 and \$1,847,091, respectively.
4. Provide necessary funding for infrastructure maintenance and improvements. One-time federal funds and 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 6.0 (FTE) positions requested as part of the budget. It does not assume any other increase in service levels. It also does not provide for additional needs such as addressing deteriorating infrastructure.

The projection does take the existing FY 22/23 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.



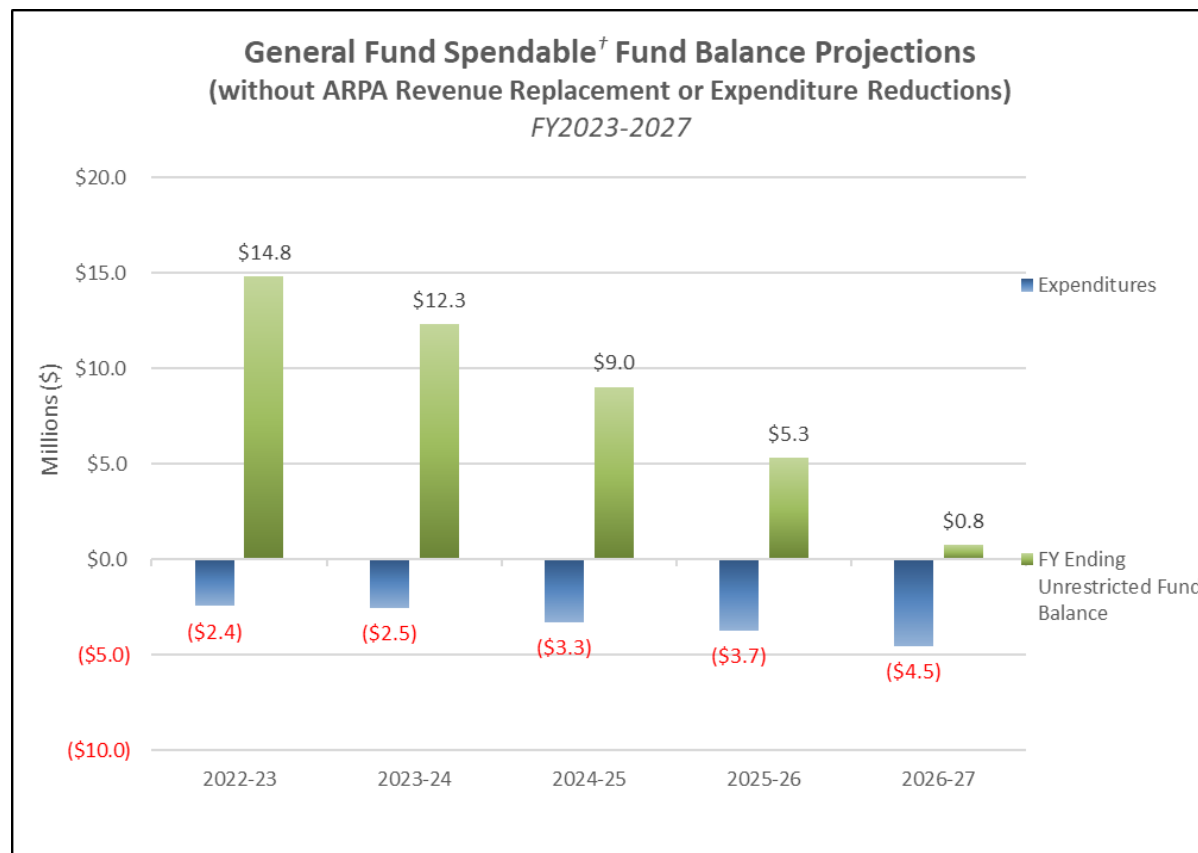
† Note: Spendable fund balance includes committed, assigned, and unassigned fund balance.

With the use of approximately \$8.2 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 deficits show 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 25/26, without additional revenue or service reductions, the General Fund's Spendable Fund Balance is projected to decrease from \$17.5 million at the end of the 2024-2025 fiscal year (31.8% of operating expenditures) to \$13.9 million (24.6% of operating expenditures). Additionally, in the following fiscal year, the General Fund's Spendable Fund Balance is projected to decrease from \$13.9 million to \$9.5 million (16.3% 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 quite 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 committed, assigned, and unassigned fund balance.

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.



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BUDGET PROCESS

Purpose of the Budget Document

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

The Budget:

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

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

The Relationship Between the Operating Budget and Capital Improvement Program

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

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

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

Guide to the Budget

The City of Upland's fiscal year begins each July 1st and concludes on June 30th. The development of the annual budget is comprised of distinct phases. First, the City Council identifies the priority service requirements for the community, during the Strategic Goals workshop. Second, is the planning and assessment that includes both strategic plan development and data gathering, such as performance 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 Assistant City Manager presents the proposed budget at a special meeting. Following the Committee review, the Assistant City Manager 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 2022-23 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 for the next five years.

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 2022-23**

Date	Day	Responsibility	Action
December 8, 2021	Thursday	Finance	FY 2022-23 Munis Budget Projection ready and available for departments.
December 13, 2021	Monday	Finance	FY 2022-23 Salary and benefit worksheets are distributed to Department Heads.
January 6, 2022	Thursday	Departments	Departments submit revisions to FY 2022-23 salary and benefit allocations
January 10, 2022	Monday	City Manager and Finance	FY 2022-23 Budget kickoff meeting with City Manager, Assistant City Manager, Finance Officer, and Departments. Budget worksheets and instructions are distributed.
January 24, 2022	Monday	Departments	Departments submit FY 2022-23 new positions and reclassification requests to Human Resources.
January 24, 2022	Monday	Departments	Departments submit FY 2022-23 Internal Service Funds requests to IT and Public Works.
February 3, 2022	Thursday	Human Resources	Human Resources submits approved FY 2022-23 new position/reclassification requests to Finance.
February 10, 2022	Thursday	Departments	Departments submit budget, enter FY 2021-22 expenditure/revenue projections and FY 2022-23 proposed expenditure budget and revenue estimates in Munis.
February 17, 2022	Thursday	Public Works	Public Works Department submits Fiscal Year 2022-23 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis).
March 1, 2022	Tuesday	Departments	Departments submit FY 2022-23 narratives, goals and objectives, performance measures and major accomplishments.
February 21 - March 29, 2022		Finance	Finance prepares First Draft of budget summaries.
March 30 - April 14, 2022		City Manager, Finance, Department Representatives	City Manager, Assistant City Manager, Finance and specific Department staff members assigned with budget preparation meet with departments to discuss revenues and operating and CIP budgets.
April 21, 2022	Thursday	Finance	Finance completes Second Draft of budget summaries.
April 28, 2022	Wednesday	Finance	Finance Committee Budget Presentation - Finance presents key elements of the FY 2022-23 Proposed Budget
April 28, 2022	Thursday	Departments	Department PowerPoint slides due for the budget workshop presentation.
May 9, 2022	Monday	City Manager, Finance and Departments	City Council Workshop - FY 2022-23 Proposed Budget.
June 13, 2022	Monday	City Manager, Finance and Departments	Budget Adoption - Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2022-23 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)/ Office of Justice Programs (Fund 227) - These funds account 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 account 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/City of 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. In January 2021, City Council authorized the creation of the City of Upland Public Financing Authority. The City of Upland and the Upland Parking Authority formed the Financing Authority by execution of a joint exercise of powers agreement to provide financing by agreements and loans to the City 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 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 development impact fees which are set aside to fund storm drain facilities that serve new development.

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 pay for the city of Upland's fair share of regional transportation costs in the San Bernardino County Transportation Authority (SBCTA) congestion management program. 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 639/640) - 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. The City Council annually adopts an Investment Policy, which along with the California Government Code, provides a framework for authorized investments of the City's pooled investments. 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. Under the City's Reserve Policy adopted in June 2021, the City established an Economic Uncertainty Reserve at 22.5% of General Fund operating expenditures. The Economic Uncertainty Reserve can be used if an economic impact resulting in a decrease of 5% or more in property or sales taxes occurs. The City also established an Emergency Disaster Contingency Reserve at \$1,000,000 that can be used in the instance where a declaration of emergency as defined by the Upland Municipal Code is made. The Economic Uncertainty Reserve and Emergency Disaster Contingency Reserve are intended to provide liquidity to the City in the event of economic uncertainties, local disasters and other hardships or downturns in the local economy. Once the 22.5% Economic Uncertainty Reserve is met, any year-end operating surplus will be distributed to other reserves established by the Policy in the percentages as follows: Pension Stabilization Reserve (45%), Infrastructure Improvement Reserve (30%), Building Replacement and Maintenance Reserve (15%), General Plan Update Reserve (5%) and Unallocated Fund Balance (5%).

Pension Funding Policy

The City adopted a Pension Funding Policy in June 2021, and subsequently revised it in December 2021. The policy outlines the City's approach toward addressing its long-term employee pension unfunded accrued liability. It provides narrative background on the California Public Employees Retirement System (CalPERS) and explains key terms and features, including amortization bases, discount rates, additional discretionary payments, normal costs, and unfunded accrued liability. The Pension Funding Policy also outlines financial objectives and establishes a target funding level of 100%, with a minimum funding level of 80%. Specific funding strategies include the use of Internal Revenue Code Section 115 Trust funds. The Pension Funding Policy provides that 50% of any budgetary cash savings realized from any pension funding strategy must be placed into Internal Revenue Code Section 115 Trust for use to accelerate the payoff or funding of new amortization bases (liabilities).

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.

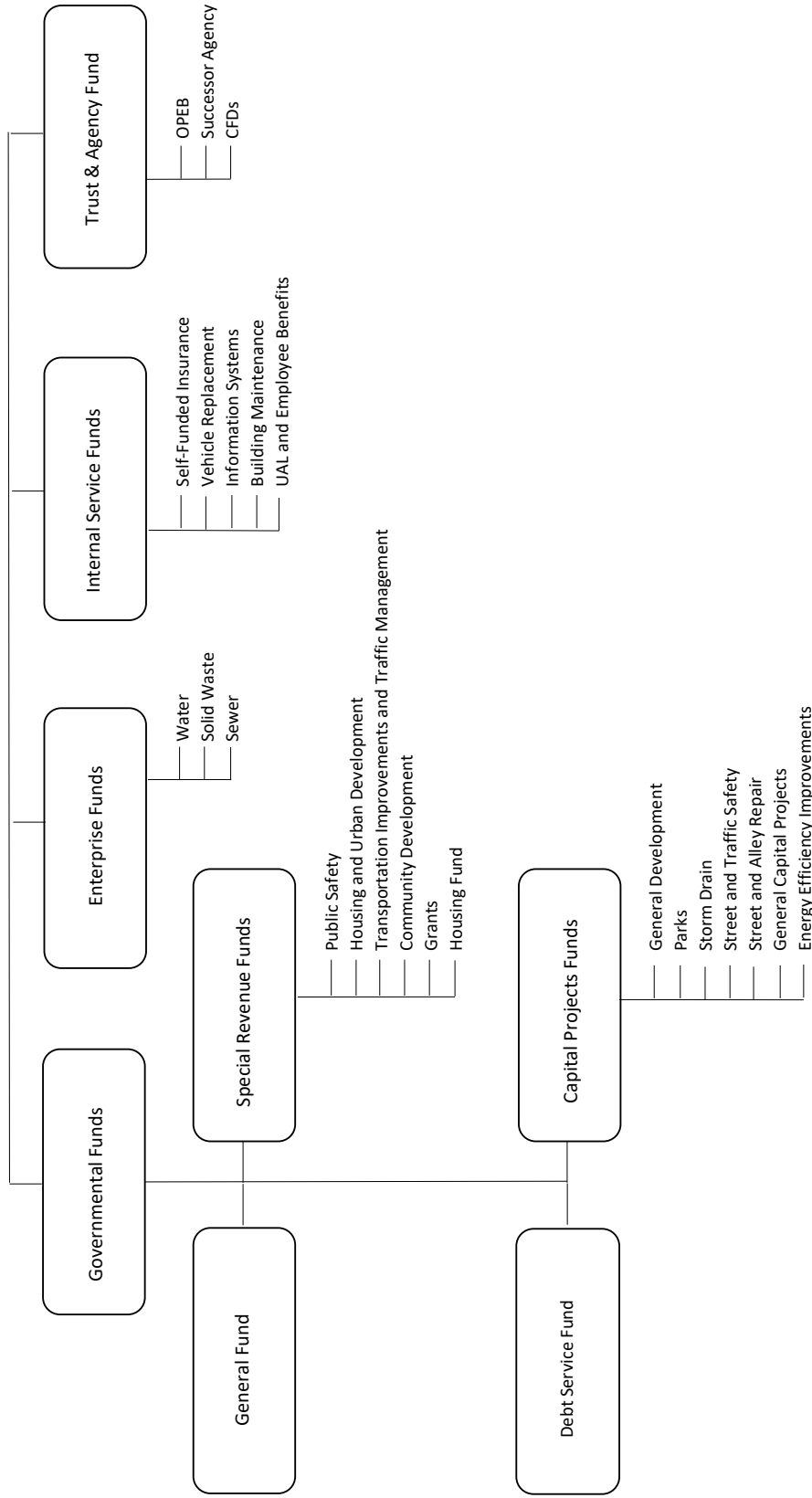
Debt Management

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 2022-23

Assessed Valuation	\$10,815,868,904
Debit Limit (15% of assessed value)	1,622,380,336
Debt applicable to limit:	
General obligation bonds	<u> -</u>
Total net debt applicable to limit	\$ <u> -</u>
Legal debt margin	<u>\$1,622,380,336</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. 6669

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL BUDGET

WHEREAS, the City is required to adopt an annual budget for the Fiscal Year beginning on July 1, 2022 and ending on June 30, 2023; 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 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 2022-2023 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, 2022:

General Fund	\$	52,626,120
Housing		3,982,440
Public Safety Augmentation		1,512,900
Gas Tax		9,506,730
Measure I		2,399,460
RMRA		952,830
HOME Investment Partnership Program		355,000
Community Development Block Grant		796,200
Parking Business Improvement Area		219,050
Air Quality Management District		163,660
Prop 30		150,000
COPS		1,157,660
Other Grants		635,340
Office of Traffic Safety		5,810
CalHOME		675,000
ARPA		6,585,830
General Capital Improvements		81,000

Park Acquisition & Development	1,290,040
Storm Drain Development	2,006,100
Street & Traffic Facility Development	537,850
General Capital Projects	655,840
Street & Alley Repairs	892,510
Water Utility	44,263,700
Solid Waste Utility	16,084,440
Sewer Utility	15,066,320
Self-Funded Liability Insurance	5,282,230
Fleet Maintenance & Replacement	966,520
Information Systems	2,866,350
Building Maintenance & Operations	1,478,720
UAL & Employee Benefits	7,583,450
Successor Agency Housing	3,369,650
Total	\$ 184,148,790

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, 2022.

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.

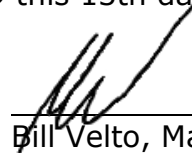
Section 9. Certification. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

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 13th day of June, 2022.



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 13th day of June, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: 

Keri Johnson, City Clerk

RESOLUTION NO. 6670

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE 2022-2023 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 2022-2023 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 the City of Upland, and the change in Per Capital Personal Income, 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 2022-2023 is hereby found and determined to be \$130,667,622.

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.

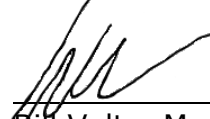
Section 4. Certification. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

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 13th day of June, 2022.



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 13th day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:



Keri Johnson, City Clerk

**City of Upland
Appropriations Limit Calculation
Fiscal Year 2022-23**

Part I - Calculation of Appropriations Limit

FY 2021-22 Appropriations Limit Adopted by the City Council		\$ 121,123,120
Change in City Population (.31%):	<u>1.0031</u>	(a)
Change in Per Capita Personal Income (7.55%)	<u>1.0755</u>	(a)
Total Annual Adjustment Factor (1.0031 x 1.0755)	<u>1.0788</u>	
Annual Adjustment (121,123,120 X 1.0788)		9,544,502
Appropriations Limit - Fiscal Year 2022-23:		<u><u>\$ 130,667,622</u></u>

Part II - Appropriations Subject to the Limit

Proceeds from Taxes from Schedule B:		\$ 39,611,600
Less: Debt Service Payments		<u>(2,127,340)</u>
Total Appropriations Subject to the Limit		<u><u>\$ 37,484,260</u></u>

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2022-23		\$ 130,667,622
Less: FY2022-23 Appropriations Subject to Limitation		<u>(37,484,260)</u>
Total Appropriations Under the Limit		<u><u>\$ 93,183,362</u></u>

(a) Source: State of California, Department of Finance, Price and Population Information, May 2022

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			✓		

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 2022-23 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 22.5% of the current operating budget, for economic uncertainty and unforeseen expenditure requirements.

Sense of Community

- ◆ Improve City communication by producing the Upland Today newsletter and City website upgrades such that communication is found to be core in our service to Upland residents and business owners.
- ◆ Continue to nurture and promote public communications, 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 San Bernardino Movement Against Street Hoodlums (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.
- ◆ 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

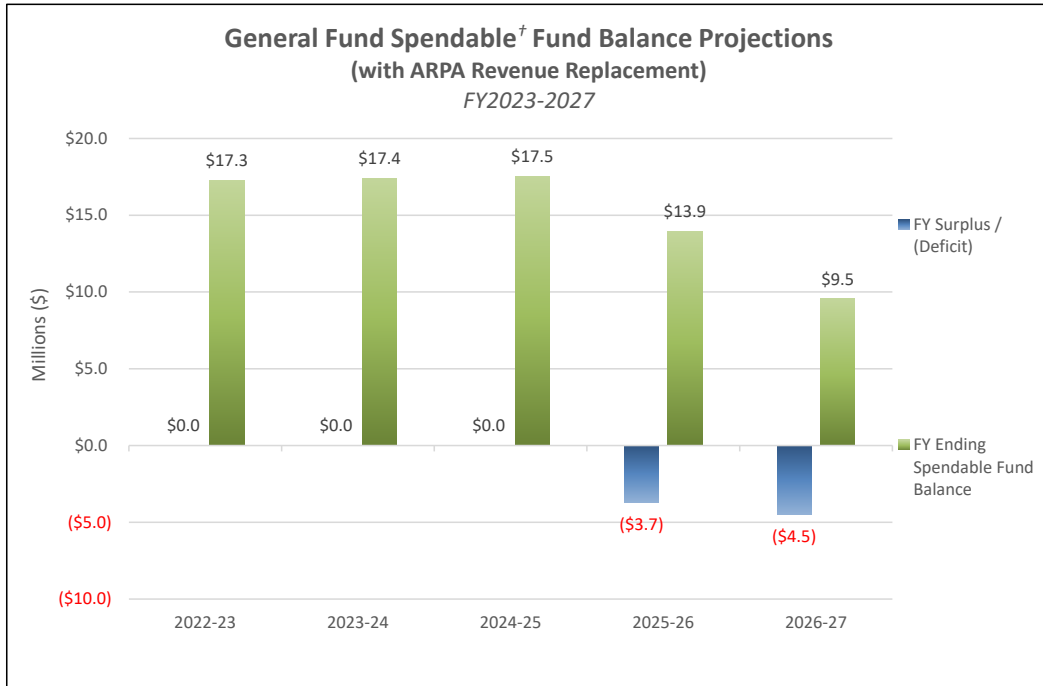
- ◆ Ensure an attractive and well-maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the city owned open space located at Baseline and the 210 Freeway.
- ◆ 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 (Annual Program)
 3. Street and Alley Rehabilitation (Annual Program)
 4. Arrow Highway Rehabilitation & Utility Improvements (Mountain to San Antonio)
 5. City/County North Shared Roadways Project

6. 14th Street Rehab (Campus to Grove)
7. Sycamore Hills Park – Master Plan
8. Shade Structures for Park Picnic Areas
9. Arrow Highway Storm Drain Improvements (Benson to Fairwood)
10. Arrow Highway Water Main Replacement (Mountain to San Antonio)
11. Reservoir Replacement at 17th Street
12. 17th Street Water Main (Laurel to Euclid) and Service Replacements (San Antonio to Euclid)

**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 Unrestricted Fund Balances. The City will update its projections during the annual budget process in order to plan for the future. The projection factors used in projecting revenue and cost increases are detailed below:

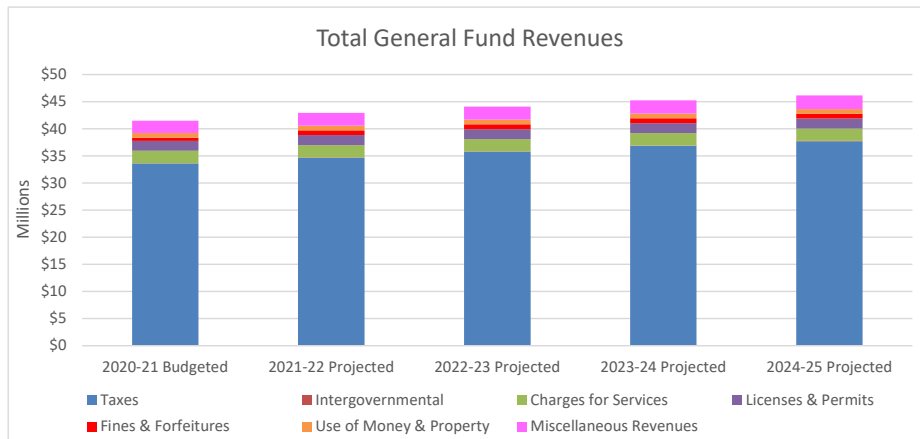
- * Assumed growth of 2% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * Assumed use of ARPA funding for eligible salaries and benefits through 12/31/2024
- * Projections from consultant for two fiscal years and then 3% growth for sales taxes
- * No revenue growth for licenses 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 3% annual growth thereafter
- * Pension expense estimates per most recent CalPERS actuarial valuation
- * Expenditure growth of 3% for most maintenance and operations expenditure line items
- * A \$150,000 increase in costs every two years in City Clerk for election expenses



	Adopted 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27
Beginning Spendable Fund Balance	\$ 17,266,370	\$ 17,396,450	\$ 17,526,543	\$ 17,656,615	\$ 14,062,779
Revenues	50,181,580	50,981,218	51,988,678	53,026,927	54,090,895
Transfers In	2,444,620	2,523,300	3,265,000	-	-
Transfers Out	(240,000)	-	-	-	-
Fund Balance Reservation	(130,000)	(130,000)	(130,000)	(140,000)	(140,000)
Expenditures	\$ (52,256,120)	\$ (53,374,424)	\$ (55,123,606)	\$ (56,620,764)	\$ (58,467,336)
FY Surplus / (Deficit)	\$ 80	\$ 93	\$ 72	\$ (3,733,837)	\$ (4,516,442)
FY Ending Spendable [†] Fund Balance	\$ 17,396,450	\$ 17,526,543	\$ 17,656,615	\$ 14,062,779	\$ 9,686,337
Fund Balance as a % of Operating Expense	33.0%	32.6%	31.8%	24.6%	16.3%

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

Object Code	2022-23 Adopted	2023-24 Projected	2024-25 Projected	2025-26 Projected	2026-27 Projected
Taxes					
400X Property Tax	\$ 19,267,650	\$ 19,557,758	\$ 19,914,327	\$ 20,278,027	\$ 20,646,278
4101 Sales and Use Tax	18,404,120	18,786,219	19,349,806	19,930,300	20,528,209
4104 Transient Occupancy Tax	164,000	168,920	173,988	182,687	191,821
4121 Franchise Tax	1,284,520	1,284,520	1,284,520	1,284,520	1,284,520
4102 Business License Tax	1,100,000	1,133,000	1,166,990	1,202,000	1,238,060
41XX Other Taxes	682,500	694,500	706,860	719,591	732,704
Total Taxes	\$ 40,902,790	\$ 41,624,917	\$ 42,596,490	\$ 43,597,125	\$ 44,621,591
Intergovernmental					
4103 Intergovernmental	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000
Total Intergovernmental	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000
Charges for Services					
46XX Development Services Fees	\$ 1,093,500	\$ 1,093,500	\$ 1,093,500	\$ 1,093,500	\$ 1,093,500
46XX Police Department Fees	477,210	477,210	477,210	477,210	477,210
46XX Public Works Fees	400,000	400,000	400,000	400,000	400,000
46XX Community Service Fees	341,500	366,500	366,500	366,500	366,500
46XX Other Fees	98,920	98,920	98,920	98,920	98,920
Total Charges for Services	\$ 2,411,130	\$ 2,436,130	\$ 2,436,130	\$ 2,436,130	\$ 2,436,130
Licenses & Permits					
42XX Development Services Permits	\$ 1,599,540	\$ 1,599,540	\$ 1,599,540	\$ 1,599,540	\$ 1,599,540
42XX Public Works Permits	21,100	21,100	21,100	21,100	21,100
42XX Police Department Permits	78,530	78,530	78,530	78,530	78,530
4218 Other Fees	3,500	3,500	3,500	3,500	3,500
Total Licenses & Permits	\$ 1,702,670	\$ 1,702,670	\$ 1,702,670	\$ 1,702,670	\$ 1,702,670
	(126,030)				
Fines & Forfeitures					
47XX Fines & Forfeitures	\$ 565,830	\$ 568,330	\$ 568,330	\$ 568,330	\$ 568,330
Total Fines & Forfeitures	\$ 565,830	\$ 568,330	\$ 568,330	\$ 568,330	\$ 568,330
Use of Money & Property					
48XX Investment Earnings	\$ 110,000	\$ 132,000	\$ 138,600	\$ 145,530	\$ 152,807
48XX Rental Income	847,030	875,041	904,328	935,013	967,237
48XX Other	-	-	-	-	-
Total Use of Money & Property	\$ 957,030	\$ 1,007,041	\$ 1,042,928	\$ 1,080,543	\$ 1,120,043
Miscellaneous Revenues					
49XX Miscellaneous Revenues	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130
Total Miscellaneous Revenue	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130	\$ 3,604,130
Total Revenues	\$ 50,181,580	\$ 50,981,218	\$ 51,988,678	\$ 53,026,927	\$ 54,090,895



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

	2022-23 Adopted	2023-24 Projected	2024-25 Projected	2025-26 Projected	2026-27 Projected
General Government					
City Council	\$ 155,490	\$ 158,181	\$ 160,952	\$ 163,807	\$ 166,747
City Treasurer	2,950	2,962	2,974	2,987	3,000
Administration	727,780	749,613	772,102	795,265	819,123
City Attorney	500,000	515,000	530,450	546,364	562,754
City Clerk	614,290	478,219	642,565	507,342	672,562
Total General Government	\$ 2,000,510	\$ 1,903,975	\$ 2,109,044	\$ 2,015,764	\$ 2,224,187
Administrative Services					
Finance	\$ 1,634,060	\$ 1,683,082	\$ 1,733,574	\$ 1,785,581	\$ 1,839,149
Non-Departmental	5,823,520	5,998,226	6,178,172	6,363,518	6,554,423
Library	1,918,420	1,975,973	2,035,252	2,096,309	2,159,199
Human Resources	480,170	494,575	509,412	524,695	540,436
Recreation Administration	996,500	1,026,395	1,057,187	1,088,902	1,121,570
Recreation Classes	165,750	170,723	175,844	181,120	186,553
Recreation Facilities	309,940	319,238	328,815	338,680	348,840
Recreation Parks	119,700	123,291	126,990	130,799	134,723
Senior Center	370,370	381,481	392,926	404,713	416,855
Special Events	189,270	194,948	200,797	206,820	213,025
Total Administrative Services	\$ 12,007,700	\$ 12,367,931	\$ 12,738,969	\$ 13,121,138	\$ 13,514,772
Development Services					
Building & Safety	\$ 1,558,900	\$ 1,605,667	\$ 1,653,837	\$ 1,703,452	\$ 1,754,556
Weed Abatement	93,590	96,398	99,290	102,268	105,336
Economic Development	342,100	352,363	362,934	373,822	385,037
Planning Commission	20,650	21,270	21,908	22,565	23,242
Planning	582,270	599,738	617,730	636,262	655,350
Santa Fe Depot	6,000	6,180	6,365	6,556	6,753
Total Development Services	\$ 2,603,510	\$ 2,681,615	\$ 2,762,064	\$ 2,844,926	\$ 2,930,273
Police					
Police Administration	\$ 10,086,820	\$ 10,389,425	\$ 10,701,107	\$ 11,022,141	\$ 11,352,805
Investigations	2,876,550	2,962,847	3,051,732	3,143,284	3,237,582
Animal Services	725,730	747,502	769,927	793,025	816,816
Patrol	12,448,870	12,822,336	13,207,006	13,603,216	14,011,313
Police Special Events & Community Outreach	20,670	21,290	21,929	22,587	23,264
Police Reserves	6,780	6,983	7,193	7,409	7,631
Code Enforcement	815,590	840,058	865,259	891,217	917,954
Total Police	\$ 26,981,010	\$ 27,790,440	\$ 28,624,154	\$ 29,482,878	\$ 30,367,364
Public Works					
Public Works Administration	\$ 1,426,040	\$ 1,468,821	\$ 1,512,886	\$ 1,558,272	\$ 1,605,021
Engineering Administration	204,710	210,851	217,177	223,692	230,403
Development/Traffic Engineering	919,000	946,570	974,967	1,004,216	1,034,343
Street Maintenance	838,840	864,005	889,925	916,623	944,122
Street Sweeping	17,060	17,572	18,099	18,642	19,201
Sidewalk Maintenance	162,500	167,375	172,396	177,568	182,895
Street Lighting	807,550	821,477	846,121	871,504	897,650
Traffic Control	138,870	143,036	147,327	151,747	156,299
Traffic Facility Maintenance	274,300	-	-	-	-
Weed Abatement	23,770	24,483	25,218	25,974	26,753
Flood Control	3,000	3,090	3,183	3,278	3,377
Street Tree Maintenance	793,800	817,614	842,142	867,407	893,429
Public ROW Maintenance	962,830	991,715	1,021,466	1,052,110	1,083,674
Maintenance - Main Street	42,190	43,456	44,759	46,102	47,485
Maintenance - Metrolink	187,730	193,362	199,163	205,138	211,292

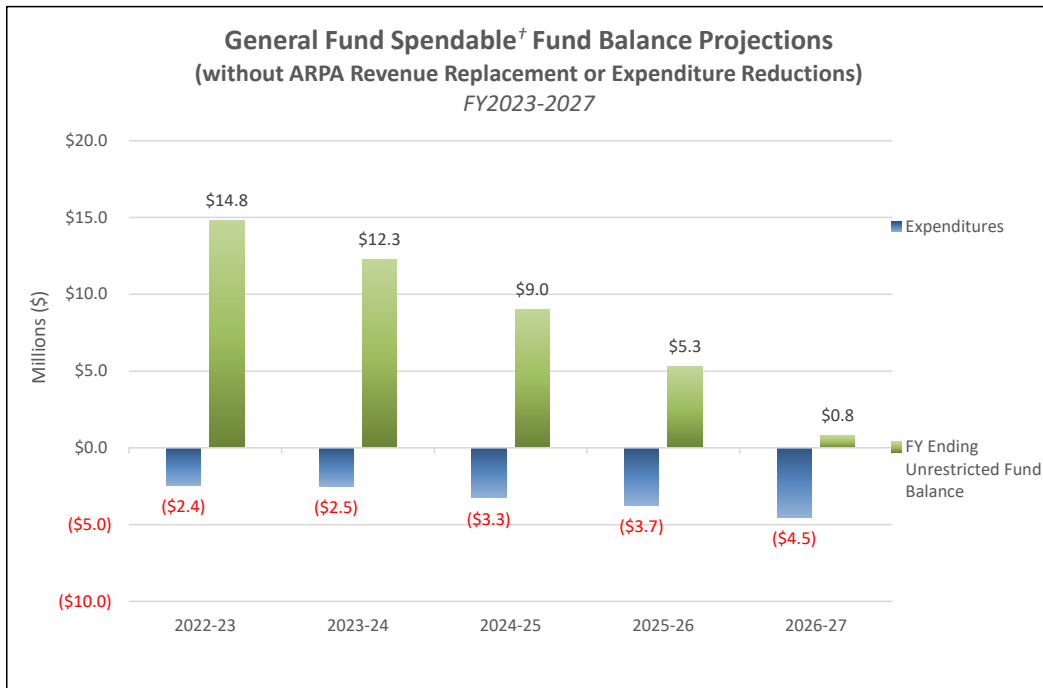
**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND EXPENDITURES BY DEPARTMENT PROGRAM**

	2022-23 Adopted	2023-24 Projected	2024-25 Projected	2025-26 Projected	2026-27 Projected
<i>(Public Works continued)</i>					
Graffiti Abatement	80,000	82,400	84,872	87,418	90,041
Damage to City Property	66,000	67,980	70,019	72,120	74,284
Park Maintenance	982,860	1,012,346	1,042,716	1,073,998	1,106,218
Sports Field Maintenance	415,050	427,502	440,327	453,536	467,142
Civic Center	317,290	326,809	336,613	346,711	357,113
Total Public Works	\$ 8,663,390	\$ 8,630,463	\$ 8,889,377	\$ 9,156,058	\$ 9,430,740
Grand Total	\$ 52,256,120	\$ 53,374,424	\$ 55,123,606	\$ 56,620,764	\$ 58,467,336

**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 Unrestricted Fund Balances. The City will update its projections during the annual budget process in order to plan for the future. The projection factors used in projecting revenue and cost increases are detailed below:

- * Assumed growth of 2% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * 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 3% annual growth thereafter
- * Pension expense estimates per most recent CalPERS actuarial valuation
- * Expenditure growth of 3% for most maintenance and operations expenditure line items

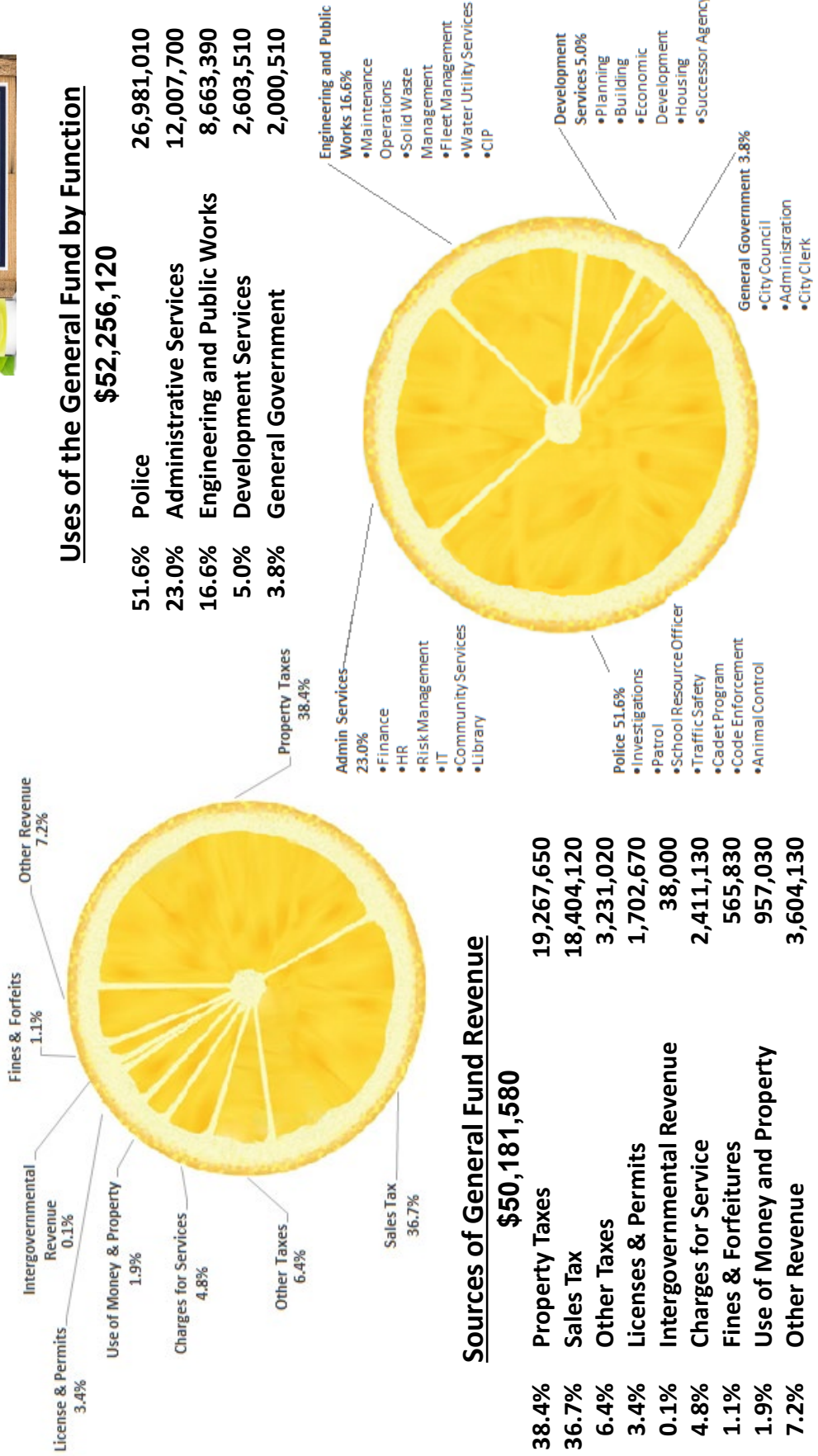


	Adopted 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27
Beginning Spendable Fund Balance	\$ 17,266,370	\$ 14,821,830	\$ 12,298,623	\$ 9,033,695	\$ 5,299,859
Revenues	50,181,580	50,981,218	51,988,678	53,026,927	54,090,895
Transfers In	-	-	-	-	-
Transfers Out	(240,000)	-	-	-	-
Fund Balance Reservation	(130,000)	(130,000)	(130,000)	(140,000)	(140,000)
Expenditures	\$ (52,256,120)	\$ (53,374,424)	\$ (55,123,606)	\$ (56,620,764)	\$ (58,467,336)
FY Surplus / (Deficit)	\$ (2,444,540)	\$ (2,523,207)	\$ (3,264,928)	\$ (3,733,837)	\$ (4,516,442)
FY Ending Spendable [†] Fund Balance	\$ 14,821,830	\$ 12,298,623	\$ 9,033,695	\$ 5,299,859	\$ 783,417
Fund Balance as a % of Operating Expense	28.4%	23.0%	16.4%	9.4%	1.3%

Fiscal Year 2022-23 General Fund Budget Snapshot

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

Where does it come from and how is it used?



Officials of the City of Upland

Elected Officials

Bill Velto, Mayor

**Shannan Maust
Janice Elliott
Carlos A. Garcia
Rudy Zuniga**

**Mayor Pro Tem District 1
Councilmember District 2
Councilmember District 3
Councilmember District 4**

Greg Bradley

City Treasurer

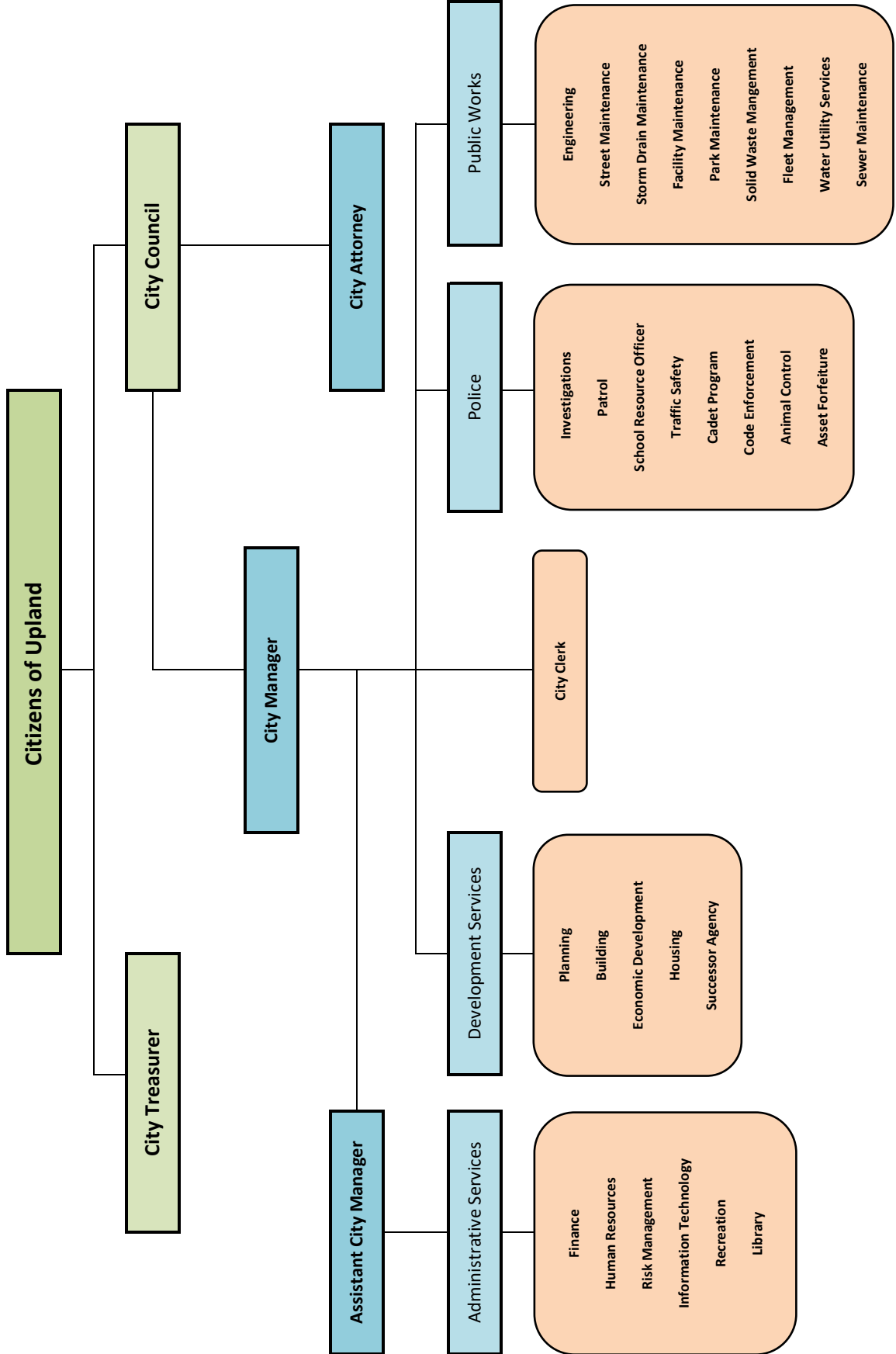
Executive Staff

Michael Blay, City Manager

**Stephen Parker, CPA
Steven Deitsch
Robert D. Dalquest
Marcelo Blanco
Braden Yu**

**Assistant City Manager
City Attorney
Development Services Director
Chief of Police
Public Works Director**

City of Upland
 Organizational Chart
 Fiscal Year 2022-23





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 01, 2021

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 79,139 as of December 31, 2021.

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

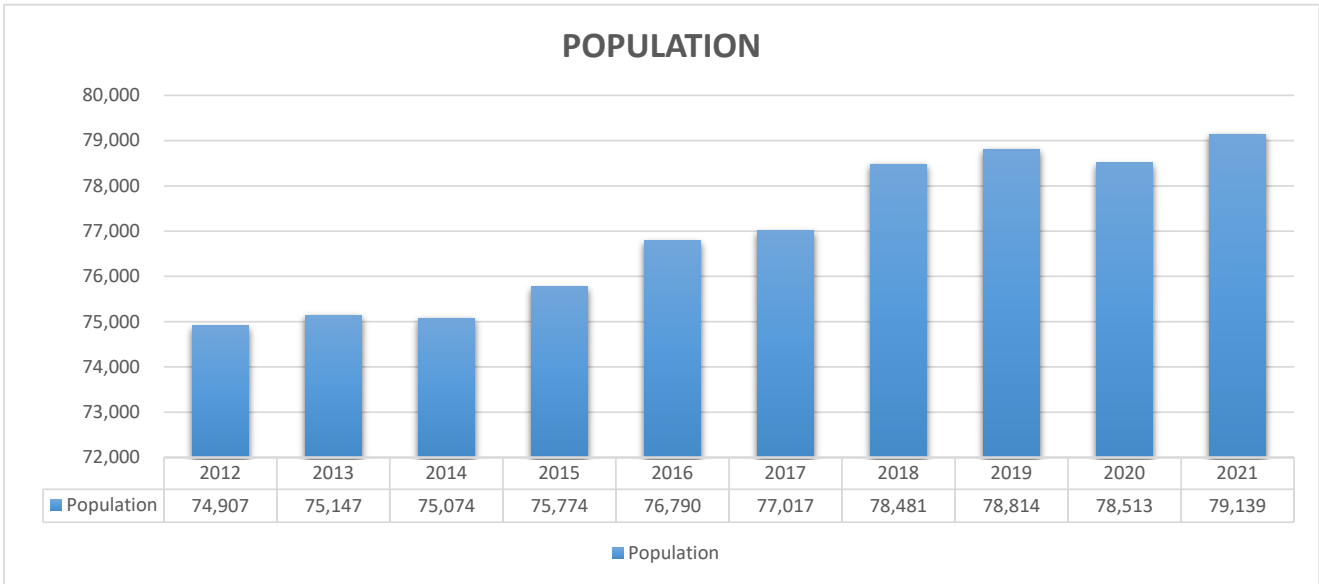
Water Utility
Solid Waste Utility
Sewer Utility

City of Upland
City Demographics

Community Profile

City Services

Date of Incorporation	May 15, 1906	Police Protection	
Form of Government	General Law	Patrol Units	24
Population	79,139	Motorcycles	4
Number of City Employees	263.0	Sworn Officers	78
Employees per capita	1 per 301 residents	Total Police Department Employees	119
Area in Square Miles	15.6	Library	
Average Elevation	1,237 feet	Facilities	1
Average Temperature	67.7 F	Volumes	116,755
Average Rainfall Per Year	21 inches	Current Periodical & Serial Subscriptions	7,002
Number of Public Schools	14	Audio-visual items	5,006
Miles of City Streets	210.01	Registered patrons	26,453
Miles of State Highways	6.20	Recreation	
Miles of Sewer Lines	224.06	Buildings	4
Miles of Water Mains	247.09	Parks	13
		Soccer fields (lighted)	6
		Baseball fields (lighted)	8
		Softball fields (lighted)	3



Population Growth

Calendar Year	Population	Growth Per Year	Cumulative Growth
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
2021	79,139	626	5,991

Source: California State Department of Finance

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
Albertsons	Grocery Stores
Arco AM PM	Service Stations
BevMo	Convenience Stores/Liquor
Chevron	Service Stations
Chick Fil A	Quick-Service Restaurants
Dick's Sporting Goods	Sporting Goods/Bike Stores
Euclid Arco	Service Stations
Ford of Upland	New Motor Vehicle Dealers
Hobby Lobby	Specialty Stores
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
Ross	Family Apparel
RV Spa	Trailers/RVs
Shell	Service Stations
Stater Bros	Grocery Stores
Target	Discount Dept Stores
TJ Maxx	Family Apparel
Vons Fuel	Service Stations
Walmart	Discount Dept Stores

City of Upland
Principal Property Taxpayers

For the Fiscal Year Ending June 30, 2021

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Colonies-Pacific LLC	\$ 165,016,627	1	1.59%
College Park Apartment Homes LP	53,908,710	2	0.52%
AMFP IV Alvista	49,878,000	3	0.48%
Foothill Evergreen SPE LLC	49,215,000	4	0.47%
MG Stoneridge Village Grove LLC	47,077,637	5	0.45%
Rancho Monte Vista Apartment Homes	45,598,985	6	0.44%
CT Retail Properties Finance II LLC	43,884,445	7	0.42%
WNG Mountain Springs GP	40,146,767	8	0.39%
Dee Matreyek-Kurth Non Exempt Trust	37,152,576	9	0.36%
NU-168 Apartments LLC	35,838,074	10	0.35%
Totals	<u>\$ 567,716,821</u>		<u>5.47%</u>

Source: HdL Coren & Cone

FY 2022-23 SUMMARY OF CHANGES IN FUND BALANCE

Fund No.	Estimated Fund Balance (Unassigned) 7/1/22	2022-2023 Estimated Revenue	Transfers In	Available Sources	2022-2023 Operating Expenditures	Capital Improvement Projects	Transfers Out	Fund Balance Reservation	Total Uses	Change in Fund Balance	Fund Balance 6/30/23	
101	General Fund - Estimated Unassigned Building Replacement and Maintenance Reserve (.25%)	\$ 383,290	\$ 50,181,580	\$ 2,444,620	\$ 52,626,200	\$ 52,256,120	\$ -	\$ 240,000	\$ -	\$ 52,496,120	\$ 130,080	\$ 513,370
								130,000		(130,000)		(130,000)
	Total General Fund	\$ 383,290	\$ 50,181,580	\$ 2,444,620	\$ 52,626,200	\$ 52,256,120	\$ -	\$ 240,000	\$ 52,626,120	\$ 80	\$ 383,370	
201	Housing	\$ 4,240,370	\$ 4,813,280	\$ -	\$ 4,813,280	\$ 3,982,440	\$ -	\$ -	\$ 3,982,440	\$ 830,840	\$ 5,071,210	
203	Public Safety Augmentation	90,200	1,422,700	-	1,422,700	1,512,900	-	-	1,512,900	(90,200)	-	
204	Gas Tax	7,222,190	2,289,540	-	2,289,540	877,310	8,629,420	-	9,506,730	(7,217,190)	5,000	
205	Measure I	6,572,980	1,623,180	-	1,623,180	428,510	1,970,950	-	2,399,460	(776,280)	5,796,700	
206	RMRA	2,864,380	1,789,680	-	1,789,680	107,860	844,970	-	952,830	836,850	3,701,230	
208	HOME Investment Partnership Program	933,340	48,300	-	48,300	355,000	-	-	355,000	(306,700)	626,640	
209	Community Development Block Grant	1,520	794,680	-	794,680	796,200	-	-	796,200	(1,520)	-	
210	Parking Business Improvement Area	169,130	58,600	-	58,600	88,500	130,550	-	219,050	(160,450)	8,680	
211	Air Quality Management District	107,460	99,400	-	99,400	163,660	-	-	163,660	(64,260)	43,200	
215	Prop 30	154,450	-	-	-	150,000	-	-	150,000	(150,000)	4,450	
216	COPS	1,253,660	120,000	-	120,000	1,157,660	-	-	1,157,660	(1,037,660)	216,000	
217	Other Grants	4,480	655,340	-	655,340	635,380	19,960	-	635,380	19,960	24,440	
218	Office of Traffic Safety	-	154,270	-	154,270	5,810	-	-	5,810	148,460	148,460	
219	Other Public Safety Grants	-	-	-	-	-	-	-	-	-	-	
220	Asset Forfeiture	540,790	-	-	-	-	-	-	-	-	540,790	
222	CalHOME	674,530	35,200	-	35,200	675,000	-	-	675,000	(639,800)	34,730	
223	Asset Forfeiture-Federal Treasury	10,260	-	-	-	-	-	-	-	-	10,260	
224	Asset Forfeiture State	196,390	-	-	-	-	-	-	-	-	196,390	
225	BSCC Budget Act	83,020	-	-	-	-	-	-	-	-	83,020	
226	CARES Act	-	-	-	-	-	-	-	-	-	-	
227	Office of Justice Programs	-	-	-	-	-	-	-	-	-	-	
229	ARPA	12,248,530	35,000	-	35,000	1,206,850	2,934,360	2,444,620	6,585,830	(6,550,830)	5,697,700	
	Total Special Revenue Funds	\$ 37,367,680	\$ 13,929,170	\$ -	\$ 13,939,170	\$ 12,143,080	\$ 14,510,250	\$ 2,444,620	\$ 29,097,950	\$ (15,158,780)	\$ 22,208,900	
420	General Capital Improvements	\$ 2,480,360	\$ 195,000	\$ -	\$ 195,000	\$ -	\$ 81,000	\$ -	\$ 81,000	\$ 114,000	\$ 2,594,360	
421	Park Acquisition & Development	11,135,670	800,000	-	800,000	-	1,290,040	-	1,290,040	(490,040)	10,645,630	
422	Storm Drain Development	5,285,170	366,200	-	366,200	-	2,006,100	-	2,006,100	(1,639,900)	3,645,270	
423	Street & Traffic Facility Development	1,412,070	386,000	-	386,000	12,330	525,520	-	537,850	(151,850)	1,260,220	
425	General Capital Projects	1,629,420	-	240,000	240,000	-	655,840	-	655,840	(415,840)	1,213,580	
426	Street & Alley Repairs	687,380	240,000	-	240,000	61,700	830,810	-	892,510	(652,510)	34,870	
	Total Capital Project Funds	\$ 22,630,070	\$ 1,987,200	\$ 240,000	\$ 2,227,200	\$ 74,030	\$ 5,389,310	\$ -	\$ 5,463,340	\$ (3,236,140)	\$ 19,393,930	
639/640	Water Utility	\$ 25,183,540	\$ 31,633,050	\$ -	\$ 31,633,050	\$ 29,259,770	\$ 15,003,930	\$ -	\$ 44,263,700	\$ (12,630,650)	\$ 12,552,890	
641	Solid Waste Utility	54,610	16,285,000	-	16,285,000	15,699,930	119,510	265,000	16,084,440	200,560	255,170	
645	Environmental Enterprise	12,505,820	10,430,600	265,000	10,695,600	12,543,980	2,522,340	-	15,066,320	(4,370,720)	8,135,100	
	Total Enterprise Funds	\$ 37,743,970	\$ 58,348,650	\$ 265,000	\$ 58,613,650	\$ 57,503,680	\$ 17,645,780	\$ 265,000	\$ 75,414,460	\$ (16,800,810)	\$ 20,943,160	
751	Self-Funded Liability Insurance	\$ (6,942,570)	\$ 5,274,910	\$ -	\$ 5,274,910	\$ 5,282,230	\$ -	\$ -	\$ 5,282,230	\$ (7,320)	\$ (6,949,890)	
752	Vehicle Replacement Fund	981,960	780,080	-	780,080	966,520	-	-	966,520	(186,440)	795,520	
753	Information Systems	1,974,270	2,827,970	-	2,827,970	2,866,350	-	-	2,866,350	(38,380)	1,935,890	
754	Building Maintenance & Operations	1,019,800	995,340	-	995,340	1,478,720	-	-	1,478,720	(483,380)	536,420	
755	UAL and Employee Benefits	-	7,583,450	-	7,583,450	-	-	-	7,583,450	-	-	
	Total Internal Service Fund	\$ (2,966,540)	\$ 17,461,750	\$ -	\$ 17,461,750	\$ 18,177,270	\$ -	\$ -	\$ 18,177,270	\$ (715,520)	\$ (3,682,060)	
805	Successor Agency Housing	\$ (1,317,490)	\$ 3,374,160	\$ -	\$ 3,374,160	\$ 3,369,650	\$ -	\$ -	\$ 3,369,650	\$ 4,510	\$ (1,312,980)	
	Total Private Purpose Trust Fund	\$ (1,317,490)	\$ 3,374,160	\$ -	\$ 3,374,160	\$ 3,369,650	\$ -	\$ -	\$ 3,369,650	\$ 4,510	\$ (1,312,980)	
	Grand Total	\$ 83,840,980	\$ 145,292,510	\$ 2,949,620	\$ 148,242,130	\$ 143,523,830	\$ 37,545,340	\$ 2,949,620	\$ 184,148,790	\$ (35,906,660)	\$ 47,934,320	

City of Upland
Summary of Changes in Spendable Fund Balances
Fiscal Year 2022-2023 Adopted Budget

Fund No.	City of Upland	Estimated Spendable Fund Balance		Estimated Spendable Fund Balance June 30, 2023	\$ Change	% Change	Reason for Changes (greater than 10%)
		July 1, 2022	June 30, 2023				
General Fund							
101	General Fund - Estimated Unreserved	383,290	383,370	80	0.02%		
Total General Fund		383,290	383,370	80	0.02%		
Special Revenue Funds							
201	Housing	4,240,370	5,071,210	830,840	19.59%	Accumulating resources for future expenses	
203	Public Safety Augmentation	90,200	-	(90,200)	-100.00%	Use of funds for public safety	
204	Gas Tax	7,222,190	5,000	(7,217,190)	-99.93%	Use of funds accumulated over a period of time	
205	Measure I	6,572,980	5,796,700	(776,280)	-11.81%	Use of funds accumulated over a period of time	
206	Road Maintenance Rehabilitation Account	2,864,380	3,701,230	836,850	29.22%	Use of funds accumulated over a period of time	
208	HOME Investment Partnership Program	933,340	626,640	(306,700)	-32.86%	Use of grant funds to issue loans	
209	Community Development Block Grant	1,520	-	(1,520)	-100.00%	Use of grant funds for community development	
210	Parking Business Improvement Area	169,130	8,680	(160,450)	-94.87%	Use of funds accumulated over a period of time	
211	Air Quality Management District	107,460	43,200	(64,260)	-59.80%	Use of funds accumulated over a period of time	
215	Prop 30	154,450	4,450	(150,000)	-97.12%	Use of funds accumulated over a period of time	
216	COPS	1,253,660	216,000	(1,037,660)	-82.77%	Use of funds accumulated over a period of time	
217	Other Grants	4,480	24,440	19,960	445.54%	Use of grant funds for various community development projects	
218	Office of Traffic Safety	-	148,460	148,460	-		
220	Asset Forfeiture - Federal DOJ	540,790	540,790	-	0.00%		
222	CalHOME	674,530	34,730	(639,800)	-94.85%	Use of grant funds to issue loans	
223	Asset Forfeiture - Federal/Treasury	10,260	10,260	-	0.00%		
224	Asset Forfeiture - State	196,390	196,390	-	0.00%		
225	BSCC Budget Act	83,020	83,020	-	0.00%		
226	CARES Act	-	-	-	-		
227	Office of Justice Programs	-	-	-	-		
229	ARPA	12,248,530	5,697,700	(6,550,830)	-53.48%	Use of funds received from American Rescue Plan Act	
Total Special Revenue Funds		37,367,680	22,208,900	(15,158,780)	-40.57%		
Total Capital Project Funds							
420	General Capital Improvements	2,480,360	2,594,360	114,000	4.60%		
421	Park Acquisition & Development	11,135,670	10,645,630	(490,040)	-4.40%		
422	Storm Drain Development	5,285,170	3,645,270	(1,639,900)	-31.03%	Use of funds accumulated over a period of time	
423	Street & Traffic Facility Development	1,412,070	1,260,220	(151,850)	-10.75%	Use of funds accumulated over a period of time	
425	General Capital Projects	1,629,420	1,213,580	(415,840)	-25.52%	Use of funds from General Fund transfers	
426	Street & Alley Repairs	687,380	34,870	(652,510)	-94.93%	Use of funds accumulated over a period of time	
Total Capital Project Funds		22,630,070	19,393,930	(3,236,140)	-14.30%		

City of Upland
 Summary of Changes in Spendable Fund Balances
 Fiscal Year 2022-2023 Adopted Budget

Fund No.	City of Upland	Estimated Spendable Fund Balance		Change	%	Reason for Changes (greater than 10%)
		July 1, 2022	June 30, 2023			
Enterprise Funds						
639/640	Water Utility	25,183,540	12,552,890	(12,630,650)	-50.15%	Use of funds accumulated over a period of time
641	Solid Waste Utility	54,610	255,170	200,560	367.26%	Accumulating resources for future expenses
645	Sewer Utility	12,505,820	8,135,100	(4,370,720)	-34.95%	Use of funds accumulated over a period of time
	Total Enterprise Funds	37,743,970	20,943,160	(16,800,810)	-44.51%	
Total Internal Service Fund						
751	Self-Funded Liability Insurance	(6,942,570)	(6,949,890)	(7,320)	0.11%	
752	Fleet Maintenance & Replacement	981,960	795,520	(186,440)	-18.99%	Use of funds accumulated over a period of time
753	Information Systems	1,974,270	1,935,890	(38,380)	-1.94%	
754	Building Maintenance & Operations	1,019,800	536,420	(483,380)	-47.40%	Use of funds accumulated over a period of time
755	UAL & Employee Benefits	-	-	-	0.00%	
	Total Internal Service Fund	(2,966,540)	(3,682,060)	(715,520)	24.12%	
Private Purpose Trust Fund						
805	Successor Agency Housing	(11,317,490)	(11,312,980)	4,510	-0.04%	
	Total Private Purpose Trust Fund	(11,317,490)	(11,312,980)	4,510	-0.04%	
	Total All Funds	83,840,980	47,934,320	(35,906,660)	-42.83%	

2022-2023 SCHEDULE OF REVENUES BY FUND & CATEGORY

Fund No.		2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
101	General Fund	\$ 45,548,730	\$ 49,165,380	\$ 44,891,140	\$ 48,863,370	\$ 50,181,580
	Total General Fund	\$ 45,548,730	\$ 49,165,380	\$ 44,891,140	\$ 48,863,370	\$ 50,181,580
201	Housing	\$ 88,960	\$ 230,890	\$ 4,632,780	\$ 4,632,780	\$ 4,813,280
203	Public Safety Augmentation Fund	990,550	1,057,960	1,339,880	1,339,880	1,422,700
204	Gas Tax	3,905,640	1,727,890	2,052,530	2,052,530	2,289,540
205	Measure I	1,730,130	1,776,810	1,409,270	1,409,270	1,623,180
206	Road Maintenance Rehabilitation Account	-	1,465,780	1,533,890	1,533,890	1,789,680
208	HOME Investment Partnership Program	215,280	149,010	75,800	75,800	48,300
209	Community Development Block Grant	367,690	359,110	1,426,860	1,965,190	794,680
210	Parking Business Improvement Area	66,340	60,450	59,000	59,000	58,600
211	Air Quality Management District	260,710	104,900	99,400	99,400	99,400
214	Homeland Security Grants-PD	22,940	28,330	-	11,400	-
215	Prop 30	2,510	1,140	900	900	-
216	COPS	199,140	194,840	120,000	120,000	120,000
217	Other Grants	54,810	25,340	266,980	1,439,820	655,340
218	Office of Traffic Safety	182,850	103,200	45,430	238,430	154,270
219	Other Public Safety Grants	-	157,620	11,320	11,320	-
220	Asset Forfeiture	8,100	19,060	-	-	-
222	CalHOME	43,520	172,940	30,200	30,200	35,200
223	Asset Forfeiture - Federal Treasury	160	80	-	-	-
224	Asset Forfeiture - State	17,740	1,840	-	-	-
225	BSCC Budget Act	1,360	620	-	-	-
226	CARES ACT	324,380	2,143,220	-	-	-
227	Office of Justice Programs	-	41,500	-	-	-
229	American Rescue Plan Act	-	4,740	7,960,000	7,960,000	35,000
	Total Special Revenue Funds	\$ 8,482,810	\$ 9,827,270	\$ 21,064,240	\$ 22,979,810	\$ 13,939,170
420	General Capital Improvements	\$ 652,120	\$ 345,460	\$ 279,000	\$ 279,000	\$ 195,000
421	Park Acquisition & Development	1,791,840	1,572,260	1,242,920	1,242,920	800,000
422	Storm Drain Development	970,880	859,700	410,710	410,710	366,200
423	Street & Traffic Facility Development	471,740	460,660	201,000	201,000	386,000
426	Street & Alley Repairs	234,740	215,730	220,680	220,680	240,000
427	Energy Efficiency Capital Improvement Projec	1,260	40	-	-	-
	Total Capital Project Funds	\$ 4,122,580	\$ 3,453,850	\$ 2,354,310	\$ 2,354,310	\$ 1,987,200
640	Water Utility	\$ 35,692,760	\$ 31,623,030	\$ 29,390,000	\$ 29,390,000	\$ 31,633,050
641	Solid Waste Utility	13,829,030	14,661,310	16,320,980	16,320,980	16,285,000
645	Sewer Utility	15,567,250	10,884,170	10,539,730	10,539,730	10,430,600
	Total Enterprise Funds	\$ 65,089,040	\$ 57,168,510	\$ 56,250,710	\$ 56,250,710	\$ 58,348,650
750	Fire Annexation Worker's Compensation	\$ 7,740	\$ 3,520	\$ -	\$ -	\$ -
751	Self-Funded Insurance	4,182,810	6,144,920	4,818,350	4,818,350	5,274,910
752	Fleet Maintenance & Replacement	1,212,960	728,220	1,435,390	1,435,390	780,080
753	Information Systems	1,763,630	1,996,380	2,505,680	2,505,680	2,827,970
754	Building Maintenance & Operations	1,103,200	939,930	1,127,220	1,127,220	995,340
755	UAL and Employee Benefits	-	-	10,168,860	10,226,640	7,583,450
	Total Internal Service Funds	\$ 8,270,340	\$ 9,812,970	\$ 20,055,500	\$ 20,113,280	\$ 17,461,750
805	Successor Agency	\$ 3,513,930	\$ 3,250,430	\$ 3,408,960	\$ 3,408,960	\$ 3,374,160
	Total Private Purpose Trust Fund	\$ 3,513,930	\$ 3,250,430	\$ 3,408,960	\$ 3,408,960	\$ 3,374,160
	Grand Total	\$ 135,027,430	\$ 132,678,410	\$ 148,024,860	\$ 153,970,440	\$ 145,292,510

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
General Fund					
4001 Current Secured Tax	\$ 7,094,240	\$ 7,590,360	\$ 7,427,570	\$ 7,668,020	\$ 8,038,710
4001 Property Tax (In-Lieu)	8,133,250	8,585,000	9,185,430	8,944,980	8,944,970
4002 Current Unsecured Tax	251,290	264,930	260,000	260,000	275,400
4003 Aircraft Taxes	45,770	41,610	39,660	39,660	33,770
4004 Prior Year Collections	294,720	348,940	241,980	241,980	295,000
4005 Current Supplemental	76,800	94,700	70,000	70,000	85,000
4006 Homeowner Property Tax Relief	69,400	64,890	69,400	69,400	64,800
4009 Weed Abatement Assessment	60,440	4,500	75,000	15,530	75,000
4011 RPTTF-Residual	1,578,910	1,303,180	1,100,000	1,100,000	1,300,000
4012 Trailer Coach in Lieu Tax	66,330	72,970	59,370	59,370	65,000
4403 Motor Vehicle in Lieu Tax	62,110	57,810	57,800	90,700	90,000
Revenue from Property Tax	\$ 17,733,260	\$ 18,428,890	\$ 18,586,210	\$ 18,559,640	\$ 19,267,650
4101 Sales and Use Tax	\$ 13,579,780	\$ 16,876,710	\$ 14,789,060	\$ 18,153,630	\$ 18,404,120
4102 Business License Tax	1,133,400	1,119,430	1,080,000	1,080,000	1,100,000
4103 Rock Extraction Tax	277,340	264,960	260,000	260,000	264,000
4104 Transient Occupancy Tax	156,700	195,620	154,000	154,000	164,000
4105 Real Property Transfer Tax	384,580	447,620	350,000	350,000	400,000
4110 Disability Access Fee	20,290	21,940	10,000	10,000	18,500
4121 Franchise Tax	1,252,060	1,284,530	1,252,060	1,252,060	1,284,520
Revenue from Other Taxes	\$ 16,804,150	\$ 20,210,810	\$ 17,895,120	\$ 21,259,690	\$ 21,635,140
4201 Building Permits	\$ 754,160	\$ 904,990	\$ 634,760	\$ 582,670	\$ 681,720
4202 Plumbing Permits	193,080	144,560	199,330	74,700	86,700
4203 Electrical Permits	434,670	695,080	288,510	392,410	455,400
4204 Heating & Cooling Permits	90,070	55,530	101,610	46,660	54,150
4205 Public Works Construction Permits	843,340	346,630	300,000	150,000	200,000
4206 Grading Permits	2,350	-	4,600	-	-
4207 Wall Permits	5,680	11,650	85,850	10,840	12,580
4208 Roofing Permits	51,080	129,950	84,840	93,910	108,990
4215 Other Permits	91,970	73,190	2,940	1,690	1,960
4216 Bicycle Licenses	90	50	70	70	70
4217 Animal Licenses	114,230	114,190	114,000	76,370	76,000
4222 Yard Sale Permits	3,890	3,100	3,500	3,500	3,500
4223 Alarm Permits	130	80	-	-	-
4224 Gun Licenses	350	2,200	1,510	1,510	500
4226 Metrolink Parking	64,980	2,010	65,000	15,000	21,100
4227 Vehicle Charging	-	2,060	-	5,000	-
Revenue from Licenses & Permits	\$ 2,650,070	\$ 2,485,270	\$ 1,886,520	\$ 1,454,330	\$ 1,702,670
4402 State Mandated Costs	\$ 1,420	\$ 50	\$ -	\$ -	\$ -
4421 Police Officer Standard Training	19,410	22,310	10,000	18,340	10,000
4482 State Literacy Program	27,470	27,100	27,000	27,000	28,000
Revenue from Other Governments	\$ 48,300	\$ 49,460	\$ 37,000	\$ 45,340	\$ 38,000
4601 Finance Department Fees	\$ 28,620	\$ 31,050	\$ 28,000	\$ 28,000	\$ 28,000
4602 City Clerk Fees	2,310	10,870	2,500	2,500	2,500
4603 Damage to City Property	51,630	48,830	-	50,000	-
4604 CFD Admin Fees	57,950	57,950	37,920	37,920	37,920
4611 Planning - Department Fees	131,640	198,490	145,000	325,000	325,000
4613 Planning - Deposit Fees	400,360	253,700	375,000	145,000	70,000
4614 Building - Plan Check Fees	306,770	514,070	238,330	530,190	620,820
4615 Building - Department Fees	274,260	185,250	360	45,710	53,040
4616 Building - Special Inspection Fees	9,160	37,740	58,870	21,220	24,640
4617 Economic Development Fees	200	3,610	-	150,000	-
4622 Police - Department Fees	181,810	147,330	170,580	138,880	143,100
4623 Police - Special Service Fees	6,870	640	24,200	8,760	4,500
4624 Animal Services - Animal Impounds	18,280	8,790	15,000	8,500	8,500

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
<i>General Fund (continued)</i>					
4626 Police - 30 Day Vehicle Impound Fee	148,420	182,940	179,660	266,600	224,770
4627 Police - School Resources Officer	72,610	-	99,450	28,720	94,450
4629 Animal Services - Spay/Neuter Fees	-	640	1,000	1,000	590
4630 Animal Services - Animal Control Fees	800	1,050	1,200	1,200	1,300
4642 Fire Merger Reimbursement	10,190	10,810	-	-	-
4645 Public Works - Department Fees	217,760	81,060	50,000	250,000	100,000
4646 Public Works - Engr Map & Plan Check Fees	403,570	337,740	300,000	125,000	300,000
4654 Sport Field Usage	21,130	32,420	22,500	30,000	40,000
4655 Recreation - Recreation Program Fees	21,040	80	37,500	-	37,500
4656 Recreation - Youth Sports	27,170	-	1,000	1,000	-
4657 Recreation - User Fees	154,350	49,470	200,000	200,000	200,000
4658 Recreation - Special Events	100,870	46,670	77,300	65,700	55,000
4659 Senior Center Program Fees	8,680	2,570	6,000	6,000	6,000
4660 Youth Partnership Program	3,870	690	-	-	-
4665 Library - Photocopy Revenue	3,750	600	500	500	500
4667 Landecena - Program Fees	2,660	-	3,400	1,500	3,000
4679 Library - Passport Services	27,430	5,610	20,000	36,000	30,000
4680 User Dept- OPEB	115,620	133,730	-	-	-
Revenue from Charges for Service	\$ 2,809,780	\$ 2,384,400	\$ 2,095,270	\$ 2,504,900	\$ 2,411,130
4701 Non-Vehicle Code Fines	\$ 320	\$ 180	\$ 210	\$ 90	\$ 130
4702 Vehicle Code Fines	183,870	95,540	130,000	130,730	130,000
4703 Red Light Code Fines	26,280	9,210	-	13,000	11,100
4704 Muni-Code- Code Enforcement Fines	175,670	6,990	13,000	8,400	13,000
4705 Muni Code- Animal Fines	3,650	5,480	5,200	2,050	2,500
4706 Muni Code- Parking Citation Fines	149,810	121,370	100,000	187,500	150,000
4707 Muni Code- Business License Fines	170,910	154,930	95,000	95,000	110,000
4708 Muni Code- False Alarm Fines	171,470	143,550	150,000	149,640	146,600
4709 Muni Code- Library Fines	11,990	5,350	3,750	3,750	2,500
Revenue from Fines & Forfeitures	\$ 893,970	\$ 542,600	\$ 497,160	\$ 590,160	\$ 565,830
4801 Interest Earnings	\$ 637,640	\$ 905,420	\$ 60,000	\$ 60,000	\$ 110,000
4802 Lease of City Property	758,420	782,960	806,570	806,570	807,030
4803 Rents - Recreation	20,730	2,200	12,000	2,000	12,000
4804 Rents - Park Sites	17,770	17,520	17,500	17,500	25,000
4806 Rental Income- Landecena	(600)	-	-	-	-
4807 Rents - Library	2,310	-	3,000	3,000	3,000
4814 City Stop Sales	250	80	-	-	-
4872 Unrealized Gain/Loss	100,830	(106,950)	-	-	-
4901 Sale of Assets	-	31,220	-	-	-
Revenue from Use of Money & Property	\$ 1,537,350	\$ 1,632,450	\$ 899,070	\$ 889,070	\$ 957,030
4904 Donations - General	\$ 5,990	\$ 7,700	\$ -	\$ -	\$ -
4905 Donation - Police	6,310	580	-	-	-
4908 Miscellaneous Reimbursements	4,590	326,760	53,890	30	40,000
4909 Other Revenue	163,480	244,110	90,000	102,300	106,360
4910 Water - Administrative Service Fee	1,404,900	1,404,900	1,404,900	1,727,000	1,727,000
4911 Solid Waste - Administrative Service Fee	481,780	481,780	481,780	546,540	546,540
4912 Sewer - Administrative Service Fee	472,000	472,000	472,000	559,710	559,710
4913 Cash- Over/ Short	260	(10)	-	-	-
4914 15% PBIA Admin Fee (Fire Merge)	7,810	10,040	8,780	8,780	8,780
4915 Donations - Animal	250	290	250	150	150
4916 Misc. Reimbursements - Animal Services	1,650	460	300	150	-
4917 Litigation Reimbursement	24,310	-	-	-	-
4918 Prior Year Revenue	15,630	-	-	-	-
4919 Administrative Service Fee	482,890	482,890	482,890	615,580	615,590
Other Revenue	\$ 3,071,850	\$ 3,431,500	\$ 2,994,790	\$ 3,560,240	\$ 3,604,130
Total General Fund	\$ 45,548,730	\$ 49,165,380	\$ 44,891,140	\$ 48,863,370	\$ 50,181,580

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
Housing Fund					
4801 Interest Income	\$ 48,130	\$ 21,420	\$ 23,000	\$ 23,000	\$ 15,000
4805 Rents - Apartments Market	-	-	4,400,000	4,400,000	4,600,000
4872 Unrealized Gain/Loss	20,160	(21,810)	-	-	-
4908 Miscellaneous Reimbursements	970	-	184,780	184,780	196,280
4909 Other Revenue	156,330	231,280	25,000	25,000	2,000
4918 Prior Year Revenue	(136,630)	-	-	-	-
Total Housing Fund	\$ 88,960	\$ 230,890	\$ 4,632,780	\$ 4,632,780	\$ 4,813,280
Public Safety Augmentation Fund					
4106 Sales Tax- Prop 172	\$ 988,430	\$ 1,056,740	\$ 1,339,880	\$ 1,339,880	\$ 1,422,700
4801 Interest Income	2,400	1,220	-	-	-
4872 Unrealized Gain/Loss	(280)	-	-	-	-
Total Public Safety Augmentation Fund	\$ 990,550	\$ 1,057,960	\$ 1,339,880	\$ 1,339,880	\$ 1,422,700
Gas Tax Fund					
4450 Gas Tax Apportionment 2107.5	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
4451 Gas Tax Apportionment 2106	245,810	250,530	275,070	275,070	310,160
4452 Gas Tax Apportionment 2107	505,500	543,340	574,900	574,900	692,040
4453 Gas Tax Apportionment 2105	400,340	401,530	451,760	451,760	506,560
4456 Gas Tax Apportionment 2103	541,160	525,830	693,300	693,300	773,280
4457 Gas Tax Apportionment 2032	1,359,280	-	-	-	-
4801 Interest Income	132,050	57,190	50,000	50,000	-
4872 Unrealized Gain/Loss	57,390	(60,360)	-	-	-
4908 Miscellaneous Reimbursements	568,360	-	-	-	-
4909 Other Revenue	88,250	2,330	-	-	-
Total Gas Tax Fund	\$ 3,905,640	\$ 1,727,890	\$ 2,052,530	\$ 2,052,530	\$ 2,289,540
Measure I Fund					
4501 Measure I Apportionment	\$ 1,574,580	\$ 1,782,330	\$ 1,364,270	\$ 1,364,270	\$ 1,623,180
4801 Interest Income	108,270	44,350	45,000	45,000	-
4872 Unrealized Gain/Loss	47,280	(49,870)	-	-	-
Total Measure I Fund	\$ 1,730,130	\$ 1,776,810	\$ 1,409,270	\$ 1,409,270	\$ 1,623,180
Road Maintenance Rehabilitation Account Fund					
4457 Gas Tax Apportionment 2032	\$ -	\$ 1,461,100	\$ 1,533,890	\$ 1,533,890	\$ 1,789,680
4801 Interest Income	-	4,000	-	-	-
4872 Unrealized Gain/Loss	-	680	-	-	-
Total Road Maintenance Rehabilitation Account Fund	\$ -	\$ 1,465,780	\$ 1,533,890	\$ 1,533,890	\$ 1,789,680
HOME Investment Partnership Program Fund					
4801 Interest Income	\$ 23,780	\$ 12,150	\$ 800	\$ 800	\$ 800
4872 Unrealized Gain/Loss	(2,570)	-	-	-	-
4918 Prior Year Revenue	(150,350)	-	-	-	-
4921 Program Income- Admin 10%	22,740	5,820	5,000	5,000	5,000
4922 Recaptured Income	128,770	-	5,000	5,000	1,000
4923 Program Income Revenue- HIP	140,050	16,380	25,000	25,000	1,500
4924 Program Income Revenue- FT HB	52,860	114,660	40,000	40,000	40,000
Total HOME Fund	\$ 215,280	\$ 149,010	\$ 75,800	\$ 75,800	\$ 48,300
Community Development Block Grant Fund					
4310 CDBG Apportionment	\$ 367,690	\$ 359,110	\$ 1,426,860	\$ 1,965,190	\$ 794,680
Total Community Development Block Grant Fund	\$ 367,690	\$ 359,110	\$ 1,426,860	\$ 1,965,190	\$ 794,680
Parking Business Improvement Area Fund					
4108 Park & Bus Imp Tax- Zone A	\$ 51,870	\$ 49,660	\$ 49,000	\$ 49,000	\$ 49,000
4109 Park & Bus Imp Tax- Zone B	9,930	9,130	9,500	9,500	9,500
4801 Interest Earnings	5,060	1,660	500	500	100
4872 Unrealized Gain/Loss	(520)	-	-	-	-

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
<i>Parking Business Improvement Area Fund (continued)</i>					
Total Parking Business Improvement Area Fund	\$ 66,340	\$ 60,450	\$ 59,000	\$ 59,000	\$ 58,600
Air Quality Management District (AQMD) Fund					
4360 SCIP Grant	\$ 160,000	\$ -	\$ -	\$ -	\$ -
4502 Motor Vehicle AB2766 Fees	99,400	102,910	99,400	99,400	99,400
4801 Interest Income	1,760	1,130	-	-	-
4872 Unrealized Gain/Loss	(450)	-	-	-	-
4909 Other Revenue	-	860	-	-	-
Total Air Quality Management District Fund	\$ 260,710	\$ 104,900	\$ 99,400	\$ 99,400	\$ 99,400
Homeland Security Grants Fund - PD					
4342 Homeland Security Grant- 2015	\$ 22,940	\$ 28,330	\$ -	\$ 11,400	\$ -
Total Homeland Security Grants Fund - PD	\$ 22,940	\$ 28,330	\$ -	\$ 11,400	\$ -
Proposition 30 Fund					
4801 Interest Income	\$ 2,840	\$ 1,140	\$ 900	\$ 900	\$ -
4872 Unrealized Gain/Loss	(330)	-	-	-	-
Total Proposition 30 Fund	\$ 2,510	\$ 1,140	\$ 900	\$ 900	\$ -
COPS Fund					
4423 COPS	\$ 184,950	\$ 187,380	\$ 120,000	\$ 120,000	\$ 120,000
4801 Interest Income	15,690	7,460	-	-	-
4872 Unrealized Gain/Loss	(1,500)	-	-	-	-
Total COPS Fund	\$ 199,140	\$ 194,840	\$ 120,000	\$ 120,000	\$ 120,000
Other Grants Fund					
4355 State Reimbursements	\$ 51,830	\$ 12,110	\$ -	\$ 277,840	\$ 277,840
4415 State Revenue	1,870.00	13,080	-	310,000	377,500
4483 Library Literacy - Donations	270	-	-	-	-
4507 County Grant Revenue	-	-	-	585,000	-
4509 JPL NASA Grant	90	-	-	-	-
4801 Interest Income	400	-	-	-	-
4872 Unrealized Gain/Loss	(30)	-	-	-	-
4908 Miscellaneous Reimbursements	-	-	225,070	225,070	-
4909 Other Revenue	380	150	41,910	41,910	-
Total Other Grants Fund	\$ 54,810	\$ 25,340	\$ 266,980	\$ 1,439,820	\$ 655,340
Office of Traffic Safety Fund					
4432 OTS- Sobriety Checkpoint Grants	\$ 182,850	\$ 103,200	\$ 45,430	\$ 238,430	\$ 154,270
Total Office of Traffic Safety Fund	\$ 182,850	\$ 103,200	\$ 45,430	\$ 238,430	\$ 154,270
Other Public Safety Grants					
4355 State Reimbursements	\$ -	\$ 157,620	\$ 11,320	\$ 11,320	\$ -
Total Local Law Enforcement Block Grants Fund	\$ -	\$ 157,620	\$ 11,320	\$ 11,320	\$ -
Asset Forfeiture Fund					
4435 Asset Forfeiture- Federal	\$ -	\$ 15,110	\$ -	\$ -	\$ -
4801 Interest Income	9,230	3,950	-	-	-
4872 Unrealized Gain/Loss	(1,130)	-	-	-	-
Total Asset Forfeiture Fund	\$ 8,100	\$ 19,060.00	\$ -	\$ -	\$ -
CalHOME Investment Partnership Program Fund					
4801 Interest Income	\$ 8,130	\$ 3,710	\$ 200	\$ 200	\$ 200
4872 Unrealized Gain/Loss	(900)	-	-	-	-
4918 Prior Year Revenue	(29,400)	-	-	-	-
4923 Program Income - HIP	-	79,330	25,000	25,000	10,000
4924 Program Income - FTHB	65,690	89,900	5,000	5,000	25,000
Total CalHOME Fund	\$ 43,520	\$ 172,940.00	\$ 30,200	\$ 30,200	\$ 35,200

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
Asset Forfeiture - Federal Treasury					
4801 Interest Income	\$ 180	\$ 80	\$ -	\$ -	\$ -
4872 Unrealized Gain/Loss	(20)	-	-	-	-
Total Asset Forfeiture-Federal Treasury	\$ 160	\$ 80	\$ -	\$ -	\$ -
Asset Forfeiture - State					
4321 H&S Police Forfeiture	\$ 2,200	\$ 60	\$ -	\$ -	\$ -
4422 Asset Forfeiture - State	12,490	320	-	-	-
4801 Interest Income	3,440	1,460	-	-	-
4872 Unrealized Gain/Loss	(390)	-	-	-	-
Total Asset Forfeiture - State	\$ 17,740	\$ 1,840	\$ -	\$ -	\$ -
BSCC Budget Act					
4801 Interest Income	\$ 1,540	\$ 620	\$ -	\$ -	\$ -
4872 Unrealized Gain/Loss	(180)	-	-	-	-
Total BSCC Budget Act	\$ 1,360	\$ 620	\$ -	\$ -	\$ -
CARES ACT					
4439 Federal CARES Act Funding	\$ 324,380	\$ 2,141,160	\$ -	\$ -	\$ -
4801 Interest Income	-	2,060	-	-	-
Total CARES Act	\$ 324,380	\$ 2,143,220	\$ -	\$ -	\$ -
Office of Justice Programs					
4439 Federal OJP Funding	\$ -	\$ 41,500	\$ -	\$ -	\$ -
Total Office of Justice Programs	\$ -	\$ 41,500	\$ -	\$ -	\$ -
American Rescue Plan Act					
4439 Federal ARPA Funding	\$ -	\$ -	\$ 7,960,000	\$ 7,960,000	\$ -
4801 Interest Income	-	4,740	-	-	35,000
Total American Rescue Plan Act	\$ -	\$ 4,740	\$ 7,960,000	\$ 7,960,000	\$ 35,000
General Capital Improvements Fund					
4219 General Capital Impact Fee	\$ 210,270	\$ 181,110	\$ 110,000	\$ 110,000	\$ 100,000
4220 Fire Capital Impact Fee	138,050	-	56,000	56,000	-
4221 Police Capital Impact Fee	253,240	164,640	101,000	101,000	95,000
4801 Interest Income	34,980	15,560	12,000	12,000	-
4872 Unrealized Gain/Loss	15,580	(15,850)	-	-	-
Total General Capital Improvements Fund	\$ 652,120	\$ 345,460	\$ 279,000	\$ 279,000	\$ 195,000
Park Acquisition & Development Fund					
4107 Construction Tax	\$ 1,577,370	\$ 1,660,910	\$ 1,192,920	\$ 1,192,920	\$ 800,000
4801 Interest Income	148,870	66,580	50,000	50,000	-
4872 Unrealized Gain/Loss	65,600	(67,410)	-	-	-
4918 Prior Year Revenue	-	(87,820)	-	-	-
Total Park Acquisition & Development Fund	\$ 1,791,840	\$ 1,572,260	\$ 1,242,920	\$ 1,242,920	\$ 800,000
Storm Drain Development Fund					
4211 Storm Drain Permits	\$ 787,710	\$ 786,520	\$ 310,500	\$ 310,500	\$ 290,000
4801 Interest Income	72,900	32,370	26,000	26,000	-
4872 Unrealized Gain/Loss	31,170	(33,050)	-	-	-
4902 Lease Proceeds	79,100	73,860	74,210	74,210	76,200
Total Storm Drain Development Fund	\$ 970,880	\$ 859,700	\$ 410,710	\$ 410,710	\$ 366,200
Street & Traffic Facility Development Fund					
4212 Street & Traffic Facility Permits	\$ 401,530	\$ 464,480	\$ 185,000	\$ 185,000	\$ 370,000
4218 Developer Agreement Fees	47,230	-	-	-	-
4801 Interest Income	20,520	18,080	16,000	16,000	16,000
4872 Unrealized Gain/Loss	2,460	(21,900)	-	-	-
Total Street & Traffic Facility Development Fund	\$ 471,740	\$ 460,660	\$ 201,000	\$ 201,000	\$ 386,000

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
Street & Alley Repairs Fund					
4225 Street & Alley- Burrtec	\$ 211,710	\$ 216,350	\$ 220,680	\$ 220,680	\$ 240,000
4801 Interest Income	16,190	6,790	-	-	-
4872 Unrealized Gain/Loss	6,840	(7,410)	-	-	-
Total Street & Alley Repairs Fund	\$ 234,740	\$ 215,730	\$ 220,680	\$ 220,680	\$ 240,000
Energy Efficiency Capital Improvement Project					
4801 Interest Income	\$ 1,260	\$ 40	\$ -	\$ -	\$ -
Total Energy Efficiency Capital Improvement Project	\$ 1,260	\$ 40	\$ -	\$ -	\$ -
Water Utility Fund					
4214 Water Construction Permits	\$ 611,690	\$ 690,510	\$ 400,000	\$ 400,000	\$ 350,000
4603 Damage to City Property	5,030	35,790	-	-	-
4681 Water Sales- Metered	25,716,830	27,401,300	27,800,000	27,800,000	30,302,000
4682 Water Sales- Flat Rate	59,720	58,750	55,000	55,000	55,000
4688 Water Sales- Recycled	444,030	511,010	540,000	540,000	-
4691 Water Meter Installation	133,090	137,230	105,000	105,000	105,000
4692 Lease of Stored Water	125,280	327,020	-	-	-
4697 Hydrant Flow Test	6,210	7,210	5,000	5,000	6,000
4698 Water Jumper Install Fee	17,430	19,040	-	-	-
4699 Joint Venture Net Income	1,919,880	1,908,830	-	-	-
4710 Municipal Code- Late Charges	150,040	30	-	-	-
4801 Interest Income	416,040	206,380	55,000	55,000	385,050
4802 Lease of City Property	15,900	-	-	-	-
4872 Unrealized Gain/Loss	181,860	(185,170)	-	-	-
4901 Sale of Capital Assets	-	359,640	-	-	-
4904 General Donations/Owner Contributions	5,455,130	-	-	-	-
4908 Miscellaneous Reimbursements	262,590	6,120	280,000	280,000	280,000
4909 Other Revenue	172,010	139,340	150,000	150,000	150,000
Total Water Utility Fund	\$ 35,692,760	\$ 31,623,030	\$ 29,390,000	\$ 29,390,000	\$ 31,633,050
Solid Waste Utility Fund					
4351 Beverage Recycling Grant	\$ -	\$ 2,480	\$ 19,480	\$ 19,480	\$ -
4352 Used Oil Block Grant	-	21,150	21,160	21,160	-
4685 Solid Waste- Residential	5,026,500	5,550,690	5,701,370	5,701,370	6,600,000
4686 Solid Waste- Non-Residential	8,586,900	8,930,750	10,398,460	10,398,460	9,500,000
4689 HHW Transfer In	158,790	162,260	165,510	165,510	180,000
4801 Interest Income	40,070	13,020	15,000	15,000	5,000
4872 Unrealized Gain/Loss	16,570	(19,040)	-	-	-
4908 Miscellaneous Reimbursement	200	-	-	-	-
Total Solid Waste Utility Fund	\$ 13,829,030	\$ 14,661,310	\$ 16,320,980	\$ 16,320,980	\$ 16,285,000
Sewer Utility Fund					
4210 Sanitary Sewer Permits- City	\$ 301,760	\$ 337,650	\$ 150,000	\$ 150,000	\$ 130,000
4213 Wastewater Permits	45,330	77,050	60,000	60,000	60,000
4683 Sewer Collection Charges	3,398,320	3,429,350	3,212,200	3,212,200	2,600,000
4684 Sewer Treatment- IEUA	6,801,500	6,894,970	7,034,430	7,034,430	7,400,000
4687 Sewer Connection Fees	690	22,750	16,600	16,600	16,600
4694 Sewer- Pass-Thru- Montclair	280	250	500	500	500
4695 Sewer- Pass-Thru- Ontario	42,600	40,570	48,000	48,000	50,000
4696 Sewer- Pass-Thru- LA County	15,380	15,210	18,000	18,000	18,000
4801 Interest Income	399,600	167,650	-	-	155,500
4872 Unrealized Gain/Loss	116,990	(131,760)	-	-	-
4901 Sales of Capital Assets	16,000	29,350	-	-	-
4904 General Donations/Owner Contributions	4,427,850	-	-	-	-
4909 Other Revenue	950	1,130	-	-	-
Total Sewer Utility Fund	\$ 15,567,250	\$ 10,884,170	\$ 10,539,730	\$ 10,539,730	\$ 10,430,600

2022-2023 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
Fire Annexation Worker's Compensation					
4801 Interest Income	\$ 8,760	\$ 3,520	\$ -	\$ -	\$ -
4872 Unrealized Gain/Loss	(1,020)	-	-	-	-
Total Fire Annexation Worker's Compensation	\$ 7,740	\$ 3,520	\$ -	\$ -	\$ -
Self-Funded Insurance Fund					
4610 Subrogation- Insurance Reimbursement	\$ -	\$ 1,455,010	\$ -	\$ -	\$ -
4671 User Departments- Workers Compensation	1,529,550	1,924,880	1,997,290	1,997,290	2,069,310
4672 User Departments- Unemployment	123,430	64,870	64,970	64,970	63,680
4673 User Departments- Long-Term Disability	123,210	125,140	125,000	125,000	90,990
4674 User Departments- Liability	2,275,280	2,443,260	2,503,830	2,503,830	2,978,470
4675 User Departments- Loss Prevention	126,060	124,980	127,260	127,260	72,460
4801 Interest Income	1,890	3,510	-	-	-
4908 Miscellaneous Reimbursements	3,390	1,710	-	-	-
4909 Other Revenue	-	1,560	-	-	-
Total Self-Funded Insurance Fund	\$ 4,182,810	\$ 6,144,920	\$ 4,818,350	\$ 4,818,350	\$ 5,274,910
Fleet Management Fund					
4676 User Departments- Vehicle Replacement	\$ 1,169,290	\$ 655,990	\$ 1,376,390	\$ 1,376,390	\$ 746,080
4801 Interest Income	13,030	5,580	-	-	-
4872 Unrealized Gain/Loss	(1,730)	-	-	-	-
4901 Sale of Assets	32,250	66,650	59,000	59,000	34,000
4909 Other Revenue	120	-	-	-	-
Total Fleet Management Fund	\$ 1,212,960	\$ 728,220	\$ 1,435,390	\$ 1,435,390	\$ 780,080
Information Systems Fund					
4125 PEG Fees	\$ 144,780	\$ 145,480	\$ 132,820	\$ 132,820	\$ 130,000
4669 User Departments- Information Systems	1,594,560	1,835,380	2,372,860	2,372,860	2,697,970
4801 Interest Income	27,180	15,520	-	-	-
4872 Unrealized Gain/Loss	(2,890)	-	-	-	-
Total Information Systems Fund	\$ 1,763,630	\$ 1,996,380	\$ 2,505,680	\$ 2,505,680	\$ 2,827,970
Building Maintenance & Operations Fund					
4670 User Departments- Building Maint & Operations	\$ 1,078,670	\$ 929,710	\$ 1,127,220	\$ 1,127,220	\$ 995,340
4801 Interest Income	27,030	9,920	-	-	-
4872 Unrealized Gain/Loss	(2,500)	-	-	-	-
4909 Other Revenue	-	300	-	-	-
Total Building Maintenance & Operations Fund	\$ 1,103,200	\$ 939,930	\$ 1,127,220	\$ 1,127,220	\$ 995,340
UAL & Employee Benefits					
4680 User Departments-UAL & Employee Benefits	\$ -	\$ -	\$ 10,168,860	\$ 10,226,640	\$ 7,583,450
Total UAL and Employee Benefits	\$ -	\$ -	\$ 10,168,860	\$ 10,226,640	\$ 7,583,450
Successor Agency Fund					
4430 SA Administrative Allowance	\$ 250,000	\$ 172,890	\$ 250,000	\$ 250,000	\$ 250,000
4431 SA RPTTF	3,181,460	3,048,860	3,141,660	3,141,660	3,123,160
4801 Interest Income	32,550	1,130	17,300	17,300	1,000
4891 Repay SA Loans Interest	-	8,550	-	-	-
4892 SA Loan Repay	49,920	18,750	-	-	-
4908 Miscellaneous Reimbursements	-	250	-	-	-
Total Successor Agency Fund	\$ 3,513,930	\$ 3,250,430	\$ 3,408,960	\$ 3,408,960	\$ 3,374,160
Grand Total	\$ 135,027,430	\$ 132,678,410	\$ 148,024,860	\$ 153,970,440	\$ 145,292,510

2022-2023 SCHEDULE OF EXPENDITURES BY FUND

Fund No.		2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
101	General Fund	\$ 40,900,700	\$ 41,918,660	\$ 45,763,110	\$ 77,073,220	\$ 52,256,120
	Total General Fund	\$ 40,900,700	\$ 41,918,660	\$ 45,763,110	\$ 77,073,220	\$ 52,256,120
201	Housing	\$ 2,459,340	\$ 2,276,270	\$ 3,941,910	\$ 3,955,210	\$ 3,982,440
203	Public Safety Augmentation	990,550	1,057,960	1,339,880	1,339,880	1,512,900
204	Gas Tax	1,908,330	3,002,730	9,135,880	9,075,510	9,506,730
205	Measure I	546,840	1,641,420	6,631,740	6,660,870	2,399,460
206	Road Maintenance Rehabilitation Account	-	40,070	1,420,510	1,432,340	952,830
208	HOME Investment Partnership Program	305,870	119,230	760,000	760,000	355,000
209	Community Development Block Grant	367,690	864,800	1,426,860	1,975,210	796,200
210	Parking Business Improvement Area	91,390	108,060	191,810	213,560	219,050
211	Air Quality Management District	309,540	141,180	177,410	194,570	163,660
214	Homeland Security Grants - PD	22,940	28,340	-	32,400	-
215	Prop 30	-	-	150,000	150,000	150,000
216	COPS	47,900	47,000	985,150	985,150	1,157,660
217	Other Grants	54,450	79,610	266,980	1,418,340	635,380
218	Office of Traffic Safety	130,100	124,940	49,730	242,730	5,810
219	Other Public Safety Grants	11,660	288,920	11,320	11,320	-
222	CalHOME	70,750	167,490	295,000	295,000	675,000
224	Asset Forfeiture State	1,000	1,500	-	-	-
226	Federal Grant - CARES Act	571,080	679,910	-	34,020	-
227	Office Of Justice Programs	-	41,500	-	-	-
229	American Rescue Plan Act	-	-	-	2,811,660	4,141,210
	Total Special Revenue Funds	\$ 7,889,430	\$ 10,710,930	\$ 26,784,180	\$ 31,587,770	\$ 26,653,330
420	General Capital Improvements	\$ -	\$ 265,640	\$ 555,000	\$ 592,750	\$ 81,000
421	Park Acquisition & Development	26,570	151,680	664,500	650,190	1,290,040
422	Storm Drain Development	20,490	116,760	3,692,200	3,600,900	2,006,100
423	Street & Traffic Facility Development	-	1,541,250	1,914,060	1,428,510	537,850
425	General Capital Projects	411,030	515,220	1,334,330	1,423,350	655,840
426	Street & Alley Repairs	10,250	511,500	584,100	572,120	892,510
427	Energy Efficiency Capital Imp Project	78,920	28,640	-	-	-
	Total Capital Project Funds	\$ 547,260	\$ 3,130,690	\$ 8,744,190	\$ 8,267,820	\$ 5,463,340
639	Water Bond Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 4,849,000
640	Water Utility	22,094,390	26,908,090	45,162,860	45,900,100	39,414,700
641	Solid Waste Utility	13,329,270	14,408,090	15,113,800	15,175,620	15,819,440
645	Sewer Utility	9,849,710	9,795,880	13,353,490	13,506,340	15,066,320
	Total Enterprise Funds	\$ 45,273,370	\$ 51,112,060	\$ 73,630,150	\$ 74,582,060	\$ 75,149,460
751	Self-Funded Insurance	\$ 5,693,510	\$ 4,656,140	\$ 4,818,350	\$ 5,369,560	\$ 5,282,230
752	Fleet Management	1,366,390	1,215,670	1,376,390	2,225,970	966,520
753	Information Systems	1,564,430	2,005,240	2,506,440	3,581,200	2,866,350
754	Building Maintenance & Operations	980,650	966,970	1,428,970	1,439,050	1,478,720
755	UAL & Employee Benefits	-	-	10,168,860	10,293,860	7,583,450
	Total Internal Service Funds	\$ 9,604,980	\$ 8,844,020	\$ 20,299,010	\$ 22,909,640	\$ 18,177,270
805	Successor Agency	\$ 945,020	\$ 929,150	\$ 3,374,630	\$ 3,375,960	\$ 3,369,650
	Total Private Purpose Trust Fund	\$ 945,020	\$ 929,150	\$ 3,374,630	\$ 3,375,960	\$ 3,369,650
	Grand Total	\$ 105,160,760	\$ 116,645,510	\$ 178,595,270	\$ 217,796,470	\$ 181,069,170

Transfers not included in the Schedule of Expenditures by Fund.

2022-2023 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

Fund No.		Salaries & Benefits	Maintenance & Operations	Capital Projects & Equipment	Total
101	General Fund	\$ 22,373,190	\$ 29,872,930	\$ 10,000	\$ 52,256,120
	Total General Fund	\$ 22,373,190	\$ 29,872,930	\$ 10,000	\$ 52,256,120
201	Housing	\$ 627,230	\$ 3,355,210	\$ -	\$ 3,982,440
203	Public Safety Augmentation	1,512,900	-	-	1,512,900
204	Gas Tax	191,510	685,800	8,629,420	9,506,730
205	Measure I	149,470	279,040	1,970,950	2,399,460
206	Road Maintenance Rehabilitation Account	45,430	62,430	844,970	952,830
208	HOME Investment Partnership Program	-	355,000	-	355,000
209	Community Development Block Grant	47,280	748,920	-	796,200
210	Parking Business Improvement Area	-	88,500	130,550	219,050
211	Air Quality Management District	4,660	11,000	148,000	163,660
214	Homeland Security Grants - PD	-	-	-	-
215	Prop 30	-	-	150,000	150,000
216	COPS	-	-	1,157,660	1,157,660
217	Other Grants	125,900	509,480	-	635,380
218	Office of Traffic Safety	-	5,810	-	5,810
219	Local Law Enforcement Block Grants	-	-	-	-
222	CalHOME	-	675,000	-	675,000
224	Asset Forfeiture State	-	-	-	-
226	Federal Grant - CARES Act	-	-	-	-
227	Office Of Justice Programs	-	-	-	-
229	American Rescue Plan Act	1,089,650	-	3,051,560	4,141,210
	Total Special Revenue Funds	\$ 3,794,030	\$ 6,776,190	\$ 16,083,110	\$ 26,653,330
420	General Capital Improvements	\$ -	\$ -	\$ 81,000	\$ 81,000
421	Park Acquisition & Development	-	-	1,290,040	1,290,040
422	Storm Drain Development	-	-	2,006,100	2,006,100
423	Street & Traffic Facility Development	9,890	2,440	525,520	537,850
425	General Capital Projects	-	-	655,840	655,840
426	Street & Alley Repairs	49,500	12,200	830,810	892,510
427	Energy Efficiency Capital Imp Project	-	-	-	-
	Total Capital Project Funds	\$ 59,390	\$ 14,640	\$ 5,389,310	\$ 5,463,340
639	Water Bond Capital Projects	\$ -	\$ -	\$ 4,849,000	\$ 4,849,000
640	Water Utility	4,440,320	24,540,200	10,434,180	39,414,700
641	Solid Waste Utility	697,100	15,002,830	119,510	15,819,440
645	Sewer Utility	1,616,420	9,877,060	3,572,840	15,066,320
	Total Enterprise Funds	\$ 6,753,840	\$ 49,420,090	\$ 18,975,530	\$ 75,149,460
751	Self-Funded Insurance	\$ 300,070	\$ 4,982,160	\$ -	\$ 5,282,230
752	Fleet Maintenance & Replacement	319,490	381,780	265,250	966,520
753	Information Systems	516,690	2,259,160	90,500	2,866,350
754	Building Maintenance & Operations	540,960	897,760	40,000	1,478,720
755	UAL & Employee Benefits	-	7,583,450	-	7,583,450
	Total Internal Service Funds	\$ 1,677,210	\$ 16,104,310	\$ 395,750	\$ 18,177,270
805	Successor Agency	\$ 177,370	\$ 3,192,280	\$ -	\$ 3,369,650
	Total Private Purpose Trust Fund	\$ 177,370	\$ 3,192,280	\$ -	\$ 3,369,650
	Grand Total	\$ 34,835,030	\$ 105,380,440	\$ 40,853,700	\$ 181,069,170

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

2022-2023 EXPENDITURES BY DEPARTMENT PROGRAM

	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
General Government					
City Council	\$ 105,410	\$ 93,410	\$ 118,200	\$ 118,200	\$ 155,490
City Treasurer	1,690	1,400	2,090	2,090	2,950
Administration	294,450	490,020	796,150	716,950	727,780
City Attorney	-	-	-	500,000	500,000
City Clerk	-	-	-	617,770	614,290
Total General Government	\$ 401,550	\$ 584,830	\$ 916,440	\$ 1,955,010	\$ 2,000,510
Administrative Services					
Finance	\$ 2,277,580	\$ 1,361,910	\$ 1,545,730	\$ 1,529,280	\$ 1,703,250
Non-Departmental	3,242,020	3,871,030	2,160,470	1,772,370	6,773,520
Library	1,483,100	1,589,920	1,368,040	1,759,230	1,918,420
Human Resources	767,770	616,720	616,470	616,470	643,830
City Attorney	411,670	630,020	500,000	-	-
City Clerk	231,430	492,540	416,250	-	-
Recreation Administration	726,660	749,130	850,820	855,530	996,500
Recreation Classes	164,790	30,850	159,350	127,300	165,750
Recreation Facilities	125,290	176,180	254,250	304,250	309,940
Recreation Parks	65,510	19,990	66,940	91,940	119,700
Senior Center	285,650	387,260	354,370	354,380	370,370
Special Events	120,540	55,690	99,940	154,290	189,270
Community Outreach Services	63,370	940	-	-	-
Landecena Center	29,070	33,710	-	-	-
Carnegie Library Operation	92,150	96,130	-	-	-
Library Literacy Program	190	-	-	-	-
Passports	15,590	8,170	-	-	-
Recreation Grants	740	110	-	585,000	-
Risk Management	5,705,030	4,656,140	4,818,350	5,369,560	5,282,230
Information Technology	1,572,980	2,262,840	2,506,440	3,715,220	2,866,350
UAL & Employee Benefits	-	-	10,168,860	10,293,860	7,583,450
Total Administrative Services	\$ 17,381,130	\$ 17,039,280	\$ 25,886,280	\$ 27,528,680	\$ 28,922,580
Development Services					
Building & Safety	\$ 859,990	\$ 953,080	\$ 1,197,600	\$ 1,238,600	\$ 1,558,900
Weed Abatement	31,110	14,650	77,330	111,830	93,590
Economic Development	300,760	323,520	293,710	364,300	412,560
Planning Commission	12,200	13,880	19,150	19,150	20,650
Planning	611,690	576,710	691,960	752,500	582,270
Santa Fe Depot	27,700	12,000	8,000	8,000	6,000
Housing	2,459,810	2,276,270	3,941,910	3,955,210	3,982,440
HOME Program	305,870	119,230	760,000	760,000	355,000
CBDG	367,690	864,800	1,426,860	1,975,210	796,200
PBIA	91,390	108,060	191,810	333,560	219,050
Development Grants	1,870	34,570	-	566,360	635,380
CalHOME Program	70,750	167,490	295,000	295,000	675,000
Energy Efficiency Capital Imp Project	78,920	28,640	-	-	-
Successor Agency	945,020	929,150	3,374,630	3,375,960	3,369,650
Total Development Services	\$ 6,164,770	\$ 6,422,050	\$ 12,277,960	\$ 13,755,680	\$ 12,706,690
Fire					
Fire Station I	\$ 13,850	\$ -	\$ -	\$ -	\$ -
Fire Station II	21,690	-	-	-	-
Fire Station III	20,220	-	-	-	-
Fire Station IV	20,410	-	-	-	-
Air Ambulance	4,930	-	-	-	-
Total Fire	\$ 81,100	\$ -	\$ -	\$ -	\$ -

2022-2023 EXPENDITURES BY DEPARTMENT PROGRAM

	2019-20 Actual	2020-21 Actual	2021-22 Adopted	2021-22 Amended	2022-23 Adopted
Police					
Police Administration	\$ 5,248,240	\$ 5,572,370	\$ 10,861,660	\$ 11,717,080	\$ 10,086,820
Investigations	2,778,670	3,113,740	2,893,120	7,066,480	2,876,550
Animal Services	606,340	586,940	692,210	694,710	725,730
Patrol	14,375,200	14,820,950	13,335,990	39,917,020	14,078,970
Police Special Events & Community Outreach	10,000	1,830	17,660	17,660	20,670
Police Reserves	670	1,460	6,300	6,300	6,780
Code Enforcement	739,690	580,610	671,350	813,850	815,590
Police Grants	265,440	577,130	1,238,110	1,463,510	1,313,470
Total Police	\$ 24,024,250	\$ 25,255,030	\$ 29,716,400	\$ 61,696,610	\$ 29,924,580
Public Works					
Public Works Administration	\$ 692,960	\$ 798,000	\$ 1,413,370	\$ 1,840,370	\$ 1,426,040
Engineering Administration	458,200	368,390	203,480	207,480	204,710
Development/Traffic Engineering	487,410	503,490	629,870	629,870	919,000
Street Maintenance	533,600	623,400	940,720	1,167,220	838,840
Street Sweeping	18,200	19,590	15,800	15,800	17,060
Sidewalk Maintenance	184,260	172,490	177,080	883,080	162,500
Street Lighting	919,510	893,040	776,860	787,360	807,550
Traffic Control	150,690	165,980	144,010	149,010	138,870
Traffic Facility Maintenance	281,230	272,370	257,300	257,300	274,300
Weed Abatement	47,370	28,240	21,940	21,940	23,770
Flood Control	7,000	4,000	2,000	2,000	3,000
Street Tree Maintenance	826,220	733,640	713,510	880,510	793,800
Public ROW Maintenance	460,890	513,430	440,190	545,190	962,830
Maintenance - Main Street	55,790	58,230	47,910	47,910	42,190
Maintenance - Metrolink	47,180	61,540	204,640	204,640	187,730
Graffiti Abatement	54,030	70,020	80,000	80,000	80,000
Damage to City Property	47,770	50,860	55,000	55,000	66,000
Park Maintenance	638,010	561,420	794,240	804,240	982,860
Sports Field Maintenance	229,990	225,270	221,370	247,370	415,050
Civic Center	307,740	320,820	192,560	192,560	199,460
Fire Fuel	19,730	12,450	14,000	14,000	14,000
Fire Station II Building	85,320	21,010	48,070	48,070	64,940
Historic Fire Station Building	15,750	13,690	36,440	36,440	38,890
Street Projects	2,455,170	4,684,220	17,188,130	17,168,720	12,859,020
General Capital Improvement - ARPA	-	-	-	92,000	2,934,360
General Capital Improvement	-	36,830	555,000	560,260	81,000
Park Acquisition & Development	26,570	151,680	664,500	650,190	1,290,040
Storm Drain Development	20,490	116,760	3,692,200	3,600,900	2,006,100
Street & Traffic Facility Development	-	1,541,250	1,914,060	1,428,510	537,850
General Capital Projects	400,610	515,220	1,334,330	1,423,350	655,840
Street & Alley Repairs	10,250	511,500	584,100	572,120	892,510
Water Utility	22,094,390	26,908,310	45,162,860	45,900,100	44,263,700
Solid Waste Utility	13,329,270	14,408,090	15,113,800	15,175,620	15,819,440
Sewer Utility	9,849,710	9,796,450	13,353,490	13,506,340	15,066,320
Fleet Maintenance & Replacement	1,366,390	1,215,670	1,376,390	2,225,970	966,520
Building Maintenance & Operations	986,260	966,970	1,428,970	1,439,050	1,478,720
Total Public Works	\$ 57,107,960	\$ 67,344,320	\$ 109,798,190	\$ 112,860,490	\$ 107,514,810
Grand Total	\$ 105,160,760	\$ 116,645,510	\$ 178,595,270	\$ 217,796,470	\$ 181,069,170

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

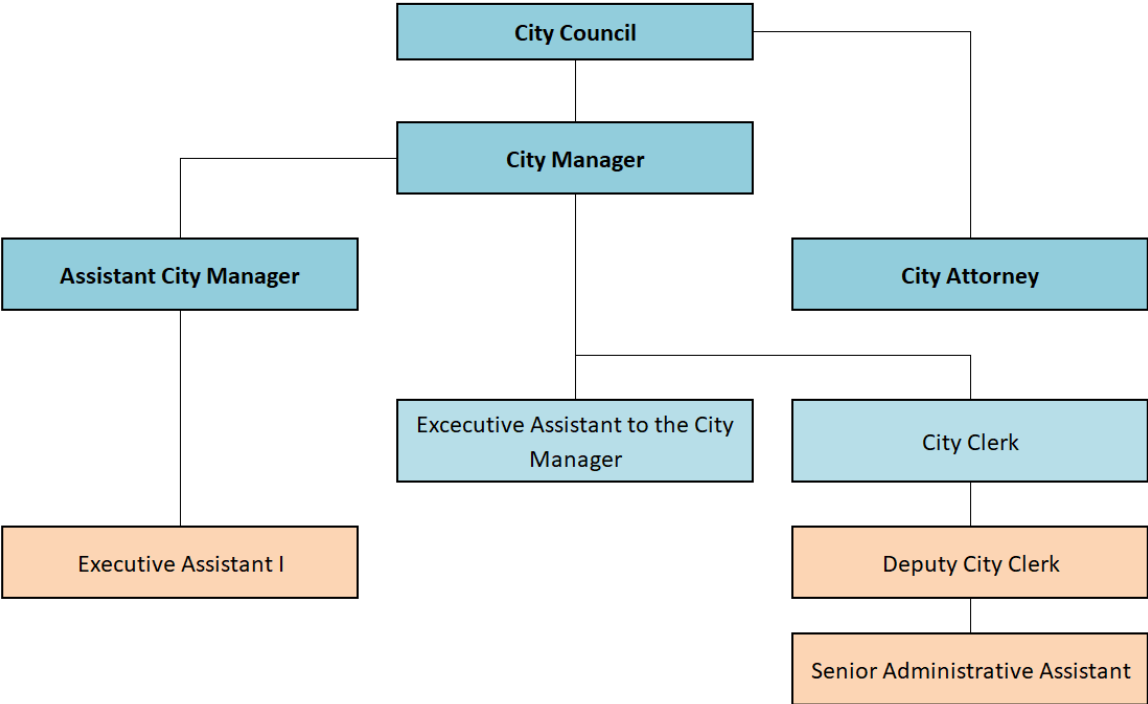
FISCAL YEAR 2022-23

SUMMARY OF TRANSFERS

Fund No.	Fund Name	Transfers In	Transfers Out
101	General Fund	\$ 2,444,620	
229	ARPA To Fund Public Safety Expenses and Budget Shortfall.		\$ 2,444,620
425	General Capital Projects	240,000	
101	General Fund To Fund Capital Improvement Projects.		240,000
645	Sewer Utility	265,000	
641	Solid Waste Utility To Transfer for Landfill Costs.		265,000
	Total	\$ 2,949,620	\$ 2,949,620

GENERAL GOVERNMENT

City of Upland Organizational Chart Fiscal Year 2022-23

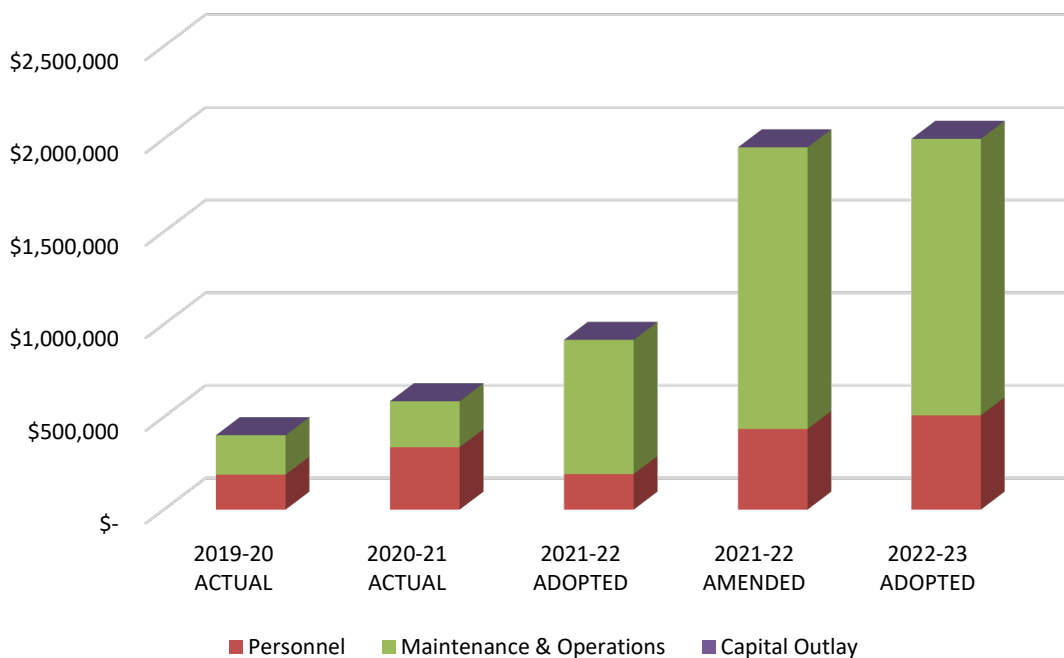


MISSION STATEMENT

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$188,810	\$336,610	\$191,640	\$ 435,410	\$508,950
Maintenance & Operations	212,740	248,220	724,800	1,519,600	1,491,560
TOTAL BUDGET	\$401,550	\$584,830	\$916,440	\$1,955,010	\$2,000,510

General Government Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$378,380	\$581,180	\$916,440	\$1,818,940	\$2,000,510
FEDERAL GRANT-CARES ACT	23,170	3,650	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	136,070	-
TOTAL BUDGET	\$401,550	\$584,830	\$916,440	\$1,955,010	\$2,000,510

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 2022-23 GOALS AND OBJECTIVES

- ◆ Continue to expand citizen participation in local government through advisory commissions, boards, committees, semi-monthly council meetings, and educational workshops.
- ◆ Enhance the quality of life for Upland residents by developing long and short-term fiscal and operational plans and policies.
- ◆ Initiate and participate in programs of regional and local importance including the improvement of air quality, water quality, and reduction of traffic congestion.
- ◆ Revitalize commercial activity and expand economic development opportunities to promote a healthy, local government economy.
- ◆ Pursue additional revenue sources to support the services and resources provided to the community.
- ◆ Pursue the enhancement of public engagement.
- ◆ 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 2022-23 GOALS AND OBJECTIVES

- ◆ 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.
- ◆ 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. He is the Executive Director of the City of Upland Financing Authority, the Upland Public Financing Authority, and the Upland Parking Authority. The City Manager also serves as the Director of Emergency Services.

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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
EXECUTIVE ASSISTANT I	0.00	0.00	0.00	1.00	0.06
TOTAL DIVISION	3.00	3.00	3.00	4.00	1.70

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Be responsive to Upland’s citizens, organizations, City Council, and staff in a timely manner.
- ◆ Be accessible to citizens, the City Council, business owners, and employees.
- ◆ Implement the goals set forth by the City Council, which include fiscal stabilization, economic development, infrastructure repair and replacement, and outstanding customer service.
- ◆ Provide outstanding Council relations by informing Councilmembers of relevant City affairs/business such that staff trust and integrity is maintained and promoted.
- ◆ Provide funding for various City projects by pursuing State and Federal grants.
- ◆ Provide outstanding City services by meeting regularly with the development community such that quality, financially viable projects are developed within the city.

- ◆ Promote effective and efficient service delivery by analyzing City operations on a continual basis and adjusting as needed.
- ◆ Continue to pursue measures to reduce operating costs and increase revenue opportunities.
- ◆ Continue to pursue strategies to address the future pension obligations.
- ◆ 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.
- ◆ Hire & retain key personnel.
- ◆ Continue to seek reimbursement and grant opportunities from County, State, and Federal Government agencies in response to the COVID-19 Pandemic.
- ◆ 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.
- ◆ Seek out Community and Regional partnerships to improve the quality of life for Upland residents.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 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%	98%
Percentage of inquiries from various Department personnel responded within two days or when scheduled	95%	95%	96%	96%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	99%	99%
Percentage of Electronic Message Board Requests posted prior to requested posting date	100%	100%	100%	100%

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Approved several new food businesses to the Downtown area.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers.
- ◆ Continued to provide effective services to the community and services for seniors during the pandemic.
- ◆ 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.
- ◆ Increased activity on social media to expand resident access to City activities.
- ◆ Completed the selection process for City Attorney Services.
- ◆ Created the “Upland Is For You” film series to inform the public about the State of The City in lieu of hosting the in-person event for a two year period (due to COVID).
- ◆ Hired a Large-Scale Event Management Company to manage the annual Upland Lemon Festival event.
- ◆ Oversaw the implementation of a new onboarding strategy to increase employee morale and retention.
- ◆ Declared a local emergency in response to the January 21, 2022, windstorm event and applied for financial assistance through CalOES.
- ◆ Secured grant funding to update the Hazard Mitigation Plan.
- ◆ Created the City Manager Advisory Panel made up of Upland residents to discuss possible solutions to improve the citizen experience.
- ◆ Implemented the multipronged BLAST Strategy to make significant reductions to the net pension liability.
- ◆ Hired the City’s first Communications Information Specialist.
- ◆ Obtained funding for facility improvements at Magnolia Recreation Center and Greenbelt Park restrooms from County Supervisor Rutherford.
- ◆ Obtained funding for multiple technology infrastructure & public safety updates/upgrades from County Supervisor Hagman.

CITY CLERK

The City Clerk 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 legislative and advisory committees’ 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 (UMC) 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.P

PERSONNEL					
PERMANENT POSITIONS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
ADMINISTRATION					
CITY CLERK	1.00	1.00	1.00	1.00	0.75
DEPUTY CITY CLERK	0.00	1.00	1.00	1.00	0.90
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	1.00	1.00	0.50
TOTAL DIVISION	2.00	2.00	3.00	3.00	2.15

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Update the City’s Conflict of Interest Code and coordinate ethics training for all designated officials and employees.
- ◆ Coordinate the 2022 City Council District Election process.
- ◆ Coordinate the City’s Department Head meeting and Candidate Forum for the 2022 Council District Election.
- ◆ 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.
- ◆ Coordinate with the City’s Information Technology Division to select a new agenda management software and coordinate with all Departments during implementation of the software.
- ◆ Coordinate with all City departments and the City Attorney’s office to draft an Omnibus ordinance to update various sections of the UMC that are outdated, inconsistent, or unclear.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
City Council and Council Committee agendas/packets/minutes prepared and posted	59	58	49	40
Campaign disclosure filings and Statements of Economic Interest filings processed	131	143	143	152
Agreements, resolutions, and ordinances processed and scanned/posted	94	115	133	114
Records requests processed/completed	376	367	369	370
Subpoenas processed	21	5	7	5

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Completed the redistricting process based on the 2020 Census results and coordinated with the San Bernardino County Registrar of Voters regarding new Council District boundaries.
- ◆ Completed the transition to electronic Political Campaign Committee Filings.
- ◆ Drafted rules and procedures of the City Council – adopted by the Council in September 2021.
- ◆ Coordinated the destruction of obsolete records with all City departments in compliance with the City’s Records Retention Schedule.
- ◆ Implemented Ordinance 1954 requiring annual proof of Council residency.
- ◆ Created a proclamation/certificate of recognition policy.
- ◆ Provided Brown Act Training to all City Advisory and Legislative Committees.
- ◆ Created a handbook for all appointed Committee and Board members.
- ◆ Updated the City Council agenda policy and created an agenda policy for Legislative and Advisory Committees.
- ◆ Updated Candidate nomination materials for the November 2022 Council election.

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 2022-23 GOALS AND OBJECTIVES

- ◆ To provide reliable and timely legal services to the City Council, advisory committees, and City staff to ensure the city is lawfully governed and the community effectively served.
- ◆ Upon approval of the City Council, represent the city in litigation.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

GENERAL GOVERNMENT		2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
1101	CITY COUNCIL					
	Personnel	\$ 46,770	\$ 39,210	\$ 34,260	\$ 34,260	\$ 65,800
	Maintenance & Operations	57,680	54,200	83,940	83,940	89,690
	Capital Outlay	-	-	-	-	-
	TOTAL CITY COUNCIL	\$ 104,450	\$ 93,410	\$ 118,200	\$ 118,200	\$ 155,490
1104	CITY TREASURER					
	Personnel	\$ 1,370	\$ 1,070	\$ 1,470	\$ 1,470	\$ 2,550
	Maintenance & Operations	320	330	620	620	400
	Capital Outlay	-	-	-	-	-
	TOTAL CITY TREASURER	\$ 1,690	\$ 1,400	\$ 2,090	\$ 2,090	\$ 2,950
1201	ADMINISTRATION					
	Personnel	\$ 137,690	\$ 296,330	\$ 155,910	\$ 168,710	\$ 181,110
	Maintenance & Operations	134,550	190,040	640,240	548,240	546,670
	Capital Outlay	-	-	-	-	-
	TOTAL ADMINISTRATION	\$ 272,240	\$ 486,370	\$ 796,150	\$ 716,950	\$ 727,780
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	500,000	500,000
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
	*Moved from Administrative Services FY21-22					
1701	CITY CLERK					
	Personnel	\$ -	\$ -	\$ -	\$ 230,970	\$ 259,490
	Maintenance & Operations	-	-	-	250,730	354,800
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ -	\$ -	\$ -	\$ 481,700	\$ 614,290
	*Moved from Administrative Services FY21-22					
101	TOTAL GENERAL FUND					
	Personnel	\$ 185,830	\$ 336,610	\$ 191,640	\$ 435,410	\$ 508,950
	Maintenance & Operations	192,550	244,570	724,800	1,383,530	1,491,560
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL FUND	\$ 378,380	\$ 581,180	\$ 916,440	\$ 1,818,940	\$ 2,000,510
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ 2,980	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	20,190	3,650	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT	\$ 23,170	\$ 3,650	\$ -	\$ -	\$ -
229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	136,070	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT	\$ -	\$ -	\$ -	\$ 136,070	\$ -
	TOTAL GENERAL GOVERNMENT					
	Personnel	\$ 188,810	\$ 336,610	\$ 191,640	\$ 435,410	\$ 508,950
	Maintenance & Operations	212,740	248,220	724,800	1,519,600	1,491,560
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL GOVERNMENT	\$ 401,550	\$ 584,830	\$ 916,440	\$ 1,955,010	\$ 2,000,510

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

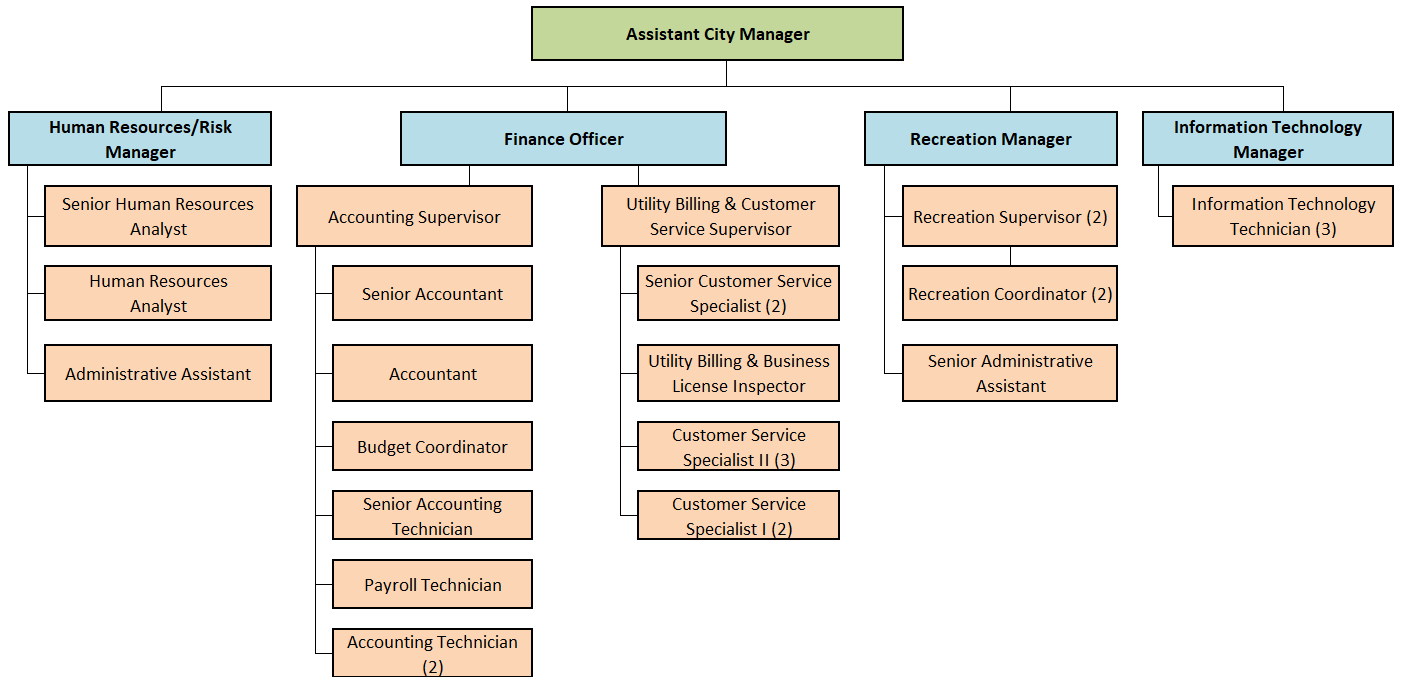
OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 9,760	\$ 17,610	\$ 18,200	\$ 20,870	\$ 14,710
5111	Salaries - Full Time	107,500	226,120	138,940	312,330	366,640
5112	Salaries - Temporary/Part Time	-	-	-	-	6,920
5113	Overtime	130	-	-	2,670	2,670
5116	Fringe Benefits	19,970	28,060	22,290	69,330	83,900
5117	Retirement Contributions	8,990	12,310	12,210	30,210	34,110
5119	Unfunded Annual PERS Liability	42,460	52,510	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 188,810	\$ 336,610	\$ 191,640	\$ 435,410	\$ 508,950
	MAINTENANCE & OPERATIONS					
5210	City Manager Contingency	\$ -	\$ 130	\$ 87,000	\$ 87,000	\$ 75,000
5211	Postage	4,890	4,930	6,530	6,530	6,530
5212	Advertising	770	-	9,250	42,700	31,050
5213	Dues & Subscriptions	55,460	49,860	62,120	64,150	64,800
5215	Training/Conferences/Meetings	3,610	3,550	29,850	30,980	32,850
5216	Office Supplies	600	530	1,500	3,600	3,600
5217	Other Supplies/Materials	21,480	18,780	25,700	24,770	26,300
5219	Permits/Licenses/Fee/Assessmnt	-	8,000	-	136,070	-
5221	Mileage Reimbursement	40	-	-	200	200
5222	Central Duplicating Charges	110	350	670	670	970
5223	Information Systems Charges	13,930	13,470	-	-	-
5231	Office Equipment (Under 5,000)	720	-	-	1,200	1,200
5234	Other Equipment Rental	-	34,650	-	-	-
5251	Legal Services	-	-	-	500,000	500,000
5252	Professional Services	18,380	7,760	135,000	118,000	73,000
5253	Contract Services	44,280	54,940	241,000	166,000	185,000
5255	Banking Services	60	-	-	-	-
5258	Other Services	13,410	14,740	22,200	79,960	181,580
5271	Insurance Premium	330	200	420	420	300
5273	Workers Compensation Charges	12,030	14,920	-	-	-
5274	Unemployment Charges	970	500	-	-	-
5275	Long-term Disability Charges	970	970	-	-	-
5276	Liability Charges	17,910	18,940	-	-	-
5277	Loss Prevention	990	970	-	-	-
5294	Sponsor/Contribution/Donation	1,010	-	4,500	4,500	4,500
5297	Other Expenses	790	-	-	-	-
5321	Employee Incentive	-	30	-	-	-
5701	Information Systems Allocation Charges	-	-	17,620	76,710	77,100
5705	Building Maintenance & Operation Allocation	-	-	32,460	71,990	91,590
5706	OPEB & Employee Benefits Allocations	-	-	8,800	16,090	13,990
5707	PERS-UAL Allocation	-	-	40,180	88,060	122,000
	TOTAL MAINTENANCE & OPERATIONS	\$ 212,740	\$ 248,220	\$ 724,800	\$ 1,519,600	\$ 1,491,560
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5531	Vehicles	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 401,550	\$ 584,830	\$ 916,440	\$ 1,955,010	\$ 2,000,510



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ADMINISTRATIVE SERVICES

City of Upland Organizational Chart Fiscal Year 2022-23

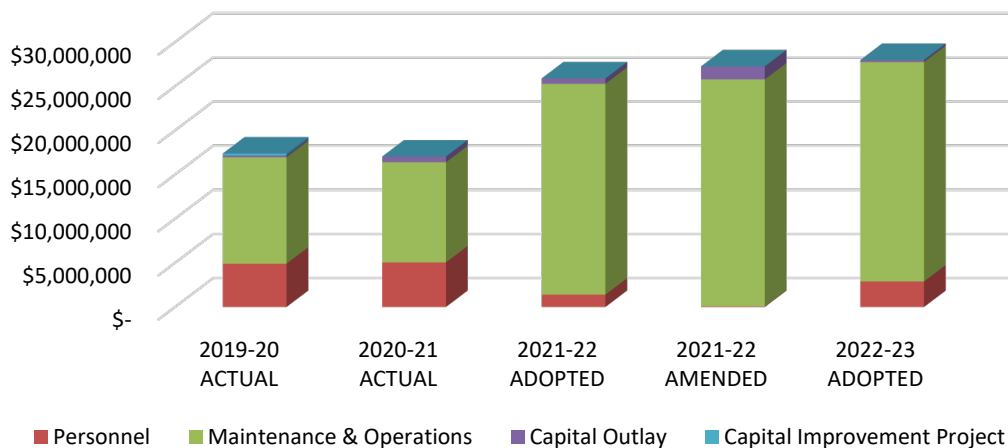


MISSION STATEMENT

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$4,903,940	\$5,045,610	\$1,400,170	\$64,100	\$3,846,700
Maintenance & Operations	12,056,110	11,345,500	23,880,740	25,991,740	24,837,380
Capital Outlay	196,660	648,170	605,370	1,472,840	238,500
Capital Improvement Project	224,420	-	-	-	-
TOTAL BUDGET	\$17,381,130	\$17,039,280	\$25,886,280	\$27,528,680	\$28,922,580

Administrative Services Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$9,623,440	\$9,762,280	\$8,215,220	\$7,337,630	\$12,007,700
AIR QUALITY MANAGEMENT FUND	309,540	141,180	177,410	177,410	163,660
OTHER GRANTS	740	110	-	585,000	-
FEDERAL GRANT-CARES ACT	189,470	474,330	-	34,020	-
AMERICAN RESCUE PLAN ACT	-	-	-	150,000	1,019,190
SELF-FUNDED INSURANCE	5,693,510	4,656,140	4,818,350	5,369,560	5,282,230
INFORMATION SYSTEMS	1,564,430	2,005,240	2,506,440	3,581,200	2,866,350
UAL & EMPLOYEE BENEFITS	-	-	10,168,860	10,293,860	7,583,450
TOTAL BUDGET	\$17,381,130	\$17,039,280	\$25,886,280	\$27,528,680	\$28,922,580

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
FINANCE					
FINANCE OFFICER	1.00	1.00	1.00	1.00	0.45
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00	0.55
SENIOR ACCOUNTANT	1.00	2.00	2.00	1.00	0.55
ACCOUNTANT	1.00	0.00	0.00	1.00	0.60
BUDGET COORDINATOR	0.00	0.00	0.00	1.00	0.55
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	0.72
PAYROLL TECHNICIAN	1.00	1.00	1.00	1.00	0.60
ACCOUNTING TECHNICIAN	3.00	3.00	3.00	2.00	1.20
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	1.00	1.00	1.00	1.00	0.15
SENIOR CUSTOMER SERVICE SPECIALIST	1.00	1.00	1.00	2.00	0.20
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	1.00	1.00	1.00	1.00	0.75
CUSTOMER SERVICE SPECIALIST II	2.00	3.00	3.00	3.00	0.50
CUSTOMER SERVICE SPECIALIST I	3.00	2.00	2.00	2.00	0.30
TOTAL DIVISION	17.00	17.00	17.00	18.00	7.12

FY 2022-23 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 to ensure fiscal control.

- ◆ Prepare a Government Finance Officers Association award winning Annual Comprehensive Financial Report for the Fiscal Year ended June 30, 2022.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2022-23 and present budget recommendations to the City Council in February 2023.
- ◆ Provide good fiscal stewardship by ensuring Fiscal Year 2023-24 City budget is adopted by the City Council prior to the close of Fiscal Year 2022-23.
- ◆ Reduce the number of days from fiscal year end until the Comprehensive Annual Financial Report is issued to 184.
- ◆ Upgrade Munis software to the most recent version.
- ◆ Implement fixed asset module of Munis Software.
- ◆ Implement electronic timecard entry for payroll.
- ◆ Continue working towards converting cash receipting records to electronic.
- ◆ Monitor 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.
- ◆ Continue working towards implementing a new EBPP (Electronic Billing, Payment and Presentment) system which will allow residents to pay their utility bills by web, telephone, and Short Message Service (SMS).
- ◆ Continue to raise current levels of business license compliance (i.e., working with businesses that have multi-year expired licenses to get current and close out licenses for businesses that are no longer in operation) through the efforts of the Utility Billing & Business License Inspector.
- ◆ Continue working with Burrtec Waste Industries Inc to collect on delinquent commercial refuse accounts through the efforts of the Utility Billing & Business License Inspector and implementing to a new Delinquent Notice with 10% penalty and lien procedures.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Receive the Government Finance Officers Association Award for Excellence in Financial Reporting and Distinguished Budget Presentation	YES	YES	YES	YES
Financial reports submitted to City Council on a monthly basis	100%	100%	100%	100%
Number of days from fiscal year-end until ACFR is issued	240	215	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 2020-21	Work in Process	Work in Process	100%
Percentage of utility accounts enrolled in the online biller program	61%	64%	66%	68%
Percentage of utility accounts enrolled in the Auto-Pay program	25%	27%	29%	31%
Percentage of utility accounts signed up for paperless statements	25%	27%	30%	32%
Implement and convert Utility Billing to the new ERP system	Deferred to FY 2020-21	Deferred to FY 2021-22	Deferred to FY 2022-23	100%
Develop and distribute welcome pamphlets for new City residents	Deferred to FY 2020-21	Deferred to FY 2021-22	Deferred to FY 2022-23	100%
Accept General Billing payments online	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)	Deferred to FY 2022-23 (as tied to new Utility Billing ERP system)	100%

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City's annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2021-22.
- ◆ Submitted financial reports for the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2021.
- ◆ Provided fiscal stewardship by preparing a quarterly review of the City's financial position in November 2021 and eliminated transfer of ARPA funds to be used for General Fund expenses.
- ◆ Sent over \$45 million to CalPERS to pay down the City's Unfunded Accrued Liability using the BLAST Strategy, this will result in the City saving close to \$70 million in interest costs over the next 22 years.
- ◆ Adopted a revised pension funding policy which contributed to the City aggressively paying down potential future CalPERS amortization bases.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2021-2022 and presented budget recommendations to the City Council in March 2022.
- ◆ Monitored CARES Act grants received in response to COVID-19 pandemic. Tracked expenditures in accordance with eligibility requirements and complied with financial reporting requirements.
- ◆ Monitored ARPA received in response to COVID-19 pandemic. Tracked expenditures in accordance with eligibility requirements and complied with financial reporting requirements.
- ◆ Reduced time spent on costing out labor proposals by using AdastraGov 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.
- ◆ Issued 531 purchase orders and 5,239 accounts payable checks.
- ◆ Processed 470 help desk tickets to assist departments with various Finance related needs.
- ◆ 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
INFORMATION SYSTEMS					
INFORMATION TECHNOLOGY MANAGER	1.00	1.00	1.00	1.00	0.00
INFORMATION TECHNOLOGY TECHNICIAN	2.00	2.00	2.00	3.00	0.00
TOTAL DIVISION	3.00	3.00	3.00	4.00	0.00

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Hire an IT Technician.
- ◆ Implement a new agenda management system.
- ◆ Upgrade council chambers hardware to handle remote calls for meetings.
- ◆ Upgrade city’s website to latest technology.
- ◆ Upgrade Utilities SCADA network communications.
- ◆ Complete migration of Utility Module to Munis.
- ◆ Establish dual factor authentication for all computers and servers in PD.
- ◆ Purchase and replace the aging storage and server hardware with hyperconverged infrastructure.
- ◆ Upgrade Water network firewalls.
- ◆ Add surveillance cameras and wireless access points in Magnolia, Landacena, and Senior Center.
- ◆ Replace Core Switches in PD and City Hall.
- ◆ Replace outdated Wi-Fi with latest Wi-Fi 6 technology city-wide.
- ◆ Migrate to cloud and expand the capabilities of environmental impact tracking software.
- ◆ Upgrade and cleanup City hall’s network cabling.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Percentage of information systems service requests resolved within 24 hours	99%	92%	93%	99%
Number of unplanned network outages	1	1	1	0
Number of unplanned server/service outages	1	1	0	0
Number of electronic devices maintained for employee use	950	1,534	1,560	1,575
Number of Help Desk tickets received for IT service requests (excluding weekend and phone requests)	1,518	1,180	1,580	1,600

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Completed RIPA Stop portal to comply with the Racial and Identity Profiling Act of 2015.
- ◆ Purchased and replaced Metrolink parking kiosk and implemented a new parking app.
- ◆ Implemented dog licensing portal.
- ◆ Rolled out mobile phones for all sworn personnel in Police department.
- ◆ As part of the transparency portal initiative, worked with Questys and provided online document capabilities for residents.
- ◆ Purchased and rolled out 40 laptops for telecommuting staff.
- ◆ Upgraded all City owned mobile phones to iPhone 11 and iPhone 13 with cost savings.
- ◆ Did a complete re-cabling of the recreation building data/voice network.
- ◆ Added a Voicemail server in PD.
- ◆ Worked with Central Square and Crossroads to create RMS interface for traffic citations.
- ◆ Upgraded the City's and PD's domain controllers to latest Windows server technology.
- ◆ Successfully managed and completed the project of installing fixed License plate readers.
- ◆ Successfully upgraded our document management software with minimal downtime to staff.

- ◆ Replaced, configured, and installed new enterprise level endpoint security to stop malicious attacks.
- ◆ Implemented a new contactless printing system in library.
- ◆ Installed wireless internet for Landecena and Animal Shelter.
- ◆ Upgraded City and PD’s intranet to the latest technology.
- ◆ Replaced outdated Door Access Control System.

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	1.00	1.00	1.00	0.50
TOTAL DIVISION	3.00	4.00	4.00	4.00	1.46

FY 2022-23 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 – continue working with the City’s unions to complete new performance evaluation documents that set 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 – continue to 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.
- ◆ 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 morale and encourages optimal health.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Number of recruitments concluded	40	42	58	50
Number of employees participating in the Rideshare program	22	17	14	20
Number of employee safety meetings	20	4	15	20
Number of applications processed	4,056	3,212	3,800	3,400
Number of Subrogations processed	24	25	25	30
Subrogation recovery amounts	\$56,661	\$87,607	\$90,000	\$100,000
Number of liability claims closed	82	139	140	150

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Filled a total of 26 full and part-time positions, to date.
- ◆ Filled 22 positions as promotional, promoting the retention of current employees.
- ◆ Revised 7 Administrative Policies and Procedures due to change in legislation and/or to streamline City processes, including Dress Code and Grooming Standards, Uniform Policy, Unemployment Insurance, Criminal Information and Jury Duty.
- ◆ Received the American Heart Associations’ Workplace Health Achievement Index Bronze Award highlighting the Employee Wellness Committee’s accomplishment toward continued improvement of the health of the City of Upland’s workplace and workforce.

- ◆ Provided training for supervisory and management employees in the areas of Reasonable Suspicion Training and how to draft corrective action documents for employees.
- ◆ Established a Division Manager’s Leadership Meeting to provide for continued development of City of Upland managers leadership skills and to provide for a more effective team to collaborate and resolve issues that arise in the City.
- ◆ Provided employees with an expanded benefits offering which included emergency ground and air transportation medical insurance, pet insurance, and new vision care insurance.
- ◆ Established agreements with a new clinic for pre-employment physicals and Workers’ Compensation claims.
- ◆ Collaborated with Kaiser Permanente to provide no cost COVID-19 vaccines, COVID-19 booster shots, and flu shots to employees and the community.
- ◆ Began the classification and compensation study process to ensure employees are appropriately classified and salaries remain competitive to attract a highly qualified workforce.

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-insured for workers’ compensation, unemployment, 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 insurance 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 2022-23 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 emails. 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 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 the city complies with CalOSHA 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.
- ◆ Continue to promptly process claims and subrogate applicable claims.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Developed the City's CalOSHA COVID-19 Prevention Plan policy.
- ◆ Provided all City employees with rapid COVID-19 testing kits, disposable masks, N95 masks and other safety equipment to ensure continued health of the workforce.
- ◆ Attended the PARMA (Public Agency Risk Management Association) conference for continued education on risk management strategies which included loss control, insurance for public agencies, and to learn best management practices for risk control.
- ◆ Provided employees with Safety Tips on items related to personal safety at work including COVID-19 precautions, heat-related illnesses, chemical hazards, cool weather safety tips, etc.
- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third-party administrator.

LIBRARY

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

The library provides reference services that include periodicals, audiovisual, and youth services. Staff 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 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 2022-23 GOALS AND OBJECTIVES

- ◆ Seek additional funding to support English language learning.
- ◆ Create new opportunities for community members to improve their digital skills.
- ◆ 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.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Library programs provided to the community	398	157	180	200
Library requests filled during the year	9,780	9,574	7,898	8,500
Adult literacy students	46	28	37	40
Presentations about Upland and the Inland Empire’s history	3	6	8	6
Circulation	179,964	116,832	110,792	120,000
Downloaded e-materials	26,815	24,576	19,127	22,000
New Card Registrations	3,121	2,002	2,388	2,500
Internet use by patrons	22,103	1,218	3,291	4,000

FY 2021-22 MAJOR ACCOMPLISHMENTS

City Council elected in October 2021 to fully restore library contract funding, allowing a return to full 52 hour per week service. This return to full service saw a corresponding increase in library use, especially as State and County COVID-19 restrictions eased. Our statistics going forward from this date show a steady increase approaching pre-pandemic levels. The Upland Library continues to support our community’s efforts to recover socially, economically, and educationally from the pandemic.

- ◆ Assisted City administration in distributing over 7,000 Covid rapid-test kits provided by the County. This allowed Upland residents to expand their ability to safely return to work and school.
- ◆ Initiated an internet hot-spot lending program in partnership with the California State Library, expanding access to online learning and work-from-home opportunities. Our library has 75 hotspots patrons may borrow, providing home internet access for all.
- ◆ Returned to in-person library programs for all ages utilizing a blended hybrid model allowing attendees to maintain appropriate social distance for their individual circumstance.
- ◆ Upland library allowed on-premises access more than half a year before our neighboring library systems.
- ◆ Enhanced electronic resources for patrons because of the COVID-19 Pandemic, including live tutoring for schoolchildren and job seekers’ resources, with a special focus on Veterans.
- ◆ Sourced alternative funding to be received by the library:
 - \$3,000 from the Hjorth Family Foundation to purchase children’s books.
 - \$10,290 Home Connectivity grant from the California State Library to provide internet hotspots for home use.
 - \$27,706 California State Literacy Services grant to support our Literacy Program.
 - \$61,000 from the Friends of the Library to support services and programs.

RECREATION

The Recreation and Community Services Division is committed to creating a 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, enjoy recreational activities, and strengthen community image.

PERSONNEL					
PERMANENT POSITIONS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	1.00	1.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	2.00	1.00	1.00	1.00	1.00
TOTAL DIVISION	5.00	5.00	5.00	6.00	6.00

FY 2022-23 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 to increase revenue and provide desirable programming and usage of the Magnolia Recreation and Gibson Senior Centers as well as the Landecena and Carnegie Library facilities.
- ◆ 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.

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

- ◆ Continue 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.
- ◆ Continue to expand general and senior class offerings.

- ◆ Reintroduce safe and exceptional day trip experiences that appeal to a diverse community.
- ◆ 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 outstanding 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 for participants to receive a special commemorative medal for those participants competing in the Lemon Zest 5K Run, 4th of July Firecracker 5K Run, and Turkey Trot 5K Run.
- ◆ Increase monthly programs, special events, and activities at the Gibson Senior Center and Magnolia Recreation 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.

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.
- ◆ “Concerts in the Park” will return to Magnolia Park.
- ◆ Children’s special events, alternating between park locations increasing 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Volunteer hours provided	12,250	1,942	5,005	7,000
Revenue received from sponsorships	\$39,411	\$16,323	\$127,900	\$130,000
Classes held	1,767	240	747	1,500
Special events held	94	143	285	250
Special Events Attendance/Outreach	19,732*	14,592*	45,400	45,400
*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 delivery of service 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 and enhance one’s overall wellness during this challenging time, staff developed a variety of virtual and/or socially distanced events which resulted in positive avenues for social, mental, and physical health. Transitions to in-person classes, programs, events, and activities began to take place in February of 2022.

Modifications to community-based events included the following:

- ◆ The annual Firecracker 5k Run was offered as a virtual 5k race.
- ◆ The first non-spectator 4th of July Firework show was offered to all city of Upland residents in partnership with Holiday Rock via video stream on a local TV channel.
- ◆ The annual Scary-a-Faire took place in-person in conjunction with the Upland Unified School District. An estimated 6,000 participants were in attendance.
- ◆ The annual Turkey Trot 5K Run was offered as both in-person and virtual with the most recorded participants in its history.
- ◆ 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 in person with an estimated 1,000 participants, the most since this annual tradition began.

- ◆ The first Lemon Zest 5K Run took place in-person on March 19, 2022, with an estimated 200 participants.
- ◆ Spring Egg Hunt Adventure took place in-person on April 16, 2022.

Community Service and Recreation Programs included the following:

- ◆ Contests – staff hosted contests such as the patriotic home decorating and holiday home decorating contests. Residents submitted photos of their entries for a chance to win prizes.
- ◆ Letters to Santa – Approximately 225 children sent letters to Santa and received responses.
- ◆ Little Chef’s Cooking Classes – Staff facilitated two sessions per quarter and gave instruction on a variety of recipes such as Brazilian Cheese Bread, Pepperoni Pizza Puffs, Puff Pastry Apple Turnovers, Spinach Lasagna Roll Ups, Boston Cream Pie Cookie Bites, Baked Ziti with Cheesy Baguette Rounds, Graham Cracker Whoopie Pies, Chocolate Covered Strawberries, and Cream Cheese Danish.
- ◆ Take & Make Crafts – children had 4 seasonal 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 had 3 categories (people, places, and nature) with the goal of capturing the essence of Upland.
- ◆ Classes via Contract Instructor – a variety of classes were offered both virtually and in-person 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 and adult fitness.
- ◆ Butterflies in May – resumed to the traditional event after having transitioned to a Take-and-Make opportunities for children.
- ◆ Lettuce Grow a Garden – the traditional event transitioned to a Take-and-Make opportunity for children. In partnership with the Public Works department, approximately 35 participants are anticipated to participate.
- ◆ May Fitness Month – staff provided opportunities focused on fitness and health including helpful tips on social media and various mini-events. “Walking Wednesdays” are scheduled to take place with an approximate 25 participants weekly.

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

- ◆ Helpful Handbook – this resource document was distributed to seniors during the weekly meal service and included helpful information and activities then transitioned to the “Gibson Gabber”.
- ◆ 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. Transitioned to in-person activities in March beginning with the St. Patrick’s Day Celebration.
- ◆ Health & Wellness Fair – this outdoor, physically distanced health fair included flu shots, COVID testing, health-related vendors, and a BBQ for seniors.
- ◆ Virtual Exhibits – pieces of artwork from senior recreation classes were displayed virtually- Black History Month, Chinese New Year, and an Art exhibit.
- ◆ 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.
- ◆ Gibson Monthly Birthday Program – recognizes and celebrates birthdays for seniors with Take & Go treats.
- ◆ West End Family Counseling offers Grief & Loss Support Groups, one on one Senior Counseling, and Color Away Your Stress in-person.
- ◆ Dr. Anthony Ratkovic started back in-person Chiropractic Wellness Lectures.
- ◆ Outdoor/In-person Bingo & Fun After Fifty (FAF).

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 seniors.

- ◆ 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 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 series, Breakfast with Santa, and other various activities/events hosted at the Gibson Senior Center.
- ◆ 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.
- ◆ Continued partnership with the Human Resources department hosting the service awards ceremony and health fair.
- ◆ Continued partnership with the Public Works department/Water Conservation division hosting events and activities for youth & adults.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET**

ADMINISTRATIVE SERVICES		2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
1301	FINANCE					
	Personnel	\$ 722,580	\$ 738,730	\$ 698,930	\$ 708,080	\$ 734,240
	Maintenance & Operations	1,487,690	581,400	777,760	752,160	830,840
	Capital Outlay	-	-	-	-	-
	TOTAL FINANCE	\$ 2,210,270	\$ 1,320,130	\$ 1,476,690	\$ 1,460,240	\$ 1,565,080
1302	MAIL/PRINTING SERVICES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	58,580	41,780	69,040	69,040	68,980
	Capital Outlay	-	-	-	-	-
	TOTAL MAIL/PRINTING SERVICES	\$ 58,580	\$ 41,780	\$ 69,040	\$ 69,040	\$ 68,980
1504	NON-DEPARTMENTAL					
	Personnel	\$ 2,510,340	\$ 2,426,660	\$ (1,051,960)	\$ (2,251,960)	\$ 216,670
	Maintenance & Operations	694,660	1,426,940	3,212,430	4,024,330	5,606,850
	Capital Outlay	-	-	-	-	-
	TOTAL NON-DEPARTMENTAL	\$ 3,205,000	\$ 3,853,600	\$ 2,160,470	\$ 1,772,370	\$ 5,823,520
1510	LIBRARY					
	Personnel	\$ -	\$ -	\$ -	\$ 57,100	\$ -
	Maintenance & Operations	1,482,810	1,412,700	1,368,040	1,694,760	1,918,420
	Capital Outlay	-	78,800	-	7,370	-
	TOTAL LIBRARY	\$ 1,482,810	\$ 1,491,500	\$ 1,368,040	\$ 1,759,230	\$ 1,918,420
1601	HUMAN RESOURCES					
	Personnel	\$ 140,530	\$ 228,920	\$ 173,860	\$ 173,860	\$ 194,660
	Maintenance & Operations	288,750	246,620	265,200	265,200	285,510
	Capital Outlay	-	-	-	-	-
	TOTAL HUMAN RESOURCES	\$ 429,280	\$ 475,540	\$ 439,060	\$ 439,060	\$ 480,170
1602	DEVELOPMENT & TRAINING					
	Personnel	\$ 21,840	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	5,670	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL DEVELOPMENT & TRAINING	\$ 27,510	\$ -	\$ -	\$ -	\$ -
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	391,970	621,930	500,000	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ 391,970	\$ 621,930	\$ 500,000	\$ -	\$ -
	*Moved into General Government FY21-22					
1701	CITY CLERK					
	Personnel	\$ 155,500	\$ 226,380	\$ 230,970	\$ -	\$ -
	Maintenance & Operations	72,740	266,160	185,280	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ 228,240	\$ 492,540	\$ 416,250	\$ -	\$ -
	*Moved into General Government FY21-22					
4201	RECREATION ADMINISTRATION					
	Personnel	\$ 399,880	\$ 466,640	\$ 445,420	\$ 445,420	\$ 493,530
	Maintenance & Operations	227,750	282,490	405,400	410,110	502,970
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION ADMINISTRATION	\$ 627,630	\$ 749,130	\$ 850,820	\$ 855,530	\$ 996,500
4202	RECREATION CLASSES					
	Personnel	\$ 1,760	\$ 10,330	\$ -	\$ -	\$ -
	Maintenance & Operations	163,030	20,520	159,350	127,300	165,750
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION CLASSES	\$ 164,790	\$ 30,850	\$ 159,350	\$ 127,300	\$ 165,750

ADMINISTRATIVE SERVICES

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
4203 RECREATION FACILITIES					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 28,050
Maintenance & Operations	125,290	30,440	254,250	254,250	281,890
Capital Outlay	-	72,870	-	-	-
TOTAL RECREATION FACILITIES	\$ 125,290	\$ 103,310	\$ 254,250	\$ 254,250	\$ 309,940
4204 RECREATION PARKS					
Personnel	\$ 46,680	\$ 19,110	\$ 58,840	\$ 83,840	\$ 112,250
Maintenance & Operations	18,830	880	8,100	8,100	7,450
Capital Outlay	-	-	-	-	-
TOTAL YOUTH PROGRAMS/SPORTS	\$ 65,510	\$ 19,990	\$ 66,940	\$ 91,940	\$ 119,700
4205 SENIOR CENTER					
Personnel	\$ 181,820	\$ 208,180	\$ 184,250	\$ 184,250	\$ 190,970
Maintenance & Operations	103,830	140,450	170,120	170,130	179,400
Capital Outlay	-	18,710	-	-	-
TOTAL SENIOR CENTER	\$ 285,650	\$ 367,340	\$ 354,370	\$ 354,380	\$ 370,370
4206 SPECIAL EVENTS					
Personnel	\$ 10,570	\$ 11,280	\$ 4,770	\$ 4,770	\$ 35,720
Maintenance & Operations	109,970	44,410	95,170	149,520	153,550
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 120,540	\$ 55,690	\$ 99,940	\$ 154,290	\$ 189,270
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 56,300	\$ 230	\$ -	\$ -	\$ -
Maintenance & Operations	7,070	710	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 63,370	\$ 940	\$ -	\$ -	\$ -
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	29,070	33,710	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL LANDECENA CENTER	\$ 29,070	\$ 33,710	\$ -	\$ -	\$ -
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	92,150	96,130	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 92,150	\$ 96,130	\$ -	\$ -	\$ -
4403 LIBRARY LITERACY PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	190	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY LITERACY PROGRAM	\$ 190	\$ -	\$ -	\$ -	\$ -
4409 PASSPORTS					
Personnel	\$ 15,500	\$ 6,610	\$ -	\$ -	\$ -
Maintenance & Operations	90	1,560	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PASSPORTS	\$ 15,590	\$ 8,170	\$ -	\$ -	\$ -
101 TOTAL GENERAL FUND					
Personnel	\$ 4,263,300	\$ 4,343,070	\$ 745,080	\$ (594,640)	\$ 2,006,090
Maintenance & Operations	5,360,140	5,248,830	7,470,140	7,924,900	10,001,610
Capital Outlay	-	170,380	-	7,370	-
TOTAL GENERAL FUND	\$ 9,623,440	\$ 9,762,280	\$ 8,215,220	\$ 7,337,630	\$ 12,007,700
211 TOTAL AIR QUALITY MANAGEMENT DISTRICT FUND					
Personnel	\$ 6,210	\$ 6,430	\$ 4,410	\$ 4,410	\$ 4,660
Maintenance & Operations	13,300	9,030	14,000	14,000	11,000
Capital Outlay	65,610	125,720	159,000	159,000	148,000
Capital Improvement Project	224,420	-	-	-	-
TOTAL AIR QLTY MGMT DISTRICT FUND	\$ 309,540	\$ 141,180	\$ 177,410	\$ 177,410	\$ 163,660

ADMINISTRATIVE SERVICES

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
217 TOTAL OTHER GRANTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	740	110	-	585,000	-
Capital Outlay	-	-	-	-	-
TOTAL OTHER GRANTS FUND	\$ 740	\$ 110	\$ -	\$ 585,000	\$ -
226 TOTAL FEDERAL GRANT-CARES ACT FUND					
Personnel	\$ 117,280	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	72,190	238,510	-	31,450	-
Capital Outlay	-	235,820	-	2,570	-
TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 189,470	\$ 474,330	\$ -	\$ 34,020	\$ -
229 TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 1,019,190
Maintenance & Operations	-	-	-	100,000	-
Capital Outlay	-	-	-	50,000	-
TOTAL ARPA FUND	\$ -	\$ -	\$ -	\$ 150,000	\$ 1,019,190
751 TOTAL SELF-FUNDED INSURANCE FUND					
Personnel	\$ 165,300	\$ 285,840	\$ 268,300	\$ 268,300	\$ 300,070
Maintenance & Operations	5,528,210	4,370,300	4,550,050	5,101,260	4,982,160
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE FUND	\$ 5,693,510	\$ 4,656,140	\$ 4,818,350	\$ 5,369,560	\$ 5,282,230
753 TOTAL INFORMATION SYSTEMS FUND					
Personnel	\$ 351,850	\$ 410,270	\$ 382,380	\$ 386,030	\$ 516,690
Maintenance & Operations	1,081,530	1,478,720	1,677,690	1,941,270	2,259,160
Capital Outlay	131,050	116,250	446,370	1,253,900	90,500
TOTAL INFORMATION SYSTEMS FUND	\$ 1,564,430	\$ 2,005,240	\$ 2,506,440	\$ 3,581,200	\$ 2,866,350
755 TOTAL UAL & EMPLOYEE BENEFITS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	10,168,860	10,293,860	7,583,450
Capital Outlay	-	-	-	-	-
TOTAL UAL & EMPLOYEE BENEFITS FUND	\$ -	\$ -	\$ 10,168,860	\$ 10,293,860	\$ 7,583,450
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 4,903,940	\$ 5,045,610	\$ 1,400,170	\$ 64,100	\$ 3,846,700
Maintenance & Operations	12,056,110	11,345,500	23,880,740	25,991,740	24,837,380
Capital Outlay	196,660	648,170	605,370	1,472,840	238,500
Capital Improvement Project*	224,420	-	-	-	-
TOTAL ADMINISTRATIVE SERVICES	\$ 17,381,130	\$ 17,039,280	\$ 25,886,280	\$ 27,528,680	\$ 28,922,580

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

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 18,170	\$ 20,360	\$ 21,000	\$ 18,330	\$ 17,720
5111	Salaries - Full Time	1,198,600	1,394,710	1,583,570	1,427,900	1,732,160
5111	Salaries - Full Time (Vacancy Allowance)	-	-	(1,082,960)	(2,282,960)	(1,168,170)
5112	Salaries - Temporary/Part Time	302,470	192,250	203,440	228,440	228,440
5113	Overtime	13,210	13,840	29,670	27,000	24,450
5115	Essential Worker Premium Pay	-	-	-	-	936,225
5116	Fringe Benefits	260,490	301,970	402,100	361,100	638,475
5117	Retirement Contributions	162,400	202,910	197,350	238,290	221,590
5118	Employee LTD Costs	32,000	32,000	46,000	46,000	46,000
5119	Unfunded Annual PERS Liability	1,102,390	499,540	-	-	1,169,810
5129	Unfunded Annual PERS Liability - Sworn	1,814,210	2,388,030	-	-	-
TOTAL PERSONNEL EXPENSES		\$ 4,903,940	\$ 5,045,610	\$ 1,400,170	\$ 64,100	\$ 3,846,700
MAINTENANCE & OPERATIONS						
5150	OPEB Expense	\$ -	\$ -	\$ -	\$ 277,000	\$ -
5205	Recruitment Costs - Other	2,570	1,230	5,000	5,000	8,700
5211	Postage	40,120	30,000	46,250	46,310	47,300
5212	Advertising	11,540	24,980	22,100	4,100	4,200
5213	Dues & Subscriptions	18,370	116,480	12,280	15,870	18,890
5215	Training/Conferences/Meetings	15,470	4,240	35,890	28,950	37,110
5216	Office Supplies	18,090	14,050	30,570	28,650	30,490
5217	Other Supplies/Materials	53,580	42,250	70,070	69,300	84,950
5218	Uniform Expense	90	720	530	1,210	1,500
5219	Registration/License/Permits	91,930	305,300	337,210	366,310	798,600
5220	Fuel Usage	2,160	1,920	2,850	5,060	5,550
5221	Mileage Reimbursement	300	-	1,200	1,000	1,100
5222	Print/Mail Charges	1,660	1,210	4,470	4,450	3,850
5223	Information Systems Charges	416,420	390,310	-	-	-
5224	Vehicle Charges	45,060	6,710	-	-	-
5225	Building Maint & Operations	358,640	43,410	-	-	-
5231	Office Equipment (Under 5,000)	2,570	19,610	2,800	5,300	7,500
5232	Computer Equip (Under 5,000)	126,250	201,150	78,000	245,980	55,500
5233	Other Equipment (Under 5,000)	7,520	183,620	-	62,510	51,200
5234	Other Equipment Rental	58,420	54,470	88,450	89,000	67,520
5235	Copier Usage Expense	51,810	55,230	65,000	65,000	65,000
5236	Rent	2,690	2,140	1,500	1,500	2,500
5241	Utilities - Electric	33,940	76,770	84,500	87,000	117,000
5242	Utilities - Gas	9,780	13,330	12,700	12,850	16,000
5243	Utilities - Telephone	268,520	310,680	309,000	309,000	343,600
5244	Utilities - Water	-	-	-	-	343,580
5245	Maintenance - Building/Structure/Grounds	10	-	-	-	-
5246	Maintenance - Equipment	350	280	-	-	-
5247	Maintenance - Vehicle	-	10	-	-	-
5248	Maintenance - Other	21,150	5,890	50,000	50,000	-
5251	Legal Services	483,910	712,230	700,000	495,070	100,000
5252	Professional Services	115,480	47,810	72,280	90,400	65,880
5253	Contract Services	1,456,700	1,331,760	1,679,280	2,096,360	1,851,570
5254	Data Processing Services	511,470	501,940	576,850	737,960	819,030
5255	Banking Services	93,430	99,510	117,500	134,430	131,540
5258	Other Services	615,680	785,260	731,540	1,272,020	703,540
5261	Books & Digital Materials	141,720	114,760	52,500	114,640	165,580
5269	PTS Center Outcomes Research Fee	260	-	-	-	-
5270	IBNR Claims Expense	166,500	(757,260)	-	-	-
5271	Insurance Premium	1,010,230	1,219,380	1,459,070	1,659,690	1,902,220

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
5272	Claims Expense	3,960,880	3,478,850	2,511,040	2,511,040	2,511,040
5273	Workers Compensation Charges	105,780	135,150	-	-	-
5274	Unemployment Charges	8,530	4,550	-	-	-
5275	Long-term Disability Charges	8,520	8,780	-	-	-
5276	Liability Charges	168,090	171,540	-	-	-
5277	Loss Prevention Charges	8,710	8,770	-	-	-
5290	Late Charges	620	1,620	1,000	1,000	-
5294	Sponsor/Contribution/Donation	74,760	-	-	-	3,000
5297	Other Expenses	-	850	-	-	-
5299	Prior Year Expenses	-	(1,330)	-	-	-
5303	DDA/OPA	326,880	562,600	343,000	843,000	843,000
5321	Employee Incentive	13,300	14,850	29,700	29,700	31,500
5322	Health Premiums - Retirees	319,340	(191,440)	300,000	328,930	345,370
5323	PERS Supplement	21,500	12,570	-	-	-
5325	Pension Expense - GASB 68	-	-	9,294,810	9,294,810	6,819,870
5326	Medical - Retirees	188,350	572,230	192,480	192,480	192,480
5327	Dental - Retirees	73,130	58,790	75,000	75,000	75,000
5328	Vision - Retirees	4,860	5,220	5,040	5,040	5,040
5329	COBRA	50	10,100	20,000	20,000	20,000
5410	ICRMA Liability Program Annual Assessment	87,690	87,690	87,700	87,700	87,700
5424	Bond Principal Payment	161,840	182,480	220,080	220,080	1,368,080
5425	Bond Interest Expense	268,890	260,250	251,250	251,250	759,260
5701	Information Systems Allocation Charges	-	-	461,610	402,520	440,030
5702	Fleet - Maintenance & Repair Allocation	-	-	11,650	11,650	10,370
5703	Vehicle Acquisition Allocation	-	-	250	250	(204,500)
5704	Building Maintenance & Operation Allocation	-	-	149,890	149,890	113,630
5705	Self Funded Liability Allocation	-	-	320,830	281,300	339,010
5706	OPEB & Employee Benefits Allocation	-	-	68,300	64,340	60,030
5707	PERS-UAL Allocation	-	-	2,887,720	2,839,840	3,166,470
	TOTAL MAINTENANCE & OPERATIONS	\$ 12,056,110	\$ 11,345,500	\$ 23,880,740	\$ 25,991,740	\$ 24,837,380
	CAPITAL OUTLAY					
5527	Buildings	\$ -	\$ 145,740	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	-	156,980	-	57,370	-
5530	Machinery & Equipment	131,050	219,730	446,370	1,256,470	90,000
5531	Vehicles	65,610	125,720	159,000	159,000	148,500
	TOTAL CAPITAL OUTLAY	\$ 196,660	\$ 648,170	\$ 605,370	\$ 1,472,840	\$ 238,500
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 224,420	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ 224,420	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 17,381,130	\$ 17,039,280	\$ 25,886,280	\$ 27,528,680	\$ 28,922,580

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2022-23 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	EXPENSE CLASSIFICATION	101 GENERAL	211 AQMD	229 ARPA	751 SELF-FUNDED INSURANCE	753 INFORMATION SYSTEMS	755 UAL & EMPLOYEE BENEFITS	2022-23 ADOPTED
		PERSONNEL EXPENSE							
5110		Buy Backs	\$ 13,990	\$ -	\$ -	\$ -	\$ 3,730	\$ -	\$ 17,720
5111		Salaries - Full Time	1,107,950	3,370	52,300	190,320	378,220	-	1,732,160
5111		Salaries - Full Time (Vacancy Allowance)	(1,168,170)	-	-	-	-	-	(1,168,170)
5112		Salaries - Temporary/Part Time	228,440	-	-	-	-	-	228,440
5113		Overtime	18,450	-	-	-	6,000	-	24,450
5115		Essential Worker Premium Pay	-	-	936,225	-	-	-	936,225
5116		Fringe Benefits	481,810	920	24,995	43,040	87,710	-	638,475
5117		Retirement Contributions	153,810	370	5,670	20,710	41,030	-	221,590
5118		Employee LTD Costs	-	-	-	46,000	-	-	46,000
5119		Unfunded Annual PERS Liability	1,169,810	-	-	-	-	-	1,169,810
		TOTAL PERSONNEL EXPENSES	\$ 2,006,090	\$ 4,660	\$ 1,019,190	\$ 300,070	\$ 516,690	\$ -	\$ 3,846,700
		MAINTENANCE & OPERATIONS							
5205		Recruitment Costs - Other	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700
5211		Postage	47,300	-	-	-	-	-	47,300
5212		Advertising	4,200	-	-	-	-	-	4,200
5213		Dues & Subscriptions	16,140	-	-	150	-	2,600	18,890
5215		Training/Conferences/Meetings	26,710	-	-	5,400	5,000	-	37,110
5216		Office Supplies	29,390	-	-	500	600	-	30,490
5217		Other Supplies/Materials	77,950	1,000	-	-	6,000	-	84,950
5218		Uniform Expense	1,500	-	-	-	-	-	1,500
5219		Registration/License/Permits	1,800	-	-	91,800	705,000	-	798,600
5220		Fuel Usage	4,700	-	-	-	850	-	5,550
5221		Mileage Reimbursement	1,000	-	-	-	100	-	1,100
5222		Print/Mail Charges	3,850	-	-	-	-	-	3,850
5231		Office Equipment (Under 5,000)	6,500	-	-	-	1,000	-	7,500
5232		Computer Equip (Under 5,000)	2,500	-	-	-	53,000	-	55,500
5233		Other Equipment (Under 5,000)	6,200	-	-	-	45,000	-	51,200
5234		Other Equipment Rental	15,000	-	-	-	52,520	-	67,520
5235		Copier Usage Expense	-	-	-	-	65,000	-	65,000
5236		Rent	2,500	-	-	-	-	-	2,500
5241		Utilities - Electric	117,000	-	-	-	-	-	117,000
5242		Utilities - Gas	16,000	-	-	-	-	-	16,000
5243		Utilities - Telephone	-	-	-	-	343,600	-	343,600
5244		Utilities - Water	343,580	-	-	-	-	-	343,580
5251		Legal Services	-	-	-	100,000	-	-	100,000
5252		Professional Services	43,050	-	-	-	-	22,830	65,880
5253		Contract Services	1,814,070	-	-	-	-	37,500	1,851,570

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
 FY 2022-23 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

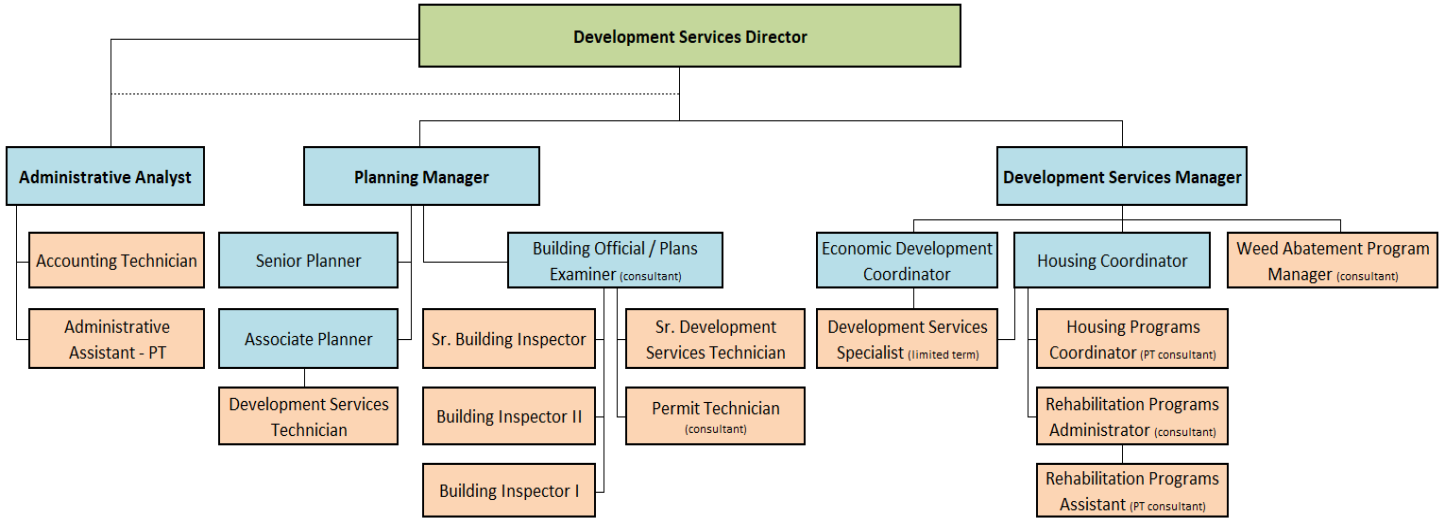
OBJECT CODE	FUND NO.	EXPENSE CLASSIFICATION	101	211	229	751	753	755	2022-23 ADOPTED
			GENERAL	AQMD	ARPA	SELF-FUNDED INSURANCE	INFORMATION SYSTEMS	U&A EMPLOYEE BENEFITS	
5254		Data Processing Services	-	-	-	-	819,030	-	819,030
5255		Banking Services	84,580	-	-	-	-	46,960	131,540
5258		Other Services	467,090	-	-	214,100	8,050	14,300	703,540
5261		Books & Digital Materials	165,580	-	-	-	-	-	165,580
5271		Insurance Premium	-	-	-	1,902,220	-	-	1,902,220
5272		Claims Expense	-	-	-	2,511,040	-	-	2,511,040
5294		Sponsor/Contribution/Donation	3,000	-	-	-	-	-	3,000
5303		DDA/OPA	843,000	-	-	-	-	-	843,000
5321		Employee Incentive	-	10,000	-	-	-	21,500	31,500
5322		Health Premiums - Retirees	-	-	-	-	-	345,370	345,370
5325		Pension Expense - GASB 68	-	-	-	-	-	6,819,870	6,819,870
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	1,368,080	-	-	-	-	-	1,368,080
5425		Bond Interest Expense	759,260	-	-	-	-	-	759,260
5701		Information Systems Allocation Charges	426,160	-	-	-	13,870	-	440,030
5702		Fleet - Maintenance & Repair Allocation	7,400	-	-	-	2,970	-	10,370
5703		Vehicle Acquisition Allocation	(205,000)	-	-	-	500	-	(204,500)
5704		Building Maintenance & Operation Allocation	113,630	-	-	-	-	-	113,630
5705		Self Funded Liability Allocation	339,010	-	-	-	-	-	339,010
5706		OPEB & Employee Benefits Allocation	40,780	-	-	6,350	12,900	-	60,030
5707		PERS-UAL Allocation	2,979,400	-	-	62,900	124,170	-	3,166,470
		TOTAL MAINTENANCE & OPERATIONS	\$ 10,001,610	\$ 11,000	\$ -	\$ 4,982,160	\$ 2,259,160	\$ 7,583,450	\$ 24,837,380
		CAPITAL OUTLAY							
5530		Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
5531		Vehicles	-	148,000	-	-	500	-	148,500
		TOTAL CAPITAL OUTLAY	\$ -	\$ 148,000	\$ -	\$ -	\$ 90,500	\$ -	\$ 238,500
		CAPITAL IMPROVEMENT PROJECTS							
55XX		Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL DEPARTMENT	\$ 12,007,700	\$ 163,660	\$ 1,019,190	\$ 5,282,230	\$ 2,866,350	\$ 7,583,450	\$ 28,922,580



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DEVELOPMENT SERVICES

City of Upland Organizational Chart Fiscal Year 2022-23

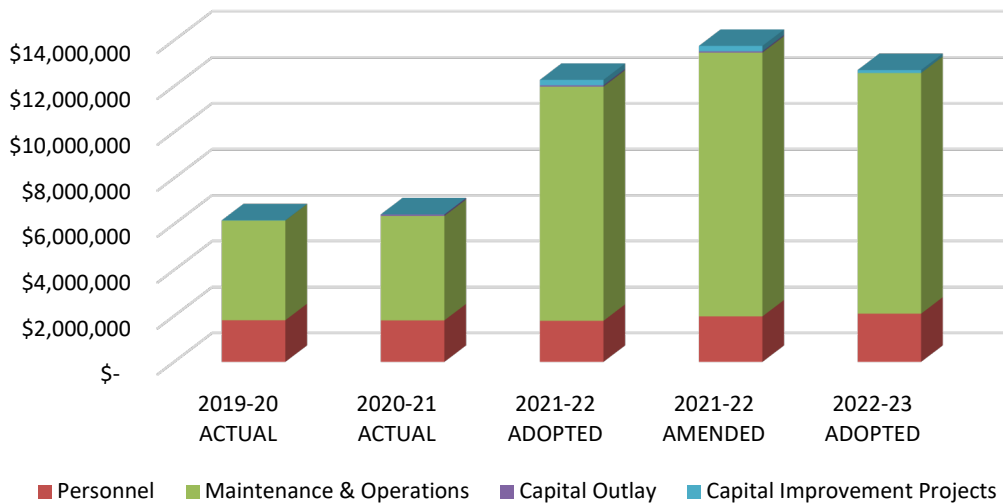


MISSION STATEMENT

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$1,814,420	\$1,807,880	\$1,787,470	\$1,979,570	\$2,099,320
Maintenance & Operations	4,340,650	4,543,570	10,193,870	11,482,180	10,476,820
Capital Outlay	-	66,330	60,000	59,210	-
Capital Improvement Projects	9,700	4,270	236,620	234,720	130,550
TOTAL BUDGET	\$6,164,770	\$6,422,050	\$12,277,960	\$13,755,680	\$12,706,690

Development Services Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$1,833,980	\$1,773,930	\$2,287,750	\$2,458,790	\$2,603,510
HOUSING	2,459,340	2,276,270	3,491,910	3,955,210	3,982,440
HOME	305,870	119,230	760,000	760,000	355,000
CDBG	367,690	864,800	1,426,860	1,975,210	796,200
PBIA	91,390	108,060	191,810	213,560	219,050
OTHER GRANTS	1,870	34,570	-	566,360	635,380
CALHOME	70,750	167,490	295,000	295,000	675,000
FEDERAL GRANT-CARES ACT	9,940	119,910	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	155,590	70,460
ENERGY EFFICIENCY CAPITAL IMPROV PROJ	78,920	28,640	-	-	-
SUCCESSOR AGENCY	945,020	929,150	3,374,630	3,375,960	3,369,650
TOTAL BUDGET	\$6,164,770	\$6,422,050	\$12,277,960	\$13,755,680	\$12,706,690

PERSONNEL					
PERMANENT POSITIONS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	1.00	1.00	1.00	0.35
ACCOUNTING TECHNICIAN	0.00	1.00	1.00	1.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	2.00	0.00	0.00	0.00	0.00
PLANNING MANAGER	1.00	1.00	1.00	1.00	0.85
SENIOR PLANNER	0.00	0.00	0.00	1.00	0.80
ASSOCIATE PLANNER	1.00	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	1.00	1.00	1.00	0.00	0.00
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	1.00	1.00	0.75
BUILDING INSPECTOR II	2.00	3.00	2.00	1.00	0.67
BUILDING INSPECTOR I	1.00	0.00	0.00	1.00	1.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	1.00	1.00	1.00	1.00	0.85
DEVELOPMENT SERVICES TECHNICIAN	0.00	0.00	0.00	1.00	1.00
TOTAL DIVISIONS	14.00	14.00	14.00	15.00	10.37

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 which 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.

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Continue to aid 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, address Murals (downtown and Citywide), and address Landscaping within commercial and industrial development.
- ◆ 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. 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 an ADU Workbook 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.
- ◆ Execute a contract with a short-term rental consultant to implement the program and properly regulate this land use and increase the City's Transient Occupancy Tax revenue.
- ◆ Process the Villa Serena Specific Plan and Focused Environmental Impact Report 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.
- ◆ 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.
- ◆ 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. The 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.
- ◆ Continue to update the "Notable Projects Map and Development Highlights" available on the city website to aide in transparency.
- ◆ 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.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Planning Division staff continues to explore technology opportunities to make information, plans, and applications more readily available to the community, property owners, business owners, and developers.

- ◆ Participated in and coordinated the review of 190 planning projects through the Administrative Approval, Technical Review Committee, Planning Commission, and City Council through March 2022.
- ◆ Staff processed 35 Accessory Dwelling Unit covenants.
- ◆ Personnel changes included recruiting and hiring a Planning Manager and reclassifying the Assistant Planner, Associate Planner, and Development Services Technician.
- ◆ Revised the format and process for mailing public notices to aide in transparency, improve efficiencies for staff time, and reduce supply costs.
- ◆ Refined counter hours to remain open from 8am-5pm and no longer closing for lunch to provide the best customer service and accessibility to the public.
- ◆ Coordinated with other city departments to process and issue approximately 9 Special Event and Film Permits.
- ◆ Processed 356 requests for address assignments.
- ◆ Provided customer service to an estimated 7,200 (30/day avg.) telephone inquiries.
- ◆ Issued 370 zoning clearance letters.
- ◆ Processed 2 Mills Act Contracts.
- ◆ The Division also worked on several ongoing and recurring projects such as the Department's web site, continuing budget challenges, and department monthly development highlights newsletter.
- ◆ Reviewed/responded to environmental documents prepared by other jurisdictions.
- ◆ The Draft Subsequent Initial Study Mitigated Negative Declaration for the Rose Glen Development Plan Project for 64 homes was circulated for public comment.
- ◆ Worked on an Economic Development Subsidy Report and an Operating Covenant Agreement between the City of Upland and Holliday Rock to provide a City Economic Development Subsidy for an additional 15-year term.
- ◆ Completed the design of a new neighborhood park on a city-owned property located on the northwest corner of 9th Street and Bodenhamer Street.
- ◆ Completed the design of the amended Downtown Upland Parklets Program located within Second Avenue between C Street and A Street and within 9th Street between First Avenue and Third Avenue.

- ◆ 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.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
General Plan Amendments	1	0	4	3
Zone Change/Code Amendments	2	4	2	4
Specific Plan Reviews	1	0	1	0
Site Plan Reviews**	7	0	0	0
Design Reviews**	9	0	0	0
Development Plan Review	0	12	7	10
Sign Design Reviews*	51	49	43	45
Parcel Map/Tract Maps	6	2	3	5
Administrative Use Permits	5	12	14	13
Administrative Determinations	8	8	5	7
Environmental Impact Reports/Negative Declarations	2	8	7	4
Temporary Use Permits	4	41	2	3
Special Event Permits	11	14	16	15
Appeals	0	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

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 & 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.

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Continue to facilitate the Building Division's review and approval process through the implementation of online building plan check submittals.
- ◆ Improve record keeping and archiving of blueprints/plans by scanning existing plans and documents into a searchable database.
- ◆ 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 to maintain effective construction inspections and to learn the latest minimum code provisions.
- ◆ Provide opportunities for inspectors to learn plan review techniques and 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.

- ◆ 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, mechanical, electrical & plumbing appliances, and fixtures for code compliance and occupant safety.
- ◆ 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, house re-piping, and other minor projects not requiring construction plans.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Using the new online permit application program (CSS Portal), the city is currently experiencing more than a 90 percent online submittal rate for all permit applications. With this high user rate and the implementation of construction plans submittal through the Portal, many basic permits (PV Systems, HVAC Change-out, Electric Panel Upgrade, Swimming Pools, etc.) are processed within 24 to 48 business hours. Additionally, the Building Division now offers the acceptance and review of building plans for major projects electronically, which significantly reduces the use of paper.
- ◆ The transition has proved educational as well as challenging and has highlighted needs in City permitting and plan check functions process changes, which are 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.
- ◆ Refined counter hours to remain open from 8am-5pm and no longer closing for lunch to provide the best customer service and accessibility to the public.
- ◆ Reclassified the Building Inspector class to include multiple steps to include an entry level and senior level.
- ◆ Performed plan reviews within the 3 week turn-around time for more than 2,400 submitted permit applications. Of this total, approximately 1,900 applications were reviewed in 72 hours or less.
- ◆ Responded to approximately 18,140 (90/day avg.) phone inquiries.
- ◆ Conducted 99% of more than 3,250 inspections within 24 hours of request.

- ◆ Through February 16, 2022, the Building and Safety Department has issued more than 1,650 construction permits. With more than 4 months remaining in the current fiscal year, the total number of permits processed may exceed 2,800.
- ◆ Implemented a Business License Inspection Program. Initially, this program required 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.
- ◆ Issued 591 permits for Photovoltaic Systems.
- ◆ Conducted 980 plan reviews to date.
- ◆ Conducted 3,520 inspections to date.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Inspections within 24 hours	99%	99%	99%	99%
Total number of inspections	10,700	8,200	7,200	7,500
Plan check turn-around time (business days)	4 weeks	< 3 weeks	< 3 weeks	< 3 weeks
Total number of plan checks	1,470	1,530	1,600	1,700
Total number of building permits issues	2,250	3,112	3,200	3,400
New commercial buildings	2	7	10	12
New residential buildings	180	130	120	130
New multi-family units	95	82	90	120

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.

FY 2022-23 GOALS AND OBJECTIVES

- ◆ Continue the weed abatement program.
- ◆ Inspect 22,320 properties for possible violations.
- ◆ Assess and lien non-compliant properties (350 properties).
- ◆ Abate non-compliant properties (40 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, notifications in the water bills, and linking a video to the website and other social media outlets.
- ◆ Continue conducting weed abatement workshops.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Inspected no properties as the program was on hold for FY 20-21.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Properties Inspected	0	0	22,320	22,320
Properties Assessed/Liened	0	0	400	400
Notices Sent Out	0	0	400	400
Properties Abated (via contractor)	0	0	40	40

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 continue to 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.

FY 2022-23 GOALS AND OBJECTIVES

- ◆ 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 with the branding, promotion, and marketing of the city with materials.
- ◆ Continue to provide training and business assistance services through Upland’s Small Business Development Center.
- ◆ Continue to implement the approved Policy and Plan with Historic Downtown Upland (HDU) regarding 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.
- ◆ Continue to coordinate with the HDU board for promoting and marketing downtown Upland.
- ◆ Continue to efficiently manage 26 leases and one license agreement for City-owned properties.
- ◆ Monitor a License Agreement with San Antonio Regional Hospital to provide additional parking near the south ballfield within Memorial Park.
- ◆ 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 fund and 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.
- ◆ Continue to implement the Downtown Beautification Program.
- ◆ Continue to implement the Downtown Upland Main Street Economic Recovery and Revitalization Project.
- ◆ Continue to implement business financial assistance programs.

- ◆ Continue to 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 Economic Development Committee on a quarterly basis.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor's Office on February 10, 2022 for the period of January 2, 2021 to January 1, 2022.
- ◆ Coordinated for the design and preparation of the "Discover Upland" brochure for use at various trade show events to promote the City and for attracting businesses to Upland.
- ◆ In December 2021, staff attended the Innovative Commerce Serving Communities (ICSC) conference in Las Vegas to attract retailers and promote Upland opportunities.
- ◆ In January 2022, issued a Request for Proposal for the City-owned half-acre property at Washington Boulevard and 6th Street for the purchase and potential development of multi-family residential or senior housing.
- ◆ In January 2021, the City Council adopted a resolution approving the 5-Year Economic Development Action Plan as prepared by Tierra West Advisors. To date, staff has completed several accomplishments and made progress for each of the five recommendations presented as the highest priorities in the Action Plan.
- ◆ The City Council proclaimed November 22, 2021, as "Small Business Saturday" urging residents of our community and communities across the country to support small business on Small Business Saturday and throughout the year.
- ◆ Crestwood Communities purchased four City-owned parcels that are zoned single-family dwellings located at Euclid Avenue, south of the 210 Freeway. The developer constructed high-end single-family dwellings on each lot with move-ins scheduled for November 2021.
- ◆ 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 from 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).
- ◆ Coordinated with the HDU board in promoting and marketing downtown Upland.

- ◆ Partnered with the Small Business Development Center (SBDC) with sharing online webinar Business Training Events and business assistance services on the City's website.
- ◆ Met with the Economic Development Committee on a quarterly basis to discuss economic development projects, development highlights, and business attraction efforts.
- ◆ Met 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.
- ◆ Identified available spaces for lease and properties for sale with in-house CoStar resource and assisted businesses with site selection assistance.
- ◆ Negotiated draft lease terms for one new cell tower facility proposed within San Antonio Park.
- ◆ Efficiently managed 26 leases and one license agreement for City-owned properties.
- ◆ Monitored a License Agreement with San Antonio Regional Hospital to provide additional parking near the south ballfield within Memorial Park.
- ◆ Promoted mixed-use development in Downtown.
- ◆ Managed the Upland Small Business Support Rent Recovery Program and assisted 24 businesses.
- ◆ Implemented the Downtown Upland Main Street Economic Recovery and Revitalization Project.
- ◆ Implemented the Comprehensive Downtown Beautification Program and coordinated for the upgrades and improvements to benches, trash receptacles, spire, kiosks, archway, and signage in the downtown.
- ◆ Prepared three Right of Entry Agreements for upgrade work to existing telecommunication facilities located in San Antonio Park and the Water Tanks site on 15th Street, and for temporary use of the Pacific Electric Bike Trail for renovation work at the old Mitchell's Plumbing building in Downtown.
- ◆ Prepared Economic Development Division updates to the Economic Development Committee on a quarterly basis.

HOUSING

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
HOUSING					
HOUSING COORDINATOR	1.00	1.00	1.00	1.00	0.00
DEVELOPMENT SERVICES SPECIALIST (LIMITED TERM)	0.00	0.00	0.00	1.00	0.00
TOTAL DIVISION	1.00	1.00	1.00	2.00	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 to increase, improve, or preserve affordable housing within the City’s limits for persons or families of low to moderate income.

FY 2022-23 GOALS AND OBJECTIVES

- ◆ 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).
- ◆ Continue the process to develop the Washington Avenue & 1st and A Street sites as appropriate.
- ◆ Continue to work with City Ventures on the completion of the DDA and construction of the development of the 1st Ave properties.
- ◆ 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.
- ◆ Continue to support financing homeless activities, i.e., the Permanent Local Housing Allocation Program.
- ◆ Prepare and submit the annual Housing Element activities report to HCD.
- ◆ Prepare and submit a HOME waiver for the after rehabilitation value limit for both the State HOME HIP/FTHB programs.
- ◆ Continue to assist with the marketing of all approved PACE programs.
- ◆ Consider new unsolicited housing proposals as appropriate or necessary.
- ◆ Create a new Accessory Dwelling Unit (ADU) financial assistance Program to assist with the creation of affordable housing units.

- ◆ Create a new program to financially assist non-profit organizations with predevelopment costs for 2+ new affordable residential units.
- ◆ Develop strategies to create additional affordable housing opportunities.
- ◆ 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 and to begin the modification process of the Ordinance.
- ◆ Procure the audited calendar year-end financial statements for the three Housing Fund apartments.
- ◆ Provide monitoring oversight of 300 housing units.
- ◆ Prepare and complete the Low and Moderate Income Housing Fund report.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Completed two (2) solar installation projects through GRID partnership.
- ◆ Earned approximately a net \$2.6 million from the efficient operation of the Sunset Ridge, Village, and Magnolia Colony Apartments.
- ◆ 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 \$65,585,000.
- ◆ 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.
- ◆ Provided monitoring and oversight of 300 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 2021-22.

- ◆ Completed the Low and Moderate Income Housing Fund report for FY 2021-22.

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 2022-23 GOALS AND OBJECTIVES

- ◆ Implement the City's State HOME and CalHome grant programs to finance approximately eight (8) new Housing Improvement Program (HIP), single-family - housing rehabilitation project loans and six (6) First Time Homebuyers Program loans.
- ◆ Continue to service the approximately \$5.1 million State HOME and CalHome program loan portfolio.
- ◆ Continue to implement the new green building standards in the Housing Improvement Program.
- ◆ Update program manuals, as needed.
- ◆ Prepare and submit timely, all State HOME, CalHome and PLHA program HCD annual and quarterly financial and performance reporting documents.
- ◆ Recommence marketing strategies for HOME and CalHome grant programs through various advertising avenues.
- ◆ Calculate CalHome annual anticipated 5% service fee on Reuse Account as Housing revenue.
- ◆ Continue to use the City's Permanent Local Housing Allocation (PLHA) fund allocation of \$277,837 to be used for homeless prevention services.

FY 2021-22 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.
- ◆ Received 2 HOME loan payoffs, received 5 CalHome loan payoffs, and 2 partial interest/principal CalHome payment for FY 2021-22.

- ◆ 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.
- ◆ Recorded CalHome annual anticipated 5% service fee on Reuse Account as Housing revenue.
- ◆ Prepared and submitted a CALHOME grant application to the California Department of Housing and Community Development for a five-year cycle funding award FY 2019-2024.
- ◆ Monitored the expenditure of the PLHA program annual funding of \$277,837.

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 2022-23 GOALS AND OBJECTIVES

- ◆ Implement the City's \$675,248 CDBG Funds/Program for FY 2022-23. To administer and monitor all sub-recipient CDBG contracts.
- ◆ 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 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 5 CRP projects.
- ◆ Develop the annual CDBG Action Plan and file with HUD using the E-con planning suite.
- ◆ Prepare and submit timely to HUD all annual financial and performance reporting documents.
- ◆ Comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ Continue to participate in HUD trainings.
- ◆ Continue to implement the Emergency Repair Program (ERP). Assist up to 15 very low-income families with small-scale emergent code repairs to their owner-occupied, single-family homes or mobile homes.
- ◆ Continue to implement the City's CARES Act CDBG Round 1 (CDBG-CV) and Round 3 (CDBG-CV3) [\$873,743 in Funds/Program for FY 2021-22]. Continue to administer and monitor all sub-recipient CDBG-CV and CDBG-CV3 contracts.

- ◆ Continue to assist 7 non-profit organizations in providing public service programs to approximately 868 Upland residents.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$1,301,051.83 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 2022-23.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Conducted an introductory CDBG presentation to the newly appointed CDBG Committee members.
- ◆ Prepared and finalized the Action Plan for FY 2022-23.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2020-21 to HUD.
- ◆ Received CAPER FY 2020-21 approval letter from the Department of Housing and Urban Development (HUD).
- ◆ Provided 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.
- ◆ Reviewed the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Funded the Business Assistance and Attraction Program (BAAP) projects of businesses located in the downtown area to promote new local jobs to persons of low to moderate income.
- ◆ Funded the Commercial Rehabilitation Program Historic Downtown Revitalization façade improvement projects to preserve and beautify historical commercial corridors.
- ◆ Assisted 18 very low-income owner-occupied households through the Emergency Repair Program (ERP).
- ◆ Participated in single audit process for FY 2020-21 CDBG funding.
- ◆ 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.

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 2022-23 GOALS AND OBJECTIVES

- ◆ Prepare the Recognized Obligation Payment Schedule (ROPS) when required and submit to the Department of Finance and the County Auditor-Controller's Office.
- ◆ 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.
- ◆ Continue to balance the Successor Agency budget for FY 2022-23.

FY 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the 2022-23 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 for FY 2021-22.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET**

DEVELOPMENT SERVICES	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
2201 BUILDING AND SAFETY					
Personnel	\$ 362,240	\$ 338,830	\$ 323,350	\$ 323,350	\$ 496,950
Maintenance & Operations	488,280	614,250	874,250	915,250	1,061,950
Capital Outlay	-	-	-	-	-
TOTAL BUILDING AND SAFETY	\$ 850,520	\$ 953,080	\$ 1,197,600	\$ 1,238,600	\$ 1,558,900
2202 WEED ABATEMENT					
Personnel	\$ 21,310	\$ 12,510	\$ 32,800	\$ 12,800	\$ -
Maintenance & Operations	9,800	2,140	44,530	99,030	93,590
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 31,110	\$ 14,650	\$ 77,330	\$ 111,830	\$ 93,590
2203 ECONOMIC DEVELOPMENT					
Personnel	\$ 106,410	\$ 82,220	\$ 104,590	\$ 104,590	\$ 110,180
Maintenance & Operations	194,350	121,390	189,120	224,120	231,920
Capital Outlay	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	\$ 300,760	\$ 203,610	\$ 293,710	\$ 328,710	\$ 342,100
2204 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	12,200	13,880	19,150	19,150	20,650
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 12,200	\$ 13,880	\$ 19,150	\$ 19,150	\$ 20,650
2205 PLANNING					
Personnel	\$ 334,050	\$ 270,550	\$ 417,040	\$ 428,580	\$ 443,950
Maintenance & Operations	277,640	306,160	274,920	323,920	138,320
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 611,690	\$ 576,710	\$ 691,960	\$ 752,500	\$ 582,270
2207 SANTA FE DEPOT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	27,700	12,000	8,000	8,000	6,000
Capital Outlay	-	-	-	-	-
TOTAL SANTA FE DEPOT	\$ 27,700	\$ 12,000	\$ 8,000	\$ 8,000	\$ 6,000
101 TOTAL GENERAL FUND					
Personnel	\$ 824,010	\$ 704,110	\$ 877,780	\$ 869,320	\$ 1,051,080
Maintenance & Operations	1,009,970	1,069,820	1,409,970	1,589,470	1,552,430
Capital Outlay	-	-	-	-	-
TOTAL GENERAL FUND	\$ 1,833,980	\$ 1,773,930	\$ 2,287,750	\$ 2,458,790	\$ 2,603,510
201 TOTAL HOUSING FUND					
Personnel	\$ 731,090	\$ 732,460	\$ 624,310	\$ 633,460	\$ 627,230
Maintenance & Operations	1,728,250	1,543,810	3,317,600	3,321,750	3,355,210
Capital Outlay	-	-	-	-	-
TOTAL HOUSING FUND	\$ 2,459,340	\$ 2,276,270	\$ 3,941,910	\$ 3,955,210	\$ 3,982,440
208 TOTAL HOME PROGRAM FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	305,870	119,230	760,000	760,000	355,000
Capital Outlay	-	-	-	-	-
TOTAL HOME PROGRAM FUND	\$ 305,870	\$ 119,230	\$ 760,000	\$ 760,000	\$ 355,000

DEVELOPMENT SERVICES		2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
209	TOTAL CDBG FUND					
	Personnel	\$ 59,920	\$ 132,510	\$ 99,900	\$ 112,030	\$ 47,280
	Maintenance & Operations	307,770	727,390	1,169,170	1,708,080	748,920
	Capital Outlay	-	790	60,000	59,210	-
	Capital Improvement Projects	-	4,110	97,790	95,890	-
	TOTAL CDBG FUND	\$ 367,690	\$ 864,800	\$ 1,426,860	\$ 1,975,210	\$ 796,200
210	TOTAL PARKING BUSINESS IMPROVEMENT AREA FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	81,690	42,360	52,980	74,730	88,500
	Capital Outlay	-	65,540	-	-	-
	Capital Improvement Projects	9,700	160	138,830	138,830	130,550
	TOTAL PARKING & BUSINESS IMPROVEMENT	\$ 91,390	\$ 108,060	\$ 191,810	\$ 213,560	\$ 219,050
217	TOTAL OTHER GRANTS FUND					
	Personnel	\$ -	\$ 1,870	\$ -	\$ 143,690	\$ 125,900
	Maintenance & Operations	1,870	32,700	-	422,670	509,480
	Capital Outlay	-	-	-	-	-
	TOTAL OTHER GRANTS FUND	\$ 1,870	\$ 34,570	\$ -	\$ 566,360	\$ 635,380
222	TOTAL CALHOME PROGRAM FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	70,750	167,490	295,000	295,000	675,000
	Capital Outlay	-	-	-	-	-
	TOTAL CALHOME PROGRAM FUND	\$ 70,750	\$ 167,490	\$ 295,000	\$ 295,000	\$ 675,000
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ 9,940	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	119,910	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 9,940	\$ 119,910	\$ -	\$ -	\$ -
229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
	Personnel	\$ -	\$ -	\$ -	\$ 35,590	\$ 70,460
	Maintenance & Operations	-	-	-	120,000	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ -	\$ -	\$ 155,590	\$ 70,460
427	TOTAL ENERGY EFFICIENCY CAPITAL IMP PROJECT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	78,920	28,640	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL ENERGY EFFICIENCY CAPITAL IMP F	\$ 78,920	\$ 28,640	\$ -	\$ -	\$ -
805	TOTAL SUCCESSOR AGENCY FUND					
	Personnel	\$ 189,460	\$ 236,930	\$ 185,480	\$ 185,480	\$ 177,370
	Maintenance & Operations	755,560	692,220	3,189,150	3,190,480	3,192,280
	Capital Outlay	-	-	-	-	-
	TOTAL SUCCESSOR AGENCY FUND	\$ 945,020	\$ 929,150	\$ 3,374,630	\$ 3,375,960	\$ 3,369,650
	TOTAL DEVELOPMENT SERVICES					
	Personnel	\$ 1,814,420	\$ 1,807,880	\$ 1,787,470	\$ 1,979,570	\$ 2,099,320
	Maintenance & Operations	4,340,650	4,543,570	10,193,870	11,482,180	10,476,820
	Capital Outlay	-	66,330	60,000	59,210	-
	Capital Improvement Projects*	9,700	4,270	236,620	234,720	130,550
	TOTAL DEVELOPMENT SERVICES	\$ 6,164,770	\$ 6,422,050	\$ 12,277,960	\$ 13,755,680	\$ 12,706,690

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

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 16,830	\$ 13,610	\$ 14,040	\$ 14,040	\$ 20,600
5111	Salaries - Full Time	1,009,320	1,060,110	1,222,930	1,369,430	1,482,260
5112	Salaries - Temporary/Part Time	79,250	80,860	97,360	82,330	41,370
5113	Overtime	21,160	21,590	21,500	21,500	23,500
5116	Fringe Benefits	236,990	244,950	302,300	346,830	372,870
5117	Retirement Contributions	108,300	120,300	129,340	145,440	158,720
5119	Unfunded Annual PERS Liability	342,570	266,460	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 1,814,420	\$ 1,807,880	\$ 1,787,470	\$ 1,979,570	\$ 2,099,320
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 120	\$ 30	\$ 600	\$ 600	\$ 600
5212	Advertising	41,960	26,660	39,500	38,700	29,500
5213	Dues & Subscriptions	12,250	7,990	12,310	20,510	21,800
5215	Training/Conferences/Meetings	7,420	3,270	21,290	21,490	24,720
5216	Office Supplies	4,500	4,160	5,550	5,550	5,450
5217	Other Supplies/Materials	26,560	39,090	11,750	80,450	12,730
5218	Uniform Expense	1,800	1,220	1,000	1,000	1,000
5219	Permits/Licenses/Fee/Assessments	20	-	20	20	20
5220	Fuel Usage	4,110	2,700	4,200	4,540	4,500
5221	Mileage Reimbursement	380	120	750	1,050	400
5222	Print/Mail Charges	1,540	1,230	2,100	2,350	2,400
5223	Information Systems Charges	127,510	160,230	-	-	-
5224	Vehicle Charges	15,330	13,470	-	-	-
5225	Building Maint & Operations	27,700	12,000	-	-	-
5231	Office Equipment (Under 5,000)	70	-	200	37,000	200
5232	Computer Equip. (Under \$5000.)	-	2,740	-	-	100
5233	Other Equipment	-	-	-	121,310	3,020
5234	Other Equipment Rental	2,250	-	-	-	-
5241	Utilities - Electric	250	200	150	200	200
5243	Utilities - Telephone	1,470	1,190	1,850	1,480	4,000
5245	Maintenance - Building/Structure/Grounds	19,480	18,820	22,500	44,250	63,000
5248	Maintenance - Other	11,900	-	-	-	-
5251	Legal Services	10,300	4,420	11,000	11,000	19,500
5252	Professional Services	932,550	777,820	934,630	1,215,360	914,520
5253	Contract Services	107,730	65,370	9,000	98,000	365,630
5255	Banking Services	11,230	21,220	4,000	43,000	44,100
5258	Other Services	408,530	789,740	2,701,210	3,129,660	2,416,800
5273	Workers Compensation Charges	108,310	119,760	-	-	-
5274	Unemployment Charges	8,730	4,030	-	-	-
5275	Long-term Disability Charges	8,720	7,790	-	-	-
5276	Liability Charges	161,110	152,020	-	-	-
5277	Loss Prevention Charges	8,930	7,780	-	-	-
5296	Pass-Thru Expense	71,300	97,780	-	-	-
5299	Prior Year Expenses	6,790	-	-	-	-
5301	Grants	-	67,860	-	-	-
5303	DDA/OPA	18,940	-	-	-	-
5310	Forgivable Loans	-	25,000	218,330	408,580	232,540
5314	HIP Loans	-	111,160	200,000	200,000	345,000
5315	FRHB Loans	113,100	-	855,000	855,000	685,000
5424	Bond Principal Expense	533,720	556,920	2,966,770	2,966,770	3,134,065
5425	Bond Interest Expense	1,222,260	1,109,810	1,244,840	1,244,840	1,011,625
5601	FY Net Loan Activity	301,780	329,970	-	-	-
5701	Information Systems Allocation Charges	-	-	177,850	177,850	210,340
5702	Fleet - Maintenance & Repair Allocation	-	-	2,380	2,380	6,680
5703	Vehicle Acquisition Allocation	-	-	-	-	-
5704	Building Maintenance & Operation Allocation	-	-	14,260	14,260	6,000
5705	Self Funded Liability Allocation	-	-	319,240	319,240	369,950

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2022-23 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

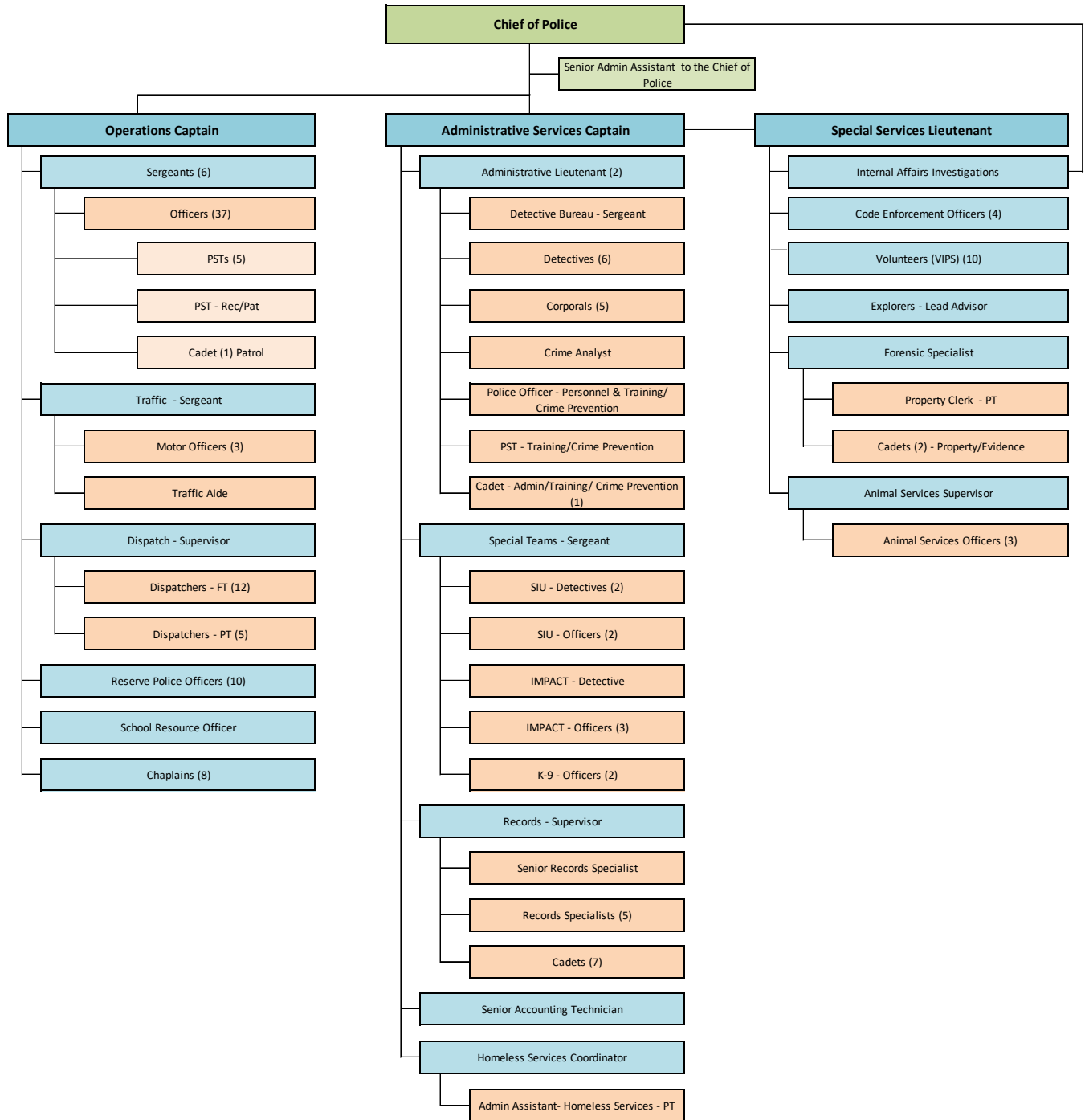
OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
5706	OPEB & Employee Benefits Allocation	-	-	54,360	58,510	52,360
5707	PERS-UAL Allocation	-	-	357,230	357,230	489,070
	TOTAL MAINTENANCE & OPERATIONS	\$ 4,340,650	\$ 4,543,570	\$ 10,193,870	\$ 11,482,180	\$ 10,476,820
	CAPITAL OUTLAY					
5527	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	-	66,330	60,000	59,210	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ 66,330	\$ 60,000	\$ 59,210	\$ -
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 9,700	\$ 4,270	\$ 236,620	\$ 234,720	\$ 130,550
	CAPITAL IMPROVEMENT PROJECTS	\$ 9,700	\$ 4,270	\$ 236,620	\$ 234,720	\$ 130,550
	TOTAL DEPARTMENT	\$ 6,164,770	\$ 6,422,050	\$ 12,277,960	\$ 13,755,680	\$ 12,706,690

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
 FY 2022-23 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	EXPENSE CLASSIFICATION	101 GENERAL	201 HOUSING	208 HOME PROGRAM	209 CDBG	210 PBIA	217 OTHER GRANTS	222 CALHOME PROGRAM	229 ARPA	SUCCESSOR AGENCY	805	2022-23 ADOPTED
		PERSONNEL EXPENSE											
5110		Buy Backs	\$ 15,300	\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,600
5111		Salaries - Full Time	736,910	454,520	-	34,560	-	73,240	-	50,350	132,680	-	1,482,260
5112		Salaries - Temporary/Part Time	9,030	9,030	-	-	-	23,310	-	-	-	-	41,370
5113		Overtime	22,500	1,000	-	-	-	-	-	-	-	-	23,500
5116		Fringe Benefits	187,840	109,430	-	9,050	-	21,340	-	14,610	30,600	-	372,870
5117		Retirement Contributions	79,500	47,950	-	3,670	-	8,010	-	5,500	14,090	-	158,720
		TOTAL PERSONNEL EXPENSES	\$ 1,051,080	\$ 627,230	\$ -	\$ 47,280	\$ -	\$ 125,900	\$ -	\$ 70,460	\$ 177,370	\$ -	\$ 2,099,320
		MAINTENANCE & OPERATIONS											
5211		Postage	\$ 500	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
5212		Advertising	26,000	3,500	-	-	-	-	-	-	-	-	29,500
5213		Dues & Subscriptions	21,120	680	-	-	-	-	-	-	-	-	21,800
5215		Training/Conferences/Meetings	21,070	3,650	-	-	-	-	-	-	-	-	24,720
5216		Office Supplies	4,450	1,000	-	-	-	-	-	-	-	-	5,450
5217		Other Supplies/Materials	11,250	500	-	-	-	980	-	-	-	-	12,730
5218		Uniform Expense	1,000	-	-	-	-	-	-	-	-	-	1,000
5219		Permits/Licenses/Fee/Assessments	20	-	-	-	-	-	-	-	-	-	20
5220		Fuel Usage	4,500	-	-	-	-	-	-	-	-	-	4,500
5221		Mileage Reimbursement	150	250	-	-	-	-	-	-	-	-	400
5222		Print/Mail Charges	2,150	250	-	-	-	-	-	-	-	-	2,400
5231		Office Equipment (Under 5,000)	200	-	-	-	-	-	-	-	-	-	200
5232		Computer Equip. (Under \$5000.)	-	100	-	-	-	-	-	-	-	-	100
5233		Other Equipment	2,520	500	-	-	-	-	-	-	-	-	3,020
5241		Utilities - Electric	200	-	-	-	-	-	-	-	-	-	200
5243		Utilities - Telephone	1,500	2,500	-	-	-	-	-	-	-	-	4,000
5245		Maintenance - Building/Structure/Grounds	24,000	-	-	-	39,000	-	-	-	-	-	63,000
5251		Legal Services	-	15,000	-	-	-	-	-	-	4,500	-	19,500
5252		Professional Services	506,000	318,400	-	-	-	77,500	-	-	12,620	-	914,520
5253		Contract Services	54,000	700	-	-	-	300,000	-	-	10,930	-	365,630
5255		Banking Services	40,000	-	-	-	-	-	-	-	4,100	-	44,100
5258		Other Services	114,740	1,605,180	-	516,380	49,500	131,000	-	-	-	-	2,416,800
5310		Forgivable Loans	-	-	-	232,540	-	-	-	-	-	-	232,540
5314		HIP Loans	-	-	230,000	-	-	-	115,000	-	-	-	345,000
5315		FRHB Loans	-	-	125,000	-	-	-	560,000	-	-	-	685,000
5424		Bond Principal Expense	-	654,065	-	-	-	-	-	-	2,480,000	-	3,134,065
5425		Bond Interest Expense	-	375,685	-	-	-	-	-	-	635,940	-	1,011,625
5701		Information Systems Allocation Charges	165,570	44,770	-	-	-	-	-	-	-	-	210,340
5702		Fleet - Maintenance & Repair Allocation	6,680	-	-	-	-	-	-	-	-	-	6,680
5703		Vehicle Acquisition Allocation	-	-	-	-	-	-	-	-	-	-	-
5704		Building Maintenance & Operation Allocation	6,000	-	-	-	-	-	-	-	-	-	6,000
5705		Self Funded Liability Allocation	233,930	136,020	-	-	-	-	-	-	-	-	369,950
5706		OP&B & Employee Benefits Allocation	34,050	18,310	-	-	-	-	-	-	-	-	52,360
5707		PERS-UAL Allocation	270,830	174,050	-	-	-	-	-	-	44,190	-	489,070
		TOTAL MAINTENANCE & OPERATIONS	\$ 1,552,430	\$ 3,355,210	\$ 355,000	\$ 748,920	\$ 88,500	\$ 509,480	\$ 675,000	\$ -	\$ 3,192,280	\$ -	\$ 10,476,820
		CAPITAL OUTLAY											
5527		Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5528		Improvements Other Than Buildings	-	-	-	-	-	-	-	-	-	-	-
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

POLICE DEPARTMENT

City of Upland Organizational Chart Fiscal Year 2022-23

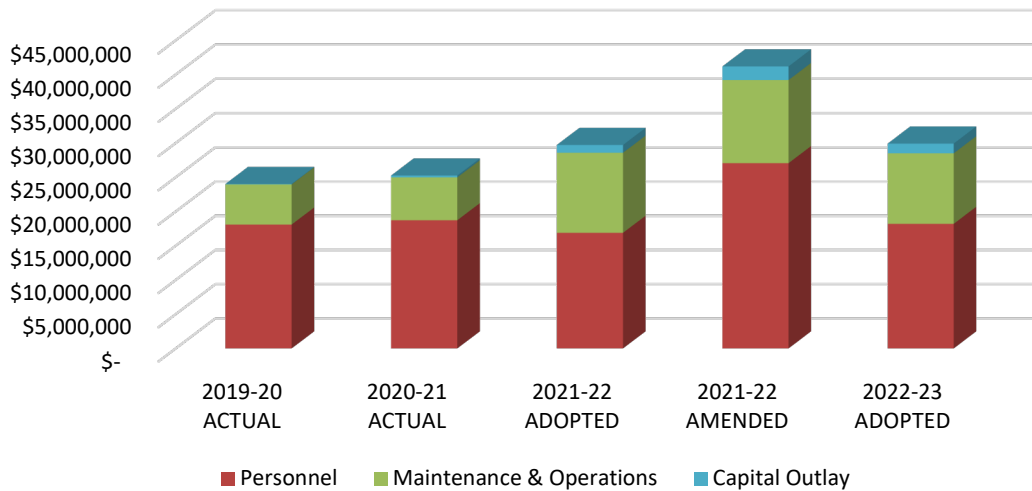


MISSION STATEMENT

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

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 18,095,780	\$18,728,050	\$16,885,920	\$47,563,450	\$18,195,840
Maintenance & Operations	5,871,180	6,260,830	11,695,330	12,138,660	10,303,880
Capital Outlay	57,290	266,150	1,135,150	1,994,500	1,424,860
TOTAL BUDGET	\$24,024,250	\$25,255,030	\$29,716,400	\$61,696,610	\$29,924,580

Police Department Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$22,424,310	\$23,385,930	\$27,138,410	\$57,896,570	\$26,981,010
PUBLIC SAFETY AUGMENTATION	990,550	1,057,960	1,339,880	1,339,880	1,512,900
AIR QUALITY MANAGEMENT FUND	-	-	-	17,160	-
FEDERAL GRANT-CARES ACT	333,530	5,200	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	947,000	117,200
GEN. CAPITAL IMPROVEMENTS	-	228,810	-	32,490	-
GENERAL CAPITAL PROJECTS	10,420	-	-	-	-
HOMELAND SECURITY GRANTS	22,940	28,340	-	32,400	-
PROPOSITION 30	-	-	150,000	150,000	150,000
COPS	47,900	47,000	985,150	985,150	1,157,660
HOMELESS EMERGENCY AID PRG.	51,840	44,930	41,910	41,910	-
OFFICE OF TRAFFIC SAFETY	130,100	124,940	49,730	242,730	5,810
OTHER PUBLIC SAFETY GRANTS	11,660	288,920	11,320	11,320	-
OFFICE OF JUSTICE PROGRAMS	-	41,500	-	-	-
ASSET FORFEITURE – STATE	1,000	1,500	-	-	-
TOTAL BUDGET	\$24,024,250	\$25,255,030	\$29,716,400	\$61,696,610	\$29,924,580

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 or two assigned patrol officers. Each shift includes a minimum of five officers and a field supervisor (Sergeant). The patrol officer's primary responsibility 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 and 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, a Parking Aide, and one Sergeant. The traffic officer's primary duties include traffic enforcement, traffic accident investigation, and grant-funded traffic activities such as Driving Under the Influence (DUI) checkpoints, DUI saturation patrols, directed traffic enforcement details, and distracted driver enforcement. The Parking Aide is responsible for parking enforcement throughout the city to include the designated Metrolink parking lots, downtown business district, and other areas within the city that have designated parking restrictions.

The School Resource Officer (SRO) is also assigned to the Operations Division and primarily works at Upland High School. The SRO is also responsible for all 14 schools within the school district.

Additionally, the Operations Division is responsible for the Police Service Technicians (PSTs) and the Reserve Officer Unit. There are currently four PSTs assigned to the Patrol Division who assist patrol operations by responding to calls that may not require an officer's presence.

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 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 PST oversees 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	3.00	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	5.00	5.00	5.00
POLICE OFFICER	50.00	50.00	49.00	49.00	39.00
CRIME ANALYST	1.00	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	1.00	1.00	1.00	0.00	0.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	0.00	0.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN	1.00	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	0.00	0.00	0.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	0.00	0.00
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
SENIOR RECORDS SPECIALIST	0.00	0.00	0.00	1.00	1.00
POLICE RECORDS SPECIALIST II	5.00	5.00	5.00	5.00	5.00
HOMELESS SERVICES COORDINATOR	0.00	0.00	1.00	1.00	0.00
HOMELESS COORDINATOR	0.00	1.00	0.00	0.00	0.00
TRAFFIC AIDE	0.00	0.00	0.00	1.00	1.00
POLICE SERVICES TECHNICIAN	6.00	6.00	6.00	7.00	7.00
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	113.00	114.00	117.00	119.00	108.00

FY 2022-23 GOALS AND OBJECTIVES

Commitment to community engagement:

- ◆ Hold two Citizen Academies.
- ◆ Increase social media following by 5% (Instagram, Nextdoor, Facebook, Twitter).

- ◆ Patrol and Code Enforcement are 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 5% from last year and improve quality of life within Upland.

Reduce injury traffic collisions by 2%:

- ◆ 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).
- ◆ Secure grant funding for 4 solar-powered vehicle speed feedback signs.

Reduce Group A crime by 2%:

- ◆ Increase computer forensic training to an additional detective.
- ◆ Streamline investigation process when dealing with ID Theft/Fraud Cases.
- ◆ Cross-train Detectives in handling different/multiple case assignments.
- ◆ Increase the number of license plate readers in the city to help solve additional crimes.

Improve employee wellness:

- ◆ Reduce sick time usage by 2%.
- ◆ Reduce worker's compensation-related injuries by 2%.
- ◆ 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.
- ◆ Increase non-POST mandated training focused on risk management by 15% and include sworn and professional staff.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Number of Group A Crimes	2,743	2,522	2,375	2,600
Percentage compliance with POST and STC requirements	100%	100%	100%	100%
Number of forensic computer and cell phone examinations (approx. 12 personnel-hours per examination)	15	25	75	100
Total patrol calls	71,097	62,754	57,418	60,000
Number of injury traffic collisions	422	358	388	350
Citations	3,194	1,997	2,200	2,300
Number of Reserve volunteer hours	2,296	1,120	1,175	1,200
Number of VIPS volunteer hours	1,740	397	250	500
Number of Graffiti Reward Payments	2	1	3	3
Number of Intersections equipped with automated license plate readers	4	4	8	12
Number of code enforcement cases resolved	1,790	3,431	1,516	3,500
Code Enforcement Inspections	2,845	8,642	3,480	7,000
Notice of Vacate	62	8	5	5
Administrative Citations	92	28	43	30
Cases filed	8	8	2	4
Signs	1,050	1,815	1,600	1,800
Carts	125	107	128	125
Animals returned to the owner	16%	16%	18%	18%
Animals euthanized	10%	4.8%	8%	10%

FY 2021-22 MAJOR ACCOMPLISHMENTS

Quality of life Issues

Patrol/Investigations

- ◆ Field personnel focused attention on criminal vagrant matters, which resulted in a reduction in calls for service.

Special Teams – Special Investigations Unit (SIU)/ IMPACT

- ◆ Served 51 criminal search warrants.
- ◆ Made 60 Felony Arrests.
- ◆ Removed 18 Firearms removed from the streets.
- ◆ Participated in 6 Multi-Jurisdictional Sweeps.
- ◆ Identified 4 Burglary crews.
- ◆ Made 4 out of State Extraditions (Suspects returned to California for criminal prosecution).
- ◆ Upland IMPACT made 408 arrests.
- ◆ IMPACT placed 25 Individuals in shelters and/or were housed.
- ◆ Participated in 2 Alcohol Beverage Control Operations.
- ◆ Participated in 1 Tobacco Operation.
- ◆ Completed 281 Surveys on homeless individuals.

Code Enforcement

- ◆ Conducted joint compliance inspections with the IMPACT Team at eight properties including the Western Inn, Buffalo Inn, Bongiovanni, 200 block of Verdugo, 1700 block of Orangewood, 1100 block of O'Hara, 600 block of Euclid, and 1500 block of 13th.
- ◆ Partnered with the Special Investigations Unit in serving Inspection/Abatement warrants at different locations.
- ◆ Created educational video and brochure describing the Code Enforcement Process.
- ◆ Enforced the Sidewalk Vendor ordinance, created Sidewalk Vendor Citations, and hired one additional Code Enforcement Officer.

Animal Control

- ◆ Processed 222 Disposal requests.
- ◆ Received 1,127 Stray animals at the shelter.
- ◆ Reunited 181 Pets with their families.
- ◆ A total of 46 feral & stray cats were trapped, neutered, and released.
- ◆ Collected 469 deceased animals.

Operational Effectiveness

Patrol/Investigations

- ◆ Grants from the California Office of Traffic Safety (OTS) funded 1 message board with radar trailer, 2 LIDARS, 2 moving radars for patrol motorcycles, 30 rechargeable sequential flares, the Crossroads to SWITRS records reporting interface, and 4 “Ride To Live” motorcycle safety education courses (free to the public).
- ◆ Responded to 57,418 calls for service.
- ◆ Made 12,430 officer-initiated contacts.
- ◆ A total of 7,743 police reports taken.
- ◆ Over 2,531 suspects arrested.
- ◆ Dispatch processed 109,211 calls including approximately 27,872 9-1-1 calls.
- ◆ Assigned a Detective to the Ontario/Upland FBI Crimes Against Children Task Force.
- ◆ Solved 100% of the homicides that occurred in 2021.
- ◆ Restructured case assignment procedures to maximize the Investigations Division’s ability to investigate crimes.
- ◆ Conducted forensic examinations on over 100 cell phones.
- ◆ Purchased updated License Plate Reader cameras and installed them throughout the city to assist with investigations.
- ◆ Assigned a Police Services Technician to the Investigations Division.
- ◆ Mailed a Fraud Alert insert to all households in the community through the water bill to bring awareness and preventions tips to the community.

Evidence

- ◆ Replaced half of our aging refrigeration equipment.
- ◆ Purchased a new air-drying cabinet and fuming chamber to process evidence more safely and efficiently.
- ◆ Purchased updated photography equipment to improve the quality of our photographs at crime scenes.
- ◆ Coordinated with other agencies to conduct forensic analysis on all recovered firearms.
- ◆ Promoted the part-time Property Clerk to part-time Forensics Specialist.

K-9 Team

- ◆ A total of 66 deployments resulted in 14 surrenders and 3 bite apprehensions.
- ◆ Locating 22 narcotic stashes resulted in the seizure of narcotics.
- ◆ Participated in 24 deployments to assist regional agencies.
- ◆ Participated in 532 training hours.
- ◆ Made \$550,000 illicit cash seizures.
- ◆ Saved countless hours of patrol time by using the K9 team for large searches.

Technology

- ◆ Purchased and implemented the Crossroads to SWITRS interface which streamlined the process of sending crash reports to the state and removed this burden from the records division.
- ◆ 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 from Records.
- ◆ Implemented interfaces between the CAD system and other law enforcement networks.

Community Engagement

- ◆ Substantially expanded the number of Department personnel able to post to social media to better communicate with the community.
- ◆ Utilized a car with the front half marked as a police car and the back half marked as a taxicab in the “Know Your Limit” campaign for DUI education.
- ◆ Completed 4 department tours for youth groups.
- ◆ Completed 90 weekly social media posts and 4 Crime Prevention through Environmental Design (CPTED) assessments at local businesses.
- ◆ Attended 3 neighborhood watch meetings.
- ◆ Hosted 1 Pizza with the Police Community Event.
- ◆ Hosted 1 Citizen’s Academy.
- ◆ 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.

Employee Development & Training

Firearms / Use of Force

- ◆ 3 Officers attended Firearms Instructor School.
- ◆ 6 Officers attended Basic Patrol Rifle Training.
- ◆ 4 Officers attended Defensive Tactics Instructor School.
- ◆ 1 Officer attended Use of Force/De-Escalation Perishable Skills Program.
- ◆ 2 Officers attended Riverside County Sheriff's Pistol Red-Dot Transition Course.
- ◆ 3 Officers attended SWAT School.
- ◆ 41 Officers attended UPD's Pistol Mounted Miniature Red-Dot Transition/Firearms Perishable Skills Program Course.
- ◆ 1 Officer attended Use of Force Perishable Skills Program Course.

Special Assignment / Career Advancement

- ◆ 1 Officer attended Drug Recognition Expert (DRE) Training.
- ◆ 5 Officers attended NHTSA Standardized Field Sobriety Testing (SFTS) Training.
- ◆ 5 Officers attended NHTSA Advanced Roadside Impairment Driving Enforcement (ARIDE) Training.
- ◆ 10 Officers attended CHP Street Racing & Modified Vehicle Enforcement Training.
- ◆ 2 Police Service Technicians attended National Standardized Child Passenger Safety Training.

Supervisory / Leadership (Sergeant and above)

- ◆ 2 Sergeants attended the Sherman Block Institute of Leadership (SLI).
- ◆ Sergeant attended Response to Non-Criminal Barricaded Training.
- ◆ Chief of Police attended Executive/Chief's Seminar.

Professional Staff Development

- ◆ 3 Officers and 1 Sergeant attended Advanced Social Media for Law Enforcement Training.

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, 2021, UPD has received and reviewed 538 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, 2021, UPD has hired 35 applicants: 15 Police Officers, 1 Dispatch Supervisor, 5 Police Dispatchers, 3 Police Cadets, 3 Police Services Technicians, 1 Forensic Specialist, 1 Code Enforcement Officer, 1 Records Supervisor, 1 Homeless Services Assistant, 1 Traffic Aide, 2 Records Specialists, and 1 Senior Records Specialist.

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).
- ◆ Starting Cadet Pay increased to \$17.89 per hour.

Brand Recognition / Recruiting

- ◆ The social media team revamped the social media platform, establishing new posting guidelines and branding for department-related social media content.
- ◆ Procured 2 UPD branded “Step and Repeat” banners for hiring booth, swear-in ceremonies, and public forums.
- ◆ Procured UPD branded tablecloths for hiring booth.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

POLICE		2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
3201	POLICE ADMINISTRATION					
	Personnel	\$ 1,283,820	\$ 1,331,110	\$ 1,522,870	\$ 1,525,910	\$ 2,063,970
	Maintenance & Operations	3,605,120	4,177,840	9,338,790	9,406,790	8,022,850
	Capital Outlay	25,770	-	-	-	-
	TOTAL POLICE ADMINISTRATION	\$ 4,914,710	\$ 5,508,950	\$ 10,861,660	\$ 10,932,700	\$ 10,086,820
3202	POLICE INVESTIGATIONS					
	Personnel	\$ 2,507,450	\$ 2,896,430	\$ 2,611,290	\$ 6,753,990	\$ 2,612,810
	Maintenance & Operations	271,220	217,310	281,830	287,490	263,740
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE INVESTIGATIONS	\$ 2,778,670	\$ 3,113,740	\$ 2,893,120	\$ 7,041,480	\$ 2,876,550
3205/4501	ANIMAL CONTROL					
	Personnel	\$ 305,690	\$ 297,940	\$ 300,130	\$ 300,130	\$ 319,820
	Maintenance & Operations	300,650	289,000	392,080	394,580	405,910
	Capital Outlay	-	-	-	-	-
	TOTAL ANIMAL CONTROL	\$ 606,340	\$ 586,940	\$ 692,210	\$ 694,710	\$ 725,730
3211	POLICE PATROL					
	Personnel	\$ 12,129,650	\$ 12,666,420	\$ 10,631,860	\$ 37,012,130	\$ 11,311,360
	Maintenance & Operations	1,228,780	922,180	1,364,250	1,373,040	1,137,510
	Capital Outlay	15,800	3,800	-	4,700	-
	TOTAL POLICE PATROL	\$ 13,374,230	\$ 13,592,400	\$ 11,996,110	\$ 38,389,870	\$ 12,448,870
3231	POLICE SPECIAL EVENTS & COMMUNITY OUTREACH					
	Personnel	\$ 8,570	\$ (120)	\$ 10,510	\$ 10,510	\$ 10,920
	Maintenance & Operations	1,430	1,950	7,150	7,150	9,750
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE SPEC EVENTS & COMM OUTREACH	\$ 10,000	\$ 1,830	\$ 17,660	\$ 17,660	\$ 20,670
3232	POLICE RESERVES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	670	1,460	6,300	6,300	6,780
	Capital Outlay	-	-	-	-	-
	TOTAL POLICE RESERVES	\$ 670	\$ 1,460	\$ 6,300	\$ 6,300	\$ 6,780
3233	CODE ENFORCEMENT					
	Personnel	\$ 419,670	\$ 349,770	\$ 370,900	\$ 370,900	\$ 364,060
	Maintenance & Operations	320,020	230,840	300,450	442,950	451,530
	Capital Outlay	-	-	-	-	-
	TOTAL CODE ENFORCEMENT	\$ 739,690	\$ 580,610	\$ 671,350	\$ 813,850	\$ 815,590
101	TOTAL GENERAL FUND					
	Personnel	\$ 16,654,850	\$ 17,541,550	\$ 15,447,560	\$ 45,973,570	\$ 16,682,940
	Maintenance & Operations	5,727,890	5,840,580	11,690,850	11,918,300	10,298,070
	Capital Outlay	41,570	3,800	-	4,700	-
	TOTAL GENERAL FUND	\$ 22,424,310	\$ 23,385,930	\$ 27,138,410	\$ 57,896,570	\$ 26,981,010
203	TOTAL PUBLIC SAFETY AUGMENTATION FUND					
	Personnel	\$ 990,550	\$ 1,057,960	\$ 1,339,880	\$ 1,339,880	\$ 1,512,900
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL PUBLIC SAFETY AUGMENTATION FUND	\$ 990,550	\$ 1,057,960	\$ 1,339,880	\$ 1,339,880	\$ 1,512,900
211	TOTAL AIR QUALITY MANAGEMENT DISTRICT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	17,160	-
	TOTAL PUBLIC SAFETY AUGMENTATION FUND	\$ -	\$ -	\$ -	\$ 17,160	\$ -
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ 272,870	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	60,660	5,200	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 333,530	\$ 5,200	\$ -	\$ -	\$ -

POLICE

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
229 TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	142,000	-
Capital Outlay	-	-	-	805,000	117,200
TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ -	\$ -	\$ 947,000	\$ 117,200
420 TOTAL GENERAL CAPITAL IMPROVEMENTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	228,810	-	32,490	-
TOTAL GENERAL CAPITAL IMPROVEMENTS FUND	\$ -	\$ 228,810	\$ -	\$ 32,490	\$ -
425 TOTAL GENERAL CAPITAL PROJECTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	10,420	-	-	-	-
TOTAL GENERAL CAPITAL PROJECTS FUND	\$ 10,420	\$ -	\$ -	\$ -	\$ -
2XX TOTAL POLICE GRANTS					
Personnel	\$ 177,510	\$ 128,540	\$ 98,480	\$ 250,000	\$ -
Maintenance & Operations	81,630	413,550	4,480	78,360	5,810
Capital Outlay	5,300	33,540	1,135,150	1,135,150	1,307,660
TOTAL POLICE GRANTS	\$ 264,440	\$ 575,630	\$ 1,238,110	\$ 1,463,510	\$ 1,313,470
2XX TOTAL ASSET FORFEITURE FUNDS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	1,000	1,500	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL ASSET FORFEITURE FUNDS	\$ 1,000	\$ 1,500	\$ -	\$ -	\$ -
TOTAL POLICE					
Personnel	\$ 18,095,780	\$ 18,728,050	\$ 16,885,920	\$ 47,563,450	\$ 18,195,840
Maintenance & Operations	5,871,180	6,260,830	11,695,330	12,138,660	10,303,880
Capital Outlay	57,290	266,150	1,135,150	1,994,500	1,424,860
TOTAL POLICE	\$ 24,024,250	\$ 25,255,030	\$ 29,716,400	\$ 61,696,610	\$ 29,924,580

CITY OF UPLAND
POLICE DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 74,730	\$ 73,800	\$ 70,120	\$ 70,120	\$ 75,000
5111	Salaries - Full Time	1,948,810	1,941,820	2,140,530	2,169,530	2,366,800
5112	Salaries - Temporary/Part Time	309,040	282,020	338,100	327,770	460,280
5113	Overtime	200,590	225,670	236,180	236,180	248,320
5114	Catastrophic Leave Pay	5,390	(8,740)	-	-	-
5116	Fringe Benefits	488,660	495,950	675,460	681,560	738,950
5117	Retirement Contributions	210,870	219,500	225,510	226,750	258,740
5119	Unfunded Annual PERS Liability	570,900	690,600	-	-	-
5131	Salaries - Sworn Police	7,473,810	7,767,350	8,830,600	8,830,600	9,492,210
5133	Overtime - Sworn Police	1,144,980	1,115,100	1,184,480	1,336,000	1,186,920
5136	Fringe Benefits - Sworn Police	1,271,660	1,271,220	1,643,410	1,643,410	1,744,610
5137	Retirement Contributions - Sworn Police	1,285,210	1,297,530	1,541,530	1,541,530	1,624,010
5139	Unfunded Annual PERS Liab - Sworn	3,111,130	3,356,230	-	30,500,000	-
	TOTAL PERSONNEL EXPENSES	\$ 18,095,780	\$ 18,728,050	\$ 16,885,920	\$ 47,563,450	\$ 18,195,840
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 930	\$ 290	\$ 1,250	\$ 1,250	\$ 1,250
5213	Dues & Subscriptions	85,980	58,580	59,550	63,170	71,340
5214	Training - POST	-	278,040	-	-	-
5215	Training/Conferences/Meetings	72,940	97,550	161,360	153,250	162,480
5216	Office Supplies	12,680	14,710	16,700	16,700	18,010
5217	Other Supplies/Materials	119,610	96,920	159,260	160,270	180,210
5218	Uniform Expense	45,620	43,910	71,860	70,250	79,360
5219	Licences, Registration and Permits	320	5,120	-	5,000	5,000
5220	Fuel Usage	191,200	173,100	219,310	221,690	242,890
5221	Mileage Reimbursement	50	-	-	-	-
5222	Print/Mail Charges	2,870	1,470	3,950	3,170	3,470
5223	Information Systems Charges	669,230	799,240	-	-	-
5224	Vehicle Charges	797,440	331,050	-	-	-
5225	Building Maint & Operations	260,390	366,030	-	-	-
5231	Office Equipment (Under 5,000)	41,320	8,310	22,750	22,770	26,950
5232	Computer Equip (Under 5,000)	9,800	4,250	500	5,780	5,750
5233	Other Equipment (Under 5,000)	94,300	105,890	108,170	185,440	87,950
5234	Other Equipment Rental	50	540	1,700	2,260	2,500
5236	Rent	2,200	2,200	2,640	2,640	2,640
5241	Utilities - Electric	69,420	87,030	100,970	109,930	113,260
5242	Utilities - Gas	8,010	16,310	7,570	26,740	24,060
5243	Utilities - Telephone	70	110	-	-	-
5244	Utilities - Water	-	-	-	-	30,470
5245	Maintenance - Buildings/Structures/Grounds	460	-	-	-	-
5246	Maintenance - Equipment	16,120	15,440	23,210	22,650	7,980
5247	Maintenance - Vehicle	30,620	38,960	10,000	10,000	10,000
5248	Maintenance - Other	570	-	-	-	-
5251	Legal Services	165,700	204,680	193,470	348,470	352,630
5253	Contract Services	529,370	501,130	630,690	764,560	645,230
5254	Data Processing Services	2,200	-	-	-	-
5255	Banking Services	2,420	2,240	3,100	3,350	3,400
5258	Other Services	361,500	394,990	443,970	485,060	460,460
5271	Insurance Premium	-	1,020	-	910	1,350
5273	Workers Compensation Charges	829,840	1,065,950	-	-	-
5274	Unemployment Charges	66,980	35,930	-	-	-
5275	Long-term Disability Charges	66,860	69,300	-	-	-
5276	Liability Charges	1,234,310	1,353,010	-	-	-
5277	Loss Prevention Charges	68,420	69,210	-	-	-
5290	Late Charges	10	-	-	-	-

CITY OF UPLAND
POLICE DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
5294	Sponsor/Contribution/Donation	420	-	-	-	-
5297	Other Expenses	-	-	200	200	200
5299	Prior Year Expenses	-	(5,390)	-	-	-
5318	Prevention	5,100	9,480	-	-	-
5319	Navigation	5,850	14,230	-	-	-
5701	Information Systems Allocation Charges	-	-	1,032,800	1,032,800	1,359,210
5702	Fleet - Maintenance & Repair Allocation	-	-	336,790	336,790	317,900
5703	Vehicle Acquisition Allocation	-	-	423,900	423,900	145,000
5704	Building Maintenance & Operation Allocation	-	-	355,400	355,400	400,410
5705	Self Funded Liability Allocation	-	-	2,709,490	2,709,490	2,886,920
5706	OPEB & Employee Benefits Allocation	-	-	451,980	451,980	387,000
5707	PERS-UAL Allocation	-	-	4,142,790	4,142,790	2,268,600
	TOTAL MAINTENANCE & OPERATIONS	\$ 5,871,180	\$ 6,260,830	\$ 11,695,330	\$ 12,138,660	\$ 10,303,880
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ 51,990	\$ 37,340	\$ 1,135,150	\$ 1,957,310	\$ 1,008,310
5531	Vehicles	5,300	228,810	-	37,190	416,550
	TOTAL CAPITAL OUTLAY	\$ 57,290	\$ 266,150	\$ 1,135,150	\$ 1,994,500	\$ 1,424,860
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 24,024,250	\$ 25,255,030	\$ 29,716,400	\$ 61,696,610	\$ 29,924,580

CITY OF UPLAND
POLICE DEPARTMENT
 FY 2022-23 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	203	215	216	218	229	2022-23 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	PUBLIC SAFETY	PROP 30	COPS ALLOCATION	OFFICE OF TRAFFIC SAFETY	ARPA	
	PERSONNEL EXPENSE							
5110	Buy Backs	\$ 75,000	-	\$ -	\$ -	\$ -	-	\$ 75,000
5111	Salaries - Full Time	2,366,800	-	-	-	-	-	2,366,800
5112	Salaries - Temporary/Part Time	460,280	-	-	-	-	-	460,280
5113	Overtime	248,320	-	-	-	-	-	248,320
5116	Fringe Benefits	738,950	-	-	-	-	-	738,950
5117	Retirement Contributions	258,740	-	-	-	-	-	258,740
5131	Salaries - Sworn Police	8,437,920	1,054,290	-	-	-	-	9,492,210
5133	Overtime - Sworn Police	1,098,440	88,480	-	-	-	-	1,186,920
5136	Fringe Benefits - Sworn Police	1,551,280	193,330	-	-	-	-	1,744,610
5137	Retirement Contributions - Sworn Police	1,447,210	176,800	-	-	-	-	1,624,010
	TOTAL PERSONNEL EXPENSES	\$ 16,682,940	\$ 1,512,900	\$ -	\$ -	\$ -	\$ -	\$ 18,195,840
	MAINTENANCE & OPERATIONS							
5211	Postage	\$ 1,250	\$ -	\$ -	\$ -	\$ -	-	\$ 1,250
5213	Dues & Subscriptions	71,340	-	-	-	-	-	71,340
5215	Training/Conferences/Meetings	160,890	-	-	-	1,590	-	162,480
5216	Office Supplies	18,010	-	-	-	-	-	18,010
5217	Other Supplies/Materials	178,060	-	-	-	2,150	-	180,210
5218	Uniform Expense	79,360	-	-	-	-	-	79,360
5219	Licenses, Registration and Permits	5,000	-	-	-	-	-	5,000
5220	Fuel Usage	242,890	-	-	-	-	-	242,890
5222	Print/Mail Charges	3,470	-	-	-	-	-	3,470
5231	Office Equipment (Under 5,000)	26,950	-	-	-	-	-	26,950
5232	Computer Equip (Under 5,000)	5,750	-	-	-	-	-	5,750
5233	Other Equipment (Under 5,000)	87,950	-	-	-	-	-	87,950
5234	Other Equipment Rental	2,500	-	-	-	-	-	2,500
5236	Rent	2,640	-	-	-	-	-	2,640
5241	Utilities - Electric	113,260	-	-	-	-	-	113,260
5242	Utilities - Gas	24,060	-	-	-	-	-	24,060
5244	Utilities - Water	30,470	-	-	-	-	-	30,470
5246	Maintenance - Equipment	7,980	-	-	-	-	-	7,980
5247	Maintenance - Vehicle	10,000	-	-	-	-	-	10,000
5251	Legal Services	352,630	-	-	-	-	-	352,630
5253	Contract Services	645,230	-	-	-	-	-	645,230
5255	Banking Services	3,400	-	-	-	-	-	3,400
5258	Other Services	458,390	-	-	-	2,070	-	460,460
5271	Insurance Premium	1,350	-	-	-	-	-	1,350

**CITY OF UPLAND
POLICE DEPARTMENT
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND**

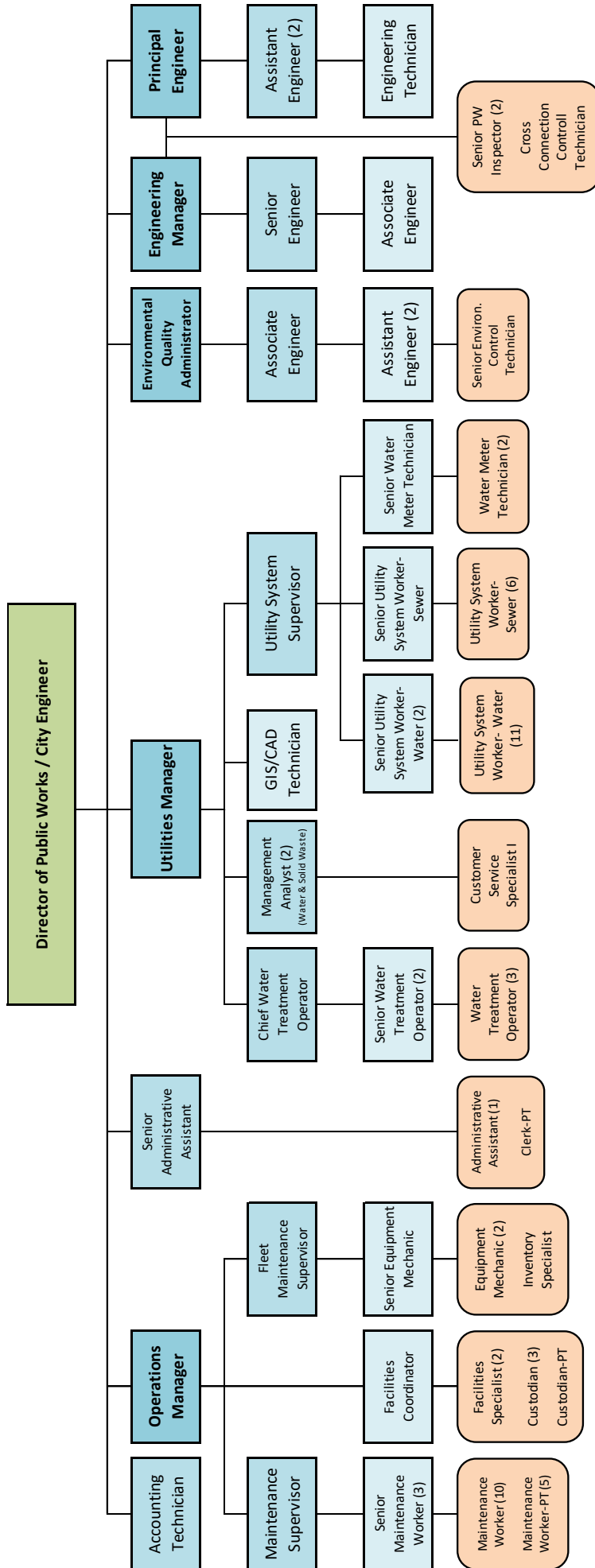
OBJECT CODE	FUND NO.	101	203	215	216	218	229	2022-23 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	PUBLIC SAFETY	PROP 30	COPS ALLOCATION	OFFICE OF TRAFFIC SAFETY	ARPA	
5297	Other Expenses	200	-	-	-	-	-	200
5701	Information Systems Allocation Charges	1,359,210	-	-	-	-	-	1,359,210
5702	Fleet - Maintenance & Repair Allocation	317,900	-	-	-	-	-	317,900
5703	Vehicle Acquisition Allocation	145,000	-	-	-	-	-	145,000
5704	Building Maintenance & Operation Allocation	400,410	-	-	-	-	-	400,410
5705	Self Funded Liability Allocation	2,886,920	-	-	-	-	-	2,886,920
5706	OPEB & Employee Benefits Allocation	387,000	-	-	-	-	-	387,000
5707	PERS-UAL Allocation	2,268,600	-	-	-	-	-	2,268,600
	TOTAL MAINTENANCE & OPERATIONS	\$ 10,298,070	\$ -	\$ -	\$ -	\$ 5,810	\$ -	\$ 10,303,880
	CAPITAL OUTLAY							
5530	Machinery & Equipment	\$ -	\$ -	\$ 150,000	\$ 858,310	\$ -	\$ -	\$ 1,008,310
5531	Vehicles	\$ -	\$ -	\$ -	\$ 299,350	\$ -	\$ 117,200	\$ 416,550
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 150,000	\$ 1,157,660	\$ -	\$ 117,200	\$ 1,424,860
	CAPITAL IMPROVEMENT PROJECTS							
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 26,981,010	\$ 1,512,900	\$ 150,000	\$ 1,157,660	\$ 5,810	\$ 117,200	\$ 29,924,580



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PUBLIC WORKS

City of Upland
Organizational Chart
Fiscal Year 2022-23

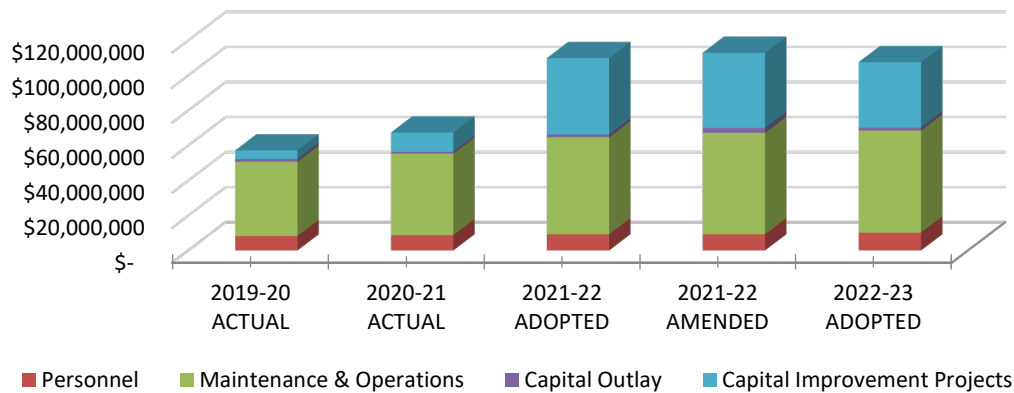


MISSION STATEMENT

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$8,196,400	\$8,703,130	\$9,196,570	\$9,207,540	\$10,184,220
Maintenance & Operations	42,443,130	46,513,130	55,410,440	57,916,450	58,270,800
Capital Outlay	1,583,890	1,078,740	1,600,400	2,912,820	1,735,000
Capital Improvement Projects	4,884,540	11,049,320	43,590,740	42,823,680	37,324,790
TOTAL BUDGET	\$57,107,960	\$67,344,320	\$109,798,190	\$112,860,490	\$107,514,810

Public Works Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$6,559,490	\$6,415,340	\$7,205,290	\$7,561,290	\$8,663,390
GAS TAX	1,908,330	3,002,730	9,135,880	9,075,510	9,506,730
MEASURE I	546,840	1,641,420	6,631,740	6,660,870	2,399,460
ROAD MAINTENANCE REHAB	-	40,070	1,420,510	1,432,340	952,830
OTHER GRANTS	-	-	225,070	225,070	-
FEDERAL GRANT-CARES ACT	14,970	76,820	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	1,423,000	2,934,360
GEN CAPITAL IMPROVEMENTS	-	36,830	555,000	560,260	81,000
PARK ACQUISITION & DEV.	26,570	151,680	664,500	650,190	1,290,040
STORM DRAIN DEVELOPMENT	20,490	116,760	3,692,200	3,600,900	2,006,100
STREET & TRAFFIC FACILITY	-	1,541,250	1,914,060	1,428,510	537,850
GENERAL CAPITAL PROJECTS	400,610	515,220	1,334,330	1,423,350	655,840
STREET & ALLEY REPAIRS	10,250	511,500	584,100	572,120	892,510
WATER UTILITY	22,094,390	26,908,090	45,162,860	45,900,100	44,263,700
SOLID WASTE UTILITY	13,329,270	14,408,090	15,113,800	15,175,620	15,819,440
SEWER UTILITY	9,849,710	9,795,880	13,353,490	13,506,340	15,066,320
FLEET MANAGEMENT	1,366,390	1,215,670	1,376,390	2,225,970	966,520
BUILDING MAINT & OPS	980,650	966,970	1,428,970	1,439,050	1,478,720
TOTAL BUDGET	\$57,107,960	\$67,344,320	\$109,798,190	\$112,860,490	\$107,514,810

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	1.00	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	11.00	9.20
FACILITIES COORDINATOR	1.00	1.00	1.00	1.00	0.00
FACILITIES SPECIALIST	1.50	1.50	2.00	2.00	0.00
CUSTODIAN	3.00	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	2.00	2.00	1.60
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	0.80
TOTAL DIVISIONS	36.50	37.50	39.00	40.00	19.32

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, streetlights, traffic control measures, storm drainage, city trees and property, parks, streetscapes, signage, public buildings, fleet maintenance, replacement, etc.), 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 31,500 City trees. Parkway and median tree trimming are performed on a grid trimming schedule, which provides tree trimming on a 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 streetlights throughout various areas of the city. The Operations Division is responsible for all maintenance and proper operations of these streetlights. This includes the replacement of street light knockdowns and LED light bulb replacements. A high percentage of City owned streetlights 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 to stay in compliance with all State and Federal mandates.

In FY 2022-23 budget, the Fleet Maintenance Division will be in its seventh 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. This budget year will also include the final phase of the upgrading of the equipment and fuel management software to the city's fueling facility.

Street Sweeping

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

Graffiti Abatement

Operations is responsible for managing the professional services contract 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 established a three-year initial security contract with American Global Security.

FY 2022-23 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
 - Pedestrian safety gate at Euclid Avenue
 - New Traffic Signal at the SP/PE Trail & Campus Avenue
 - Trail improvements to include a walking path and enhanced lighting from Euclid Avenue to Campus Avenue
- ◆ Construct Street Improvements on:
 - 14th Street, from Campus Avenue to Grove Avenue
 - 17th Street, from San Antonio Avenue to Euclid Avenue
 - 18th Street, from Mountain Avenue to Euclid Avenue
 - 19th Street, from Mountain Avenue to Euclid Avenue
 - 24th Street, from West City Limit to East City Limit (Cooperative Project with the County of San Bernardino)
- ◆ Pavement Maintenance Treatment:
 - Various residential streets throughout the city

- ◆ Purchase and replacement of 16 vehicles:
 - 6 police department (2 administration, 2 patrol, and 2 investigation)
 - 1 public works – facilities
 - 3 public works – water (1 meter and 2 distribution)
 - 2 public works – environmental
 - 4 Administration (1 IT services and 3 recreation)

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Repairs of streets and alleys (a)	1,500	1,500	1,750	1,800
Street miles swept twice per month	16,000	16,000	16,500	16,000
Street lights replaced/repared	90	75	81	90
New and replaced street signs	130	100	500	500
Tree issues resolved (b)	8,500	8,000	8,500	9,000
Trees removed	630	300	250	200
Trees planted	200	300	300	300
Trees Trimmed	6,000	6,000	6,000	6,000
Park and bike trail issues resolved (c)	1,300	1,500	1,600	1,700
Automotive repairs	1,210	1,236	1,200	1,400
Claim Reports	95	100	350	400
Public Property Damage Reports	20	20	25	25
(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 2021-22 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.

- ◆ Street Improvements completed or nearing completion on:
 - 13th Street, Euclid Avenue to Campus Avenue
 - Intersection of 1st Avenue and D Street.

- ◆ Constructed various Alley Improvements:
 - Reconstruction of Alleys:
 - Alley north of 19th Street, west of Euclid Avenue
 - Alley between Carson Street and 17th Street, west of San Antonio Avenue
 - Alley between 11th Street and Mesa Court, west of 3rd Place
 - Alley between 7th Street and Olive Street, west of 2nd Avenue

- ◆ 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
 - 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 Street
 - 17th Street, San Antonio Ave to Euclid Avenue
 - Parking Lot, 1st Avenue n/o 'A' Street

- ◆ Continued working with the Upland Downtown Businesses to improve solid waste collections.

- ◆ Increased commercial and multi-family recycling education notification program in accordance with the mandated commercial recycling (MCR) and organics (MORE) recycling programs.

- ◆ Increased the amount of commercial and multi-family recycling accounts.

- ◆ 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 2022-23 ADOPTED BUDGET

PUBLIC WORKS		2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
GENERAL FUND - FUND 101						
5201	PUBLIC WORKS ADMINISTRATION					
	Personnel	\$ 93,430	\$ 99,430	\$ 106,140	\$ 106,140	\$ 114,120
	Maintenance & Operations	591,390	694,480	1,307,230	1,309,230	1,311,920
	Capital Outlay	-	-	-	-	-
	TOTAL PUBLIC WORKS ADMINISTRATION	\$ 684,820	\$ 793,910	\$ 1,413,370	\$ 1,415,370	\$ 1,426,040
5301	ENGINEERING ADMINISTRATION					
	Personnel	\$ 412,480	\$ 324,890	\$ 142,490	\$ 142,490	\$ 150,030
	Maintenance & Operations	45,720	43,500	60,990	64,990	54,680
	Capital Outlay	-	-	-	-	-
	TOTAL ENGINEERING ADMINISTRATION	\$ 458,200	\$ 368,390	\$ 203,480	\$ 207,480	\$ 204,710
5302	DEVELOPMENT/TRAFFIC ENGINEERING					
	Personnel	\$ 286,850	\$ 397,190	\$ 400,680	\$ 400,680	\$ 444,580
	Maintenance & Operations	200,560	106,300	229,190	229,190	474,420
	Capital Outlay	-	-	-	-	-
	TOTAL DVLPMT/TRAFFIC ENGINEERING	\$ 487,410	\$ 503,490	\$ 629,870	\$ 629,870	\$ 919,000
5401	STREET MAINTENANCE					
	Personnel	\$ 393,270	\$ 490,390	\$ 530,320	\$ 530,320	\$ 624,060
	Maintenance & Operations	137,330	133,010	410,400	436,900	214,780
	Capital Outlay	3,000	-	-	-	-
	TOTAL STREET MAINTENANCE	\$ 533,600	\$ 623,400	\$ 940,720	\$ 967,220	\$ 838,840
5402	STREET SWEEPING					
	Personnel	\$ 18,200	\$ 19,590	\$ 15,800	\$ 15,800	\$ 17,060
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL STREET SWEEPING	\$ 18,200	\$ 19,590	\$ 15,800	\$ 15,800	\$ 17,060
5403	SIDEWALK MAINTENANCE					
	Personnel	\$ 152,420	\$ 140,830	\$ 148,090	\$ 148,090	\$ 121,590
	Maintenance & Operations	28,840	31,660	28,990	28,990	40,910
	Capital Outlay	3,000	-	-	-	-
	TOTAL SIDEWALK MAINTENANCE	\$ 184,260	\$ 172,490	\$ 177,080	\$ 177,080	\$ 162,500
5404	STREET LIGHTING					
	Personnel	\$ 18,630	\$ 19,590	\$ 15,800	\$ 15,800	\$ 17,060
	Maintenance & Operations	877,480	873,450	756,060	766,560	780,490
	Capital Outlay	23,400	-	5,000	5,000	10,000
	TOTAL STREET LIGHTING	\$ 919,510	\$ 893,040	\$ 776,860	\$ 787,360	\$ 807,550
5405	TRAFFIC CONTROL					
	Personnel	\$ 111,070	\$ 130,540	\$ 103,590	\$ 103,590	\$ 93,720
	Maintenance & Operations	39,620	35,440	40,420	45,420	45,150
	Capital Outlay	-	-	-	-	-
	TOTAL TRAFFIC CONTROL	\$ 150,690	\$ 165,980	\$ 144,010	\$ 149,010	\$ 138,870
5406	TRAFFIC FACILITY MAINTENANCE					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	281,230	272,370	257,300	257,300	274,300
	Capital Outlay	-	-	-	-	-
	TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 281,230	\$ 272,370	\$ 257,300	\$ 257,300	\$ 274,300

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

PUBLIC WORKS

GENERAL FUND - FUND 101

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
5407 WEED ABATEMENT					
Personnel	\$ 8,980	\$ 9,470	\$ 1,000	\$ 1,000	\$ 1,000
Maintenance & Operations	38,390	18,770	20,940	20,940	22,770
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 47,370	\$ 28,240	\$ 21,940	\$ 21,940	\$ 23,770
5408 FLOOD CONTROL					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	5,000	4,000	2,000	2,000	3,000
Capital Outlay	2,000	-	-	-	-
TOTAL FLOOD CONTROL	\$ 7,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 3,000
5409 STREET TREE MAINTENANCE					
Personnel	\$ 103,010	\$ 110,430	\$ 88,360	\$ 88,360	\$ 93,630
Maintenance & Operations	723,210	623,210	625,150	792,150	700,170
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 826,220	\$ 733,640	\$ 713,510	\$ 880,510	\$ 793,800
5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 95,900	\$ 102,240	\$ 90,690	\$ 90,690	\$ 101,070
Maintenance & Operations	363,990	303,230	349,500	454,500	861,760
Capital Outlay	1,000	53,980	-	-	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 460,890	\$ 459,450	\$ 440,190	\$ 545,190	\$ 962,830
5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 52,840	\$ 55,230	\$ 44,910	\$ 44,910	\$ 39,190
Maintenance & Operations	2,950	3,000	3,000	3,000	3,000
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 55,790	\$ 58,230	\$ 47,910	\$ 47,910	\$ 42,190
5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ 24,730	\$ 26,560	\$ 21,330	\$ 21,330	\$ 22,910
Maintenance & Operations	22,450	34,980	163,310	163,310	164,820
Capital Outlay	-	-	20,000	20,000	-
TOTAL MAINTENANCE - METROLINK ST.	\$ 47,180	\$ 61,540	\$ 204,640	\$ 204,640	\$ 187,730
5415 GRAFFITI ABATEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	54,030	70,020	80,000	80,000	80,000
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI	\$ 54,030	\$ 70,020	\$ 80,000	\$ 80,000	\$ 80,000
5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	47,770	50,860	55,000	55,000	66,000
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 47,770	\$ 50,860	\$ 55,000	\$ 55,000	\$ 66,000
5420 PARK MAINTENANCE					
Personnel	\$ 155,960	\$ 153,710	\$ 155,400	\$ 155,400	\$ 161,930
Maintenance & Operations	475,160	407,710	413,770	423,770	820,930
Capital Outlay	6,890	-	-	-	-
TOTAL PARK MAINTENANCE	\$ 638,010	\$ 561,420	\$ 569,170	\$ 579,170	\$ 982,860

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET**

PUBLIC WORKS

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
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GENERAL FUND - FUND 101

5421 SPORTS FIELD MAINTENANCE

Personnel	\$ 119,260	\$ 116,150	\$ 112,870	\$ 112,870	\$ 122,180
Maintenance & Operations	107,730	109,120	108,500	134,500	292,870
Capital Outlay	3,000	-	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 229,990	\$ 225,270	\$ 221,370	\$ 247,370	\$ 415,050

XXXX CITY HALL/CITY BUILDINGS (INCLUDES FIRE STATION EXPENSES)

Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	349,380	350,010	291,070	291,070	317,290
Capital Outlay	77,940	-	-	-	-
TOTAL CITY HALL/CITY BUILDINGS	\$ 427,320	\$ 350,010	\$ 291,070	\$ 291,070	\$ 317,290

101 TOTAL GENERAL FUND

Personnel	\$ 2,047,030	\$ 2,196,240	\$ 1,977,470	\$ 1,977,470	\$ 2,124,130
Maintenance & Operations	4,392,230	4,165,120	5,202,820	5,558,820	6,529,260
Capital Outlay	120,230	53,980	25,000	25,000	10,000
TOTAL GENERAL FUND	\$ 6,559,490	\$ 6,415,340	\$ 7,205,290	\$ 7,561,290	\$ 8,663,390

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

PUBLIC WORKS

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
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SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS

204	TOTAL GAS TAX FUND							
	Personnel	\$ -	\$ 490	\$ 181,930	\$ 181,930	\$ 191,510		
	Maintenance & Operations	300,300	460,320	609,010	680,100	685,800		
	Capital Outlay	-	-	-	-	-		
	Capital Improvement Projects	1,608,030	2,541,920	8,344,940	8,213,480	8,629,420		
	TOTAL GAS TAX FUND	\$ 1,908,330	\$ 3,002,730	\$ 9,135,880	\$ 9,075,510	\$ 9,506,730		
205	TOTAL MEASURE I FUND							
	Personnel	\$ -	\$ 350	\$ 142,010.00	\$ 142,010	\$ 149,470.00		
	Maintenance & Operations	187,710	187,710	223,520	274,960	279,040		
	Capital Outlay	-	-	-	-	-		
	Capital Improvement Projects	359,130	1,453,360	6,266,210	6,243,900	1,970,950		
	TOTAL MEASURE I FUND	\$ 546,840	\$ 1,641,420	\$ 6,631,740	\$ 6,660,870	\$ 2,399,460		
206	TOTAL ROAD MAINTENANCE REHABILITATION FUND							
	Personnel	\$ -	\$ 120	\$ 43,150	\$ 43,150	\$ 45,430		
	Maintenance & Operations	-	38,050	49,040	61,090	62,430		
	Capital Outlay	-	-	-	-	-		
	Capital Improvement Projects	-	1,900	1,328,320	1,328,100	844,970		
	TOTAL ROAD MAINTENANCE REHAB FUND	\$ -	\$ 40,070	\$ 1,420,510	\$ 1,432,340	\$ 952,830		
217	TOTAL OTHER GRANTS FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		
	Maintenance & Operations	-	-	-	-	-		
	Capital Outlay	-	-	225,070	225,070	-		
	Capital Improvement Projects	-	-	-	-	-		
	TOTAL OTHER GRANTS FUND	\$ -	\$ -	\$ 225,070	\$ 225,070	\$ -		
226	TOTAL FEDERAL GRANT-CARES ACT FUND							
	Personnel	\$ 12,920	\$ -	\$ -	\$ -	\$ -		
	Maintenance & Operations	2,050	22,840	-	-	-		
	Capital Outlay	-	53,980	-	-	-		
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 14,970	\$ 76,820	\$ -	\$ -	\$ -		
229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		
	Maintenance & Operations	-	-	-	1,331,000	-		
	Capital Outlay	-	-	-	-	-		
	Capital Improvement Projects	-	-	-	92,000	2,934,360		
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ -	\$ -	\$ -	\$ 1,423,000	\$ 2,934,360		
420	TOTAL GENERAL CAPITAL IMPROVEMENTS FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		
	Maintenance & Operations	-	-	-	-	-		
	Capital Outlay	-	-	-	-	-		
	Capital Improvement Projects	-	36,830	555,000	560,260	81,000		
	TOTAL GENERAL CAPITAL IMPROVEMENTS FUND	\$ -	\$ 36,830	\$ 555,000	\$ 560,260	\$ 81,000		
421	TOTAL PARK ACQUISITION & DEVELOPMENT FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		
	Maintenance & Operations	-	-	-	-	-		
	Capital Outlay	-	59,990	65,000	65,000	-		
	Capital Improvement Projects	26,570	91,690	599,500	585,190	1,290,040		
	TOTAL PARK ACQUISITION & DVLMPY FUND	\$ 26,570	\$ 151,680	\$ 664,500	\$ 650,190	\$ 1,290,040		

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

PUBLIC WORKS

2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
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SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS

422	TOTAL STORM DRAIN DEVELOPMENT FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-	-	-
	Capital Outlay	-	-	-	-	-	-	-
	Capital Improvement Projects	20,490	116,760	3,692,200	3,600,900			2,006,100
	TOTAL STORM DRAIN DEVELOPMENT FUND	\$ 20,490	\$ 116,760	\$ 3,692,200	\$ 3,600,900			\$ 2,006,100
423	TOTAL STREET & TRAFFIC FACILITY DVLPMT FUND							
	Personnel	\$ -	\$ 60	\$ 9,400.00	\$ 9,400	\$ 9,890.00		\$ 9,890.00
	Maintenance & Operations	-	-	2,010	2,010	2,440		2,440
	Capital Outlay	-	-	-	-	-		-
	Capital Improvement Projects	-	1,541,190	1,902,650	1,417,100	525,520		525,520
	TOTAL STREET & TRAFFIC FACILITY FUND	\$ -	\$ 1,541,250	\$ 1,914,060	\$ 1,428,510	\$ 537,850		\$ 537,850
425	TOTAL GENERAL CAPITAL PROJECTS FUND							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Maintenance & Operations	-	-	-	-	-		-
	Capital Outlay	-	-	-	-	-		-
	Capital Improvement Projects	400,610	515,220	1,334,330	1,423,350	655,840		655,840
	TOTAL GENERAL CAPITAL PROJECTS FUND	\$ 400,610	\$ 515,220	\$ 1,334,330	\$ 1,423,350	\$ 655,840		\$ 655,840
426	TOTAL STREET & ALLEY REPAIRS FUND							
	Personnel	\$ -	\$ 120	\$ 46,990.00	\$ 46,990	\$ 49,500.00		\$ 49,500.00
	Maintenance & Operations	-	-	10,380	10,380	12,200		12,200
	Capital Outlay	-	-	-	-	-		-
	Capital Improvement Projects	10,250	511,380	526,730	514,750	830,810		830,810
	TOTAL STREET & ALLEY REPAIRS FUND	\$ 10,250	\$ 511,500	\$ 584,100	\$ 572,120	\$ 892,510		\$ 892,510
752	TOTAL FLEET MAINTENANCE & REPLACEMENT FUND							
	Personnel	\$ 319,060	\$ 279,760	\$ 319,700	\$ 319,700	\$ 319,490		\$ 319,490
	Maintenance & Operations	313,080	308,040	380,790	383,240	381,780		381,780
	Capital Outlay	734,250	627,870	675,900	1,523,030	265,250		265,250
	TOTAL FLEET MANT & REPLACEMENT FUND	\$ 1,366,390	\$ 1,215,670	\$ 1,376,390	\$ 2,225,970	\$ 966,520		\$ 966,520
754	TOTAL BUILDING MAINT & OPERATIONS FUND							
	Personnel	\$ 488,210	\$ 503,260	\$ 523,820	\$ 523,820	\$ 540,960		\$ 540,960
	Maintenance & Operations	480,160	391,850	735,430	745,510	897,760		897,760
	Capital Outlay	12,280	71,860	169,720	169,720	40,000		40,000
	TOTAL BUILDING MAINT & OPERATIONS FUND	\$ 980,650	\$ 966,970	\$ 1,428,970	\$ 1,439,050	\$ 1,478,720		\$ 1,478,720
	TOTAL SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS							
	Personnel	\$ 820,190	\$ 784,160	\$ 1,267,000	\$ 1,267,000	\$ 1,306,250		\$ 1,306,250
	Maintenance & Operations	1,283,300	1,408,810	2,010,180	3,488,290	2,321,450		2,321,450
	Capital Outlay	746,530	813,700	1,135,690	1,982,820	305,250		305,250
	Capital Improvement Projects*	2,425,080	6,810,250	24,549,880	23,979,030	19,769,010		19,769,010
	TOTAL PUBLIC WORKS	\$ 5,275,100	\$ 9,816,920	\$ 28,962,750	\$ 30,717,140	\$ 23,701,960		\$ 23,701,960

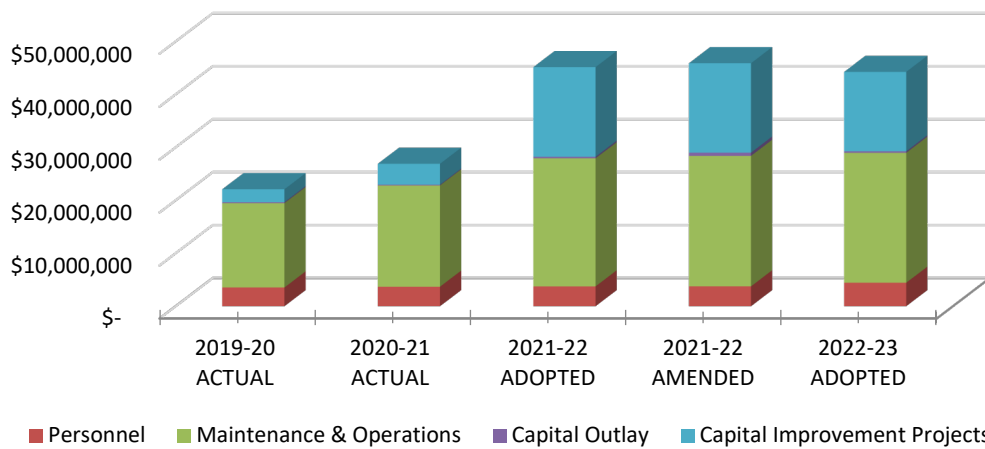
*For Capital Improvement Projects details, see the Capital Improvement Project section.

WATER

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 3,546,160	\$3,690,140	\$ 3,754,290	\$3,759,780	\$4,440,320
Maintenance & Operations	15,926,800	19,128,860	24,186,000	24,640,710	24,540,200
Capital Outlay	179,410	143,100	289,750	614,350	279,250
Capital Improvement Projects	2,442,020	3,945,990	16,932,820	16,885,260	15,003,930
TOTAL BUDGET	\$22,094,390	\$26,908,090	\$45,162,860	\$45,900,100	\$44,263,700

Water Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
WATER UTILITY	\$22,094,390	\$26,908,090	\$45,162,860	\$45,900,100	\$44,263,700
TOTAL BUDGET	\$22,094,390	\$26,908,090	\$45,162,860	\$45,900,100	\$44,263,700

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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - WATER					
UTILITIES MANAGER	1.00	1.00	1.00	1.00	0.00
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	3.00	0.00
UTILITY SYSTEM SUPERVISOR	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	10.00	10.00	11.00	11.00	0.00
SENIOR UTILITY SYSTEM WORKER-SEWER	1.00	1.00	1.00	1.00	0.00
UTILITY SYSTEM WORKER- SEWER	6.00	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	3.00	0.00
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	0.05
ASSOCIATE ENGINEER	0.00	0.00	0.00	1.00	0.00
GIS/CAD TECHNICIAN	1.00	1.00	1.00	1.00	0.00
CUSTOMER SERVICE SPECIALIST I	0.00	0.00	1.00	1.00	0.00
TOTAL DIVISION	31.00	31.00	33.00	36.00	1.05

FY 2022-23 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 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	18,535	17,539	18,000	16,000
Water samples taken	3,800	3,800	4,000	3,800
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	750	2,089	3,000	1,000
Meter installations (new service & replacements)	1,000	2,832	3,000	1,000
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	300	178	225	300
Main leaks repaired	125	159	175	175
Fire Hydrant damages repaired	6	26	30	30
Fire Hydrants maintained	4	7	8	8
Number of exercised valves	100	518	600	600
Valve Replacement	15	12	15	15
USA tickets received and marked	2,600	8,135	8,500	8,500
Service “turn-on” and “turn-off”	2,500	5,483	6,000	6,000
Water conservation contacts	1,152	1,189	1,200	1,300
Educational events	8	1	1	2
Water efficient landscape classes	7	0	1	2
New water pipelines and appurtenances installed (linear feet)	5,990	78	4,600	3,500
Manholes inspected and cleaned	1,100	3,127	3,200	1,300
Miles of main sewer lines cleaned	100	117	135	135
Sewer miles inspected by camera	25	9	10	10
Sewer lateral issues resolved*	70	68	70	70

* Sewer backup, root & blockage, lateral damage due to city tree roots and lateral repair.

FY 2021-22 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.
- ◆ Maintained compliance with weekly, quarterly, and annual Water Quality Monitoring Reports.
- ◆ Completed the 2021 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 Winter 2022.
- ◆ Constructed 8” water main & service laterals on 7th St, San Antonio Avenue to Euclid Avenue.
- ◆ Replaced motor control center panel at Plant 6.
- ◆ Replaced water service laterals on Harrington Avenue, 7th Street to 8th Street.
- ◆ Replaced the Chlorine Generation and Disinfection Unit at Plant 4.
- ◆ 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 2022-23 ADOPTED BUDGET

PUBLIC WORKS

WATER UTILITY - FUND 639/640

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
6201 ADMINISTRATION					
Personnel	\$ 816,810	\$ 879,080	\$ 798,910	\$ 804,400	\$ 930,370
Maintenance & Operations	3,268,270	3,668,760	4,502,870	4,859,580	3,408,930
Capital Outlay	-	31,430	-	-	-
TOTAL ADMINISTRATION	\$ 4,085,080	\$ 4,579,270	\$ 5,301,780	\$ 5,663,980	\$ 4,339,300
6202 CUSTOMER SERVICE					
Personnel	\$ 208,280	\$ 117,780	\$ 99,720	\$ 99,720	\$ 107,230
Maintenance & Operations	7,460	52,450	106,310	106,310	108,780
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 215,740	\$ 170,230	\$ 206,030	\$ 206,030	\$ 216,010
6203 METER SERVICES					
Personnel	\$ 151,460	\$ 264,540	\$ 237,650	\$ 237,650	\$ 344,110
Maintenance & Operations	467,320	619,350	946,030	966,030	1,070,870
Capital Outlay	10,170	82,420	113,500	113,500	58,250
TOTAL METER SERVICES	\$ 628,950	\$ 966,310	\$ 1,297,180	\$ 1,317,180	\$ 1,473,230
6204 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	2,200	5,600	-	-	-
Capital Outlay	-	-	-	-	-
DAMAGE TO CITY PROPERTY	\$ 2,200	\$ 5,600	\$ -	\$ -	\$ -
6205 PRODUCTION & STORAGE					
Personnel	\$ 524,130	\$ 578,720	\$ 580,680	\$ 580,680	\$ 789,760
Maintenance & Operations	10,552,700	13,373,970	16,229,340	16,259,340	17,051,510
Capital Outlay	169,240	16,440	6,000	6,000	6,000
TOTAL PRODUCTION & STORAGE	\$ 11,246,070	\$ 13,969,130	\$ 16,816,020	\$ 16,846,020	\$ 17,847,270
6206 TRANSMISSION & DISTRIBUTION					
Personnel	\$ 1,256,340	\$ 1,187,540	\$ 1,338,310	\$ 1,338,310	\$ 1,522,220
Maintenance & Operations	1,001,610	802,920	923,600	964,600	1,017,840
Capital Outlay	-	12,810	170,250	494,850	215,000
TOTAL TRANSMISSION & DISTRIBUTION	\$ 2,257,950	\$ 2,003,270	\$ 2,432,160	\$ 2,797,760	\$ 2,755,060
6207 WECWC MANAGEMENT CONTROL					
Personnel	\$ 106,000	\$ 120,700	\$ 97,110	\$ 97,110	\$ 113,360
Maintenance & Operations	30	410	6,030	6,030	6,030
Capital Outlay	-	-	-	-	-
TOTAL WECWC MANAGEMENT CONTROL	\$ 106,030	\$ 121,110	\$ 103,140	\$ 103,140	\$ 119,390
6208 WATER CONSERVATION					
Personnel	\$ 46,870	\$ 44,000	\$ 113,240	\$ 113,240	\$ 121,360
Maintenance & Operations	32,620	57,830	162,780	162,780	162,780
Capital Outlay	-	-	-	-	-
TOTAL WATER CONSERVATION	\$ 79,490	\$ 101,830	\$ 276,020	\$ 276,020	\$ 284,140
6210 DEBT SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	314,400	298,130	1,020,480	1,020,480	1,268,920
Capital Outlay	-	-	-	-	-
TOTAL DEBT SERVICE	\$ 314,400	\$ 298,130	\$ 1,020,480	\$ 1,020,480	\$ 1,268,920

PUBLIC WORKS

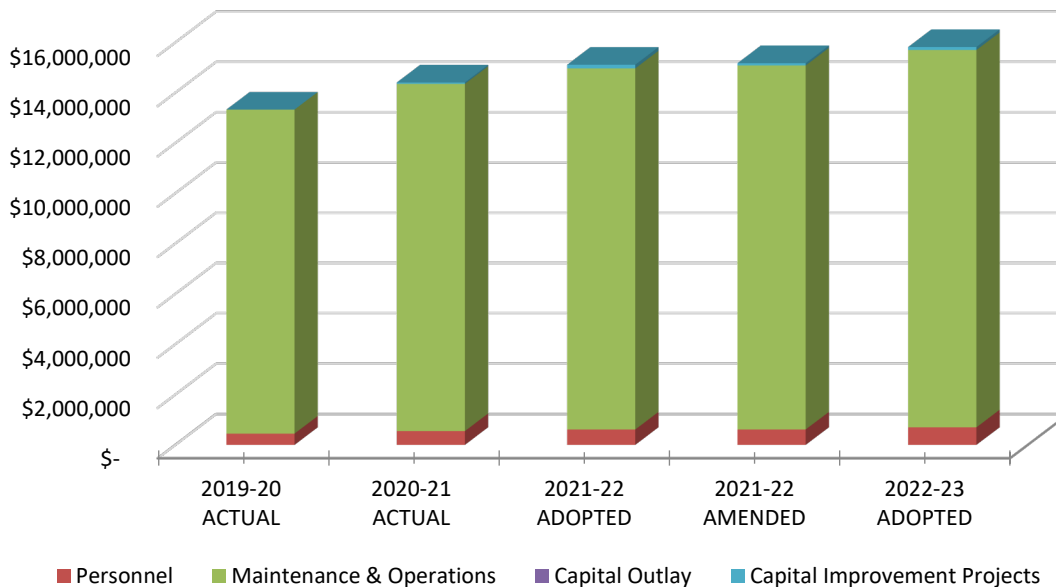
	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
WATER UTILITY - FUND 639/640					
6211	STORM WATER MGMT AND RECHARGE				
Personnel	\$ 222,920	\$ 272,980	\$ 253,470	\$ 253,470	\$ 262,170
Maintenance & Operations	93,650	71,520	56,820	63,820	208,080
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RCHG	<u>\$ 316,570</u>	<u>\$ 344,500</u>	<u>\$ 310,290</u>	<u>\$ 317,290</u>	<u>\$ 470,250</u>
6212	PVPA				
Personnel	\$ 25,530	\$ 22,000	\$ 250	\$ 250	\$ 400
Maintenance & Operations	1,330	800	2,500	2,500	2,500
Capital Outlay	-	-	-	-	-
TOTAL PVPA	<u>\$ 26,860</u>	<u>\$ 22,800</u>	<u>\$ 2,750</u>	<u>\$ 2,750</u>	<u>\$ 2,900</u>
6213	CUSTOMER SERVICE				
Personnel	\$ 187,820	\$ 202,800	\$ 234,950	\$ 234,950	\$ 249,340
Maintenance & Operations	185,210	177,120	229,240	229,240	233,960
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	<u>\$ 373,030</u>	<u>\$ 379,920</u>	<u>\$ 464,190</u>	<u>\$ 464,190</u>	<u>\$ 483,300</u>
639/640	TOTAL WATER UTILITY FUND				
Personnel	\$ 3,546,160	\$ 3,690,140	\$ 3,754,290	\$ 3,759,780	\$ 4,440,320
Maintenance & Operations	15,926,800	19,128,860	24,186,000	24,640,710	24,540,200
Capital Outlay	179,410	143,100	289,750	614,350	279,250
Capital Improvement Projects	2,442,020	3,945,990	16,932,820	16,885,260	15,003,930
TOTAL WATER UTILITY FUND	<u>\$ 22,094,390</u>	<u>\$ 26,908,090</u>	<u>\$ 45,162,860</u>	<u>\$ 45,900,100</u>	<u>\$ 44,263,700</u>

SOLID WASTE

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$ 448,490	\$548,140	\$ 611,320	\$613,150	\$697,100
Maintenance & Operations	12,880,780	13,804,480	14,357,640	14,472,630	15,002,830
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	-	55,470	144,840	89,840	119,510
TOTAL BUDGET	\$13,329,270	\$14,408,090	\$15,113,800	\$15,175,620	\$15,819,440

Solid Waste Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
SOLID WASTE UTILITY	\$13,329,270	\$14,408,090	\$15,113,800	\$15,175,620	\$15,819,440
TOTAL BUDGET	\$13,329,270	\$14,408,090	\$15,113,800	\$15,175,620	\$15,819,440

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 organic 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, which includes a Sharps Program. 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS – SOLID WASTE MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	1.00	1.00	1.00	1.00	0.00

FY 2022-23 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; 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 to increase residential green and food waste recycling through composting.

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Disposal rate* (pounds per person per day)	4.4	2.96	3.0	3.0
Number of household hazardous waste participants	5,500	5,080	5,300	5,500
Household hazardous waste volume (lbs)	350,000	355,680	556,000	500,000
Number of Solid Waste educational events	4	2	2	2
*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 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Completed the new 2,400 sq. ft. steel canopy for the HHW collection center for improving workflow and stormwater compliance.
- ◆ Continued sending newsletters to residential, commercial, and multi-family customers.
- ◆ Amended Municipal Code Chapter 3.28, mandatory commercial solid waste and organic waste recycling requirement for certain commercial and all residential dwellings. With the adoption of the ordinance, the city is in SB 1383 compliance.
- ◆ Utilized grant funding to provide community outreach on household hazardous waste, used oil programs, and recycle program.
- ◆ Submitted an updated Informal Compliance Plan to CalRecycle for mandated commercial recycling (MCR) and organics (MORE) recycling programs.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET

PUBLIC WORKS

SOLID WASTE UTILITY- FUND 641

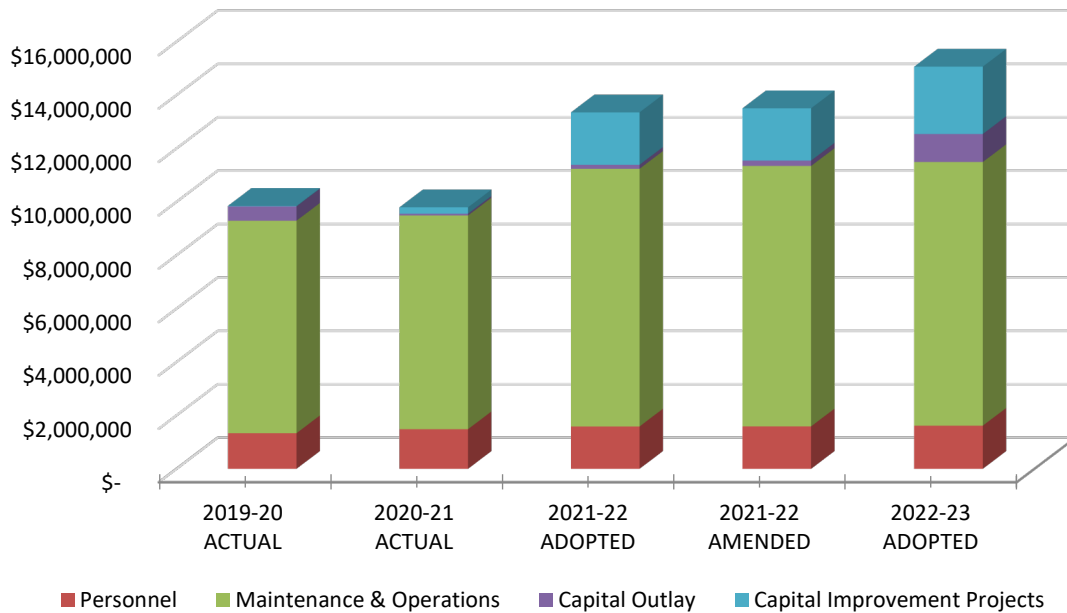
	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
6213 CUSTOMER SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	32,230	44,120	44,120	44,120
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ -	\$ 32,230	\$ 44,120	\$ 44,120	\$ 44,120
6301 SOLID WASTE					
Personnel	\$ 375,790	\$ 476,540	\$ 501,770	\$ 503,600	\$ 589,240
Maintenance & Operations	12,783,230	13,665,550	14,204,720	14,266,210	14,839,435
Capital Outlay	-	-	-	-	-
TOTAL SOLID WASTE	\$ 13,159,020	\$ 14,142,090	\$ 14,706,490	\$ 14,769,810	\$ 15,428,675
6302 HOUSEHOLD HAZARDOUS WASTE					
Personnel	\$ 72,700	\$ 71,510	\$ 108,590	\$ 108,590	\$ 106,900
Maintenance & Operations	97,550	81,780	106,800	160,300	117,275
Capital Outlay	-	-	-	-	-
TOTAL HOUSEHOLD HAZARDOUS WASTE	\$ 170,250	\$ 153,290	\$ 215,390	\$ 268,890	\$ 224,175
6303 SHARPS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	1,290	2,000	2,000	2,000
Capital Outlay	-	-	-	-	-
TOTAL SHARPS	\$ -	\$ 1,290	\$ 2,000	\$ 2,000	\$ 2,000
63XX USED OIL RECYCLING GRANTS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	21,150	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL USED OIL RECYCLING GRANT	\$ -	\$ 21,150	\$ -	\$ -	\$ -
63XX BEVERAGE CONTAINER GRANTS					
Personnel	\$ -	\$ 90	\$ 960	\$ 960	\$ 960
Maintenance & Operations	-	2,480	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL BEVERAGE CONTAINER GRANT	\$ -	\$ 2,570	\$ 960	\$ 960	\$ 960
641 TOTAL SOLID WASTE UTILITY FUND					
Personnel	\$ 448,490	\$ 548,140	\$ 611,320	\$ 613,150	\$ 697,100
Maintenance & Operations	12,880,780	13,804,480	14,357,640	14,472,630	15,002,830
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	-	55,470	144,840	89,840	119,510
TOTAL SOLID WASTE UTILITY FUND	\$ 13,329,270	\$ 14,408,090	\$ 15,113,800	\$ 15,175,620	\$ 15,819,440

SEWER

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.

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$1,334,530	\$1,484,450	\$1,586,490	\$1,590,140	\$1,616,420
Maintenance & Operations	7,960,020	8,005,860	9,653,800	9,756,000	9,877,060
Capital Outlay	537,720	67,960	150,000	200,650	1,050,500
Capital Improvement Projects	17,440	237,610	1,963,200	1,959,550	2,522,340
TOTAL BUDGET	\$9,849,710	\$9,795,880	\$13,353,490	\$13,506,340	\$15,066,320

Sewer Expense Classification



	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
FUNDING SOURCES					
SEWER UTILITY	\$9,849,710	\$9,795,880	\$13,353,490	\$13,506,340	\$15,066,320
TOTAL BUDGET	\$9,849,710	\$9,795,880	\$13,353,490	\$13,506,340	\$15,066,320

SEWER DIVISION

The Sewer Division primary responsibility is sewage collection services for residents and businesses customers. This is done through the proper maintenance of the wastewater collection system to ensure that the sewer mainlines are always flowing properly. Work also includes planning and administration of infrastructure repairs, rehabilitations, and CIP projects; conducting regular camera inspection; inspection of sewer construction and maintenance projects; and staying in compliance with the City's Sewer System Management Plan.

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 treatment 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.

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 groundwater. These responsibilities include the administration of the City's Storm Water Program, including the development of management plans to capture storm water surface runoff for groundwater recharge.

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 the South Coast Air Quality Management District (SCAQMD). Additional responsibilities include the monitoring of groundwater quality below the Landfill, as required by State and Federal regulations.

The administration of the National Pollutant Discharge Elimination System (NPDES) Program is one of the primary duties of the Environmental 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, which is responsible for 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 unregulated, 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 participate 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 also participate in the administrative review and plan check processes for new development sponsored public improvements to ensure compliance with the NPDES permit.

PERSONNEL					
PERMANENT POSITIONS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2022-23 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	2.00	2.00	0.00
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	1.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	4.00	4.00	5.00	5.00	0.30

FY 2022-23 GOALS AND OBJECTIVES

- ◆ 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.
 - Implement the NPDES Local Implementation Plan (LIP) to reflect the new WQMP workflow, City Public Works Organization, and Trash Provision Order Track 1 Implementation.
 - Apply the Low Impact Development requirements mandated by the County's NPDES program.
 - Establish a complete inventory of WQMP Maintenance Agreements.

- ◆ Ensure continued City compliance with and Sewer System Management Plan (SSMP) requirements and the prevention of sanitary sewer overflows through the development of additional guidelines and procedures for the proper management, hydraulic evaluations, operation, and maintenance of the City's sewage collection system to provide reliable sewage disposal services to residents and businesses. A Sewer Master Plan is planned to accomplish this set of programmatic goals for the sewer division.

- ◆ Perform, construct, implement, or continue the following projects:
 - Sewer Rehabilitation and Relief projects.
 - Completion of the Landfill's Methane Gas Collection System and Flare Station conversion to a Carbon Absorption System.
 - Revision of the Regional Sewage Contract with Inland Empire Utilities Agency.

- Continued implementation of the Recycled Water Program and Water Conservation Projects
 - Storm Water Drainage Master Plan Update.
 - Sewer System Master Plan Update.
 - Sewer System Management Plan Update.
 - Grant funding applications for City projects, if feasible.
- ◆ Audit 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.
 - ◆ Manage the post-closure of the Upland Landfill by monitoring, testing, and reporting in accordance with all regulatory requirements.
 - ◆ 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	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Sewer miles cleaned or lined (miles)	100 miles cleaned	117 miles cleaned	125 miles cleaned	125 miles cleaned
Manholes inspected and cleaned	80	3,127	3,135	3,135
Sewer lateral issues resolved	68	68	68	68
Sewer miles inspected by camera (*)	25	9	12	12
Sewer manholes/facilities repaired	9	6	13	13
Permitted dischargers or active permits	191	197	197	197
Trunk Line wastewater samples collected	0	0	0	0
Permitted businesses inspected	135	195	215	215
New sewer connections processed	12	5	7	7
Permit violation letters issued (due to discharge limits and reporting requirements)	2	0	2	2
Interior and perimeter Gas Well Collection System readings obtained	59	684	684	684
Landfill probe readings	63	792	792	792
Landfill interior and perimeter gas groundwater samples taken	36	16	16	16

PERFORMANCE MEASUREMENTS	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 PROJECTED	2022-23 TARGET
Storm water inspections (a)	154	225	235	235
Mandated countywide storm water protection meetings attended	12	12	12	12
Recycled water retrofit plans submitted and approved by Department of Public Health	0(b)	0	1	1
Retrofitted sites/new connections	0	0	0	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 2021-22 MAJOR ACCOMPLISHMENTS

- ◆ Replaced 13 brick manholes deemed to be structurally vulnerable to earthquake damage with precast concrete manholes.
- ◆ Quantified and field identified additional catch basin locations for first three 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.
- ◆ Continued the 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.
- ◆ Awarded the bid and began the procurement for 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 nearly two years ago. The new CAS project is anticipated to be completed by June 2022.
- ◆ 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.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2022-23 ADOPTED BUDGET**

PUBLIC WORKS

SEWER UTILITY - FUND 645

	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
6213 CUSTOMER SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	35,260	51,520	51,520	51,520
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ -	\$ 35,260	\$ 51,520	\$ 51,520	\$ 51,520
6401 LANDFILL SITE MAINTENANCE					
Personnel	\$ 118,120	\$ 122,010	\$ 133,720	\$ 133,720	\$ 135,270
Maintenance & Operations	85,690	95,780	131,410	131,410	220,450
Capital Outlay	-	-	-	-	-
TOTAL LANDFILL SITE MAINTENANCE	\$ 203,810	\$ 217,790	\$ 265,130	\$ 265,130	\$ 355,720
6402 MAINTENANCE & OPERATIONS					
Personnel	\$ 920,420	\$ 1,061,140	\$ 1,084,850	\$ 1,088,500	\$ 1,104,710
Maintenance & Operations	682,490	740,320	1,477,320	1,491,810	1,157,790
Capital Outlay	537,720	67,960	150,000	200,650	1,050,500
TOTAL MAINTENANCE & OPERATIONS	\$ 2,140,630	\$ 1,869,420	\$ 2,712,170	\$ 2,780,960	\$ 3,313,000
6403 SEWER - RESIDENTIAL					
Personnel	\$ 195,670	\$ 200,200	\$ 232,210	\$ 232,210	\$ 239,980
Maintenance & Operations	6,957,120	7,049,960	7,634,760	7,722,470	8,084,610
Capital Outlay	-	-	-	-	-
TOTAL SEWER - RESIDENTIAL	\$ 7,152,790	\$ 7,250,160	\$ 7,866,970	\$ 7,954,680	\$ 8,324,590
6404 SEWER - NON-RESIDENTIAL					
Personnel	\$ 100,320	\$ 101,100	\$ 135,710	\$ 135,710	\$ 136,460
Maintenance & Operations	234,720	84,540	358,790	358,790	362,690
Capital Outlay	-	-	-	-	-
TOTAL SEWER - NON-RESIDENTIAL	\$ 335,040	\$ 185,640	\$ 494,500	\$ 494,500	\$ 499,150
645 TOTAL SEWER UTILITY FUND					
Personnel	\$ 1,334,530	\$ 1,484,450	\$ 1,586,490	\$ 1,590,140	\$ 1,616,420
Maintenance & Operations	7,960,020	8,005,860	9,653,800	9,756,000	9,877,060
Capital Outlay	537,720	67,960	150,000	200,650	1,050,500
Capital Improvement Projects	17,440	237,610	1,963,200	1,959,550	2,522,340
TOTAL SEWER UTILITY FUND	\$ 9,849,710	\$ 9,795,880	\$ 13,353,490	\$ 13,506,340	\$ 15,066,320

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

CITY OF UPLAND
PUBLIC WORKS
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 27,750	\$ 28,390	\$ 29,280	\$ 29,280	\$ 33,290
5111	Salaries - Full Time	4,532,900	5,116,670	6,404,550	6,412,150	7,008,570
5112	Salaries - Temporary/Part Time	174,970	112,360	180,550	180,550	157,120
5113	Overtime	337,900	293,620	216,790	216,790	336,410
5116	Fringe Benefits	997,350	1,200,060	1,713,890	1,716,470	1,911,530
5117	Retirement Contributions	439,770	539,340	651,510	652,300	737,300
5119	Unfunded Annual PERS Liability	1,685,760	1,412,690	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 8,196,400	\$ 8,703,130	\$ 9,196,570	\$ 9,207,540	\$ 10,184,220
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 77,420	\$ 79,850	\$ 229,750	\$ 229,750	\$ 228,600
5205	Recruitment Costs - Other	120	-	-	-	-
5212	Advertising	1,210	14,730	23,200	23,200	24,200
5213	Dues & Subscriptions	27,550	9,420	18,370	17,900	19,220
5215	Training/Conferences/Meetings	11,270	15,260	50,060	49,060	55,035
5216	Office Supplies	10,150	10,440	25,850	26,850	27,950
5217	Other Supplies/Materials	793,580	777,540	1,192,260	1,211,460	1,434,690
5218	Uniform Expense	53,330	50,880	55,000	76,400	61,980
5219	Registration/Permits/Licenses	207,000	175,330	164,700	171,700	236,230
5220	Fuel Usage	154,470	154,670	152,900	163,750	184,000
5222	Print/Mail Charges	5,140	1,270	14,880	15,050	15,900
5223	Information Systems Charges	367,470	472,130	-	-	-
5224	Vehicle Charges	311,460	304,760	-	-	-
5225	Building Maint & Operations	431,940	508,270	-	-	-
5227	Vehicle Parts/Materials	221,230	205,510	175,200	175,200	184,450
5231	Office Equipment (Under 5,000)	10,740	22,970	4,030	9,030	9,030
5232	Computer Equip (Under 5,000)	16,680	14,780	17,850	17,850	22,050
5233	Other Equipment (Under 5,000)	502,500	598,090	899,350	905,000	992,330
5234	Other Equipment Rental	14,510	26,430	29,400	41,900	36,400
5236	Rent	54,540	55,580	57,000	57,000	59,000
5241	Utilities - Electric	2,031,680	2,301,260	2,326,900	2,338,520	2,436,680
5242	Utilities - Gas	8,720	10,900	12,820	12,620	13,560
5243	Utilities - Telephone	1,970	2,510	1,200	1,200	1,200
5244	Utilities - Water	8,261,960	10,538,840	13,000,120	13,000,120	13,360,280
5245	Maintenance - Building/Structure/Grounds	450,450	335,270	598,000	601,000	683,000
5246	Maintenance - Equipment	73,770	1,570	750	30,750	5,650
5247	Maintenance - Vehicle	-	2,910	-	-	-
5248	Maintenance - Other	40,000	35,080	87,800	87,800	125,020
5249	Other Maintenance	-	-	1,000	1,000	1,000
5251	Legal Services	36,090	23,650	93,000	93,000	138,000
5252	Professional Services	310,260	145,460	353,670	356,480	497,420
5253	Contract Services	1,713,890	1,743,520	2,204,980	3,752,900	2,426,925
5254	Data Processing Services	21,800	29,940	20,470	20,470	21,020
5255	Banking Services	130,960	148,870	111,480	111,480	111,480
5256	Solid Waste Services	12,062,740	12,996,810	13,310,700	13,310,700	13,976,240
5257	Sewer Treatment Disposal Services	6,499,260	6,601,300	7,167,930	7,167,930	7,549,200
5258	Other Services	1,206,620	1,186,470	1,715,160	1,887,160	1,964,510
5259	Recycled Water Purchase	1,033,070	1,220,550	1,173,000	1,173,000	1,341,500
5273	Workers Compensation Charges	473,590	589,100	-	-	-
5274	Unemployment Charges	38,220	19,860	-	-	-
5275	Long-term Disability Charges	38,140	38,300	-	-	-
5276	Liability Charges	704,560	747,750	-	-	-
5277	Loss Prevention Charges	39,010	38,250	-	-	-

CITY OF UPLAND
PUBLIC WORKS
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 ADOPTED
5290	Late Charges	270	6,840	-	-	-
5291	Bad Debts Expense	22,470	31,440	-	-	-
5292	Administrative Services Expense	2,841,570	2,841,570	2,841,580	3,448,840	3,448,840
5294	Sponsor/Contribution/Donation	2,670	220	5,200	5,200	5,200
5295	Pump/Diesel Taxes	2,280	2,440	5,000	5,000	5,000
5297	Other Expenses	530	-	-	-	-
5298	Loss-Cap Assets	397,050	253,180	-	-	-
5304	Contributions	414,050	792,050	767,000	767,000	777,000
5424	Bond Principal Payment	-	-	395,000	395,000	1,214,000
5425	Bond Interest Expense	313,170	329,310	621,980	621,980	407,860
5701	Information Systems Allocation Charges	-	-	682,980	682,980	611,790
5702	Fleet - Maintenance & Repair Allocation	-	-	349,670	349,670	351,380
5703	Vehicle Acquisition Allocation	-	-	251,750	251,750	119,250
5704	Building Maintenance & Operation Allocation	-	-	607,670	607,670	475,300
5705	Self Funded Liability Allocation	-	-	1,436,330	1,436,330	1,587,460
5706	OPEB & Employee Benefits Allocation	-	-	290,620	340,920	250,240
5707	PERS-UAL Allocation	-	-	1,866,880	1,866,880	773,730
	TOTAL MAINTENANCE & OPERATIONS	\$ 42,443,130	\$ 46,513,130	\$ 55,410,440	\$ 57,916,450	\$ 58,270,800
	CAPITAL OUTLAY					
5528	Improvements Other Than Buildings	\$ 101,340	\$ 20,560	\$ 5,000	\$ 5,000	\$ 50,000
5529	Building Improvements	-	15,420	130,000	130,000	-
5530	Machinery & Equipment	221,390	706,170	515,790	515,790	166,000
5531	Vehicles	1,261,160	336,590	949,650	2,172,030	1,429,000
	TOTAL CAPITAL OUTLAY	\$ 1,583,890	\$ 1,078,740	\$ 1,600,440	\$ 2,822,820	\$ 1,645,000
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 4,884,540	\$ 11,049,320	\$ 43,590,740	\$ 42,913,680	\$ 37,414,790
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 4,884,540	\$ 11,049,320	\$ 43,590,740	\$ 42,913,680	\$ 37,414,790
	TOTAL DEPARTMENT	\$ 57,107,960	\$ 67,344,320	\$ 109,798,190	\$ 112,860,490	\$ 107,514,810

CITY OF UPLAND
PUBLIC WORKS
FY 2022-23 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	EXPENSE CLASSIFICATION	101	204	205	206	229	420	421	422	423	425	426	639	640	641	645	752	754	2022-23 ADOPTED		
			GENERAL	GAS TAX	MEASURE I	RMRA	ARPA	GENERAL CAPITAL IMPROV.	PARK ACQUISITION & DEV.	STORM DRAIN DEV.	STREET & TRAFFIC FAC DEV.	GENERAL CAPITAL PROJECTS	STREET & ALLEY REPAIRS	WATER BOND	WATER UTILITY	SOLID WASTE UTILITY	SEWER UTILITY	FLEET MGMT	BUILDING MAINT & OPERATIONS			
5110		PERSONNEL EXPENSE																				
5111		Pay Bases	\$ 13,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,410	\$ -	\$ -	\$ -	\$ -	\$ 33,290		
5112		Salaries - Full Time	1,442,130	144,490	112,610	34,430	-	-	-	-	7,600	-	37,180	-	3,079,290	411,200	1,160,160	-	354,080	7,008,570		
5113		Salaries - Temporary/Part Time	23,230	-	-	-	-	-	-	-	-	-	-	-	70,510	70,510	7,810	-	16,360	157,120		
5116		Overtime	79,000	-	-	-	-	-	-	-	-	-	-	-	165,830	58,000	12,480	-	18,000	336,410		
5117		Fringe Benefits	411,710	31,220	24,540	7,230	-	-	-	-	1,460	-	8,250	-	819,930	115,030	314,810	-	110,620	1,911,530		
		Retirement Contributions	154,090	15,800	12,320	3,770	-	-	-	-	830	-	4,070	-	321,630	42,360	121,160	-	36,990	732,300		
		TOTAL PERSONNEL EXPENSES	\$ 2,124,130	\$ 191,510	\$ 149,470	\$ 45,430	\$ -	\$ -	\$ -	\$ -	\$ 9,890	\$ -	\$ 49,500	\$ -	\$ 4,440,230	\$ 697,100	\$ 1,616,420	\$ 319,490	\$ 540,960	\$ 10,184,220		
		MAINTENANCE & OPERATIONS																				
5211		Postage	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,450	\$ 47,000	\$ 61,000	\$ 50	\$ -	\$ 228,600		
5212		Advertising	5,230	-	-	-	-	-	-	-	-	-	-	-	19,950	4,000	4,790	250	-	24,200		
5213		Dues & Subscriptions	6,950	-	-	-	-	-	-	-	-	-	-	-	7,700	1,200	4,790	750	300	20,000		
5215		Training/Conferences/Meetings	5,800	-	-	-	-	-	-	-	-	-	-	-	33,360	3,775	8,700	2,250	-	55,035		
5216		Office Supplies	198,940	50,000	-	-	-	-	-	-	-	-	-	-	11,500	3,700	5,450	500	1,000	27,950		
5217		Other Supplies/Materials	16,200	-	-	-	-	-	-	-	-	-	-	-	1,050,350	4,620	109,330	20,450	1,000	1,434,690		
5218		Uniform Expense	250	-	-	-	-	-	-	-	-	-	-	-	11,750	3,850	21,110	3,070	6,000	61,980		
5219		Registration/Permits/Licenses	72,800	-	-	-	-	-	-	-	-	-	-	-	181,290	-	45,340	6,650	2,700	236,230		
5220		Fuel Usage	800	-	-	-	-	-	-	-	-	-	-	-	63,700	-	43,000	100	-	184,000		
5222		Print/Mail Charges	800	-	-	-	-	-	-	-	-	-	-	-	14,900	-	100	-	-	15,900		
5227		Vehicle Parts/Materials	5,000	-	-	-	-	-	-	-	-	-	-	-	3,280	-	2,200	750	-	9,030		
5231		Office Equipment (Under 5,000)	-	-	-	-	-	-	-	-	-	-	-	-	18,600	-	2,200	1,250	-	22,050		
5232		Computer Equip (Under 5,000)	51,000	-	-	-	-	-	-	-	-	-	-	-	923,750	-	5,580	2,000	10,000	992,330		
5233		Other Equipment (Under 5,000)	6,000	-	-	-	-	-	-	-	-	-	-	-	21,000	3,900	5,500	-	-	36,400		
5234		Other Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	59,000	-	-	-	-	59,000		
5236		Rent	934,480	100,000	-	-	-	-	-	-	-	-	-	-	1,400,000	-	2,200	800	-	2,436,680		
5241		Utilities - Electric	11,760	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	-	13,560		
5242		Utilities - Gas	959,770	-	-	-	-	-	-	-	-	-	-	-	12,328,750	1,760	70,000	-	-	13,360,280		
5244		Utilities - Water	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200		
5245		Maintenance - Building/Structure/Grounds	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	683,000		
5246		Maintenance - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125,020		
5248		Maintenance - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000		
5249		Legal Services	400,000	6,310	-	-	-	-	-	-	-	-	-	-	85,000	3,000	50,000	-	-	138,000		
5251		Professional Services	1,655,000	150,000	-	-	-	-	-	-	-	-	-	-	12,870	4,010	74,230	-	-	497,520		
5252		Contract Services	-	-	-	-	-	-	-	-	-	-	-	-	413,000	120,375	51,550	37,300	-	2,426,925		
5254		Data Processing Services	-	-	-	-	-	-	-	-	-	-	-	-	8,800	3,810	3,980	-	-	21,020		
5255		Building Services	-	-	-	-	-	-	-	-	-	-	-	-	104,000	13,976,240	3,500	3,980	-	13,976,240		
5256		Solid Waste Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,549,200		
5257		Sewer Treatment Disposal Services	-	-	-	-	-	-	-	-	-	-	-	-	694,520	64,070	7,549,200	15,400	5,000	1,964,510		
5258		Other Services	534,300	327,290	238,410	49,890	-	-	-	-	-	-	-	-	1,341,500	599,710	546,540	-	-	3,448,840		
5259		Recycled Water Purchase	-	-	-	-	-	-	-	-	-	-	-	-	1,727,000	-	-	-	-	5,200		
5292		Administrative Services Expense	-	-	-	-	-	-	-	-	-	-	-	-	777,000	-	-	-	-	777,000		
5294		Sponsor/Contribution/Donation	-	-	-	-	-	-	-	-	-	-	-	-	1,214,000	-	-	-	-	1,214,000		
5295		Pump/Diesel Taxes	-	-	-	-	-	-	-	-	-	-	-	-	407,860	-	-	-	-	407,860		
5304		Contributions	-	-	-	-	-	-	-	-	-	-	-	-	250,410	56,630	119,820	7,650	-	611,790		
5424		Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	113,280	-	91,060	-	-	351,380		
5425		Bond Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	131,900	5,240	21,590	-	-	119,250		
5701		Information Systems - Allocation Changes	177,280	-	-	-	-	-	-	-	-	-	-	-	752,410	117,690	282,640	-	-	475,300		
5702		Pilot - Maintenance & Repair Allocation	147,040	-	-	-	-	-	-	-	-	-	-	-	109,610	147,500	41,520	8,240	13,210	1,587,460		
5703		Vehicle Acquisition Allocation	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,240		
5704		Building Maintenance & Operation Allocation	316,780	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	773,230		
5705		Self Funded Liability Allocation	434,720	4,760	3,760	1,150	-	-	-	-	2,440	-	12,200	-	-	-	-	-	-	116,300		
5706		OTHER & Employee Benefits Allocation	35,240	47,440	36,870	11,390	-	-	-	-	-	-	-	-	-	-	-	-	-	139,960		
5707		PERS-UAL Allocation	473,620	685,800	279,640	62,430	-	-	-	-	-	-	-	-	24,540,200	15,002,830	9,877,060	381,780	897,760	58,270,800		
		TOTAL MAINTENANCE & OPERATIONS	\$ 8,665,390	\$ 9,506,730	\$ 2,399,460	\$ 932,830	\$ 2,934,360	\$ 81,000	\$ 1,290,040	\$ 2,006,100	\$ 537,850	\$ 655,840	\$ 892,510	\$ 4,849,000	\$ 15,062,830	\$ 15,819,440	\$ 15,066,520	\$ 966,520	\$ 1,478,720	\$ 107,514,810		
		CAPITAL OUTLAY																				
5528		Improvements Other Than Buildings	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
5530		Machinery & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	16,000	-	150,000	-	-	166,000		
5531		Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	263,250	-	900,500	265,250	-	1,429,000		
		TOTAL CAPITAL OUTLAY	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,250	\$ -	\$ 1,050,500	\$ 265,250	\$ 40,000	\$ 1,645,000		
		CAPITAL IMPROVEMENT PROJECTS																				
55XX		Capital Improvement Projects	\$ -	\$ 8,629,420	\$ -	\$ 844,970	\$ 2,934,360	\$ 81,000	\$ 1,290,040	\$ 2,006,100	\$ 525,250	\$ 655,840	\$ 830,810	\$ 4,849,000	\$ 10,154,930	\$ 119,510	\$ 2,522,340	\$ -	\$ -	\$ -	\$ 37,414,290	
		TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ 8,629,420	\$ -	\$ 844,970	\$ 2,934,360	\$ 81,000	\$ 1,290,040	\$ 2,006,100	\$ 525,250	\$ 655,840	\$ 830,810	\$ 4,849,000	\$ 10,154,930	\$ 119,510	\$ 2,522,340	\$ -	\$ -	\$ -	\$ 37,414,290	
		TOTAL DEPARTMENT	\$ 8,665,390	\$ 9,506,730	\$ 2,399,460	\$ 932,830	\$ 2,934,360	\$ 81,000	\$ 1,290,040	\$ 2,006,100	\$ 537,850	\$ 655,840	\$ 892,510	\$ 4,849,000	\$ 15,062,830	\$ 15,819,440	\$ 15,066,520	\$ 966,520	\$ 1,478,720	\$ 107,514,810		



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CAPITAL IMPROVEMENT PROGRAM

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 exceeding one year.

New projects are identified and recommended as necessary in the City of Upland. Throughout the Fiscal Year, the projects scheduled in FY 2022-23 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 2021-22 or prior years and were not completed as of June 30, 2022. Therefore, the remaining balances of their corresponding appropriations are carried over to the new FY 2022-23 budget and beyond if necessary.

The adopted FY 2022-23 CIP budget, summarized by categories, is provided below:

FY 2022-23	
BUILDINGS AND FACILITIES	\$1,157,120
PARK ACQUISITION & DEVELOPMENT	\$1,290,040
STORM DRAIN	\$2,006,100
STREET AND TRAFFIC FACILITIES	\$15,446,300
WATER UTILITY	\$15,003,930
SOLID WASTE	\$119,510
SEWER UTILITY	\$2,522,340
TOTAL CIP	\$37,545,340

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 (Funds 639 & 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 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
GAZ TAX FUNDED PROJECTS										
204	7003		Pavement Management System	126,660	35,000	161,660	-	-	-	-
204	7031		Traffic Safety Projects - Annual	67,200	-	67,200	-	-	-	-
204	7069		Arrow Highway Rehab (Benson to Mountain)	1,091,050	300,000	1,391,050	-	-	-	-
204	7076		Alpine Street Rehab (West End to Palm Ave.)	672,360	-	672,360	-	-	-	-
204	7077		Vernon Drive (West End to Palm Ave.)	356,320	-	356,320	-	-	-	-
204	7078		Palm Avenue (9th Street to Arrow Hwy.)	744,260	-	744,260	-	-	-	-
204	8617		Arrow Route Widening (Monte Vista Avenue to San Antonio Channel East)	99,480	-	99,480	-	-	-	-
204	9124		Arrow Highway Rehab (Mountain to San Antonio)	942,170	300,000	1,242,170	-	-	-	-
204	7500	70003	Citywide Striping Replacement 2020/21	174,960	-	174,960	-	-	-	-
204	7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21	305,010	-	305,010	-	-	-	-
204	7500	70005	14th Street Rehab (Campus to Grove)	109,950	-	109,950	-	-	-	-
204	7500	70007	City/County North Shared Roadways Project	998,880	256,120	1,255,000	-	-	-	-
204	7500	70009	Citywide Striping Replacement 2021/22	150,000	-	150,000	-	-	-	-
204	7500	70010	Citywide Crack Seal/Slurry Seal 2021/22	500,000	-	500,000	-	-	-	-
204	7500	70012	Citywide Concrete Repairs 2022/23	-	500,000	500,000	-	-	-	-
204	7500	70013	Citywide Striping Replacement 2022/23	-	400,000	400,000	-	-	-	-
204	7500	70014	Citywide Crack Seal/Slurry Seal 2022/23	-	500,000	500,000	-	-	-	-
			Total Gas Tax (17)	6,338,300	2,291,120	8,629,420				
MEASURE I FUNDED PROJECTS										
205	7339		Campus Ave. Rehab (9th St. to Foothill Blvd.)	1,565,880	-	160,880	1,405,000	-	-	-
205	7340		17th Street Reconstruction (San Antonio to Euclid)	597,920	300,000	897,920	-	-	-	-
205	7343		19th Street Reconstruction (Mountain to Euclid)	1,450,000	-	150,000	1,300,000	-	-	-
205	7345		Grove Avenue Rehab (Foothill to 15th Street)	1,189,300	290,000	134,300	1,345,000	-	-	-
205	7500	74003	Phase-II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	39,120	-	39,120	-	-	-	-
205	7500	74004	Citywide Pavement Maintenance 2021/2022	134,730	-	134,730	-	-	-	-
205	7500	74005	18th Street Rehab (Mountain to Euclid)	-	1,000,000	104,000	-	896,000	-	-
205	7500	74006	Citywide Pavement Maintenance 2022/2023	-	250,000	250,000	-	-	-	-
205	7500	74007	Mountain Avenue Rehab (20th to 23rd)	-	950,000	100,000	-	850,000	-	-
			Total Measure I (9)	4,976,950	2,790,000	1,970,950	4,050,000	1,746,000		
RMRA FUNDED PROJECTS										
206	7500	70005	14th Street Rehab (Campus to Grove)	980,000	260,000	120,000	1,120,000	-	-	-
206	7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	342,970	85,000	427,970	-	-	-	-
206	7500	70015	Foothill Blvd. Rehab (Benson to Mountain)	-	1,475,000	152,000	1,323,000	-	-	-
206	7500	70016	Foothill Blvd. Rehab (Mountain to San Antonio)	-	1,400,000	145,000	1,255,000	-	-	-
			Total RMRA (4)	1,322,970	3,220,000	844,970	3,698,000			
PBIA FUNDED PROJECTS										
210	7702		Parking Lot Rehabilitation (1st Ave. & "A" Street)	130,550	-	130,550	-	-	-	-
			Total PBIA (1)	130,550	-	130,550	-	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PROJECTS										
229	7500	16150	ARPA Alley Rehabilitation Phase 1	544,620	-	544,620	-	-	-	-
229	7500	16159	Civic Center Paving and ADA	11,740	-	11,740	-	-	-	-
229	7500	16160	ARPA Alley Rehabilitation Phase 2	444,000	-	444,000	-	-	-	-
229	7500	16161	ARPA Concrete Repairs FY 2021/2022	526,000	-	526,000	-	-	-	-
229	7500	16162	ARPA Concrete Repairs FY 2022/2023	-	474,000	474,000	-	-	-	-
229	7500	16163	ARPA Park Parking Lot Improvements	-	1,250,000	129,000	1,121,000	-	-	-
229	8001		Pavement Management System Report and Pavement Master Plan	200,000	-	200,000	-	-	-	-
229	8003		Sidewalk Inventory and Repair Master Plan	180,000	-	180,000	-	-	-	-
229	8004		Public Facilities ADA Master Plan	250,000	-	250,000	-	-	-	-
229	8005		Traffic Signal Assessment and Master Plan	175,000	-	175,000	-	-	-	-
			ARPA (10)	2,331,360	1,724,000	2,934,360	1,121,000	-	-	-
DEVELOPMENT IMPROVEMENT FUND PROJECTS										
420	7500	80001	PD Women's Locker Room	225,000	-	33,000	192,000	-	-	-
420	7500	80002	Men's Locker Replacement (PD)	330,000	-	48,000	282,000	-	-	-
			Total Development Improvements (2)	555,000	-	81,000	474,000	-	-	-
PARK ACQUISITION & DEVELOPMENT FUND PROJECTS										
421	8203		Sycamore Hills Park-Master Plan	86,150	-	86,150	-	-	-	-
421	7500	82338	Downtown Urban Space	253,980	-	253,980	-	-	-	-
421	7500	82339	Dog Park Improvements	199,910	-	199,910	-	-	-	-
421	7500	82345	Shade Structures for Park Picnic Areas (Citrus Park, Greenbelt Park, and Sierra Vista Park)	-	550,000	550,000	-	-	-	-
421	7500	82346	Citrus Park Snackbar/Admin Building Roof Replacement	-	200,000	200,000	-	-	-	-
			Total Park Acquisition & Development (5)	540,040	750,000	1,290,040	-	-	-	-
STORM DRAIN DEVELOPMENT FUND PROJECTS										
422	8402		Misc. Storm Drain Replacements - Annual	191,390	-	191,390	-	-	-	-
422	8405		Euclid Avenue Storm Drain	91,730	-	91,730	-	-	-	-
422	8408		Storm Drain Master Plan Improvements - Phase 1	99,770	-	99,770	-	-	-	-
422	7500	84001	Arrow Hwy. Storm Drain Improvements (Benson to Fairwood)	1,448,210	-	1,448,210	-	-	-	-
422	7500	84002	Campus Ave. Storm Drain (Arrow Hwy. to Foothill)	1,700,000	-	175,000	1,525,000	-	-	-
			Total Storm Drain Development (5)	3,531,100	-	2,006,100	1,525,000	-	-	-
STREET & TRAFFIC FACILITIES FUND PROJECTS										
423	8617		Arrow Route Widening (Monte Vista to Central)	600,000	-	62,000	-	-	-	538,000
423	8622		I-10 & Euclid Avenue Interchange Project	171,750	-	171,750	-	-	-	-
423	8623		I-10 & Monte Vista Avenue Interchange Project	110,770	-	110,770	-	-	-	-
423	8625		Traffic Signal Upgrades 2019-20	150,000	-	150,000	-	-	-	-
423	7500	85001	LSRP Intersection Improvements 2022-23	-	300,000	31,000	269,000	-	-	-
			Total Street & Traffic Facility Development (5)	1,032,520	300,000	525,520	269,000	-	-	538,000
GENERAL CAPITAL FUND PROJECTS										
425	4203	20104	Scoreboard at Olivedale Park	30,000	-	30,000	-	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
GENERAL CAPITAL FUND PROJECTS CONTINUED										
425	3205	30502	Feline Kennels at Animal Shelter	60,000	-	60,000	-	-	-	-
425	8040		Utility Undergrounding 2019	984,010	-	101,010	-	883,000	-	-
425	7500	82336	Civic Center Paving and ADA	24,830	-	24,830	-	-	-	-
425	7500	82341	Animal Shelter Generator Improvements	150,000	-	150,000	-	-	-	-
425	7500	82342	Police Dept. Generator Improvements	50,000	-	50,000	-	-	-	-
425	7500	82343	Public Works Locker Room Addition	-	150,000	150,000	-	-	-	-
425	7500	82344	City Hall Water Supply Repairs and Improvements	-	90,000	90,000	-	-	-	-
			Total General Capital Projects (8)	1,298,840	240,000	655,840	-	883,000	-	-
STREET & ALLEY PROGRAM PROJECTS										
426	8801		Street & Alley Program	113,830	-	113,830	-	-	-	-
426	7500	86001	Street & Alley Program Rehab 2020-21	20,840	-	20,840	-	-	-	-
426	7500	86002	Street & Alley Program Rehab 2021-22	201,140	50,000	251,140	-	-	-	-
426	7500	86003	Street & Alley Program Rehab 2022-23	-	445,000	445,000	-	-	-	-
			Total Street & Alley Program (4)	335,810	495,000	830,810	-	-	-	-
WATER FUND PROJECTS										
639	7500	92101	Res. 2 Evaluation, Air Gaps, Roof Vents, In-Tank Mixer System (Mountain Lane s/o San Antonio Dam)	400,000	-	400,000	-	-	-	-
639	7500	92102	Res. 3 & 7 Evaluation, Air Gaps, Roof Vents (1090 W. 22nd Street)	450,000	-	450,000	-	-	-	-
639	7500	92103	Res. 4 Evaluation, New Roof and Hatches (159 N. 6th Avenue)	275,000	-	275,000	-	-	-	-
639	7500	92104	Res. 9 Seismic Evaluation (467 S. Campus Avenue)	100,000	-	100,000	-	-	-	-
639	7500	92105	Res. 10 Evaluation, Air Gaps, Roof Vents, In-Tank Mixer System (1335 N. Benson Ave.)	400,000	-	400,000	-	-	-	-
639	7500	92106	Res. 12 & 12A Evaluation, Air Gaps, Roof Vents (580 E. 15th Street)	475,000	-	475,000	-	-	-	-
639	7500	92107	Res. 13 & 13A Evaluation, Air Gaps, Roof Vents (401 E. 19th Street)	475,000	-	475,000	-	-	-	-
639	7500	92108	Res. 14 Evaluation, Air Gaps, Roof Vents (1505 E. 16th St.)	400,000	-	400,000	-	-	-	-
639	7500	92109	Res. 16 Evaluation, Structural Repairs, Air Gaps, Roof Vents (1285 W. 24th Street)	3,500,000	-	361,000	3,139,000	-	-	-
639	7500	92131	Chino Basin Water Treatment Plant (1258 W. 9th St.)	2,925,000	-	301,000	-	2,624,000	-	-
639	7500	92132	Plant 4 CMU Building for Ex. Chlorine Generation, Pump to waste discharge Pipe (300 LF), New Chain Link Fence & Gates, Equipment, and Site clean-up (401 E. 19th Street)	700,000	-	72,000	628,000	-	-	-
639	7500	92133	Plant 5 Vehicular Gates Replacement, SCADA Antenna Replacement, and Equipment (1505 E. 16th Street)	200,000	-	200,000	-	-	-	-
639	7500	92134	Plant 6 Chlorine Generation, CMU Buildings, Drainage Pipe and Undersidewalk Box Culvert at South End, Plug Valve for Pump Station By-pass, New Chain Link Fence with 1" mesh, and Equipment (580 E. 15th Street)	600,000	-	62,000	538,000	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
WATER FUND, PROJECTS CONTINUED										
639	7500	92135	Plant 10 New CMU Building with Removable Roof, Chain Link Fencing with 1" mesh, Waste to Drain Pipe to Benson Avenue, Well Rehab, and Equipment (250 N. Benson Avenue)	550,000	-	56,000	-	494,000	-	-
639	7500	92136	Plant 11 New Roof, Security Doors & Windows, Chain Link Fencing with 1" mesh, and Equipment (149 N. Benson Avenue)	400,000	-	41,000	-	359,000	-	-
639	7500	92137	Plant 13 Chlorine Generation, Install AC in Ex. Building, Replace severed sewer line, and Equipment (159 N. 6th Avenue)	450,000	-	450,000	-	-	-	-
639	7500	92138	Plant 14 Evaluate connection with City of Ontario, New Roof for Building, New Chain Link Fence & Gate, and Equipment (467 S. Campus Avenue)	200,000	-	21,000	-	179,000	-	-
639	7500	92151	9th Street, from Benson Ave. to Mountain Ave.	500,000	-	52,000	448,000	-	-	-
640	9048	92152	9th Street, from 8th Ave. to Grove Ave.	2,500,000	-	258,000	-	2,242,000	-	-
640	9049		Reservoir 16 Structural Evaluation (San Antonio Park)	15,230	-	15,230	-	-	-	-
640	9050		Citywide Lateral Replacements - Annual	45,600	15,000	60,600	-	-	-	-
640	9052		Citywide Hydrant Replacements - Annual	50,000	25,000	75,000	-	-	-	-
640	9082		Waste to Drain Discharge Lines	50,000	-	50,000	-	-	-	-
640	9084		Onsite Disinfection Generation (Plant 6 on 15th Street)	200,460	-	200,460	-	-	-	-
640	9087		Plant 3 MCC Upgrades (22nd Street)	125,000	100,000	225,000	-	-	-	-
640	9122		PRV Stations	850,360	150,000	104,360	-	896,000	-	-
640	9124		13th Street Water Main Repl. (Euclid to Campus)	134,800	-	134,800	-	-	-	-
640	9127		Arrow Highway Water Main Repl. (Mountain to San Antonio)	385,790	65,000	450,790	-	-	-	-
640	9128		Ground Water Nitrate Treatment - Study & Design	300,000	-	300,000	-	-	-	-
640	9132		Reservoir Replacement at 17th Street	1,127,000	-	1,127,000	-	-	-	-
640	9134		Water Interconnect with CWWD System	50,000	-	50,000	-	-	-	-
640	9135		Reservoir 15 Enhancements	26,060	75,000	101,060	-	-	-	-
640	9136		Plant 6 Motor Control Center (15th Street)	93,230	-	93,230	-	-	-	-
640	9137		Plant 3 Booster 3 Install Pump and Motor (22nd St.)	80,000	45,000	125,000	-	-	-	-
640	9138		Generator at Plant 2 (24th Street)	254,610	-	254,610	-	-	-	-
640	9140		Generator at Plant 6 (15th Street)	783,300	-	783,300	-	-	-	-
640	9141		17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)	432,930	500,000	932,930	-	-	-	-
640	9142		19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid)	800,000	200,000	104,000	896,000	-	-	-
640	9143		Arrow Highway Water Main Repl. (Benson to Mountain)	380,290	-	380,290	-	-	-	-
640	9144		Mulberry Avenue Water Main Repl. (Foothill Blvd. to Pine Street ~ 920')	436,330	-	436,330	-	-	-	-
640	9145		Huntington Drive Water Main Repl. (West End to Benson Avenue)	46,070	750,000	82,070	-	714,000	-	-
640	9145		Alpine Street Water Main Repl. (West End to Palm Avenue)	473,290	50,000	523,290	-	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
WATER FUND PROJECTS CONTINUED										
640	9146		Vernon Drive Water Main Repl. (West End to Palm Avenue)	283,660	15,000	298,660				
640	9147		Palm Avenue Water Main Repl. (9th Street to Arrow Hwy.)	763,050	-	763,050	-	-	-	-
640	9148		New Well Chino Basin (drilling only)	1,187,270	-	122,270	-	1,065,000	-	-
640	9149		Storm Water Trash Capture Devices (In Catch Basins)	599,390	-	599,390	-	-	-	-
640	9152		Grove Avenue Water Main Repl. (Foothill Blvd. to 15th Street)	991,300	515,000	154,300	1,352,000	-	-	-
640	7500	91001	14th Street Water Main Repl. (Alta Ave. to Grove Ave.)	469,290	-	47,990	421,300	-	-	-
640	7500	91002	Alley Water Main Replacement 2020-21	275,000	-	275,000	-	-	-	-
640	7500	91003	Campus Avenue Water Main Replacement, 9th to Washington & Arrow to Foothill	1,400,000	-	145,000	1,255,000	-	-	-
640	7500	91004	Plant 4 Chlorine Generation, CMU Secured Housing, and MCC Upgrades (401 E. 19th St.)	129,920	-	129,920	-	-	-	-
640	7500	91005	Water Master Plan	275,000	25,000	300,000	-	-	-	-
640	7500	91006	Foothill Blvd. Water Main Repl. (Mountain to San Antonio)	750,000	275,000	106,000	919,000	-	-	-
640	7500	91008	Foothill Blvd. Water Main Repl. (San Antonio to Euclid)	-	1,000,000	104,000	896,000	-	-	-
640	7500	91009	11th Street Recycled Water Main (Monte Vista Ave. to 11th St)	-	175,000	175,000	-	-	-	-
640	7500	91010	15th Street Recycled Water Main (Benson Ave to 2nd Ave)	-	175,000	175,000	-	-	-	-
640	7500	91011	Water Rate Study	-	150,000	150,000	-	-	-	-
			Total Water Utility (57)	29,764,230	4,305,000	15,003,930	10,492,300	8,573,000	-	-
SOLID WASTE FUND PROJECTS										
641	9502		Downtown Trash Enclosures	89,510	30,000	119,510	-	-	-	-
			Total Solid Waste (1)	89,510	30,000	119,510	-	-	-	-
SEWER FUND PROJECTS										
645	9301		Upland Landfill Post-Closure Plan	98,180	-	98,180	-	-	-	-
645	9324		Landfill Flare Modifications	374,460	-	374,460	-	-	-	-
645	9330		Richland Street Trunk Main Repair	75,000	-	75,000	-	-	-	-
645	7500	94001	Citywide Sewer Rehabilitation 2020/2021 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	274,700	-	274,700	-	-	-	-
645	7500	94002	Manhole Adjustments to Grade for City/County Shared Roadway Project	100,000	50,000	150,000	-	-	-	-
645	7500	94003	Sewer Master Plan	275,000	25,000	300,000	-	-	-	-
645	7500	94004	Sewer System Management Plan (SSMP)	200,000	-	200,000	-	-	-	-
645	7500	94005	Citywide Sewer Rehabilitation 2021/2022 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	400,000	-	400,000	-	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2022-23**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2022-23 Adopted Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
SEWER FUND PROJECTS CONTINUED										
645	7500	94006	Citywide Sewer Rehabilitation 2022/2023 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements).	-	500,000	500,000	-	-	-	-
645	7500	94007	Sewer Rate Study	-	150,000	150,000	-	-	-	-
			Total Sewer Utility (10)	1,797,340	725,000	2,522,340	-	-	-	-
TOTAL PROJECTS (143)				54,044,520	16,870,120	37,545,340	21,629,300	11,202,000	-	538,000

TOTALS BY FUND

204	GAS TAX	6,338,300	2,291,120	8,629,420	-	-	-	-	-	-
205	MEASURE I	4,976,950	2,790,000	1,970,950	4,050,000	1,746,000	-	-	-	-
206	ROAD MAINT. REHAB ACCOUNT (RMRA)	1,322,970	3,220,000	844,970	3,698,000	-	-	-	-	-
209	CDBG	-	-	-	-	-	-	-	-	-
210	PBIA	130,550	-	130,550	-	-	-	-	-	-
211	AQMD SUBVENTION FUND	-	-	-	-	-	-	-	-	-
229	AMERICAN RESCUE PLAN ACT (ARPA)	2,331,360	1,724,000	2,934,360	1,121,000	-	-	-	-	-
420	DEVELOPMENT IMPROVEMENTS	555,000	-	81,000	474,000	-	-	-	-	-
421	PARK ACQUISITION & DEVELOPMENT	540,040	750,000	1,290,040	-	-	-	-	-	-
422	STORM DRAIN DEVELOPMENT	3,531,100	-	2,006,100	1,525,000	-	-	-	-	-
423	STREET & TRAFFIC FACILITY DEVELOPMENT	1,032,520	300,000	525,520	269,000	-	-	-	-	538,000
425	GENERAL CAPITAL PROJECTS	1,298,840	240,000	655,840	-	883,000	-	-	-	-
426	STREET & ALLEY PROGRAM	335,810	495,000	830,810	-	-	-	-	-	-
639/640	WATER UTILITY	29,764,230	4,305,000	15,003,930	10,492,300	8,573,000	-	-	-	-
641	SOLID WASTE	89,510	30,000	119,510	-	-	-	-	-	-
645	SEWER UTILITY	1,797,340	725,000	2,522,340	-	-	-	-	-	-
TOTALS:				54,044,520	16,870,120	37,545,340	21,629,300	11,202,000	-	538,000

CIP Project Descriptions (FY 2022/2023)

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 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 to continue to serve the community.
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 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 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 to continue to serve the community.

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.	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 to continue to serve the community. 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 to continue to serve the community.
204-7500	70002	Citywide Concrete Repairs 2020/21	Complete	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	Const.	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 street deterioration to continue to serve the community.
204-7500	70007	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	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7500	70008	Citywide Concrete Repairs 2021/22	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.	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 to continue to serve the community. Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the city right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7500	70009	Citywide Striping Replacement 2021/22	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	70010	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2021/22	Const.	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	70012	Citywide Concrete Repairs 2022/23	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	70013	Citywide Striping Replacement 2022/23	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	70014	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2022/23	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.
205-7339		Campus Avenue Rehab. (9 th St. 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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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.	provide the necessary repairs to proactively address street deterioration to continue to serve the community. 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 to continue to serve the community.
205-7341		San Bernardino Valley Coordinated Traffic Signal System	Complete	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)	Prelim.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration 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 street deterioration to continue to serve the community.
205-7346		Citywide Pavement Maintenance 2019/20	Complete	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the city. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration to continue to serve the community.
205-9122		13 th Street Reconstruction (Euclid to Campus)	Complete	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 to continue to serve the community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
205-7500	74002	Citywide Pavement Maintenance 2020/21	Complete	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the city. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration 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	74004	Citywide Pavement Maintenance 2021/22	Complete	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the city. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration to continue to serve the community.
205-7500	74005	18 th Street Rehabilitation (Mountain to Euclid)	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration to continue to serve the community.
205-7500	74006	Citywide Pavement Maintenance 2022/23	New	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the city. May be used as a stand-alone project or in conjunction with another paving project.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration to continue to serve the community.
205-7500	74007	Mountain Avenue Rehabilitation (20th to 23rd)	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 to continue to serve the community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					provide the necessary repairs to proactively address street deterioration to continue to serve the community.
206-7500	70005	14 th Street Rehabilitation (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 to continue to serve the community.
206-7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	Design	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 to continue to serve the community.
206-7500	70015	Foothill Blvd. Rehabilitation (Benson to Mountain)	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration to continue to serve the community.
206-7500	70016	Foothill Blvd. Rehabilitation (Mountain to San Antonio)	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 to continue to serve the community.
209-7613		Landecena Interior Improvements	Complete	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 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,

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					and employment for the delivery of goods and services that would be compromised without a dependable and safe area to park motor vehicles. This project will provide the necessary repairs to proactively address the deterioration to continue to serve the community.
229-7500	16150	ARPA Alley Rehabilitation Phase 1	Const.	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 to continue to serve the community.
229-7500	16159	Civic Center Paving and ADA	Const.	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 to continue to serve the Upland community.
229-7500	16160	ARPA Alley Rehabilitation Phase 2	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 to continue to serve the community.
229-7500	16161	ARPA 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.
229-7500	16162	ARPA Concrete Repairs 2022/23	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.
229-7500	16163	ARPA Park Parking Lot Improvements	New	Project will provide for asphalt pavement rehabilitation and parking lot striping replacement to various public park parking lots	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the parking lots. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping to continue to serve the Upland community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
229-8001		Pavement Management System Report and Pavement Master Plan	New	Updating of the City's Pavement Management System (PMS) and creation of a Pavement Master Plan to outline consistent and efficient implementation of annual pavement projects based on pavement degradation analysis from PMS Reports. 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 to be eligible for gas tax revenue.
229-8003		Sidewalk Inventory and Repair Master Plan	New	Evaluation and creation of a citywide sidewalk inventory and assessment of the City sidewalk to identify the location and conditions of sidewalks, identify non-compliant ADA ramps and provide future capabilities to process and analyze the recorded data and actively manage, track, and update ongoing sidewalk and curb ramp maintenance programs and conditions.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete sidewalks and curb ramps within the city right-of-way. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
229-8004		Public Facilities ADA Master Plan	New	Evaluation and identification of potential ADA barriers of existing City buildings and facilities and creation of a Public Facilities ADA Transition Plan to prioritize and develop projects scope, schedules, and cost estimates for ADA compliance over the next 25 years.	Part of the Americans with Disabilities Act (ADA) requires local governments to make their facilities, programs, and services accessible to persons with disabilities. This project proactively helps to identify and remove barriers that inhibit people with disabilities from utilizing the City's public facilities.
229-8005		Traffic Signal Assessment and Master Plan	New	Inventory and assessment of the traffic signal system network and development of a master plan of improvements.	The city's existing traffic management system is based on outdated technology, twisted pair copper communications, and signal controllers that lack desired modern functionality with an ability to use, communicate, and integrate with traffic management tools. The existing traffic control equipment, central office traffic management software, and communication system will not support a modern traffic management system. This project will develop and inventory and assessment to develop a master plan of improvements.
420-7500	80001	PD Women's Locker Room	Carryover	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	80002	Men's Locker Replacement (PD)	Carryover	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		Sycamore Hills Park-Master Plan	Prelim.	Project consists of designing a master plan to identify the best use and methodology of	Project will increase Upland's public park system and include public amenities the community requires for recreational activities.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
421-7500	82338	Downtown Urban Space	Carryover	funding of a park in the Sycamore Hills neighborhood. 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	82339	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.
421-7500	82343	Shade Structures for Park Picnic Areas (Citrus Park, Greenbelt Park, and Sierra Vista Park)	New	Project will provide small shade shelters for park users.	Project will enhance the parks and provide additional shade amenities for the residents and users of the park.
421-7500	82344	Citrus Park Snack bar/Admin. Building Roof Replacement	New	Project will provide for the evaluation, design, and construction of a new roof.	Project will provide for a new roof structure to eliminate water intrusion into the snackbar/administration building.
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 to mitigate potential high-pressure locations and prevent flooding during storm events.
422-8411		SP/PE Trail Storm Drain Improvements	Complete	Project consists of storm water conveyance improvements along the Trail.	Project will help mitigate flooding concerns along the south side of the Trail.
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	84002	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	Const.	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,	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 No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
423-8623		I-10 & Monte Vista Avenue Interchange Project	Const.	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. 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.	project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements. 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	Complete	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	Carryover	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.
423-7500	85001	LSRP Intersection Improvements 2022/23	New	Project to gather traffic data and analyze to develop a plan to address intersections and roadways within the city and to develop a list of needed projects and priorities to bring existing roads and intersections into conformance with the California Manual of Uniform Traffic Control Devices, Caltrans, and the City's standard requirements.	Project helps the City in providing effective management of traffic activities involving road right-of-way to maintain and improve traffic safety within the community.
425-3205	30502	Feline Kennels at Animal Shelter	Carryover	Project will provide for new feline (cat) kennels at the Animal Shelter facility in Memorial Park.	Feline kennels were originally installed when the Animal Shelter was constructed in 2009; however, the shelter has reached a point where additional capacity is necessary and this project would provide the additional kennels.
425-4203	20104	Scoreboard at Olivedale Park	Carryover	Project will provide for a new scoreboard at Olivedale Park.	The existing scoreboard was damaged during the strong wind event in January 2022. This project will replace the damaged and unusable scoreboard with a new scoreboard for the park users.
425-8040		Utility Undergrounding 2019	Research	Project will provide for the undergrounding of overhead dry utilities such as electrical, telephone, and cable tv.	Project will improve the aesthetic quality of a public roadway segment by replacing overhead utility crossings with underground crossings. Project also eliminates potential downed power lines because of strong wind events.
425-7500	82336	Civic Center Paving and ADA	Const.	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 to continue to serve the Upland community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
425-7500	82341	Animal Shelter Generator Improvements	Carryover	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	82342	Police Dept. Generator Improvements	Carryover	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.
425-7500	82343	Public Works Locker Room Addition	New	Project will provide for the design of an area for public works field crews to change/shower.	Project will provide facilities for the public works crews to change in and out of their work uniforms and provide the option to shower, particularly beneficial when exposed to raw sewage.
425-7500	82344	City Hall Water Supply Repairs and Improvements	New	Evaluation and Repairs of the City's existing potable water piping system.	Project will repair/replace old water pipeline laterals to remove discolored water from the City Hall system.
426-8801		Street & Alley Program	Carryover	Project provides for the evaluation and assessment of existing 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 to continue to serve the community.
426-8802		Street & Alley Program Rehab 2018/19	Complete	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 to continue to serve the community.
426-8803		Street & Alley Program Rehab 2019/20	Complete	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 to continue to serve the community.
426-7500	86001	Street & Alley Program Rehab 2020/21	Const.	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 to continue to serve the community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
426-7500	86002	Street & Alley Program Rehab 2021/22	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 to continue to serve the community.
426-7500	86003	Street & Alley Program Rehab 2022/23	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 to continue to serve the community.
639-7500	92101	Res. 2 Evaluation, Air Gaps, Roof Vents, In-Tank Mixer System (Mountain Lane s/o San Antonio Dam)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents. In-tank mixer system will reduce the formation of disinfection by-products (DBP's)	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92102	Res. 3 & 7 Evaluation, Air Gaps, Roof Vents (1090 W. 22nd Street)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92103	Res. 4 Evaluation, New Roof, and Hatches (159 N. 6th Avenue)	New	Project consists of an engineering evaluation and design of a new reservoir roof and access hatches.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92104	Res. 9 Seismic Evaluation (467 S. Campus Avenue)	New	Project consists of an engineering evaluation to determine of the existing concrete reservoir and wood roof is still structurally viable.	Project will determine outcome and future use of the reservoir and possibly allow for future interconnect with the City of Ontario water system.
639-7500	92105	Res. 10 Evaluation, Air Gaps, Roof Vents, In-Tank Mixer System (1335 N. Benson Ave.)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents. In-tank mixer system will reduce the formation of disinfection by-products (DBP's)	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92106	Res. 12 & 12A Evaluation, Air Gaps, Roof Vents (580 E. 15th Street)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92107	Res. 13 & 13A Evaluation, Air Gaps, Roof Vents (401 E. 19th Street)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
639-7500	92108	Res. 14 Evaluation, Air Gaps, Roof Vents (1505 E. 16th St.)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system and new repair/replacement of reservoir roof air vents.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92109	Res. 16 Evaluation, Structural Repairs, Air Gaps, Roof Vents (1285 W. 24th Street)	New	Project consists of an engineering evaluation and design of water air gaps to the reservoir overflow system, new repair/replacement of reservoir roof air vents, and repairs to spalling concrete near the top of the reservoir.	Project will correct deficiencies noted from 2020 State Water Resources Control Board (SWRCB) Sanitary Survey.
639-7500	92131	Chino Basin Water Treatment Plant (1258 W. 9th St.)	New	Project consists of an engineering evaluation and design of a new water treatment plant to remove 1, 2, 3, TCP and nitrates from local groundwater supply wells.	Project will allow the city to utilize groundwater wells inactivated due to high TCP and nitrate levels.
639-7500	92132	Plant 4 CMU Building for Ex. Chlorine Generation, Pump to waste discharge Pipe (300 LF), New Chain Link Fence & Gates, Equipment, and Site clean-up. (401 E. 19th Street)	New	Project consists of designing a block building to house a new chlorine generation system, constructing a discharge pipe for Well 20, and other misc. site security improvements.	Project will help to properly house the new chlorine generation system and enable security improvements to the water facility.
639-7500	92133	Plant 5 Vehicular Gates Replacement, SCADA Antenna Replacement, and Equipment (1505 E. 16th Street)	New	Project consists of replacing vehicular gates for site security and SCADA antenna improvements to boost signal transmission strength and reliability.	Project will enable staff to increase onsite security at the water facility and improve communications between the City Yard and Plant 5.
639-7500	92134	Plant 6 Chlorine Generation, CMU Buildings, Drainage Pipe and Under sidewalk box culvert at South End, Plug Valve for Pump Station Bypass, New Chain Link Fence with 1" mesh, and Equipment. (580 E. 15th Street)	New	Project consists of designing a block building and a new chlorine generation system, constructing onsite drainage improvements, and installing new site security fencing.	Project will help to properly house a new chlorine generation system and enable security and drainage improvements to the water facility.
639-7500	92135	Plant 10 New CMU Building with Removable Roof, Chain Link Fencing with 1" mesh, Waste to Drain Pipe to Benson Avenue, Well Rehab, and Equipment (250 N. Benson Avenue)	New	Project consists of designing a block building to house City Well 3, site security fencing improvements, and rehabilitation of the existing well.	Project will help mitigate noise pollution to the surrounding neighborhood and return Well 3 to service, along with site security enhancements.
639-7500	92136	Plant 11 New Roof, Security Doors & Windows, Chain Link Fencing with 1" mesh, and Equipment (149 N. Benson Avenue)	New	Project consists of constructing a new roof, doors, windows, and new site security fencing.	Project will help to properly house Well 8 and enable security improvements to the water facility.
639-7500	92137	Plant 13 Chlorine Generation, Install AC in Ex. Building, Replace severed sewer line, and Equipment (159 N. 6th Avenue)	New	Project consists of installing chlorine generation system, air conditioning for the existing nitrate analyzer, and reconnection of a severed sewer line to restore the restroom functionality.	Project will improve disinfection capabilities and maintain proper operating temperature for the nitrate analyzer.
639-7500	92138	Plant 14 Evaluate connection with City of Ontario, New Roof for	New	Project consists of an engineering evaluation to determine interconnection feasibility	Project may provide Upland with an additional water source and help to improve security of the facility.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
		Building, New Chain Link Fence & Gate, and Equipment (467 S. Campus Avenue)		between Upland and Ontario water systems, roof replacement, and site security improvements.	
639-7500	92151	9th Street Water Main Replacement (Benson Ave. to Mountain Ave.)	New	Project consists of replacing a section of aged water main, services, and fire hydrants on 9 th Street, from Benson Ave. to Mountain Ave.	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.
639-7500	92152	9th Street Water Main Replacement (8th Ave. to Grove Ave.)	New	Project consists of replacing and upsizing for fire flow demand a section of aged water main, services, and fire hydrants on 9 th Street, from 8 th Ave. to Grove Ave.	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.
640-9048		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.
640-9082		Onsite Disinfection Generation (Plant 6, Res. 12A on 15 th St.)	Carryover	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)	Carryover	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)	Complete	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.

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	Const.	Project will provide the expedited replacement of a 7.5 MGD facility due to the existing tank design being like 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.
640-9134		Reservoir 15 Enhancements	Carryover	Project consists of temporary strengthening the top and bottom areas of the wall shell units around the exterior perimeter. Monitoring of the reservoir will continue until the new replacement reservoir construction is complete and online.	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)	Const.	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)	Carryover	Project will provide for a new pump and motor to increase reliability and efficiency in pumping water to Reservoir 16 and meet system demand for both consumer use and to meet fire protection.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9137		Generator at Plant 2 (1285 W. 24 th Street)	Design	Project will provide an emergency back-up electrical power generator.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies, especially during periods of electrical power outages.
640-9138		Generator at Plant 6 (580 E. 15 th Street)	Design	Project will provide an emergency back-up electrical power generator.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies, especially during periods of electrical power outages.
640-9140		17 th Street Water Main (Laurel to Euclid) & Service Repl. (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.

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640-9141		19 th Street Water Main (Mountain to San Antonio) & Service Repl. (Mountain & Euclid)	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.
640-9142		Arrow Highway Water Main Repl. (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 Repl. (Foothill Blvd. to Pine Street ~920')	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.
640-9144		Huntington Drive Water Main Repl. (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 Repl. (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 Repl. (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 Repl. (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	Carryover	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.
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 to mitigate trash from entering the storm water conveyance system.
640-9152		Grove Avenue Water Main Repl. (Foothill Blvd. to 15 th Street)	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.
640-7500	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.
640-7500	91002	Alley Water Main Replacement 2020/21	Carryover	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
640-7500	91003	Campus Avenue Water Main Repl. (9 th St. to Washington & Arrow to Foothill)	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.
640-7500	91004	Plant 4 Chlorine Generation, CMU Housing, and MCC Upgrades (401 E. 19 th St.)	Carryover	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	91005	Water Master Plan	Carryover	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	91006	Foothill Blvd. Water Main Repl. (Mountain to San Antonio)	Research	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	91008	Foothill Blvd. Water Main Repl. (San Antonio to Euclid)	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	91009	11 th Street Recycled Water Main (Monte Vista to Euclid)	New	Project consists of installing a recycled water main on 11 th Street.	Project will provide recycled water availability to Upland High School, Baldy View Elementary School, Baldy View Park, Cabrillo Park, and Cabrillo Elementary School
640-7500	91010	15 th Street Recycled Water Main (Benson to 2 nd Ave)	New	Project consists of installing a recycled water main on 15 th Street.	Project will provide recycled water availability to Magnolia Elementary School, Magnolia Park, Greenbelt Park, and possibly Holiday Rock.
640-7500	91011	Water Rate Study	New	Project consists of conducting a comprehensive water rate study to ensure the City's water utilities have sufficient, defensible funding to meet operational and capital obligations and that the rates are set proportionate to the cost of providing service to each customer class.	The goal of the water rate study is to ensure that the revenues cover the cost of services, meet any debt coverage, and reserve requirements, and provide revenues for future capital repair and replacement costs, as well as major capital improvement project costs.
641-9501		HHW Canopy Improvements	Complete	Project consists of installing a 42' x 60' pre-engineered steel canopy structure over the operations area of the Household Hazardous Waste Collection Facility at the City's Public Works Yard.	Project will expand the size and workflow of the facility and provide the required protection for the stored empty drums and e-waste in accordance with stormwater requirements.
641-9502		Downtown Trash Enclosures	Design	Project consists of constructing CMU block trash enclosures in the downtown area of the city.	Project will provide enhanced collection capabilities for trash, recyclables, and food waste in the downtown area.
645-9301		Upland Landfill Post-Closure Plan	As needed	Project identified to repair, replace, and reconstruct the landfill's monitoring well(s) and equipment to assure its operative	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
645-9324		Landfill Flare Modifications	Const.	conditions as required by State and local regulatory agencies. Project will consist of the construction of a carbon absorption system to effectively manage the methane gas generation from the closed landfill.	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	Carryover	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	94002	Manhole Adjustment to Grade for City/County Shared Roadway Project	Design	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 to mitigate hazardous roadway conditions.
645-7500	94003	Sewer Master Plan	Carryover	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	94004	Sewer System Management Plan (SSMP)	Carryover	Project consists of updating the SSMP 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 waters of the US and State and will help ensure sewer system resiliency and prevention of spills.
645-7500	94005	Citywide Sewer Rehabilitation 2021/2022 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Design	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	94006	Citywide Sewer Rehabilitation 2022/2023 (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.
645-7500	94007	Sewer Rate Study	New	Project consists of conducting a comprehensive rate study for sewer to ensure the City's sewer utilities have sufficient, defensible funding to meet operational and capital obligations and that the rates are set proportionate to the cost of providing service to each customer class.	The goal of the sewer rate study is to ensure that the revenues cover the cost of services, meet any debt coverage, and reserve requirements, and provide revenues for future capital repair and replacement costs, as well as major capital improvement project costs.



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2022-23 SCHEDULE OF POSITIONS

GENERAL GOVERNMENT

ELECTED/APPOINTED

Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 CHANGE	2022-23 ADOPTED
ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
ELEC	-	-	-	4.00	4.00	4.00	4.00	0.00	4.00
ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
				6.00	6.00	6.00	6.00	0.00	6.00

ADMINISTRATION

CITY MANAGER	96	\$18,418	\$24,770	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT CITY MANAGER	83	\$13,361	\$17,969	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CITY MANAGER	45	\$5,228	\$7,031	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT I	38	\$4,398	\$5,915	0.00	0.00	0.00	0.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	-	-	-	0.00	0.00	0.00	1.00	(1.00)	0.00
				3.00	3.00	3.00	4.00	0.00	4.00

CITY CLERK (Effective FY2021-2022, reports to City Manager's Office)

CITY CLERK	60	\$7,572	\$10,183	0.00	0.00	0.00	1.00	0.00	1.00
DEPUTY CITY CLERK	35	\$4,084	\$5,493	0.00	0.00	0.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	33	\$3,887	\$5,228	0.00	0.00	0.00	1.00	0.00	1.00
				0.00	0.00	0.00	3.00	0.00	3.00
				9.00	9.00	9.00	13.00	0.00	13.00

GENERAL GOVERNMENT-TOTAL

ADMINISTRATIVE SERVICES

CITY CLERK (Effective FY2021-2022, reports to City Manager's Office)

CITY CLERK	60	\$7,572	\$10,183	1.00	1.00	1.00	0.00	0.00	0.00
DEPUTY CITY CLERK	35	\$4,084	\$5,493	0.00	1.00	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	33	\$3,887	\$5,228	1.00	0.00	1.00	0.00	0.00	0.00
				2.00	2.00	3.00	0.00	0.00	0.00

FINANCE

FINANCE OFFICER	62	\$7,955	\$10,698	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING SUPERVISOR	57	\$7,031	\$9,456	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTANT	46	\$5,359	\$7,207	1.00	2.00	2.00	2.00	(1.00)	1.00
ACCOUNTANT	42	\$4,855	\$6,529	1.00	0.00	0.00	0.00	1.00	1.00
BUDGET COORDINATOR	43	\$4,976	\$6,692	0.00	0.00	0.00	0.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	40	\$4,621	\$6,214	1.00	1.00	1.00	1.00	0.00	1.00
PAYROLL TECHNICIAN	39	\$4,508	\$6,063	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	35	\$4,084	\$5,493	3.00	3.00	3.00	3.00	(1.00)	2.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	50	\$5,915	\$7,955	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	40	\$4,621	\$6,214	1.00	1.00	1.00	2.00	0.00	2.00
UTILITY BILLING & BUSINESS LICENSE INSPECTOR	38	\$4,398	\$5,915	1.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST II	29	\$3,522	\$4,736	2.00	3.00	3.00	3.00	0.00	3.00
CUSTOMER SERVICE SPECIALIST I	25	\$3,190	\$4,291	3.00	2.00	2.00	2.00	0.00	2.00
				17.00	17.00	17.00	18.00	0.00	18.00

2022-23 SCHEDULE OF POSITIONS

		2019-20	2020-21	2021-22	2021-22	2022-23	2022-23			
		ACTUAL	ACTUAL	ADOPTED	AMENDED	CHANGE	ADOPTED			
Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 CHANGE	2022-23 ADOPTED	
<i>(Administrative Services Continued)</i>										
INFORMATION TECHNOLOGY										
	UMMEA	\$7,955	\$10,698	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$4,508	\$6,063	2.00	2.00	2.00	2.00	1.00	3.00	
				3.00	3.00	3.00	3.00	1.00	4.00	
HUMAN RESOURCES										
	Non-Rep	\$7,955	\$10,698	1.00	1.00	1.00	1.00	0.00	1.00	
	Non-Rep	\$6,370	\$8,567	1.00	1.00	1.00	1.00	0.00	1.00	
	Non-Rep	\$5,100	\$6,859	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$3,270	\$4,398	0.00	1.00	1.00	1.00	0.00	1.00	
				3.00	4.00	4.00	4.00	0.00	4.00	
RECREATION AND COMMUNITY SERVICES										
	UMMEA	\$6,692	\$9,000	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	\$4,855	\$6,529	2.00	2.00	2.00	2.00	0.00	2.00	
	UCEA	\$4,186	\$5,630	0.00	1.00	1.00	1.00	1.00	2.00	
	UCEA	\$3,887	\$5,228	2.00	1.00	1.00	1.00	0.00	1.00	
				5.00	5.00	5.00	5.00	1.00	6.00	
				30.00	31.00	32.00	30.00	2.00	32.00	
<u>ADMINISTRATIVE SERVICES-TOTAL</u>										
DEVELOPMENT SERVICES										
BUILDING AND PLANNING										
	EXEC	\$11,289	\$15,183	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	\$7,955	\$10,698	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	\$5,359	\$7,207	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	\$5,100	\$6,859	0.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$4,084	\$5,493	0.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	-	-	2.00	0.00	0.00	0.00	0.00	0.00	
	UMMEA	\$8,154	\$10,966	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	\$6,529	\$8,781	0.00	0.00	0.00	1.00	0.00	1.00	
	UMMEA	\$5,359	\$7,207	1.00	1.00	1.00	1.00	0.00	1.00	
	UMMEA	-	-	1.00	1.00	1.00	0.00	0.00	0.00	
	UMMEA	\$8,154	\$10,966	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$5,493	\$7,387	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$5,228	\$7,031	0.00	0.00	1.00	1.00	0.00	1.00	
	UCEA	\$4,736	\$6,370	2.00	3.00	2.00	1.00	0.00	1.00	
	UCEA	\$4,508	\$6,063	1.00	0.00	0.00	1.00	0.00	1.00	
	UCEA	\$3,887	\$5,228	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$3,610	\$4,855	0.00	0.00	0.00	1.00	0.00	1.00	
				14.00	14.00	14.00	15.00	0.00	15.00	
HOUSING / SUCCESSOR AGENCY										
	UMMEA	\$5,359	\$7,207	1.00	1.00	1.00	1.00	0.00	1.00	
	UCEA	\$4,186	\$5,630	0.00	0.00	0.00	1.00	0.00	1.00	
				1.00	1.00	1.00	2.00	0.00	2.00	
				15.00	15.00	15.00	17.00	0.00	17.00	
<u>DEVELOPMENT SERVICES-TOTAL</u>										

2022-23 SCHEDULE OF POSITIONS

		Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 CHANGE	2022-23 ADOPTED	
<u>PUBLIC WORKS</u>												
<u>PUBLIC WORKS - ADMINISTRATION</u>												
	PUBLIC WORKS DIRECTOR/CITY ENGINEER		3247	\$11,749	\$15,798	1.00	1.00	1.00	1.00	0.00	1.00	
	ACCOUNTING TECHNICIAN	UCEA	35	\$4,084	\$5,493	1.00	1.00	1.00	1.00	0.00	1.00	
	SENIOR ADMINISTRATIVE ASSISTANT	UCEA	33	\$3,887	\$5,228	1.00	1.00	1.00	1.00	0.00	1.00	
	ADMINISTRATIVE ASSISTANT	UCEA	26	\$3,270	\$4,398	0.00	1.00	1.00	1.00	0.00	1.00	
						3.00	4.00	4.00	4.00	0.00	4.00	
<u>PUBLIC WORKS - OPERATIONS</u>												
	OPERATIONS MANAGER	UMMEA	67	\$9,000	\$12,104	1.00	1.00	1.00	1.00	0.00	1.00	
	MAINTENANCE SUPERVISOR	UMMEA	45	\$5,228	\$7,031	1.00	1.00	1.00	1.00	0.00	1.00	
	SENIOR MAINTENANCE WORKER	UCEA	34	\$3,984	\$5,359	3.00	3.00	3.00	3.00	0.00	3.00	
	MAINTENANCE WORKER	UCEA	28	\$3,436	\$4,621	10.00	10.00	10.00	10.00	1.00	11.00	
	FACILITIES COORDINATOR	UCEA	40	\$4,621	\$6,214	1.00	1.00	1.00	1.00	0.00	1.00	
	FACILITIES SPECIALIST	UCEA	36	\$4,186	\$5,630	1.50	1.50	2.00	2.00	0.00	2.00	
	CUSTODIAN	UCEA	22	\$2,963	\$3,984	3.00	3.00	3.00	3.00	0.00	3.00	
	SENIOR EQUIPMENT MECHANIC	UCEA	38	\$4,398	\$5,915	1.00	1.00	1.00	1.00	0.00	1.00	
	EQUIPMENT MECHANIC	UCEA	34	\$3,984	\$5,359	2.00	2.00	2.00	2.00	0.00	2.00	
	INVENTORY SPECIALIST	UCEA	26	\$3,270	\$4,398	1.00	1.00	1.00	1.00	0.00	1.00	
						24.50	24.50	25.00	25.00	1.00	26.00	
<u>PUBLIC WORKS - CAPITAL PROJECTS</u>												
	ENGINEERING MANAGER	UMMEA	67	\$9,000	\$12,104	1.00	1.00	1.00	1.00	0.00	1.00	
	SENIOR ENGINEER	UMMEA	60	\$7,572	\$10,183	1.00	1.00	1.00	1.00	0.00	1.00	
	ASSOCIATE ENGINEER	UMMEA	54	\$6,529	\$8,781	1.00	1.00	1.00	1.00	0.00	1.00	
	SENIOR PUBLIC WORKS INSPECTOR	UCEA	45	\$5,228	\$7,031	2.00	2.00	2.00	2.00	0.00	2.00	
	CROSS CONNECTION CONTROL TECHNICIAN	UCEA	45	\$5,228	\$7,031	1.00	1.00	1.00	1.00	0.00	1.00	
						6.00	6.00	6.00	6.00	0.00	6.00	
<u>TRAFFIC ENGINEERING</u>												
	PRINCIPAL ENGINEER	UMMEA	63	\$8,154	\$10,966	1.00	1.00	1.00	1.00	0.00	1.00	
	ASSISTANT ENGINEER	UMMEA	48	\$5,630	\$7,572	1.00	1.00	2.00	2.00	0.00	2.00	
	ENGINEERING TECHNICIAN	UCEA	30	\$3,610	\$4,855	1.00	1.00	1.00	1.00	0.00	1.00	
						3.00	3.00	4.00	4.00	0.00	4.00	
<u>PUBLIC WORKS - SEWER</u>												
	ENVIRONMENTAL QUALITY ADMINISTRATOR	UMMEA	63	\$8,154	\$10,966	1.00	1.00	1.00	1.00	0.00	1.00	
	ASSOCIATE ENGINEER	UMMEA	54	\$6,529	\$8,781	1.00	1.00	1.00	1.00	0.00	1.00	
	ASSISTANT ENGINEER	UMMEA	48	\$5,630	\$7,572	1.00	1.00	2.00	2.00	0.00	2.00	
	SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	UCEA	38	\$4,398	\$5,915	1.00	1.00	1.00	1.00	0.00	1.00	
						4.00	4.00	5.00	5.00	0.00	5.00	
<u>PUBLIC WORKS - SOLID WASTE</u>												
	MANAGEMENT ANALYST	UMMEA	44	\$5,100	\$6,859	1.00	1.00	1.00	1.00	0.00	1.00	
						1.00	1.00	1.00	1.00	0.00	1.00	
<u>PUBLIC WORKS - WATER</u>												
	UTILITIES MANAGER	UMMEA	67	\$9,000	\$12,104	1.00	1.00	1.00	1.00	0.00	1.00	
	CHIEF WATER TREATMENT OPERATOR	UMMEA	51	\$6,063	\$8,154	1.00	1.00	1.00	1.00	0.00	1.00	
	SENIOR WATER TREATMENT OPERATOR	UCEA	43	\$4,976	\$6,692	2.00	2.00	2.00	2.00	0.00	2.00	
	WATER TREATMENT OPERATOR	UCEA	37	\$4,291	\$5,771	2.00	2.00	2.00	2.00	1.00	3.00	
	UTILITY SYSTEM SUPERVISOR	UMMEA	50	\$5,915	\$7,955	1.00	1.00	1.00	1.00	0.00	1.00	

2022-23 SCHEDULE OF POSITIONS

(Public Works Continued)

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 CHANGE	2022-23 ADOPTED
SENIOR UTILITY SYSTEM WORKER	UCEA	43	\$4,976	\$6,692	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY SYSTEM WORKER	UCEA	34	\$3,984	\$5,359	10.00	10.00	11.00	11.00	0.00	11.00
SENIOR UTILITY SYSTEM WORKER-SEWER	UCEA	43	\$4,976	\$6,692	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY SYSTEM WORKER-SEWER	UCEA	34	\$3,984	\$5,359	6.00	6.00	6.00	6.00	0.00	6.00
SENIOR WATER METER TECHNICIAN	UCEA	34	\$3,984	\$5,359	1.00	1.00	1.00	1.00	0.00	1.00
WATER METER TECHNICIAN	UCEA	30	\$3,610	\$4,855	2.00	2.00	2.00	2.00	1.00	3.00
MANAGEMENT ANALYST	UMMEA	44	\$5,100	\$6,859	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	UMMEA	54	\$6,529	\$8,781	0.00	0.00	0.00	0.00	1.00	1.00
GIS/CAD TECHNICIAN	UCEA	39	\$4,508	\$6,063	1.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST I	UCEA	25	\$3,190	\$4,291	0.00	0.00	1.00	1.00	0.00	1.00
				31.00	31.00	33.00	33.00	3.00	3.00	36.00
				<u>72.50</u>	<u>73.50</u>	<u>78.00</u>	<u>78.00</u>	<u>4.00</u>	<u>4.00</u>	<u>82.00</u>

PUBLIC WORKS-TOTAL

POLICE

POLICE- SWORN

CHIEF OF POLICE	EXEC	94	\$17,531	\$23,577	1.00	1.00	1.00	1.00	0.00	1.00
POLICE CAPTAIN	UPMA	6461	\$12,386	\$15,055	2.00	2.00	2.00	2.00	0.00	2.00
POLICE LIEUTENANT	UPMA	5421	\$10,502	\$12,765	4.00	4.00	3.00	3.00	0.00	3.00
POLICE SERGEANT	UPMA	5387	\$8,700	\$10,574	9.00	9.00	9.00	9.00	0.00	9.00
POLICE DETECTIVE	UPOA	6363	\$7,134	\$8,672	9.00	9.00	9.00	9.00	0.00	9.00
POLICE CORPORAL	UPOA	6363	\$7,134	\$8,672	0.00	0.00	5.00	5.00	0.00	5.00
POLICE OFFICER	UPOA	6339	\$6,346	\$7,714	50.00	50.00	49.00	49.00	0.00	49.00
				75.00	75.00	78.00	78.00	0.00	0.00	78.00

POLICE- NON-SWORN

CRIME ANALYST	UMMEA	45	\$5,228	\$7,031	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	UMMEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
FORENSIC SPECIALIST	UCEA	38	\$4,398	\$5,915	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTING TECHNICIAN	UCEA	40	\$4,621	\$6,214	0.00	0.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	UCEA	-	-	-	1.00	1.00	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	33	\$3,887	\$5,228	0.00	0.00	0.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	UCEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
POLICE DISPATCH SUPERVISOR	UMMEA	54	\$6,529	\$8,781	1.00	1.00	1.00	1.00	0.00	1.00
LEAD DISPATCHER (FY 2021-22 FREEZE ONE POSITION)	UCEA	37	\$4,291	\$5,771	2.00	2.00	2.00	2.00	0.00	2.00
POLICE DISPATCHER II	UCEA	35	\$4,084	\$5,493	10.00	10.00	10.00	10.00	0.00	10.00
POLICE RECORDS SUPERVISOR	UMMEA	34	\$3,984	\$5,359	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR RECORDS SPECIALIST	UCEA	29	\$3,522	\$4,736	0.00	0.00	0.00	1.00	0.00	1.00
POLICE RECORDS SPECIALIST II	UCEA	25	\$3,190	\$4,291	5.00	5.00	5.00	5.00	0.00	5.00
HOMELESS SERVICES COORDINATOR	UCEA	41	\$4,736	\$6,370	0.00	0.00	1.00	1.00	0.00	1.00
HOMELESS COORDINATOR	UCEA	-	-	-	1.00	1.00	0.00	0.00	0.00	0.00
TRAFFIC AIDE	UCEA	28	\$3,436	\$4,621	0.00	0.00	0.00	1.00	0.00	1.00
POLICE SERVICES TECHNICIAN	UCEA	27	\$3,352	\$4,508	6.00	6.00	6.00	7.00	0.00	7.00
				30.00	31.00	31.00	33.00	0.00	0.00	33.00

*(1)

2022-23 SCHEDULE OF POSITIONS

		Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 13)	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ADOPTED	2021-22 AMENDED	2022-23 CHANGE	2022-23 ADOPTED
<i>(Police Continued)</i>											
ANIMAL SERVICES											
	ANIMAL SERVICES SUPERVISOR	UMMEA	38	\$4,398	\$5,915	1.00	1.00	1.00	1.00	0.00	1.00
	ANIMAL SERVICES OFFICER (FY 21+22 FREEZE ONE POSITION)	UCEA	32	\$3,792	\$5,100	3.00	3.00	3.00	3.00	0.00	3.00
						4.00	4.00	4.00	4.00	0.00	4.00
											*(1)
CODE ENFORCEMENT											
	CODE ENFORCEMENT OFFICER	UCEA	38	\$4,398	\$5,915	4.00	4.00	4.00	4.00	0.00	4.00
						4.00	4.00	4.00	4.00	0.00	4.00
						113.00	114.00	117.00	119.00	0.00	119.00
						239.50	242.50	251.00	257.00	6.00	263.00

POLICE-TOTAL

GRAND TOTAL

* Number of positions to remain unfilled for FY 2022-23.

^ Position funded through 12/31/2024.

† Number of limited term positions. Position funded through 12/31/2023.



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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
639	Water Bond Capital Project
640	Water Utility
641	Solid Waste Utility
645	Sewer Utility
750	Fire Annexation Worker's Comp
751	Self-Funded Insurance

CHART OF ACCOUNTS

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

CHART OF ACCOUNTS

Division No.	Division Name
0000	Division
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
2304	Senior Wellness
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
2323	CDBG - Coronavirus
2324	CDBG - CV3
2325	CDBG - Hope Partners - Food Security
2332	CDBG - Pacific Lifeline Womens' Program
2336	CDBG - Business Assistance & Attraction FY 18-19

CHART OF ACCOUNTS

Division No.	Division Name
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
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
3276	OTS Grants
3277	COPS Allocation FY 21-22
3423	Asset Forfeiture - 15%
3501	Fire Administration
3512	Fire Station II
3514	Fire Station IV
3518	Historic Fire Station
4201	Recreation Administration
4202	Recreation Classes

CHART OF ACCOUNTS

Division No.	Division Name
4203	Recreation Facilities
4204	Youth Programs/Sports
4205	Senior Center
4206	Special Events
4207	Community Outreach Services
4210	Landecena Center
4302	Park Maintenance
4303	Sports Field Maintenance
4402	Carnegie Library
4409	Passports
5000	New CIP
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

CHART OF ACCOUNTS

Division No.	Division Name
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
6311	Used Oil Recycling Grant
6312	Beverage Recycling Grant
6401	Landfill Site Maintenance
6402	Sewer Maintenance & Operations
6403	Sewer - Residential
6404	Sewer - Non Residential
7003	Pavement Management

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
5297	Other Expenses
5298	Loss-Capital Assets
5310	Forgivable Loans

CHART OF ACCOUNTS

Object No.	Object Name
5314	Program Income - HIP Loans
5315	Program Income - FTHB Loans
5321	Employee Incentive
5322	Health Premiums - Retirees
5323	PERS Supplement
5324	Other Post-Employment Benefits
5326	Medical - Retirees
5327	Dental - Retirees
5328	Vision - Retirees
5410	ICRMA Liability Program Annual Assessment
5421	Lease Principal Expense
5427	Issuance Costs
5429	Residual Equity
5424	Bond Principal Payment
5425	Bond Interest Expense
5521	Land
5527	Buildings
5528	Improvements Other Than Buildings
5529	Building Improvements
5530	Machinery & Equipment
5531	Vehicles



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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.

BLAST- Bonds, Lease Investments, Additional Discretionary Payments, Savings, and Transfers.

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.

SMASH- San Bernardino Movement Against Street Hoodlums. SMASH is a gang sweep team that works with other agencies in the San Bernardino County.

TPA- Third Party Administrator.

UMC- Upland Municipal Code.