

City of Gracious Living
UPLAND, CALIFORNIA



ADOPTED BUDGET
FISCAL YEAR 2023-2024

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ADOPTED BUDGET
FY 2023-24
BUDGET MESSAGE





City Manager's Budget Message

Honorable Mayor and Council Members:

I am pleased to submit the proposed Fiscal Year 2023/2024 (FY 23/24) operating and capital budget for your review and consideration.

For the first time in the last four years, the City of Upland is presenting a balanced budget without the use of one-time funds. Recent economic growth has benefited the City and helped close our recent budget gap. Under the judicious leadership of the City Council, the City continues to meet fiscal challenges and has diligently worked to maintain and enhance revenues and reduce operational expenditures where possible.

Furthermore, despite rising inflation and corresponding budget constraints, City departments are performing outstanding work with the resources they have. However, service levels in a number of areas do not meet the standards our residents expect and deserve. While staff will continue to perform as efficiently as possible with existing resources, the City will continue to look for additional sources of revenue to improve the quality of life in Upland. Improved 9-1-1 police response times, faster repair of potholes, Citywide street improvements, and sidewalk repairs are all top priorities that need to be addressed.

One focus of Staff for this fiscal year is ensuring we take advantage of one-time opportunities for addressing deferred maintenance through use of the \$15.2 million the City received from the American Rescue Plan Act (ARPA) through December 31, 2024. We are gratified to be receiving our fair share of federal funds; however, these funds are just a downpayment on the significant needs of the City that have built up over decades.

This budget continues to demonstrate the City's commitment to public safety by retaining recent increases to Police staffing in the form of implementing the Corporal Program, where five positions were reclassified to a Corporal/Detective level and four Police Officer positions were added. While the funding for these positions came out of ARPA for the last two fiscal years, the City was able to wean itself off using this one-time money to cover the costs of ongoing staffing. The General Fund was able to cover all the recent additions to staffing in the Police Department, ensuring that the positions would not go away once ARPA funding did in 2024.

In addition, City Council have shown meaningful support for the men and women that perform the daily work that keeps the City running. In an effort to retain valuable workers, they recently implemented a classification and compensation study that brings Upland employees to the median salary of our comparable agencies. Negotiations with the City's four bargaining groups just

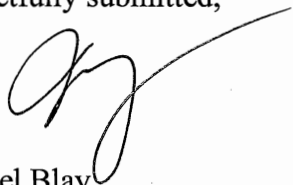
concluded, providing long-term agreements that gives City employees confidence in the knowledge of salary and benefit increases that extend years into the future, which is especially valuable during the current period of uncertainty.

City Council has also been forward-looking with implementing fiscal policy. They have established a prudent 22.5% operating reserve in conjunction with the General Fund Reserve Policy. They showed major initiative in addressing the City's pension obligation through implementing the BLAST Pension Strategy, which will save over \$50 million in interest over the next 20 years. City Council also established Pension and OPEB stabilization trusts and have funded them with over \$4 million in assets.

For FY 23/24, the operating budget is \$55,074,960 in the General Fund and \$153,424,200 across all funds and \$59,293,240 for capital projects. The requested funds will support the necessary operational and capital improvement project needs of each department. This budget represents a slight increase in level of services compared to FY 22/23, with additional changes in staffing (as notated in the attached FY 23/24 Schedule of Positions). Projected revenues are \$55,807,750 in the General Fund and \$156,786,570 across all funds.

In closing, the preparation of the proposed annual budget was made possible through 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.

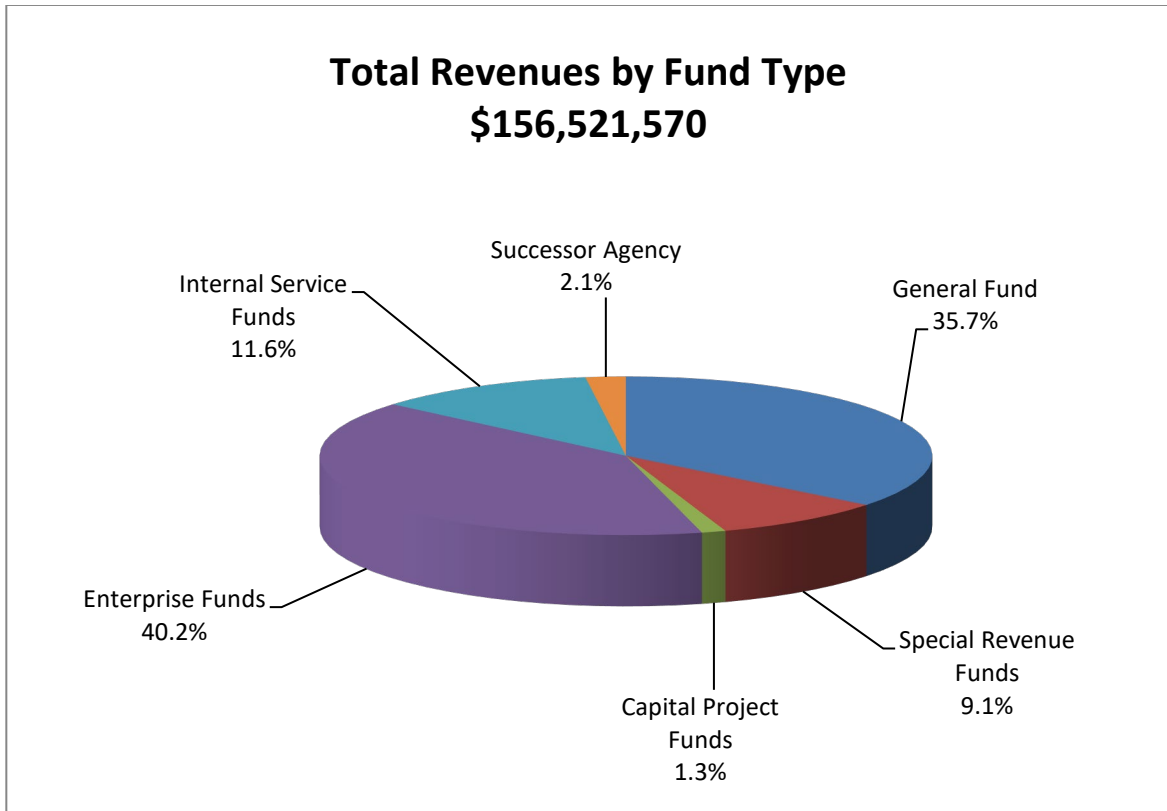
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Michael Blay', written over a horizontal line.

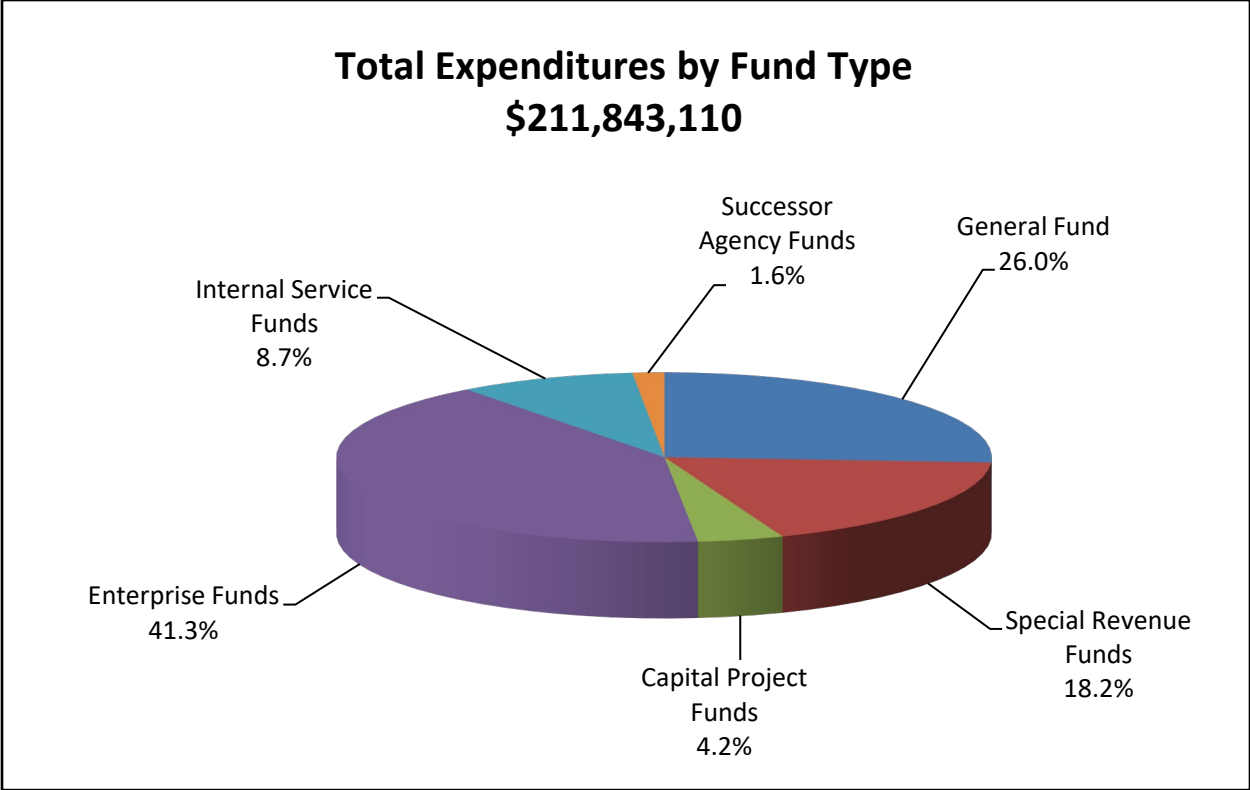
Michael Blay
City Manager

BUDGET OVERVIEW

Projected citywide operating revenues of \$156,521,570 represent an increase of \$11.2 million compared to the prior year. The majority of the increase 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 (\$55,807,750), Water Utility Fund (\$34,110,390), Solid Waste Utility (\$16,856,630), and Sewer Utility Fund (\$12,250,750). Revenue by fund type is depicted in the following figure:



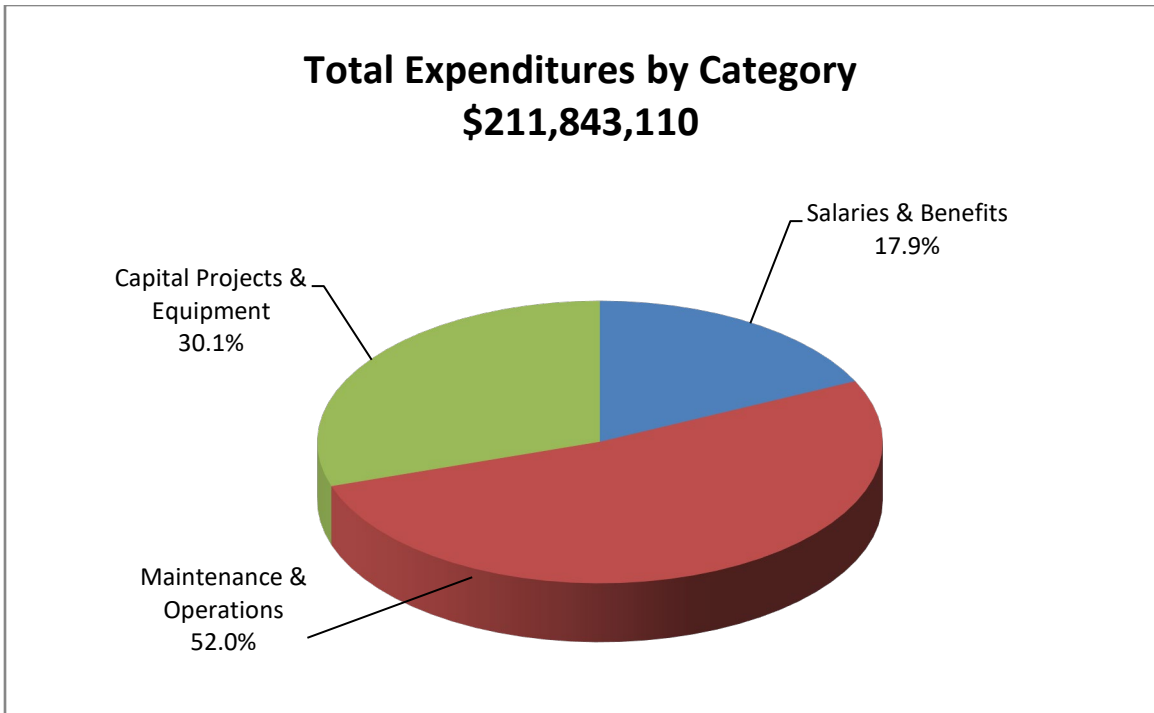
The FY 23/24 operating and capital expenditure budget totals \$211,843,110, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with the largest being the General Fund in the amount of \$55,074,960, or 26.0% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$53,598,670), Solid Waste Utility (\$17,726,780), Sewer Utility Fund (\$16,227,680), and Gas Tax Fund (\$10,614,390). In summary, appropriations reflect a total increase of \$30,773,940 or 17.0% from the prior year. The most notable expenditure increases are: \$2.8 million in the General Fund, \$9.5 million in street project funds, \$9.3 million in Water Utility Fund, and \$1.9 million in Solid Waste Fund.



Personnel costs inclusive of all City funds are increasing by \$3.1 million from \$34.8 million to \$37.9 million. The majority of increases relate to implementation of compensation and classification study and negotiated pay and benefit increases (\$2.2 million). In total, the number of authorized FTE positions from the 2022-23 amended budget increased by 1.0 to 265.0 FTE's.

Maintenance and operation appropriations (excluding the UAL & Employee Benefits Internal Service Fund) are increasing by \$5.4 million from \$97.8 million to \$103.2 million. \$5.0 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 increasing by \$22.9 million from \$40.9 million to \$63.7 million. The increases are primarily due to growth of \$9.6 million in street project funds, \$6.6 million in Enterprise funds, \$3.1 million in Special Revenue funds, and \$3.5 million in Capital Projects funds.



GENERAL FUND

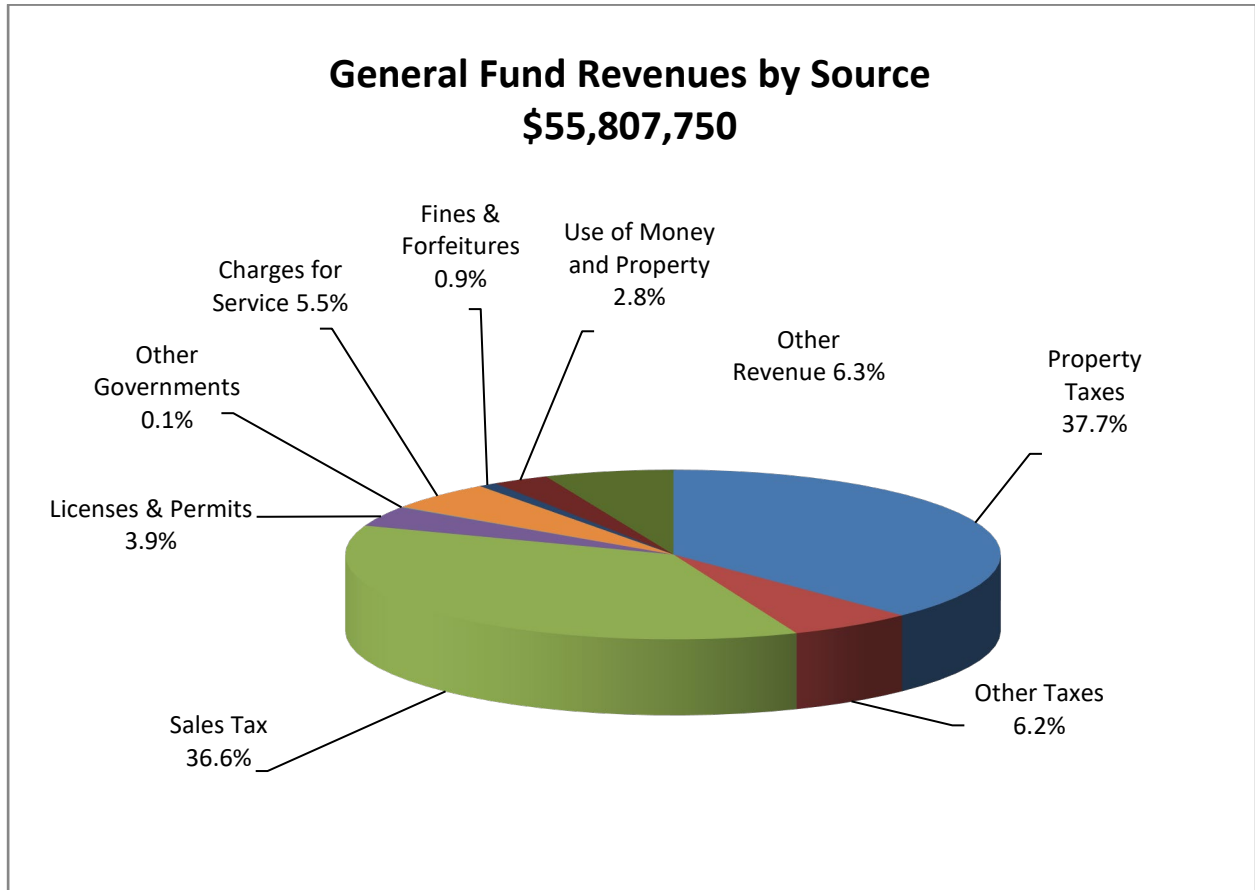
The ending General Fund balance is projected to be \$9,505,430. This does not include funds that are held in City-Designated Reserves in conjunction with the City's General Fund Reserve Policy.

A summary of most General Fund reserves projected as of July 1, 2023, is illustrated in the following table:

General Fund Reserves		
Restricted (Section 115 Trusts)		\$4,427,325
Committed:		
Economic Uncertainty Reserve	12,400,000	
Emergency Disaster Contingency Reserve	1,000,000	
General Plan Update Reserve	502,000	
Others	590,000	
Committed Total		\$14,492,000
City Council-Designated:		
Building Replacement and Maintenance Reserve	1,480,000	
Infrastructure Improvement Reserve	3,011,000	
City Council-Designated Total		<u>\$4,491,000</u>
Total General Fund Reserves		\$23,410,325

General Fund Revenues and Transfers In:

Total General Fund operating revenues are projected to be \$55,807,750 an increase of \$5.6 million from the prior year budget. The General Fund revenues by source are depicted in the following figure:

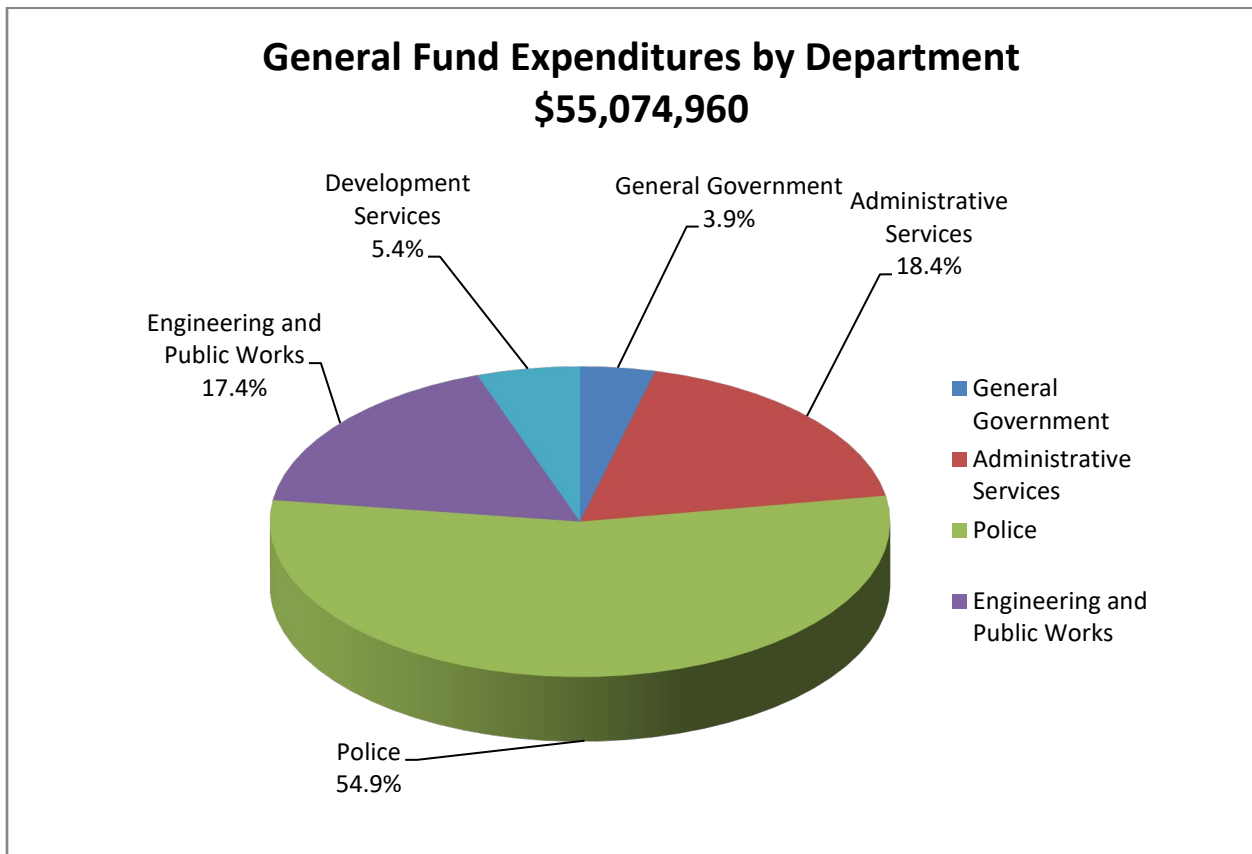


- Property Taxes
Property tax revenues are projected to be \$21,049,090. This estimate reflects an overall increase of \$1,781,440 over the prior year budget.
- Sales Tax
Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$20,451,030, an increase of \$2,046,910 from the prior year budget.
- Licenses & Permits
Revenue from Licenses and Permits is estimated to be \$2,150,320, which is an increase over the prior year budget of \$447,650.
- Charges for Services
Revenue from Charges for Services is estimated to be \$3,053,060, which is an increase over the prior year budget of \$641,930.

- Use of Money and Property
Revenue from Use of money and Property is estimated to be \$1,556,920, which is an increase over the prior year budget of \$599,890.
- Miscellaneous Changes
Other changes include an increase of \$11,000 in revenue from Other Governments and decreases in Fines & Forfeitures of \$59,560 and Other Revenue of \$54,450.
- Transfers In
Transfers In are estimated to be \$265,000 from Solid Waste Utility to the Sewer Utility. The Transfer In amount pertains to costs of the City’s closed landfill that is budgeted for in the Sewer Utility.

General Fund Expenditures and Transfers Out:

General Fund operating expenditures are projected to be \$55,074,960 which is \$2.8 million higher than the prior year’s original budget. The change is due to increases in budgeted personnel services (not including PERS UAL) totaling \$1.7 million and an increase in operations and maintenance totaling \$1.1 million. The General Fund expenditures by department are depicted in the following figure:



- Personnel
General Fund personnel costs are projected to total \$24.1 million, an increase of \$1.7 million over the prior year adopted budget. The increase is primarily due to negotiated pay and benefit increases (\$1.5 million).
- Maintenance and Operations (M&O)
The maintenance and operations budget is projected to be \$30,946,910, which is an increase of \$1.1 million over the prior year's adopted budget. The increase is attributed to \$712,200 in Vehicle Acquisition, \$454,850 for higher Information Systems, and \$432,140 in Contract Services costs. This increase has been reduced in part to Unfunded Accrued Liability payments to CalPERS decreasing by \$0.6 million. In addition, the City has incorporated a vacancy allowance and maintenance and operations allowance to properly reflect in the budget an estimate for anticipated shortfalls in expenses in both categories.

SPECIAL REVENUE FUNDS

HOUSING FUND

The Housing Division is responsible for the administration of the Low- and Moderate-Income (LMI) Housing program. Available resources provide for the development and implementation of housing programs to increase and improve or preserve affordable housing within the City's corporate limits for persons or families of low- to moderate-income. The total appropriations for the Housing Fund are \$4,260,440.

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 23/24, the total budget for street improvement projects from these sources is \$22,322,870, with \$21,100,090 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 2023/2024, Palm Ave (9th Street to Arrow Highway), Lexington Street/First and Second Street Rehab, and Citywide Crack Seal/Slurry Seal.

HOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program FY 23/24 budget is \$510,000. 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 \$924,690. 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 \$1,321,140 and total revenues are anticipated to total \$150,000.

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 \$25,890, and total estimated revenues are \$100,000.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, Street & Traffic Facility Development, General Capital Projects, and Street & Alley Repairs. The total budget is \$8,940,990. Projects of interest include: Dog Park Improvements, Downtown Urban Space, Citrus Park Snack Bar Roof Replacement, Shade Structures for Picnic Areas, Park Restroom Improvements, Playground Equipment Replacement, 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 \$1,993,980.

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 \$53,598,670. Proposed capital improvement projects of interest for FY 23/24 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 \$34,110,390 and year-end fund balance is projected to be \$9,623,560.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$16,856,630 and appropriations and transfers out are \$17,991,780. The Solid Waste fund balance is projected to be \$1,296,450.

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 \$16,227,680.

Significant capital improvement projects include Sewer Master Plan, Citywide Sewer Rehabilitation, Arrow Highway and Benson Ave. Sewer Relocations and Improvements, and Manhole Adjustments to Grade Shared City/County Roadways. Revenues and transfers in are projected to be \$12,250,750, leaving an estimated year-end fund balance of \$27,193,350.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY INSURANCE FUND

This fund contains revenues (derived from charges to other funds) and expenditures of \$5,274,230, a decrease of \$8,000 from the prior year adopted budget. For FY 23/24, 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 23/24, the Fleet Maintenance and Replacement Fund expenses are projected to be at \$1,582,300, with revenues generated from charges to other funds. The fund is projected to have a balance of \$888,300 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 23/24, Information Systems expenditures are expected to be \$3,308,180. Revenue will be generated from charging other funds and receipt of PEG Fees. The projected fund balance at year end is \$1,302,060 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 23/24, operations costs and maintenance of all city facilities are expected to total \$1,376,760 while revenues (charges to other departments/funds) are expected to total \$1,026,760. Fund balance is projected to be \$477,230 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 23/24, UAL and employee benefits costs are expected to be \$6,960,010. This is a decrease of \$623,440 from the prior years' budget, due to CalPERS' 21.3% return during the period ending June 30, 2021, which is being reflected in the City's payments this fiscal year.

LONG TERM FINANCIAL PLANNING

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

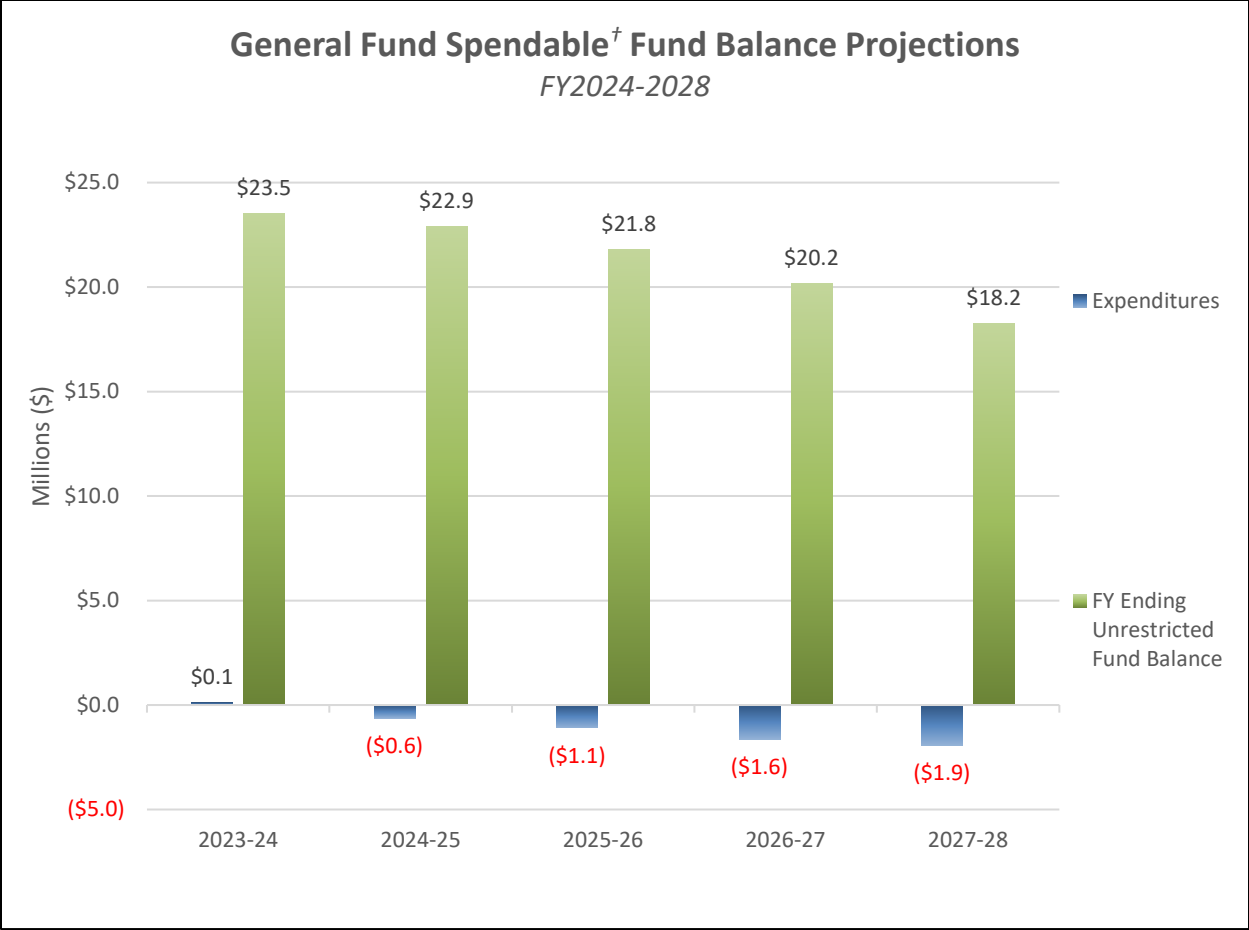
Addressing long-term financial concerns has been a priority for the City of Upland for at least ten years. The long-term priorities are:

1. Maintain a balanced operating budget in order to avoid dipping into existing reserves.
2. Maintain operating reserves at 22.5% of budgeted operating expenditures.
3. Address unfunded liabilities for CalPERS pension and other postemployment benefits (OPEB). On 4/30/2023, pension and OPEB trust balances were \$2,690,221 and \$1,737,104, 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 1.0 (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 23/24 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 and assigned fund balances and City Council-designated reserves.

Deficits shown in future years highlight the need for the City to identify additional revenue sources or find expenditures that will be able to be reduced in order to balance the budget.

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 of meeting the standards our residents expect and deserve.

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. City Council’s thoughtful and measured response to our fiscal situation has kept us on a sustainable financial path while continuing to provide core services to its citizens. Looking forward to the next five years, we cannot lose sight of our long-term needs and it is critical to safeguard our operating reserves, address any fiscal weaknesses, and make strategic financial decisions to ensure we have a resilient City over the long-term.

ADOPTED BUDGET
FY 2023-24
FINANCIAL INFORMATION



BUDGET PROCESS

Purpose of the Budget Document

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

The Budget:

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

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

The Relationship Between the Operating Budget and Capital Improvement Program

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

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

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

Guide to the Budget

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

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

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

Once the City Manager reviews have taken place and all departmental budget issues are resolved, the Finance staff prepares the preliminary budget. The 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 2023-24 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 2023-24**

Date	Day	Responsibility	Action
January 30, 2023	Monday	City Manager and Finance	FY 2023-24 Budget kickoff meeting with City Manager, Assistant City Manager, Finance Officer, and Departments. Budget worksheets and instructions are distributed.
February 13, 2023	Monday	Departments	Departments submit FY 2023-24 Internal Service Funds requests to IT and Public Works.
February 16, 2023	Thursday	Finance	FY 2022-23 Salary and benefit worksheets are distributed to Department Heads.
March 2, 2023	Thursday	Departments	Departments submit revisions to FY 2023-24 salary and benefit allocations to Finance.
March 16, 2023	Thursday	Departments	Departments submit budget, enter FY 2022-23 expenditure/revenue projections and FY 2023-24 proposed expenditure budget and revenue estimates in Munis.
March 16, 2023	Thursday	Public Works	Public Works Department submits Fiscal Year 2023-24 Capital Improvement Project budget (Schedules emailed to Finance and budget entry in Munis).
March 23, 2023	Thursday	Departments	Departments submit FY 2023-24 narratives, goals and objectives, performance measures and major accomplishments.
March 20 - April 20, 2023		Finance	Finance prepares First Draft of budget summaries.
April 24 - May 4, 2023		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 26, 2023	Wednesday	Finance	Finance Committee Budget Presentation - Finance presents key elements of the FY 2023-24 Proposed Budget.
May 11, 2023	Thursday	Departments	Department PowerPoint slides due for the Budget Workshop presentations.
May 18, 2023	Thursday	Finance	Finance completes Second Draft of budget summaries.
May 25, 2023	Thursday	City Manager, Finance and Departments	City Council Workshop - FY 2023-24 Proposed Budget.
June 12, 2023	Monday	City Manager, Finance and Departments	Budget Adoption - Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2023-24 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 2023-24

Assessed Valuation	\$11,547,929,979
Debit Limit (15% of assessed value)	1,732,189,497
Debt applicable to limit:	
General obligation bonds	<u> -</u>
Total net debt applicable to limit	<u>\$ -</u>
Legal debt margin	<u>\$1,732,189,497</u>

City of Upland
Debt Obligations
FY 2023-24

	<u>Bond Rating</u>	<u>Amount Issued</u>	<u>Outstanding June 30, 2023</u>	<u>Outstanding June 30, 2024</u>
<u>Governmental Activities</u>				
Energy Efficiency Lease	Not Rated	\$ 2,797,094	\$ 1,974,264	\$ 1,801,523
<i>Lease-purchase agreement for the acquisition, construction and installation of energy conservation equipment and improvements.</i>				
CREBS Lease Agreement	Not Rated	\$ 4,548,393	\$ 4,302,371	\$ 4,204,025
<i>Lease-purchase agreement for the acquisition, construction and installation of Solar energy conservation equipment and improvements.</i>				
2017 Multifamily Housing Revenue Notes	Not Rated	\$ 14,865,000	-	-
<i>Provide low-income housing.</i>				
2021 Multifamily Housing Revenue Notes	Not Rated	\$ 12,900,000	\$ 11,802,073	\$ 11,127,511
<i>Defease 2017 Bond and continue to provide low-income housing.</i>				
<u>Business Activities</u>				
2011 Revenue Refunding Bonds	AA-/A	\$ 12,140,000	-	-
<i>Advance refunding of the remaining portion of the City's 2003 Lease Revenue Refunding Bonds for Water capital improvement projects</i>				
2021 Water Refunding Bonds	Not Rated	\$ 6,553,000	\$ 6,528,000	\$ 6,503,000
<i>Refund remaining portion of the City's 2011 Revenue Refunding Bonds for Water capital improvement projects</i>				
2022 Water Revenue Bonds	Not Rated	\$ 15,750,000	\$ 14,905,000	\$ 14,040,000
<i>Finance capital improvements to the City's Water System</i>				
<u>Successor Agency Activities</u>				
2013 Tax Allocation Bonds	AA-/A	\$ 22,090,000	\$ 2,400,000	-
<i>Refund the outstanding aggregate principal amount of the 1998 and 2003 Tax Allocation Bonds for capital improvement projects in CRA areas.</i>				
2016 Tax Allocation Bonds	AA/A+	\$ 12,275,000	\$ 11,210,000	\$ 11,005,000
<i>Refund the outstanding aggregate principal amount of the 2006 Tax Allocation Bonds for capital improvement projects in CRA areas.</i>				

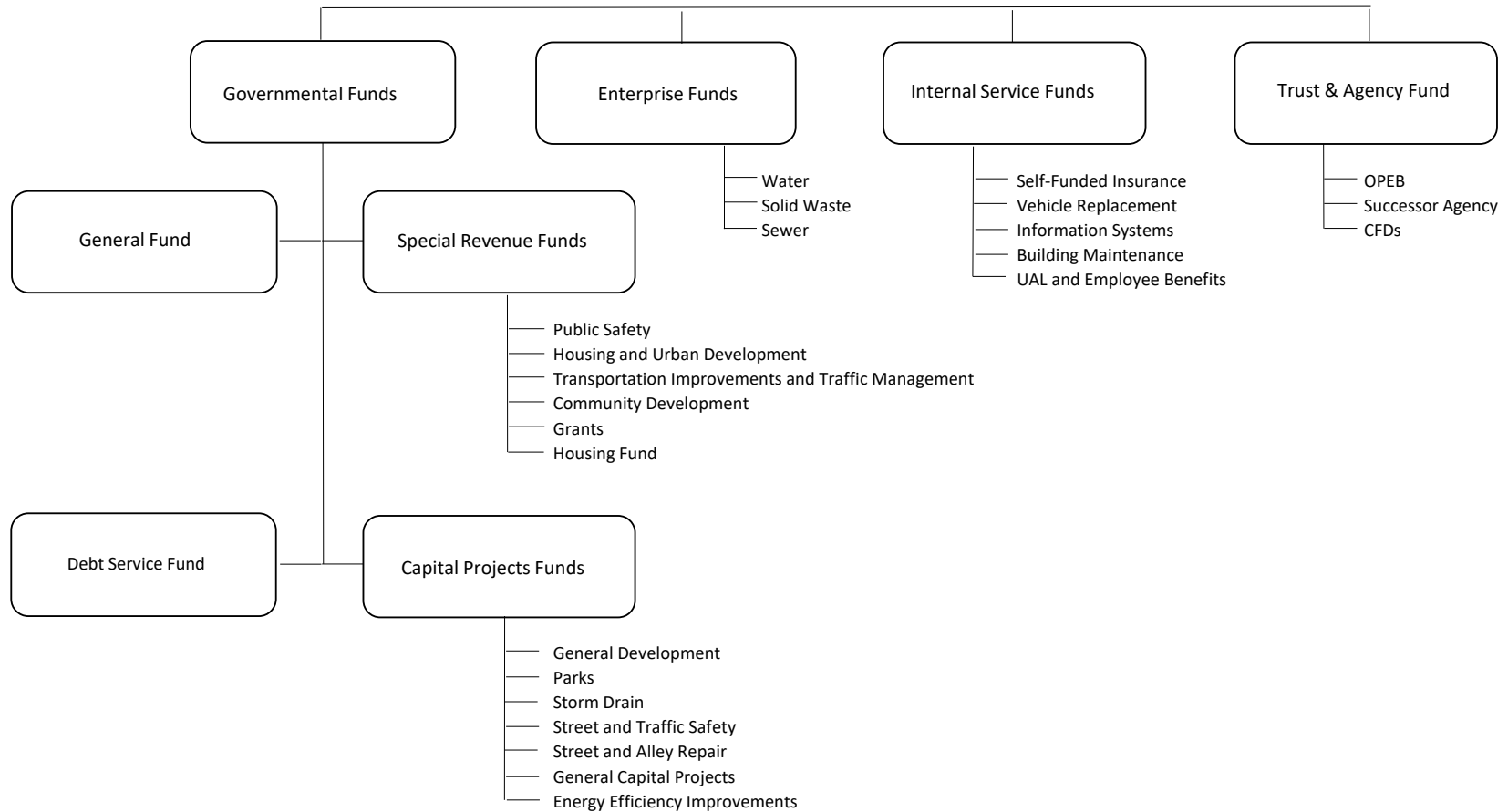
**City of Upland
Debt Service Obligations
FY 2023-24**

	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED
GENERAL FUND				
Energy Efficiency Lease				
Principal	\$ 151,846	\$ 170,255	\$ 171,137	\$ 172,741
Interest	104,521	92,067	90,646	83,285
Subtotal	\$ 256,367	\$ 262,322	\$ 261,783	\$ 256,026
CREBS Lease Agreement				
Principal	\$ 30,634	\$ 55,603	\$ 83,657	\$ 98,346
Interest	154,510	153,375	151,088	148,070
Subtotal	\$ 185,144	\$ 208,978	\$ 234,745	\$ 246,416
	\$ 441,511	\$ 471,300	\$ 496,528	\$ 502,442
HOUSING FUND				
2017 Multifamily Housing Revenue Note ⁽¹⁾				
Principal	\$ 556,925	\$ 580,246	\$ -	\$ -
Interest	524,987	363,687	-	-
2021 Multifamily Housing Revenue Note				
Principal	\$ -	\$ -	\$ 605,467	\$ 674,562
Interest	-	-	375,685	355,184
	\$ 1,081,912	\$ 943,934	\$ 981,152	\$ 1,029,746
WATER UTILITY FUND				
2011 Revenue Refunding Bonds ⁽²⁾				
Principal	\$ 380,000	\$ 395,000	\$ -	\$ -
Interest	336,250	190,397	-	-
Subtotal	\$ 716,250	\$ 585,397	\$ -	\$ -
2021 Water Refunding Bonds				
Principal	\$ -	\$ -	\$ 395,000	\$ 25,000
Interest	-	45,598	394,920	97,733
Subtotal	\$ -	\$ 45,598	\$ 789,920	\$ 122,733
2022 Water Revenue Bonds				
Principal	\$ -	\$ -	\$ -	\$ 865,000
Interest	-	-	-	277,872
Subtotal	\$ -	\$ -	\$ -	\$ 1,142,872
	\$ 716,250	\$ 630,995	\$ 789,920	\$ 1,265,605
SUCCESSOR AGENCY FUND				
2013 Tax Allocation Bonds				
Principal	\$ 2,115,000	\$ 2,200,000	\$ 2,290,000	\$ 2,400,000
Interest	364,800	278,500	177,252	60,000
Subtotal	\$ 2,479,800	\$ 2,478,500	\$ 2,467,252	\$ 2,460,000
2016 Tax Allocation Bonds				
Principal	\$ 175,000	\$ 185,000	\$ 190,000	\$ 205,000
Interest	472,513	466,188	458,688	450,788
Subtotal	\$ 647,513	\$ 651,188	\$ 648,688	\$ 655,788
	\$ 3,127,313	\$ 3,129,688	\$ 3,115,940	\$ 3,115,788

⁽¹⁾ Refinance with 2021 Multifamily Housing Revenue Note

⁽²⁾ Refinance with 2021 Revenue Refunding Bonds

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. 6727

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA ADOPTING THE FISCAL YEAR 2023-2024 ANNUAL BUDGET

WHEREAS, the City is required to adopt an annual budget for the Fiscal Year beginning on July 1, 2023 and ending on June 30, 2024; 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 main schedules that comprise the budget document have 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 2023-2024 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, 2023:

General Fund	\$	55,074,960
Housing		4,260,440
Public Safety Augmentation		1,500,070
Gas Tax		10,614,390
Measure I		5,923,630
RMRA		5,784,850
HOME Investment Partnership Program		510,000
Community Development Block Grant		924,690
Parking Business Improvement Area		236,180
Air Quality Management District		25,890
Homeland Security Grants – PD		104,300
Prop 30		150,000
COPS		1,321,140
Other Grants		316,180
Office of Traffic Safety		143,710
Other Public Safety Grants		88,850
Asset Forfeiture – Federal DOJ		1,189,580

Asset Forfeiture – Federal/Treasury	10,350
Asset Forfeiture – State	193,360
American Rescue Plan Act	5,156,850
General Capital Improvements	554,750
Park Acquisition & Development	2,694,590
Storm Drain Development	2,791,380
Street & Traffic Facility Development	917,870
General Capital Projects	868,310
Street & Alley Repairs	1,114,090
Water Bond Capital Projects	8,964,820
Water Utility	44,633,850
Solid Waste Utility	17,726,780
Sewer Utility	16,227,680
Self-Funded Liability Insurance	5,274,230
Fleet Maintenance & Replacement	1,582,300
Information Systems	3,308,180
Building Maintenance & Operations	1,376,760
UAL & Employee Benefits	6,960,010
Successor Agency Housing	3,318,090
Total	\$ 211,843,110

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, 2023.

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

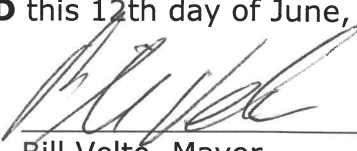
Section 8. Compliance with California Environmental Quality Act. The City Council finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change 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 12th day of June, 2023.



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 12th day of June, 2023, by the following vote:

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

ATTEST: 

Keri Johnson, City Clerk

RESOLUTION NO. 6729

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA APPROVING THE GENERAL FUND RESERVE POLICY FOR THE 2023-2024 FISCAL YEAR

WHEREAS, the City Manager has caused a budget document to be prepared covering the Fiscal Year (FY) July 1, 2023 through June 30, 2024; and

WHEREAS, the City Council held a public budget workshop on the proposed FY 2023-2024 budget on May 25, 2023 and approved and adopted the FY 2023-2024 budget on June 12, 2023; and

WHEREAS, it is essential that governments maintain adequate levels of General Fund Balance to mitigate current and future risk, to ensure stability, and in support of long-term financial planning; and

WHEREAS, the Government Finance Officers Association ("GFOA") recommends at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than 16.67% (two months) of regular general fund operating revenues or regular general fund operating expenditures; and

WHEREAS, the GFOA further recommends that governments establish a formal policy on the level of Committed Fund Balance which should be maintained in the General Fund; and

WHEREAS, pursuant to Governmental Accounting Standards Board Statement No. 54, an action of the City Council is necessary to commit budget amounts in various funds for the specific purposes they intended; and

WHEREAS, the City Council established a General Fund Reserve Policy ("Reserve Policy") on June 14, 2021; and

WHEREAS, the Reserve Policy calls for the appropriate level of reserves to be reviewed and approved by City Council at least every year during the annual budget process; and

WHEREAS, City Staff and City Council have reviewed the Reserve Policy and desire to affirm the policy at this time.

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 does hereby approve and adopt the General Fund Reserve Policy attached hereto as Exhibit "A".

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 12th day of June, 2023.



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 12th day of June, 2023, by the following vote:

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

ATTEST: 

Keri Johnson, City Clerk

EXHIBIT A
CITY OF UPLAND
GENERAL FUND RESERVE POLICY

I. GENERAL POLICY/ PURPOSE

The City of Upland provides a wide range of services that impact the public safety and the quality of life of its residents and community members every day. Maintaining adequate reserves is an essential part of sound financial management. The purpose of this policy is to secure the City's financial stability during a changing environment and establish a procedure for the allocation of unrestricted fund balance in the General Fund into adequate committed reserves.

II. PERIODIC REVIEW AND REPORTING

This General Fund Reserve Policy and the appropriate level of reserves are to be reviewed and approved by City Council at least every year during the annual budget process. The Administrative Services Department will continue to monitor reserve and investment balances year-round to maintain healthy reserve levels.

The status of the General Fund Reserve shall be analyzed and estimated by the Administrative Services Department using departmental year-end estimates and reported with the adoption of each year's budget. The actual General Fund Reserve balances shall be reported to the City Council as adjustments to the balances occur, but not less than annually in the agenda report accepting the Annual Comprehensive Financial Report (ACFR).

III. USE OF RESERVE FUNDS

The following committed reserves are designated by the City in the event of unforeseen expenditures as well as to establish funding for anticipated future expenditures that require ongoing funding for significant future outlays. These committed balances are established by a resolution of the City Council and cannot be changed except by a similar subsequent City Council action. The committed reserves are presented as follows:

A. *Economic Uncertainty Reserve*

- Purpose: These funds are committed to mitigate annual budget revenue shortfalls as a protection from a fluctuating economy, including financial hardship or downturns in the economy and/or Council-approved expenditures in excess of revenues.
- Target Level: The City's target will be 22.5% (rounded to the next \$100,000) of the General Fund operating expenditures, exceeding the recommendation of the Government Finance Officers Association (GFOA).
- Events or Conditions Prompting Its Use: This reserve may be utilized as needed to pay outstanding operating expenditures due to budgeted revenue shortfalls. Use shall be prompted by:
 - A 5% or greater decrease in property or sales taxes
 - Reductions in revenue due to actions by the state/federal government

B. *Emergency Disaster Contingency Reserve*

- Purpose: These funds are committed to mitigate costs of unforeseeable emergencies, such as natural disasters, catastrophic events, or any situation requiring the declaration of an emergency as defined by Upland Municipal Code Section 2.20.
- Target Level: \$1,000,000.

EXHIBIT A
CITY OF UPLAND
GENERAL FUND RESERVE POLICY

- Events or Conditions Prompting Its Use: This reserve may be utilized to cover unexpected losses experienced by the City as a result of an unplanned, emergency event as described above.
- C. *General Plan Update Reserve*
- Purpose: These funds are committed for the General Plan update, which is required by State law to be updated periodically.
 - Target Level: \$1,000,000. The budgeted contribution shall be derived from development services related fees. In addition, 5% of any operating year-end surplus (after Reserves A and B are fully funded) will be deposited in this reserve until the target level is reached.
 - Events or Conditions Prompting Its Use: This reserve may be utilized for General Plan expenditures approved by City Council.
- D. *Building Replacement and Maintenance Reserve*
- Purpose: These funds are committed for non-routine maintenance, remodeling, or replacement of key City-owned buildings and are established to provide capital repair and replacement funding as the City's infrastructure deteriorates over its expected useful life.
 - Target Level: The budgeted contribution shall be at a minimum level of 0.25% of operating expenditures. In addition, 15% of any operating year-end surplus (after Reserves A and B are fully funded) will be deposited in this reserve.
 - Events or Conditions Prompting Its Use: This reserve may be utilized for capital projects approved by City Council.
- E. *Pension Stabilization Reserve*
- Purpose: These funds are committed to mitigate volatile annual increases in CalPERS contribution rates. Funds deposited in this reserve will be remitted to the City's PARS Pension Stabilization Fund Trust and the Other Post-Employment Benefits Trust until City Council determines funds are needed to help offset annual CalPERS' contributions.
 - Target Level:
 - PARS Pension Stabilization Fund Trust: 40% (45% once Reserve C is fully funded) of any year-end operating surplus (after Reserves A and B are fully funded) will be deposited in this reserve.
 - OPEB Trust: 5% of any year-end operating surplus (after Reserves A and B are fully funded) will be deposited in this reserve.
 - Events or Conditions Prompting Its Use: The City Council may decide as part of its annual or mid-year budget process to expend some or all of the accumulated Pension Stabilization Reserve Fund balance to pay down accrued unfunded pension or OPEB liability.
- F. *Infrastructure Improvement Reserve*
- Purpose: These funds are committed for non-routine maintenance, construction, or replacement of key City-owned infrastructure assets (e.g., streets, sidewalks, tree trimming, etc.) and are established to provide capital repair and replacement funding as the City's infrastructure deteriorates over its expected useful life.
 - Target Level: 30% of any year-end operating surplus (after Reserves A and B are fully funded) will be deposited in this reserve.
 - Events or Conditions Prompting Its Use: This reserve may be utilized for capital projects approved by City Council.

RESOLUTION NO. 6728

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
UPLAND, CALIFORNIA ESTABLISHING THE APPROPRIATIONS
LIMIT FOR THE 2023-2024 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 2023-2024 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 (1) by 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 2023-2024 is hereby found and determined to be \$136,639,132.

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 12th day of June, 2023.

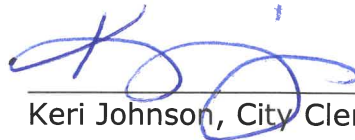


Bill Velto, Mayor

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 12th day of June, 2023, by the following vote:

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

ATTEST:



Keri Johnson, City Clerk

**City of Upland
Appropriations Limit Calculation
Fiscal Year 2023-24**

Part I - Calculation of Appropriations Limit

FY 2022-23 Appropriations Limit Adopted by the City Council		\$ 130,667,622
Change in County Population (0.12%):	<u>1.0012</u> ^(a)	
Change in Per Capita Personal Income (4.44%)	<u>1.0444</u> ^(a)	
Total Annual Adjustment Factor (1.0012 x 1.0444)	<u>1.0457</u>	
Annual Adjustment (130,667,622 X 1.0457)		5,971,510
Appropriations Limit - Fiscal Year 2023-24:		<u><u>\$ 136,639,132</u></u>

Part II - Appropriations Subject to the Limit

Proceeds from Taxes from Schedule B:		\$ 43,766,375
Less: Debt Service Payments		<u>(868,550)</u>
Total Appropriations Subject to the Limit		<u><u>\$ 42,897,825</u></u>

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2023-24		\$ 136,639,132
Less: FY2023-24 Appropriations Subject to Limitation		<u>(42,897,825)</u>
Total Appropriations Under the Limit		<u><u>\$ 93,741,307</u></u>

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

APPROPRIATIONS LIMIT CALCULATION

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

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

For fiscal year 2023-24, the estimated tax proceeds appropriated by the Upland City Council are under the limit. The Appropriations Limit for fiscal year 2023-24 is \$136,639,132. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2023-24. The appropriations subject to the limit are \$42,897,825 leaving the City with a remaining appropriations capacity of 93,741,307.

Part I - Calculation of Appropriations Limit

FY 2022-23 Appropriations Limit Adopted by the City Council		\$ 130,667,622
Change in County Population (0.12%):	1.0012 ^(a)	
Change in Per Capita Personal Income (4.44%)	1.0444 ^(b)	
Total Annual Adjustment Factor (1.0012 x 1.0444)	1.0457	
Annual Adjustment (130,667,622 X 1.0457)		5,971,510
Appropriations Limit - Fiscal Year 2023-24		\$ 136,639,132

Part II - Appropriations Subject to the Limit

Proceeds from Taxes		\$ 43,766,375
Less: Debt Service Payments		(868,550)
Total Appropriations Subject to the Limit		\$ 42,897,825

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2023-24		\$ 136,639,132
Less: FY2023-24 Appropriations Subject to Limitation		(42,897,825)
Total Appropriations Under the Limit		\$ 93,741,307

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

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

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

ADOPTED BUDGET

FY 2023-24

CITY PROFILE



City of Upland Strategic Goals

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

- ◆ **Responsive Leadership**
To enhance the public’s confidence in the City’s current leadership, both elected and staff, by fostering public and private partnerships.
- ◆ **Sense of Community**
To ensure an excellent quality of life by facilitating continuous, open dialogue with the City’s civic, non-profit, and faith-based organizations, the business community, residents, and local government.
- ◆ **Community Oriented Public Safety**
To assure residents and their families will be safe in their homes and in their neighborhoods, as well as provide basic instructions on disaster preparation and protection of their family and property.
- ◆ **Economic and Workforce Development**
To be an even more economically vibrant and diverse City that is a vital commercial and cultural crossroad between the greater Los Angeles Area and the Inland Empire, while attracting creative professionals and the cutting-edge organizations wishing to employ them.
- ◆ **Historic Preservation and Enhancement**
To enhance Historic Downtown Upland as the heart of the community where pedestrians enjoy charming shops, restaurants, and cultural art attractions.
- ◆ **Improvement of City Infrastructure**
To maintain and manage streets, sidewalks, sewers, parks, and public facilities with emphasis on the revitalization of the Foothill Corridor and Historic Downtown Upland.

Departmental goals and objectives are updated annually and are included in the Operating Budget, listed by division within each department. The following is a listing of Fiscal Year 2023-24 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

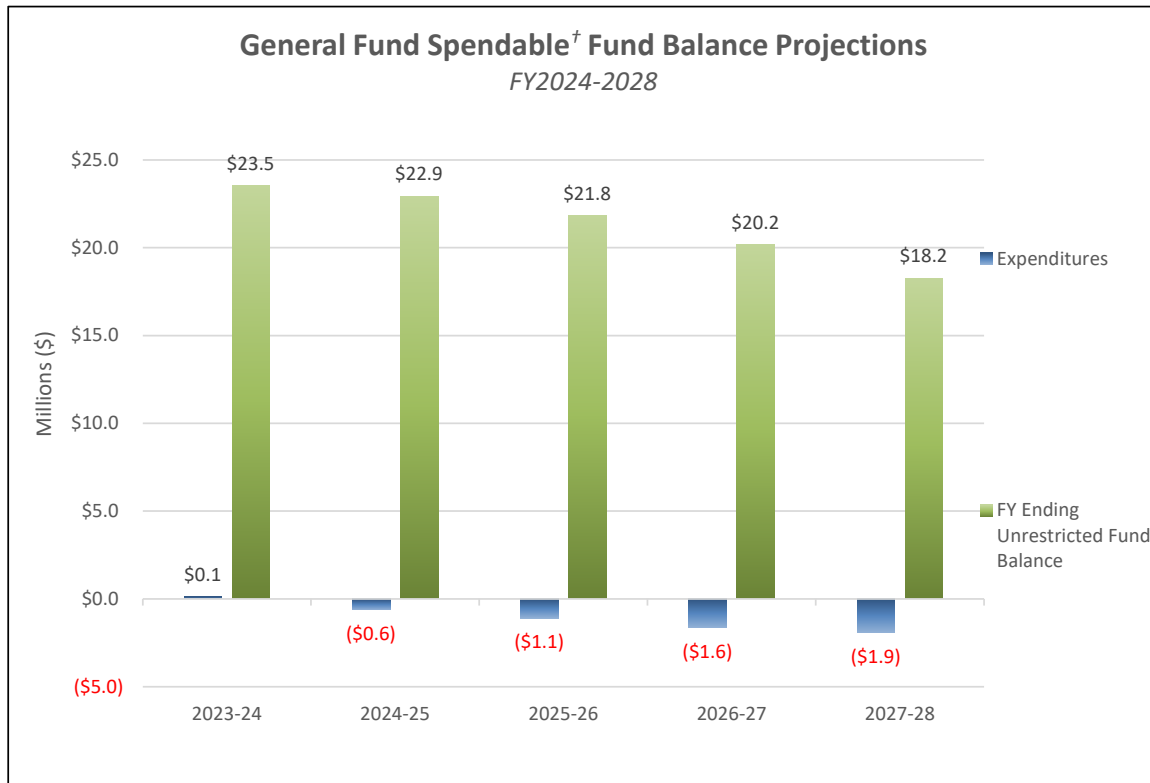
- ◆ Ensure an attractive and well-maintained City by providing parks and recreational facilities that are kept in good condition and are fully functional, and ADA compliant.
- ◆ Continue to seek opportunities to develop all or a portion of the city owned open space located at Baseline and the 210 Freeway.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

6. Dog Park Improvements
7. APRA Park Parking Lot Improvements
8. Foothill Blvd. Water Main Replacement (Benson to Mountain)
9. Generators (15th & 24th Street)

CITY OF UPLAND FIVE-YEAR FINANCIAL PROJECTION GENERAL FUND

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. Revenue and expenditure projections are reviewed in relation to their effect on 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:

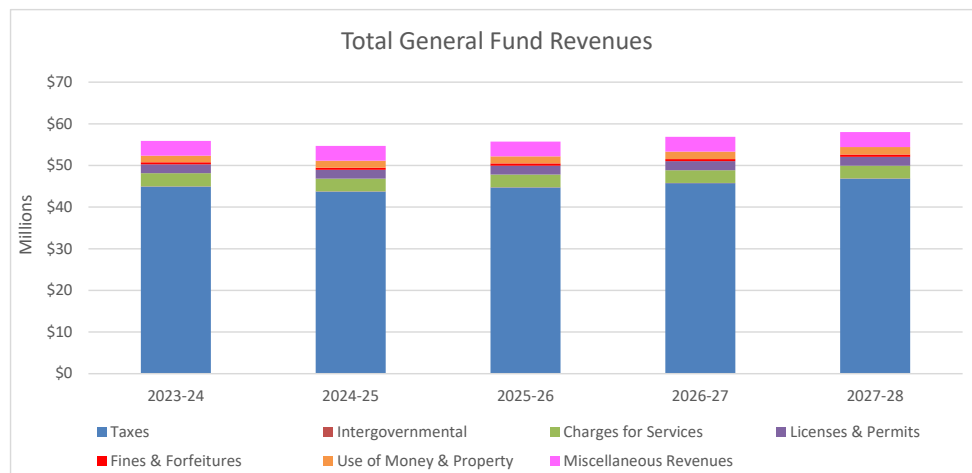
- * Assumed growth of 3% for most property taxes
- * Assumed growth of 0-3% for most other taxes
- * Assumed no expenditure reductions to balance the budget
- * Projections from consultant for the next two fiscal years and then 3% growth for sales taxes
- * No revenue growth for licenses and permits, other governments, charges for services, 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



	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28
Beginning Spendable Fund Balance	\$ 23,410,325	\$ 23,533,785	\$ 22,911,327	\$ 21,814,693	\$ 20,174,178
Revenues	55,807,750	57,116,451	58,456,762	59,845,370	61,230,419
Fund Balance Reservation	(609,330)	(620,420)	(620,420)	(630,420)	(630,420)
Expenditures	\$ (55,074,960)	\$ (57,118,489)	\$ (58,932,976)	\$ (60,855,465)	\$ (62,531,129)
FY Surplus / (Deficit)	\$ 123,460	\$ (622,458)	\$ (1,096,634)	\$ (1,640,515)	\$ (1,931,130)
FY Ending Spendable [†] Fund Balance	\$ 23,533,785	\$ 22,911,327	\$ 21,814,693	\$ 20,174,178	\$ 18,243,048
Fund Balance as a % of Operating Expense	42.7%	40.1%	37.0%	33.2%	29.2%

**CITY OF UPLAND
FIVE-YEAR FINANCIAL PROJECTION
GENERAL FUND REVENUES BY TYPE**

Object Code	2023-24 Adopted	2024-25 Projected	2025-26 Projected	2026-27 Projected	2027-28 Projected
Taxes					
400X Property Tax	\$ 21,049,090	\$ 21,623,940	\$ 22,216,035	\$ 22,825,893	\$ 23,406,968
4101 Sales and Use Tax	20,451,030	21,034,130	21,665,154	22,315,109	22,984,562
4102 Business License Tax	1,100,000	1,133,000	1,166,990	1,202,000	1,238,060
4104 Transient Occupancy Tax	319,460	329,044	338,915	355,861	373,654
4121 Franchise Tax	1,301,920	1,301,920	1,301,920	1,301,920	1,301,920
41XX Other Taxes	721,000	733,000	745,360	758,091	771,204
Total Taxes	\$ 44,942,500	\$ 46,155,034	\$ 47,434,374	\$ 48,758,873	\$ 50,076,367
Intergovernmental					
4103 Intergovernmental	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000
Total Intergovernmental	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000
Charges for Services					
46XX Development Services Fees	\$ 1,242,270	\$ 1,242,270	\$ 1,242,270	\$ 1,242,270	\$ 1,242,270
46XX Police Department Fees	522,880	522,880	522,880	522,880	522,880
46XX Public Works Fees	600,000	600,000	600,000	600,000	600,000
46XX Community Service Fees	520,000	520,000	520,000	520,000	520,000
46XX Other Fees	167,910	167,910	167,910	167,910	167,910
Total Charges for Services	\$ 3,053,060	\$ 3,053,060	\$ 3,053,060	\$ 3,053,060	\$ 3,053,060
Licenses & Permits					
42XX Development Services Permits	\$ 2,026,060	\$ 2,026,060	\$ 2,026,060	\$ 2,026,060	\$ 2,026,060
42XX Public Works Permits	21,100	21,100	21,100	21,100	21,100
42XX Police Department Permits	103,160	103,160	103,160	103,160	103,160
4218 Other Fees	-	3,500	3,500	3,500	3,500
Total Licenses & Permits	\$ 2,150,320	\$ 2,153,820	\$ 2,153,820	\$ 2,153,820	\$ 2,153,820
Fines & Forfeitures					
47XX Fines & Forfeitures	\$ 506,270	\$ 507,270	\$ 507,270	\$ 507,270	\$ 507,270
Total Fines & Forfeitures	\$ 506,270	\$ 507,270	\$ 507,270	\$ 507,270	\$ 507,270
Use of Money & Property					
48XX Investment Earnings	\$ 235,000	\$ 282,000	\$ 296,100	\$ 310,905	\$ 326,450
48XX Rental Income	1,321,920	1,366,588	1,413,458	1,462,762	1,514,772
48XX Other	-	-	-	-	-
Total Use of Money & Property	\$ 1,556,920	\$ 1,648,588	\$ 1,709,558	\$ 1,773,667	\$ 1,841,222
Miscellaneous Revenues					
49XX Miscellaneous Revenues	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680
Total Miscellaneous Revenue	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680	\$ 3,549,680
Total Revenues	\$ 55,807,750	\$ 57,116,451	\$ 58,456,762	\$ 59,845,370	\$ 61,230,419



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

	2023-24 Adopted	2024-25 Projected	2025-26 Projected	2026-27 Projected	2027-28 Projected
General Government					
City Council	\$ 250,150	\$ 259,108	\$ 268,392	\$ 276,444	\$ 284,737
City Treasurer	16,010	16,638	17,290	17,809	18,343
Administration	860,480	888,863	918,200	945,746	974,118
City Attorney	550,000	566,500	583,495	601,000	619,030
City Clerk	477,150	644,103	516,169	686,154	556,739
Total General Government	\$ 2,153,790	\$ 2,375,211	\$ 2,303,546	\$ 2,527,152	\$ 2,452,967
Administrative Services					
Finance	\$ 1,991,510	\$ 2,059,449	\$ 2,129,753	\$ 2,193,646	\$ 2,259,455
Non-Departmental	2,418,110	2,474,881	2,532,724	2,608,706	2,686,967
Library	2,012,530	2,072,906	2,135,093	2,199,146	2,265,120
Human Resources	702,730	727,148	752,433	775,006	798,256
Recreation Administration	1,628,800	1,687,300	1,747,941	1,800,380	1,854,391
Recreation Classes	267,280	275,953	284,913	293,460	302,264
Recreation Facilities	370,310	382,005	394,074	405,897	418,074
Recreation Parks	64,860	67,327	69,890	71,986	74,146
Senior Center	313,250	323,479	334,049	344,070	354,393
Special Events	370,230	381,859	393,858	405,674	417,844
Total Administrative Services	\$ 10,139,610	\$ 10,452,309	\$ 10,774,729	\$ 11,097,971	\$ 11,430,910
Development Services					
Building & Safety	\$ 1,704,170	\$ 1,761,300	\$ 1,820,383	\$ 1,874,995	\$ 1,931,245
Weed Abatement	109,500	112,785	116,169	119,654	123,243
Economic Development	381,870	394,972	408,532	420,788	433,412
Planning Commission	16,650	17,150	17,664	18,194	18,740
Planning	745,330	772,663	801,015	825,045	849,796
Santa Fe Depot	5,000	5,150	5,305	5,464	5,628
Total Development Services	\$ 2,962,520	\$ 3,064,019	\$ 3,169,067	\$ 3,264,139	\$ 3,362,063
Police					
Police Administration	\$ 10,515,940	\$ 10,856,114	\$ 11,207,480	\$ 11,543,705	\$ 11,890,016
Investigations	3,316,520	3,446,248	3,581,076	3,688,508	3,799,164
Animal Services	812,980	840,726	869,438	895,521	922,387
Metrolink Station	9,480	9,764	10,057	10,359	10,670
Patrol	14,627,660	15,194,414	15,783,287	16,256,785	16,744,489
Police Special Events & Community Outreach	47,250	48,668	50,128	51,631	53,180
Police Reserves	7,060	7,272	7,490	7,715	7,946
Code Enforcement	895,020	926,451	959,008	987,778	1,017,411
Total Police	\$ 30,231,910	\$ 31,329,655	\$ 32,467,963	\$ 33,442,002	\$ 34,445,262
Public Works					
Public Works Administration	\$ 1,376,710	\$ 1,419,421	\$ 1,463,470	\$ 1,507,374	\$ 1,552,595
Engineering Administration	248,380	257,674	267,320	275,340	283,600
Development/Traffic Engineering	930,230	963,358	997,689	1,027,619	1,058,448
Street Maintenance	1,292,310	1,337,761	1,384,843	1,426,388	1,469,180
Street Sweeping	17,410	18,106	18,831	19,396	19,977
Sidewalk Maintenance	126,840	131,859	137,076	141,189	145,424
Street Lighting	888,540	915,370	943,012	971,303	1,000,442
Traffic Control	107,340	111,630	116,091	119,574	123,161
Traffic Facility Maintenance	363,000	373,890	385,107	396,660	408,560

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

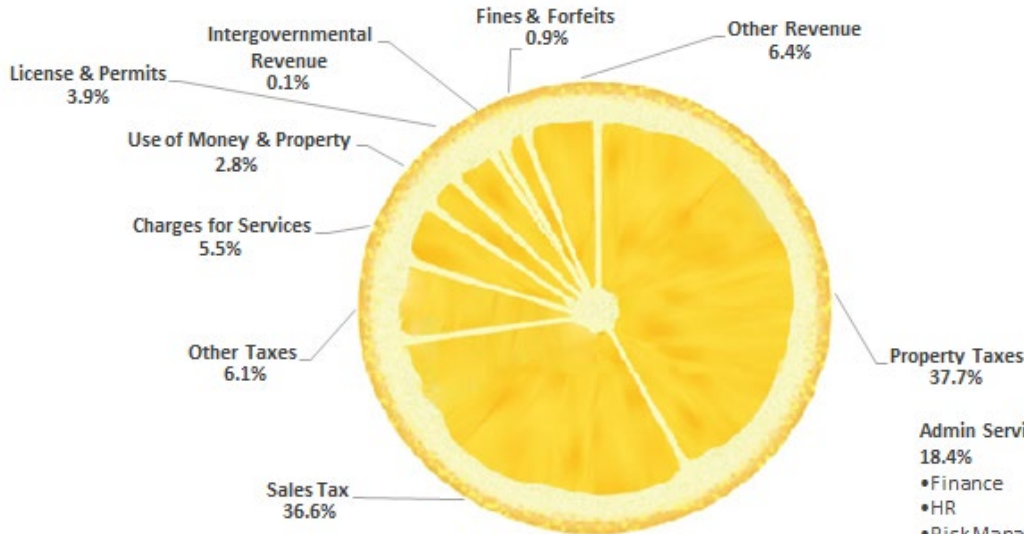
	2023-24 Adopted	2024-25 Projected	2025-26 Projected	2026-27 Projected	2027-28 Projected
<i>(Public Works Continued)</i>					
Weed Abatement	4,410	4,542	4,679	4,819	4,963
Street Tree Maintenance	954,810	984,494	1,015,110	1,045,563	1,076,930
Public ROW Maintenance	1,083,330	1,116,842	1,151,399	1,185,941	1,221,519
Maintenance - Main Street	45,400	47,216	49,105	50,578	52,095
Maintenance - Metrolink	181,040	186,713	192,567	198,344	204,294
Graffiti Abatement	86,000	88,580	91,237	93,975	96,794
Damage to City Property	120,000	123,600	127,308	131,127	135,061
Park Maintenance	984,430	1,015,098	1,046,732	1,078,134	1,110,478
Sports Field Maintenance	443,220	457,400	472,041	486,202	500,788
Civic Center	333,730	343,742	354,054	364,676	375,616
Total Public Works	\$ 9,587,130	\$ 9,897,297	\$ 10,217,670	\$ 10,524,200	\$ 10,839,926
Grand Total	\$ 55,074,960	\$ 57,118,489	\$ 58,932,976	\$ 60,855,465	\$ 62,531,129

Fiscal Year 2023-24 General Fund Budget Snapshot

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



Where does it come from and how is it used?



Sources of General Fund Revenue

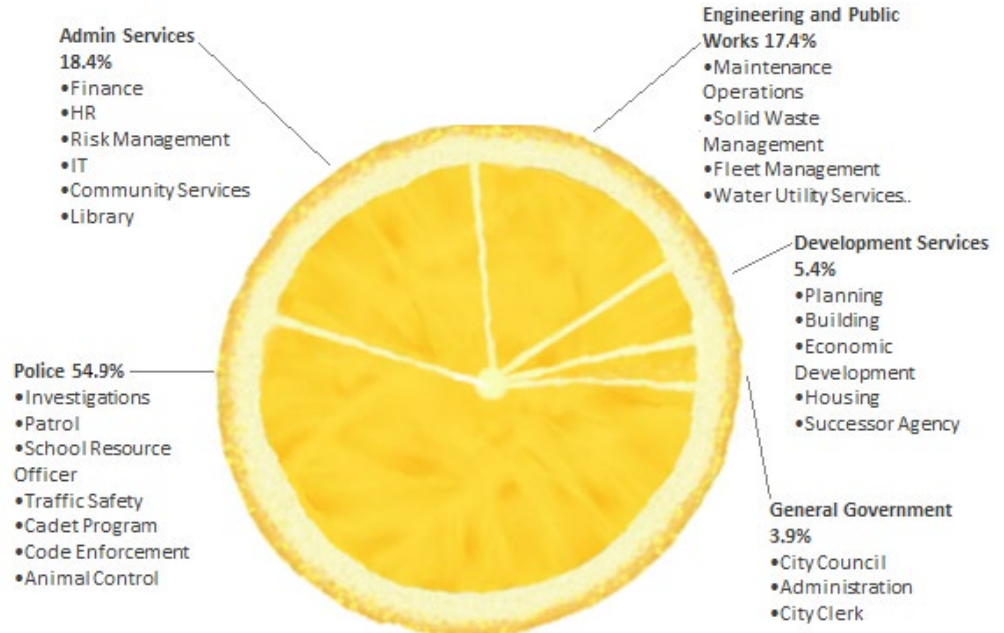
\$55,807,750

37.7%	Property Taxes	21,049,090
36.6%	Sales Tax	20,451,030
6.1%	Other Taxes	3,442,380
5.5%	Charges for Service	3,053,060
3.9%	Licenses & Permits	2,150,320
0.1%	Intergovernmental Revenue	49,000
0.9%	Fines & Forfeitures	506,270
2.8%	Use of Money and Property	1,556,920
6.4%	Other Revenue	3,549,680

Uses of the General Fund by Function

\$55,074,960

54.9%	Police	30,231,910
18.4%	Administrative Services	10,139,610
17.4%	Engineering and Public Works	9,587,130
5.4%	Development Services	2,962,520
3.9%	General Government	2,153,790



Officials of the City of Upland

Elected Officials

Bill Velto, Mayor

**Shannan Maust
James Breitling
Carlos A. Garcia
Rudy Zuniga**

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

Greg Bradley

City Treasurer

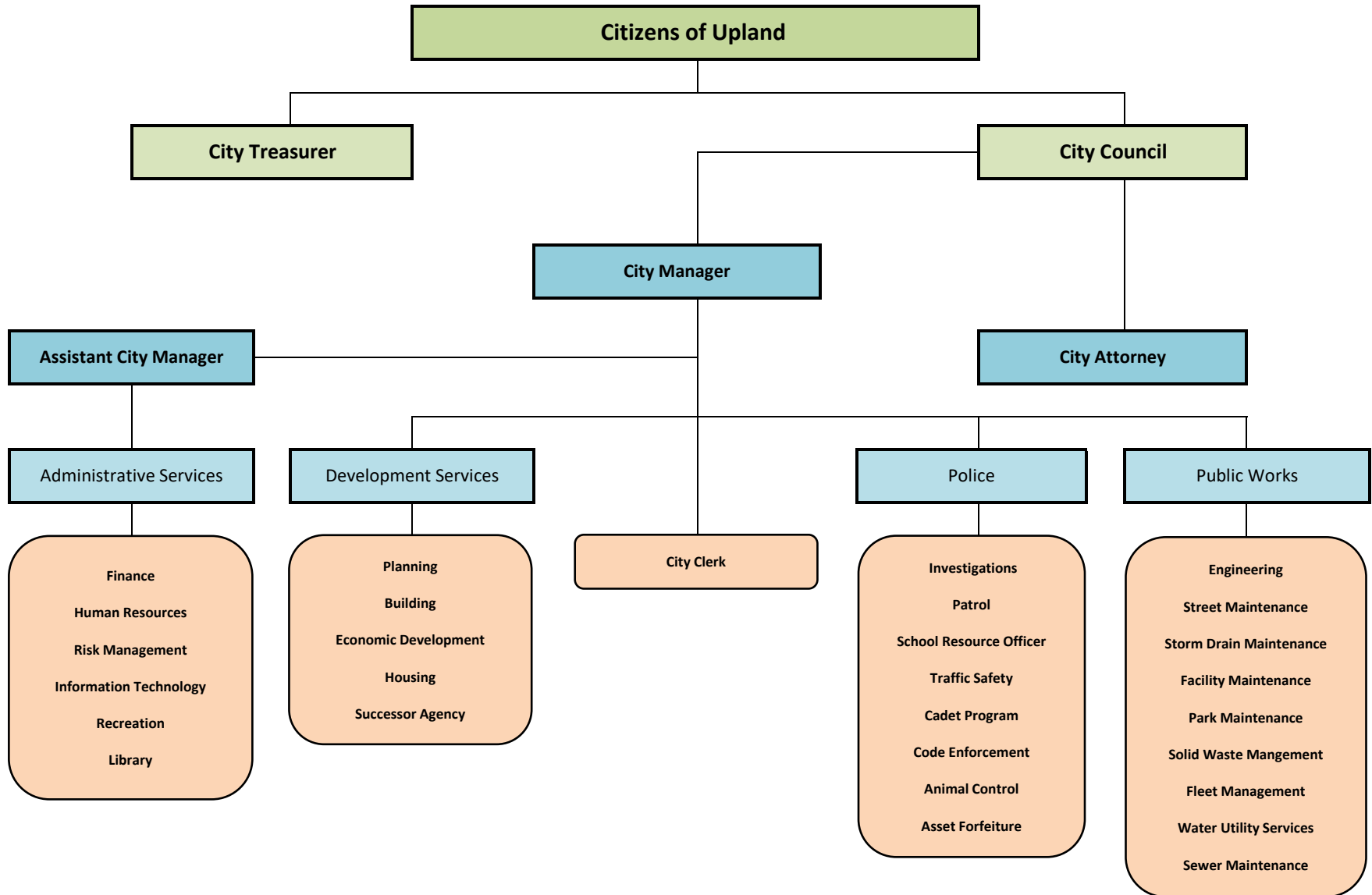
Executive Staff

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 2023-24





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morrill

Executive Director

History of Upland

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

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

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

The City of Upland is situated on the western border of San Bernardino County, bordered by the cities of Claremont, Montclair, Ontario and Rancho Cucamonga. Upland, known as the "City of Gracious Living", is nestled at the base of the San Gabriel Mountains and encompasses 15.3 square miles. It has an estimated population of 78,771 as of January 1, 2022.

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

Services Provided by the City of Upland

Municipal Services

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

Public Enterprise Services

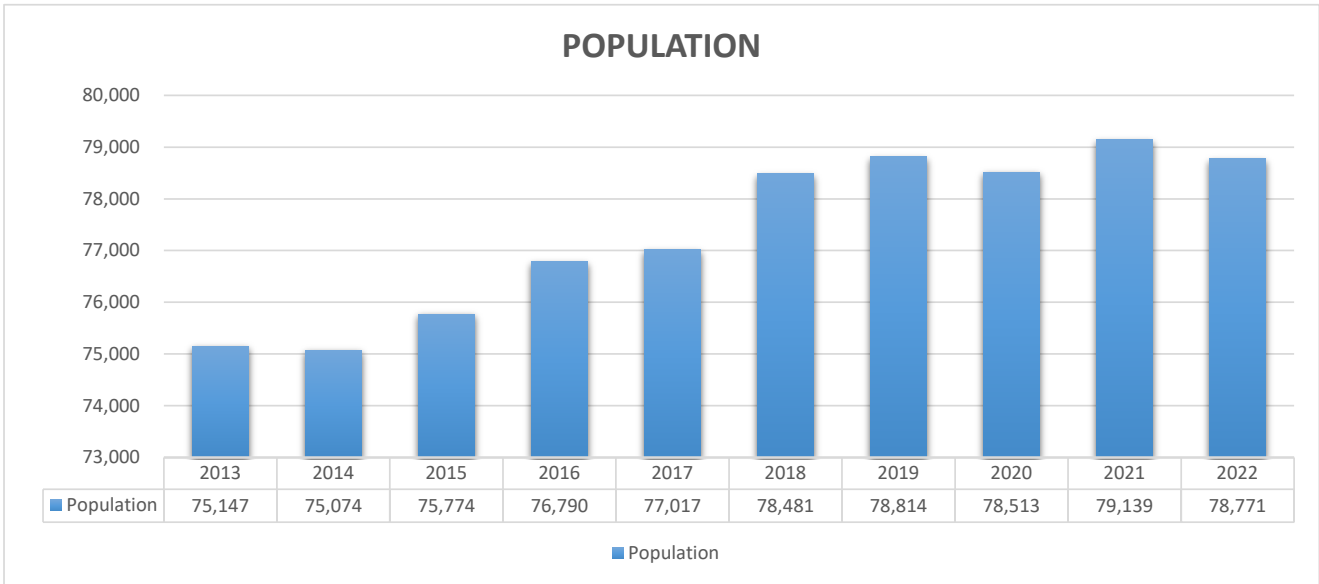
Water Utility
Solid Waste Utility
Sewer Utility

City of Upland
City Demographics

Community Profile

City Services

Date of Incorporation	May 15, 1906	Fire Protection Stations	1
Form of Government	General Law	Police Protection	
Population	78,771	Patrol Units	24
Number of City Employees	265.0	Motorcycles	4
Employees per capita	1 per 297 residents	Sworn Officers	78
Area in Square Miles	15.6	Total Police Department Employees	120
Average Elevation	1,237 feet	Library	
Average Temperature	65.6 F	Facilities	1
Average Rainfall Per Year	38 inches	Volumes	116,838
Number of Public Schools	14	Current Periodical & Serial Subscriptions	7,501
Miles of City Streets	210.01	Audio-visual items	4,736
Miles of State Highways	6.2	Registered patrons	28,020
Miles of Sewer Lines	224.06	Recreation	
Miles of Water Mains	247.08	Buildings	4
		Parks	13
		Soccer fields (lighted)	6
		Baseball fields (lighted)	8
		Softball fields (lighted)	3



Population Growth

Calendar Year	Population	Growth Per Year	Cumulative Growth
2013	75,147	339	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
2022	78,771	-368	5,623

Source: California State Department of Finance

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
7 Eleven	Service Station
BevMo	Convenience Stores/Liquor
Chevron	Service Stations
Chick Fil A	Quick-Service Restaurants
Circle K	Service Stations
Crossroads Travel Center	Service Stations
Dick's Sporting Goods	Sporting Goods/Bike Stores
Euclid Arco	Service Stations
Ford of Upland	New Motor Vehicle Dealers
Holliday Rock	Contractors
Home Depot	Building Materials
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
Shell	Service Stations
Stater Bros	Grocery Stores
Target	Discount Dept Stores
Thrifty	Service Station
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, 2022

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Colonies-Pacific LLC	\$ 166,876,323	1	1.54%
College Park Apartment Homes LP	62,515,737	2	0.58%
Benson Owner LLC	50,394,737	3	0.47%
Lucas Upland LLC	49,724,867	4	0.46%
MG Stoneridge Village Grove LLC	47,565,361	5	0.44%
Rancho Monte Vista Apartment Homes	46,126,123	6	0.43%
CT Retail Properties Finance II LLC	44,339,086	7	0.41%
WNG Mountain Springs GP	40,562,688	8	0.38%
College Business Park LLC	37,949,121	9	0.35%
Dee Matreyek-Kurth Non Exempt Trust	37,537,476	10	0.35%
Totals	<u>\$ 583,591,519</u>		<u>5.40%</u>

Source: HdL Coren & Cone

ADOPTED BUDGET
FY 2023-24
BUDGET SUMMARIES



FY 2023-24 SUMMARY OF CHANGES IN FUND BALANCE

Fund No.	Estimated Fund Balance 7/1/23	2023-2024 Estimated Revenue	Transfers In	Available Sources	2023-2024 Operating Expenditures	Capital Improvement Projects	Transfers Out	Total Uses	Change in Fund Balance	Fund Balance 6/30/24
101	General Fund	\$ 9,381,970	\$ 55,807,750	\$ -	\$ 55,807,750	\$ 55,074,960	\$ -	\$ 55,074,960	\$ 732,790	\$ 10,114,760
	Building Replacement and Maintenance Reserve (.25%)	-	-	-	-	137,690	-	137,690	(137,690)	(137,690)
	Park Lease Revenue Reservation	-	-	-	-	471,640	-	471,640	(471,640)	(471,640)
	Total General Fund	\$ 9,381,970	\$ 55,807,750	\$ -	\$ 55,807,750	\$ 55,684,290	\$ -	\$ 55,684,290	\$ 123,460	\$ 9,505,430
201	Housing	\$ 5,042,890	\$ 4,880,500	\$ -	\$ 4,880,500	\$ 4,260,440	\$ -	\$ 4,260,440	\$ 620,060	\$ 5,662,950
203	Public Safety Augmentation	-	1,500,070	-	1,500,070	1,500,070	-	1,500,070	-	-
204	Gas Tax	6,613,690	2,280,750	-	2,280,750	954,730	9,659,660	10,614,390	(8,333,640)	(1,719,950)
205	Measure I	8,066,130	2,057,290	-	2,057,290	205,440	5,718,190	5,923,630	(3,866,340)	4,199,790
206	RMRA	4,471,490	1,969,840	-	1,969,840	62,610	5,722,240	5,784,850	(3,815,010)	656,480
208	HOME Investment Partnership Program	1,677,510	36,500	-	36,500	510,000	-	510,000	(473,500)	1,204,010
209	Community Development Block Grant	342,230	623,650	-	623,650	641,240	283,450	924,690	(301,040)	41,190
210	Parking Business Improvement Area	194,140	59,300	-	59,300	94,800	141,380	236,180	(176,880)	17,260
211	Air Quality Management District	9,940	100,000	-	100,000	25,890	-	25,890	74,110	84,050
214	Homeland Security Grants - Police	270	106,310	-	106,310	104,300	-	104,300	2,010	2,280
215	Prop 30	154,430	910	-	910	150,000	-	150,000	(149,090)	5,340
216	COPS	1,230,990	150,000	-	150,000	1,321,140	-	1,321,140	(1,171,140)	59,850
217	Other Grants	304,610	165,030	-	165,030	316,180	-	316,180	(151,150)	153,460
218	Office of Traffic Safety	113,450	160,930	-	160,930	143,710	-	143,710	17,220	130,670
219	Other Public Safety Grants	-	94,010	-	94,010	88,850	-	88,850	5,160	5,160
220	Asset Forfeiture	1,189,580	-	-	-	1,189,580	-	1,189,580	(1,189,580)	-
222	CalHOME	75,000	28,500	-	28,500	-	-	-	28,500	103,500
223	Asset Forfeiture-Federal Treasury	10,350	-	-	-	10,350	-	10,350	(10,350)	-
224	Asset Forfeiture State	193,370	-	-	-	193,360	-	193,360	(193,360)	10
225	BSCC Budget Act	83,830	-	-	-	-	-	-	-	83,830
229	ARPA	6,000,520	-	-	-	1,453,920	3,702,930	5,156,850	(5,156,850)	843,670
	Total Special Revenue Funds	\$ 35,774,420	\$ 14,213,590	\$ -	\$ 14,213,590	\$ 13,226,610	\$ 25,227,850	\$ 38,454,460	\$ (24,240,870)	\$ 11,533,550
420	General Capital Improvements	\$ 2,382,360	\$ 160,000	\$ -	\$ 160,000	\$ -	\$ 554,750	\$ 554,750	\$ (394,750)	\$ 1,987,610
421	Park Acquisition & Development	10,780,870	950,000	-	950,000	-	2,694,590	2,694,590	(1,744,590)	9,036,280
422	Storm Drain Development	5,304,340	315,480	-	315,480	-	2,791,380	2,791,380	(2,475,900)	2,828,440
423	Street & Traffic Facility Development	1,515,710	201,000	-	201,000	13,750	904,120	917,870	(716,870)	798,840
425	General Capital Projects	1,044,490	-	-	-	-	868,310	868,310	(868,310)	176,180
426	Street & Alley Repairs	864,330	367,500	-	367,500	68,680	1,045,410	1,114,090	(746,590)	117,740
	Total Capital Project Funds	\$ 21,892,100	\$ 1,993,980	\$ -	\$ 1,993,980	\$ 82,430	\$ 8,858,560	\$ 8,940,990	\$ (6,947,010)	\$ 14,945,090
639	Water Bond Capital Projects	\$ 15,501,960	\$ -	\$ -	\$ -	\$ -	\$ 8,964,820	\$ 8,964,820	\$ (8,964,820)	\$ 6,537,140
640	Water Utility	13,609,880	34,110,390	-	34,110,390	31,949,820	12,684,030	44,633,850	(10,523,460)	3,086,420
641	Solid Waste Utility	2,431,600	16,856,630	-	16,856,630	17,619,510	107,270	17,991,780	(1,135,150)	1,296,450
645	Environmental Enterprise	31,170,280	11,985,750	265,000	12,250,750	12,776,970	3,450,710	16,227,680	(3,976,930)	27,193,350
	Total Enterprise Funds	\$ 62,713,720	\$ 62,952,770	\$ 265,000	\$ 63,217,770	\$ 62,346,300	\$ 25,206,830	\$ 87,818,130	\$ (24,600,360)	\$ 38,113,360
751	Self-Funded Liability Insurance	\$ (7,284,210)	\$ 5,274,230	\$ -	\$ 5,274,230	\$ 5,274,230	\$ -	\$ 5,274,230	\$ -	\$ (7,284,210)
752	Vehicle Replacement Fund	792,770	1,677,830	-	1,677,830	1,582,300	-	1,582,300	95,530	888,300
753	Information Systems	1,313,680	3,296,560	-	3,296,560	3,308,180	-	3,308,180	(11,620)	1,302,060
754	Building Maintenance & Operations	827,230	1,026,760	-	1,026,760	1,376,760	-	1,376,760	(350,000)	477,230
755	UAL and Employee Benefits	96,520	6,960,010	-	6,960,010	6,960,010	-	6,960,010	-	96,520
	Total Internal Service Fund	(4,254,010)	\$ 18,235,390	\$ -	\$ 18,235,390	\$ 18,501,480	\$ -	\$ 18,501,480	\$ (266,090)	(4,520,100)
805	Successor Agency Housing	\$ (5,685,810)	\$ 3,318,090	\$ -	\$ 3,318,090	\$ 3,318,090	\$ -	\$ 3,318,090	\$ -	\$ (5,685,810)
	Total Private Purpose Trust Fund	(5,685,810)	\$ 3,318,090	\$ -	\$ 3,318,090	\$ 3,318,090	\$ -	\$ 3,318,090	\$ -	(5,685,810)
Grand Total		\$ 119,822,390	\$ 156,521,570	\$ 265,000	\$ 156,786,570	\$ 153,159,200	\$ 59,293,240	\$ 212,717,440	\$ (55,930,870)	\$ 63,891,520

City of Upland
Summary of Changes in Fund Balances
Fiscal Year 2023-2024 Adopted Budget

Fund No.	City of Upland	Estimated Fund Balance July 1, 2023	Estimated Fund Balance June 30, 2024	\$ Change	% Change	Reason for Changes (greater than 10%)
General Fund						
101	General Fund	9,381,970	9,505,430	123,460	1.32%	
	Total General Fund	9,381,970	9,505,430	123,460	1.32%	
Special Revenue Funds						
201	Housing	5,042,890	5,662,950	620,060	12.30%	Accumulating resources for future land purchase and housing projects
204	Gas Tax	6,613,690	(1,719,950)	(8,333,640)	-126.01%	Use of accumulated funds and future revenues for street improvement projects
205	Measure I	8,066,130	4,199,790	(3,866,340)	-47.93%	Use of funds accumulated over a period of time for street improvement projects
206	RMRA	4,471,490	656,480	(3,815,010)	-85.32%	Use of funds accumulated over a period of time for street improvement projects
208	HOME Investment Partnership Program	1,677,510	1,204,010	(473,500)	-28.23%	Use of grant funds to issue housing loans
209	Community Development Block Grant	342,230	41,190	(301,040)	-87.96%	Use of grant funds for community development
210	Parking Business Improvement Area	194,140	17,260	(176,880)	-91.11%	Use of funds accumulated over a period of time
211	Air Quality Management District	9,940	84,050	74,110	745.57%	Accumulating resources for future projects
214	Homeland Security Grants - Police	270	2,280	2,010	744.44%	Use of grant funds for public safety expenses
215	Prop 30	154,430	5,340	(149,090)	-96.54%	Use of funds accumulated over a period of time for public safety expenses
216	COPS	1,230,990	59,850	(1,171,140)	-95.14%	Use of funds accumulated over a period of time for public safety expenses
217	Other Grants	304,610	153,460	(151,150)	-49.62%	Use of grant funds for various community development projects
218	Office of Traffic Safety	113,450	130,670	17,220	15.18%	Use of grant funds for public safety expenses
219	Other Public Safety Grants	-	5,160	5,160	-	Use of grant funds for public safety expenses
220	Asset Forfeiture	1,189,580	-	(1,189,580)	-100.00%	Use of funds accumulated over a period of time for public safety expenses
222	CalHOME	75,000	103,500	28,500	38.00%	Use of grant funds to issue housing loans
223	Asset Forfeiture-Federal Treasury	10,350	-	(10,350)	-100.00%	Use of funds accumulated over a period of time for public safety expenses
224	Asset Forfeiture State	193,370	10	(193,360)	-99.99%	Use of funds accumulated over a period of time for public safety expenses
225	BSCC Budget Act	83,830	83,830	-	0.00%	
229	ARPA	6,000,520	843,670	(5,156,850)	-85.94%	Use of funds received from American Rescue Plan Act
	Total Special Revenue Funds	35,774,420	11,533,550	(24,240,870)	-67.76%	
Total Capital Project Funds						
420	General Capital Improvements	2,382,360	1,987,610	(394,750)	-16.57%	Use of funds accumulated over a period of time for capital improvement projects
421	Park Acquisition & Development	10,780,870	9,036,280	(1,744,590)	-16.18%	Use of funds accumulated over a period of time for capital improvement projects
422	Storm Drain Development	5,304,340	2,828,440	(2,475,900)	-46.68%	Use of funds accumulated over a period of time for capital improvement projects
423	Street & Traffic Facility Development	1,515,710	798,840	(716,870)	-47.30%	Use of funds accumulated over a period of time for capital improvement projects
425	General Capital Projects	1,044,490	176,180	(868,310)	-83.13%	Use of funds accumulated over a period of time for capital improvement projects
426	Street & Alley Repairs	864,330	117,740	(746,590)	-86.38%	Use of funds accumulated over a period of time for capital improvement projects
	Total Capital Project Funds	21,892,100	14,945,090	(6,947,010)	-31.73%	

Enterprise Funds

City of Upland
Summary of Changes in Fund Balances
Fiscal Year 2023-2024 Adopted Budget

Fund No.	City of Upland	Estimated Fund Balance July 1, 2023	Estimated Fund Balance June 30, 2024	\$ Change	% Change	Reason for Changes (greater than 10%)
639	Water Bond Capital Projects	15,501,960	6,537,140	(8,964,820)	-57.83%	Use of bond proceeds for capital improvement projects
640	Water Utility	13,609,880	3,086,420	(10,523,460)	-77.32%	Use of funds accumulated over a period of time
641	Solid Waste Utility	2,431,600	1,296,450	(1,135,150)	-46.68%	Use of funds accumulated over a period of time
645	Sewer Utility	31,170,280	27,193,350	(3,976,930)	-12.76%	Use of funds accumulated over a period of time
Total Enterprise Funds		62,713,720	38,113,360	(24,600,360)	-39.23%	
Total Internal Service Fund						
751	Self-Funded Liability Insurance	(7,284,210)	(7,284,210)	-	0.00%	
752	Fleet Maintenance & Replacement	792,770	888,300	95,530	12.05%	Use of funds accumulated over a period of time
753	Information Systems	1,313,680	1,302,060	(11,620)	-0.88%	
754	Building Maintenance & Operations	827,230	477,230	(350,000)	-42.31%	Use of funds accumulated over a period of time
755	UAL & Employee Benefits	96,520	96,520	-	0.00%	
Total Internal Service Fund		(4,254,010)	(4,520,100)	(266,090)	6.26%	
Private Purpose Trust Fund						
805	Successor Agency Housing	(5,685,810)	(5,685,810)	-	0.00%	
Total Private Purpose Trust Fund		(5,685,810)	(5,685,810)	-	0.00%	
Total All Funds		119,822,390	63,891,520	(55,930,870)	-46.68%	

2023-2024 SCHEDULE OF REVENUES BY FUND & CATEGORY

Fund No.		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
101	General Fund	\$ 49,165,380	\$ 50,637,800	\$ 50,181,580	\$ 54,119,070	\$ 55,807,750
	Total General Fund	\$ 49,165,380	\$ 50,637,800	\$ 50,181,580	\$ 54,119,070	\$ 55,807,750
201	Housing	\$ 230,890	\$ (56,680)	\$ 4,813,280	\$ 4,813,280	\$ 4,880,500
203	Public Safety Augmentation Fund	1,057,960	1,375,320	1,422,700	1,422,700	1,500,070
204	Gas Tax	1,727,890	1,572,380	2,289,540	2,289,540	2,280,750
205	Measure I	1,776,810	1,792,730	1,623,180	1,623,180	2,057,290
206	Road Maintenance Rehabilitation Account	1,465,780	1,505,900	1,789,680	1,789,680	1,969,840
208	HOME Investment Partnership Program	149,010	413,870	48,300	48,300	36,500
209	Community Development Block Grant	359,110	1,463,110	794,680	1,628,210	623,650
210	Parking Business Improvement Area	60,450	68,010	58,600	58,600	59,300
211	Air Quality Management District	104,900	76,490	99,400	99,400	100,000
214	Homeland Security Grants-PD	28,330	-	-	160,790	106,310
215	Prop 30	1,140	890	-	-	910
216	COPS	194,840	200,460	120,000	120,000	150,000
217	Other Grants	25,340	256,250	655,340	1,112,660	165,030
218	Office of Traffic Safety	103,200	134,540	154,270	400,270	160,930
219	Other Public Safety Grants	157,620	80,020	-	13,720	94,010
220	Asset Forfeiture	19,060	3,300	-	-	-
222	CalHOME	172,940	175,460	35,200	35,200	28,500
223	Asset Forfeiture - Federal Treasury	80	60	-	-	-
224	Asset Forfeiture - State	1,840	1,100	-	-	-
225	BSCC Budget Act	620	480	-	-	-
226	CARES ACT	2,143,220	-	-	-	-
227	Office of Justice Programs	41,500	-	-	-	-
229	American Rescue Plan Act	4,740	1,558,450	35,000	35,000	-
	Total Special Revenue Funds	\$ 9,827,270	\$ 10,622,140	\$ 13,939,170	\$ 15,650,530	\$ 14,213,590
420	General Capital Improvements	\$ 345,460	\$ 23,140	\$ 195,000	\$ 195,000	\$ 160,000
421	Park Acquisition & Development	1,572,260	106,440	800,000	800,000	950,000
422	Storm Drain Development	859,700	78,420	366,200	366,200	315,480
423	Street & Traffic Facility Development	460,660	105,310	386,000	386,000	201,000
425	General Capital Projects	-	-	-	77,490	-
426	Street & Alley Repairs	215,730	188,620	240,000	240,000	367,500
427	Energy Efficiency Capital Improvement Projec	40	-	-	-	-
	Total Capital Project Funds	\$ 3,453,850	\$ 501,930	\$ 1,987,200	\$ 2,064,690	\$ 1,993,980
639	Water Bond Capital Project	\$ -	\$ 140	\$ -	\$ -	\$ -
640	Water Utility	31,623,030	36,819,560	31,633,050	31,633,050	34,110,390
641	Solid Waste Utility	14,661,310	16,781,880	16,285,000	16,436,000	16,856,630
645	Sewer Utility	10,884,170	11,190,920	10,430,600	10,430,600	11,985,750
	Total Enterprise Funds	\$ 57,168,510	\$ 64,792,500	\$ 58,348,650	\$ 58,499,650	\$ 62,952,770
750	Fire Annexation Worker's Compensation	\$ 3,520	\$ 2,730	\$ -	\$ -	\$ -
751	Self-Funded Insurance	6,144,920	5,083,130	5,274,910	5,274,910	5,274,230
752	Fleet Maintenance & Replacement	728,220	1,387,310	780,080	805,080	1,677,830
753	Information Systems	1,996,380	2,536,010	2,827,970	2,827,970	3,296,560
754	Building Maintenance & Operations	939,930	1,134,980	995,340	995,340	1,026,760
755	UAL and Employee Benefits	-	10,226,640	7,583,450	7,583,450	6,960,010
	Total Internal Service Funds	\$ 9,812,970	\$ 20,370,800	\$ 17,461,750	\$ 17,486,750	\$ 18,235,390
805	Successor Agency	\$ 3,250,430	\$ 3,131,790	\$ 3,374,160	\$ 3,374,160	\$ 3,318,090
	Total Private Purpose Trust Fund	\$ 3,250,430	\$ 3,131,790	\$ 3,374,160	\$ 3,374,160	\$ 3,318,090
	Grand Total	\$ 132,678,410	\$ 150,056,960	\$ 145,292,510	\$ 151,194,850	\$ 156,521,570

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
General Fund					
4001 Current Secured Tax	\$ 7,590,360	\$ 7,787,390	\$ 8,038,710	\$ 8,925,710	\$ 8,616,750
4001 Property Tax (In-Lieu)	8,585,000	8,944,980	8,944,970	9,550,400	10,053,710
4002 Current Unsecured Tax	264,930	269,980	275,400	285,400	278,900
4003 Aircraft Taxes	41,610	35,160	33,770	48,270	49,930
4004 Prior Year Collections	348,940	246,960	295,000	295,000	230,000
4005 Current Supplemental	94,700	233,980	85,000	85,000	120,000
4006 Homeowner Property Tax Relief	64,890	61,630	64,800	57,300	57,300
4009 Weed Abatement Assessment	4,500	560	75,000	72,000	37,500
4011 RPTTF-Residual	1,303,180	1,425,440	1,300,000	1,500,000	1,450,000
4012 Trailer Coach in Lieu Tax	72,970	83,620	65,000	75,000	75,000
4403 Motor Vehicle in Lieu Tax	57,810	90,700	90,000	90,000	80,000
Revenue from Property Tax	\$ 18,428,890	\$ 19,180,400	\$ 19,267,650	\$ 20,984,080	\$ 21,049,090
4101 Sales and Use Tax	\$ 16,876,710	\$ 18,469,790	\$ 18,404,120	\$ 20,243,730	\$ 20,451,030
4102 Business License Tax	1,119,430	1,158,800	1,100,000	1,075,000	1,100,000
4103 Rock Extraction Tax	264,960	260,760	264,000	300,000	300,000
4104 Transient Occupancy Tax	195,620	171,240	164,000	164,000	319,460
4105 Real Property Transfer Tax	447,620	646,120	400,000	400,000	400,000
4110 Disability Access Fee	21,940	22,870	18,500	18,500	21,000
4121 Franchise Tax	1,284,530	1,377,350	1,284,520	1,284,520	1,301,920
Revenue from Other Taxes	\$ 20,210,810	\$ 22,106,930	\$ 21,635,140	\$ 23,485,750	\$ 23,893,410
4201 Building Permits	\$ 904,990	\$ 826,860	\$ 681,720	\$ 701,720	\$ 815,710
4202 Plumbing Permits	144,560	101,710	86,700	126,700	107,590
4203 Electrical Permits	695,080	519,610	455,400	468,400	533,620
4204 Heating & Cooling Permits	55,530	65,940	54,150	64,150	54,470
4205 Public Works Construction Permits	346,630	195,920	200,000	200,000	325,000
4207 Wall Permits	11,650	33,180	12,580	12,580	10,680
4208 Roofing Permits	129,950	201,570	108,990	178,990	178,990
4215 Other Permits	73,190	1,630	1,960	1,960	1,670
4216 Bicycle Licenses	50	70	70	70	80
4217 Animal Licenses	114,190	102,440	76,000	96,000	100,020
4222 Yard Sale Permits	3,100	4,450	3,500	3,500	-
4223 Alarm Permits	80	-	-	-	-
4224 Gun Licenses	2,200	230	500	500	1,390
4226 Metrolink Parking	2,010	10,490	21,100	21,100	21,100
4227 Vehicle Charging	2,060	7,870	-	-	-
Revenue from Licenses & Permits	\$ 2,485,270	\$ 2,071,970	\$ 1,702,670	\$ 1,875,670	\$ 2,150,320
4402 State Mandated Costs	\$ 50	\$ -	\$ -	\$ -	\$ -
4421 Police Officer Standard Training	22,310	89,310	10,000	40,000	20,000
4482 State Literacy Program	27,100	27,710	28,000	28,000	29,000
Revenue from Other Governments	\$ 49,460	\$ 117,020	\$ 38,000	\$ 68,000	\$ 49,000
4601 Finance Department Fees	\$ 31,050	\$ 46,560	\$ 28,000	\$ 28,000	\$ 26,530
4602 City Clerk Fees	10,870	2,280	2,500	2,500	2,000
4603 Damage to City Property	48,830	62,770	-	47,000	-
4604 CFD Admin Fees	57,950	61,420	37,920	48,420	48,780
4611 Planning - Department Fees	198,490	280,410	325,000	265,000	300,000
4613 Planning - Deposit Fees	253,700	86,810	70,000	70,000	50,000
4614 Building - Plan Check Fees	514,070	502,880	620,820	480,820	481,300
4615 Building - Department Fees	185,250	68,410	53,040	53,040	45,040
4616 Building - Special Inspection Fees	37,740	35,400	24,640	24,640	20,930
4617 Economic Development Fees	3,610	135,040	-	262,580	345,000
4622 Police - Department Fees	147,330	178,590	143,100	143,100	157,520
4623 Police - Special Service Fees	640	41,760	4,500	4,500	8,780
4624 Animal Services - Animal Impounds	8,790	9,740	8,500	10,500	9,620
4626 Police - 30 Day Vehicle Impound Fee	182,940	244,950	224,770	224,770	216,710

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
<i>General Fund (Continued)</i>					
4627 Police - School Resources Officer	-	125,710	94,450	96,950	129,240
4629 Animal Services - Spay/Neuter Fees	640	720	590	240	-
4630 Animal Services - Animal Control Fees	1,050	1,560	1,300	650	1,010
4642 Fire Merger Reimbursement	10,810	16,790	-	-	-
4645 Public Works - Department Fees	81,060	310,890	100,000	100,000	275,000
4646 Public Works - Engr Map & Plan Check Fees	337,740	161,500	300,000	300,000	325,000
4654 Sport Field Usage	32,420	43,710	40,000	26,000	40,000
4655 Recreation - Recreation Program Fees	80	9,080	37,500	37,500	40,000
4656 Recreation - Youth Sports	-	150	-	-	-
4657 Recreation - User Fees	49,470	224,040	200,000	200,000	250,000
4658 Recreation - Special Events	46,670	104,900	55,000	135,000	175,000
4659 Senior Center Program Fees	2,570	6,480	6,000	7,500	15,000
4660 Youth Partnership Program	690	-	-	-	-
4665 Library - Photocopy Revenue	600	1,370	500	500	600
4667 Landecena - Program Fees	-	-	3,000	3,000	-
4679 Library - Passport Services	5,610	72,120	30,000	61,000	90,000
4680 User Dept- OPEB	133,730	-	-	-	-
Revenue from Charges for Service	\$ 2,384,400	\$ 2,836,040	\$ 2,411,130	\$ 2,633,210	\$ 3,053,060
4701 Non-Vehicle Code Fines	\$ 180	\$ 260	\$ 130	\$ 130	\$ 220
4702 Vehicle Code Fines	95,540	132,580	130,000	95,000	95,820
4703 Red Light Code Fines	9,210	13,370	11,100	9,600	9,870
4704 Muni-Code- Code Enforcement Fines	6,990	32,570	13,000	13,000	18,120
4705 Muni Code- Animal Fines	5,480	3,850	2,500	3,500	4,450
4706 Muni Code- Parking Citation Fines	121,370	171,830	150,000	150,000	132,950
4707 Muni Code- Business License Fines	154,930	98,830	110,000	110,000	100,160
4708 Muni Code- False Alarm Fines	143,550	139,330	146,600	146,600	143,680
4709 Muni Code- Library Fines	5,350	7,570	2,500	2,500	1,000
Revenue from Fines & Forfeitures	\$ 542,600	\$ 600,190	\$ 565,830	\$ 530,330	\$ 506,270
4801 Interest Earnings	\$ 905,420	\$ 181,270	\$ 110,000	\$ 110,000	\$ 235,000
4802 Lease of City Property	782,960	516,780	807,030	804,450	1,251,420
4803 Rents - Recreation	2,200	6,260	12,000	18,000	24,000
4804 Rents - Park Sites	17,520	42,250	25,000	25,000	40,500
4807 Rents - Library	-	970	3,000	3,000	6,000
4814 City Stop Sales	80	170	-	-	-
4872 Unrealized Gain/Loss	(106,950)	(786,220)	-	-	-
4901 Sale of Assets	31,220	-	-	-	-
Revenue from Use of Money & Property	\$ 1,632,450	\$ (38,520)	\$ 957,030	\$ 960,450	\$ 1,556,920
4904 Donations - General	\$ 7,700	\$ 8,820	\$ -	\$ -	\$ -
4905 Donation - Police	580	900	-	-	-
4908 Miscellaneous Reimbursements	326,760	57,460	40,000	8,450	13,260
4909 Other Revenue	244,110	175,520	106,360	115,360	77,250
4910 Water - Administrative Service Fee	1,404,900	1,727,000	1,727,000	1,727,000	1,727,000
4911 Solid Waste - Administrative Service Fee	481,780	546,540	546,540	546,540	546,540
4912 Sewer - Administrative Service Fee	472,000	559,710	559,710	559,710	559,710
4913 Cash- Over/ Short	(10)	(210)	-	-	-
4914 15% PBIA Admin Fee (Fire Merge)	10,040	4,940	8,780	8,780	10,000
4915 Donations - Animal	290	100	150	150	100
4916 Misc. Reimbursements - Animal Services	460	200	-	-	230
4917 Litigation Reimbursement	-	55,340	-	-	-
4918 Prior Year Revenue	-	11,860	-	-	-
4919 Administrative Service Fee	482,890	615,590	615,590	615,590	615,590
Other Revenue	\$ 3,431,500	\$ 3,763,770	\$ 3,604,130	\$ 3,581,580	\$ 3,549,680
Total General Fund	\$ 49,165,380	\$ 50,637,800	\$ 50,181,580	\$ 54,119,070	\$ 55,807,750

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
Housing Fund					
4602 City Clerk Fees	\$ -	\$ 380	\$ -	\$ -	\$ -
4605 Housing Fees	-	1,090	-	-	500
4801 Interest Income	21,420	20,200	15,000	15,000	15,000
4805 Rents - Apartments Market	-	1,410	4,600,000	4,600,000	4,800,000
4872 Unrealized Gain/Loss	(21,810)	(160,420)	-	-	-
4908 Miscellaneous Reimbursements	-	5,460	196,280	196,280	-
4909 Other Revenue	231,280	75,200	2,000	2,000	65,000
Total Housing Fund	\$ 230,890	\$ (56,680)	\$ 4,813,280	\$ 4,813,280	\$ 4,880,500
Public Safety Augmentation Fund					
4106 Sales Tax- Prop 172	\$ 1,056,740	\$ 1,374,500	\$ 1,422,700	\$ 1,422,700	\$ 1,500,000
4801 Interest Income	1,220	820	-	-	70
Total Public Safety Augmentation Fund	\$ 1,057,960	\$ 1,375,320	\$ 1,422,700	\$ 1,422,700	\$ 1,500,070
Gas Tax Fund					
4450 Gas Tax Apportionment 2107.5	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
4451 Gas Tax Apportionment 2106	250,530	279,100	310,160	310,160	319,260
4452 Gas Tax Apportionment 2107	543,340	521,070	692,040	692,040	623,760
4453 Gas Tax Apportionment 2105	401,530	435,790	506,560	506,560	519,310
4456 Gas Tax Apportionment 2103	525,830	620,820	773,280	773,280	784,220
4801 Interest Income	57,190	41,740	-	-	26,700
4872 Unrealized Gain/Loss	(60,360)	(333,640)	-	-	-
4909 Other Revenue	2,330	-	-	-	-
Total Gas Tax Fund	\$ 1,727,890	\$ 1,572,380	\$ 2,289,540	\$ 2,289,540	\$ 2,280,750
Measure I Fund					
4501 Measure I Apportionment	\$ 1,782,330	\$ 2,053,680	\$ 1,623,180	\$ 1,623,180	\$ 2,027,390
4801 Interest Income	44,350	37,490	-	-	29,900
4872 Unrealized Gain/Loss	(49,870)	(298,440)	-	-	-
Total Measure I Fund	\$ 1,776,810	\$ 1,792,730	\$ 1,623,180	\$ 1,623,180	\$ 2,057,290
Road Maintenance Rehabilitation Account Fund					
4457 Gas Tax Apportionment 2032	\$ 1,461,100	\$ 1,583,770	\$ 1,789,680	\$ 1,789,680	\$ 1,956,340
4801 Interest Income	4,000	11,420	-	-	13,500
4872 Unrealized Gain/Loss	680	(89,290)	-	-	-
Total Road Maintenance Rehabilitation Account Fund	\$ 1,465,780	\$ 1,505,900	\$ 1,789,680	\$ 1,789,680	\$ 1,969,840
HOME Investment Partnership Program Fund					
4801 Interest Income	\$ 12,150	\$ 10,080	\$ 800	\$ 800	\$ 5,000
4921 Program Income- Admin 10%	5,820	24,110	5,000	5,000	1,000
4922 Recaptured Income	-	-	1,000	1,000	500
4923 Program Income Revenue- HIP	16,380	195,340	1,500	1,500	10,000
4924 Program Income Revenue- FTHB	114,660	184,340	40,000	40,000	20,000
Total HOME Fund	\$ 149,010	\$ 413,870	\$ 48,300	\$ 48,300	\$ 36,500
Community Development Block Grant Fund					
4310 CDBG Apportionment	\$ 359,110	\$ 1,463,110	\$ 794,680	\$ 1,628,210	\$ 623,650
Total Community Development Block Grant Fund	\$ 359,110	\$ 1,463,110	\$ 794,680	\$ 1,628,210	\$ 623,650
Parking Business Improvement Area Fund					
4108 Park & Bus Imp Tax- Zone A	\$ 49,660	\$ 57,390	\$ 49,000	\$ 49,000	\$ 49,000
4109 Park & Bus Imp Tax- Zone B	9,130	9,480	9,500	9,500	9,500
4801 Interest Earnings	1,660	1,140	100	100	800
4872 Unrealized Gain/Loss	-	-	-	-	-
4909 Other Revenue	-	-	-	-	-
Total Parking Business Improvement Area Fund	\$ 60,450	\$ 68,010	\$ 58,600	\$ 58,600	\$ 59,300

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
Air Quality Management District (AQMD) Fund					
4502 Motor Vehicle AB2766 Fees	\$ 102,910	\$ 75,340	\$ 99,400	\$ 99,400	\$ 100,000
4801 Interest Income	1,130	1,150	-	-	-
4909 Other Revenue	860	-	-	-	-
Total Air Quality Management District Fund	\$ 104,900	\$ 76,490	\$ 99,400	\$ 99,400	\$ 100,000
Homeland Security Grants Fund - PD					
4342 Homeland Security Grant- 2015	\$ 28,330	\$ -	\$ -	\$ 24,410	\$ 25,870
4427 Homeland Security Grant- PD	-	-	-	136,380	80,440
Total Homeland Security Grants Fund - PD	\$ 28,330	\$ -	\$ -	\$ 160,790	\$ 106,310
Proposition 30 Fund					
4801 Interest Income	\$ 1,140	\$ 890	\$ -	\$ -	\$ 910
Total Proposition 30 Fund	\$ 1,140	\$ 890	\$ -	\$ -	\$ 910
COPS Fund					
4423 COPS	\$ 187,380	\$ 193,700	\$ 120,000	\$ 120,000	\$ 150,000
4801 Interest Income	7,460	6,760	-	-	-
Total COPS Fund	\$ 194,840	\$ 200,460	\$ 120,000	\$ 120,000	\$ 150,000
Other Grants Fund					
4355 State Reimbursements	\$ 12,110	\$ 128,170	\$ 277,840	\$ 277,840	\$ -
4415 State Revenue	13,080.00	4,300	377,500.00	609,750	-
4507 County Grant Revenue	-	121,860	-	-	-
4801 Interest Income	-	920	-	-	-
4908 Miscellaneous Reimbursements	-	1,000	-	225,070	165,030
4909 Other Revenue	150	-	-	-	-
Total Other Grants Fund	\$ 25,340	\$ 256,250	\$ 655,340	\$ 1,112,660	\$ 165,030
Office of Traffic Safety Fund					
4432 OTS- Sobriety Checkpoint Grants	\$ 103,200	\$ 134,540	\$ 154,270	\$ 400,270	\$ 160,930
Total Office of Traffic Safety Fund	\$ 103,200	\$ 134,540	\$ 154,270	\$ 400,270	\$ 160,930
Other Public Safety Grants					
4355 State Reimbursements	\$ 157,620	\$ 80,020	\$ -	\$ -	\$ 5,160
4434 JAG Grants	-	-	-	13,720	88,850
Total Local Law Enforcement Block Grants Fund	\$ 157,620	\$ 80,020	\$ -	\$ 13,720	\$ 94,010
Asset Forfeiture Fund					
4435 Asset Forfeiture- Federal	\$ 15,110	\$ -	\$ -	\$ -	\$ -
4801 Interest Income	3,950	3,300	-	-	-
Total Asset Forfeiture Fund	\$ 19,060	\$ 3,300	\$ -	\$ -	\$ -
CalHOME Investment Partnership Program Fund					
4801 Interest Income	\$ 3,710	\$ 3,670	\$ 200	\$ 200	\$ 3,500
4923 Program Income - HIP	79,330	57,350	10,000	10,000	10,000
4924 Program Income - FTHB	89,900	114,440	25,000	25,000	15,000
Total CalHOME Fund	\$ 172,940	\$ 175,460	\$ 35,200	\$ 35,200	\$ 28,500
Asset Forfeiture - Federal Treasury					
4801 Interest Income	\$ 80	\$ 60	\$ -	\$ -	\$ -
Total Asset Forfeiture-Federal Treasury	\$ 80	\$ 60	\$ -	\$ -	\$ -
Asset Forfeiture - State					
4321 H&S Police Forfeiture	\$ 60	\$ -	\$ -	\$ -	\$ -
4422 Asset Forfeiture - State	320	-	-	-	-
4801 Interest Income	1,460	1,100	-	-	-
Total Asset Forfeiture - State	\$ 1,840	\$ 1,100	\$ -	\$ -	\$ -

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
BSCC Budget Act					
4801 Interest Income	\$ 620	\$ 480	\$ -	\$ -	\$ -
Total BSCC Budget Act	\$ 620	\$ 480	\$ -	\$ -	\$ -
CARES ACT					
4439 Federal CARES Act Funding	\$ 2,141,160	\$ -	\$ -	\$ -	\$ -
4801 Interest Income	2,060	-	-	-	-
Total CARES Act	\$ 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	\$ -	\$ 1,870,320	\$ -	\$ -	\$ -
4801 Interest Income	4,740	46,140	35,000	35,000	-
4872 Unrealized Gain/Loss	-	(358,010)	-	-	-
Total American Rescue Plan Act	\$ 4,740	\$ 1,558,450	\$ 35,000	\$ 35,000	\$ -
General Capital Improvements Fund					
4219 General Capital Impact Fee	\$ 181,110	\$ 54,760	\$ 100,000	\$ 100,000	\$ 85,000
4220 Fire Capital Impact Fee	-	3,530	-	-	-
4221 Police Capital Impact Fee	164,640	54,080	95,000	95,000	75,000
4801 Interest Income	15,560	12,810	-	-	-
4872 Unrealized Gain/Loss	(15,850)	(102,040)	-	-	-
Total General Capital Improvements Fund	\$ 345,460	\$ 23,140	\$ 195,000	\$ 195,000	\$ 160,000
Park Acquisition & Development Fund					
4107 Construction Tax	\$ 1,660,910	\$ 515,030	\$ 800,000	\$ 800,000	\$ 950,000
4801 Interest Income	66,580	58,770	-	-	-
4872 Unrealized Gain/Loss	(67,410)	(467,360)	-	-	-
4918 Prior Year Revenue	(87,820)	-	-	-	-
Total Park Acquisition & Development Fund	\$ 1,572,260	\$ 106,440	\$ 800,000	\$ 800,000	\$ 950,000
Storm Drain Development Fund					
4211 Storm Drain Permits	\$ 786,520	\$ 201,430	\$ 290,000	\$ 290,000	\$ 235,000
4801 Interest Income	32,370	28,860	-	-	-
4872 Unrealized Gain/Loss	(33,050)	(229,480)	-	-	-
4902 Lease Proceeds	73,860	77,610	76,200	76,200	80,480
Total Storm Drain Development Fund	\$ 859,700	\$ 78,420	\$ 366,200	\$ 366,200	\$ 315,480
Street & Traffic Facility Development Fund					
4212 Street & Traffic Facility Permits	\$ 464,480	\$ 172,730	\$ 370,000	\$ 370,000	\$ 185,000
4801 Interest Income	18,080	9,520	16,000	16,000	16,000
4872 Unrealized Gain/Loss	(21,900)	(76,940)	-	-	-
Total Street & Traffic Facility Development Fund	\$ 460,660	\$ 105,310	\$ 386,000	\$ 386,000	\$ 201,000
General Capital Projects Fund					
4235 Underground Utility Water Permit	\$ -	\$ 22,000	\$ -	\$ -	\$ -
4603 Damage to City Property	-	-	-	77,490	-
Total General Capital Projects Fund	\$ -	\$ -	\$ -	\$ 77,490	\$ -
Street & Alley Repairs Fund					
4225 Street & Alley- Burrtec	\$ 216,350	\$ 219,270	\$ 240,000	\$ 240,000	\$ 367,500
4801 Interest Income	6,790	4,360	-	-	-
4872 Unrealized Gain/Loss	(7,410)	(35,010)	-	-	-
Total Street & Alley Repairs Fund	\$ 215,730	\$ 188,620	\$ 240,000	\$ 240,000	\$ 367,500

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
Energy Efficiency Capital Improvement Project					
4801 Interest Income	\$ 40	\$ -	\$ -	\$ -	\$ -
Total Energy Efficiency Capital Improvement Project	\$ 40	\$ -	\$ -	\$ -	\$ -
Water Bond Capital Project Fund					
4801 Interest Income	\$ -	\$ 140	\$ -	\$ -	\$ -
Total Water Bond Capital Project Fund	\$ -	\$ 140	\$ -	\$ -	\$ -
Water Utility Fund					
4214 Water Construction Permits	\$ 690,510	\$ 235,330	\$ 350,000	\$ 350,000	\$ 290,000
4603 Damage to City Property	35,790	-	-	-	-
4681 Water Sales- Metered	27,401,300	27,436,200	30,302,000	30,302,000	32,520,000
4682 Water Sales- Flat Rate	58,750	96,250	55,000	55,000	55,000
4688 Water Sales- Recycled	511,010	618,360	-	-	552,390
4691 Water Meter Installation	137,230	119,950	105,000	105,000	105,000
4692 Lease of Stored Water	327,020	-	-	-	-
4697 Hydrant Flow Test	7,210	9,180	6,000	6,000	-
4698 Water Jumper Install Fee	19,040	12,710	-	-	-
4699 Joint Venture Net Income	1,908,830	444,170	-	-	-
4710 Municipal Code- Late Charges	30	-	-	-	-
4801 Interest Income	206,380	128,680	385,050	385,050	-
4872 Unrealized Gain/Loss	(185,170)	(1,033,840)	-	-	-
4901 Sale of Capital Assets	359,640	16,500	-	-	-
4904 General Donations/Owner Contributions	-	1,502,330	-	-	-
4908 Miscellaneous Reimbursements	6,120	7,055,390	280,000	280,000	280,000
4909 Other Revenue	139,340	178,350	150,000	150,000	200,000
Total Water Utility Fund	\$ 31,623,030	\$ 36,819,560	\$ 31,633,050	\$ 31,633,050	\$ 34,110,390
Solid Waste Utility Fund					
4351 Beverage Recycling Grant	\$ 2,480	\$ 17,000	\$ -	\$ 39,320	\$ 20,000
4352 Used Oil Block Grant	21,150	9,200	-	-	24,470
4415 State Revenue	-	111,680	-	111,680	-
4685 Solid Waste- Residential	5,550,690	5,969,050	6,600,000	6,600,000	6,910,000
4686 Solid Waste- Non-Residential	8,930,750	10,553,330	9,500,000	9,500,000	9,722,400
4689 HHW Transfer In	162,260	164,450	180,000	180,000	179,760
4801 Interest Income	13,020	6,010	5,000	5,000	-
4872 Unrealized Gain/Loss	(19,040)	(48,840)	-	-	-
Total Solid Waste Utility Fund	\$ 14,661,310	\$ 16,781,880	\$ 16,285,000	\$ 16,436,000	\$ 16,856,630
Sewer Utility Fund					
4210 Sanitary Sewer Permits- City	\$ 337,650	\$ 114,280	\$ 130,000	\$ 130,000	\$ 95,000
4213 Wastewater Permits	77,050	64,950	60,000	60,000	60,000
4683 Sewer Collection Charges	3,429,350	3,011,490	2,600,000	2,600,000	3,671,640
4684 Sewer Treatment- IEUA	6,894,970	7,341,710	7,400,000	7,400,000	7,918,560
4687 Sewer Connection Fees	22,750	5,310	16,600	16,600	16,600
4694 Sewer- Pass-Thru- Montclair	250	320	500	500	450
4695 Sewer- Pass-Thru- Ontario	40,570	41,530	50,000	50,000	50,000
4696 Sewer- Pass-Thru- LA County	15,210	15,400	18,000	18,000	18,000
4801 Interest Income	167,650	102,180	155,500	155,500	155,500
4872 Unrealized Gain/Loss	(131,760)	(626,380)	-	-	-
4901 Sales of Capital Assets	29,350	-	-	-	-
4904 General Donations/Owner Contributions	-	1,120,130	-	-	-
4909 Other Revenue	1,130	-	-	-	-
Total Sewer Utility Fund	\$ 10,884,170	\$ 11,190,920	\$ 10,430,600	\$ 10,430,600	\$ 11,985,750
Fire Annexation Worker's Compensation					
4801 Interest Income	\$ 3,520	\$ 2,730	\$ -	\$ -	\$ -
Total Fire Annexation Worker's Compensation	\$ 3,520	\$ 2,730	\$ -	\$ -	\$ -

2023-2024 SCHEDULE OF REVENUE DETAIL BY FUND

Object Code	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
Self-Funded Insurance Fund					
4610 Subrogation- Insurance Reimbursement	\$ 1,455,010	\$ 253,710	\$ -	\$ -	\$ -
4671 User Departments- Workers Compensation	1,924,880	1,997,290	2,069,310	2,069,310	1,637,330
4672 User Departments- Unemployment	64,870	64,970	63,680	63,680	54,680
4673 User Departments- Long-Term Disability	125,140	125,000	90,990	90,990	80,000
4674 User Departments- Liability	2,443,260	2,503,830	2,978,470	2,978,470	3,477,400
4675 User Departments- Loss Prevention	124,980	127,260	72,460	72,460	24,820
4801 Interest Income	3,510	7,640	-	-	-
4908 Miscellaneous Reimbursements	1,710	3,430	-	-	-
4909 Other Revenue	1,560	-	-	-	-
Total Self-Funded Insurance Fund	\$ 6,144,920	\$ 5,083,130	\$ 5,274,910	\$ 5,274,910	\$ 5,274,230
Fleet Management Fund					
4676 User Departments- Vehicle Replacement	\$ 655,990	\$ 1,376,390	\$ 746,080	\$ 746,080	\$ 1,582,300
4801 Interest Income	5,580	5,020	-	-	-
4901 Sale of Assets	66,650	5,900	34,000	59,000	95,530
Total Fleet Management Fund	\$ 728,220	\$ 1,387,310	\$ 780,080	\$ 805,080	\$ 1,677,830
Information Systems Fund					
4125 PEG Fees	\$ 145,480	\$ 145,630	\$ 130,000	\$ 130,000	\$ 157,990
4669 User Departments- Information Systems	1,835,380	2,372,860	2,697,970	2,697,970	3,138,570
4801 Interest Income	15,520	14,710	-	-	-
4909 Other Revenue	-	2,810	-	-	-
Total Information Systems Fund	\$ 1,996,380	\$ 2,536,010	\$ 2,827,970	\$ 2,827,970	\$ 3,296,560
Building Maintenance & Operations Fund					
4670 User Departments- Building Maint & Operations	\$ 929,710	\$ 1,127,220	\$ 995,340	\$ 995,340	\$ 1,026,760
4801 Interest Income	9,920	7,760	-	-	-
4909 Other Revenue	300	-	-	-	-
Total Building Maintenance & Operations Fund	\$ 939,930	\$ 1,134,980	\$ 995,340	\$ 995,340	\$ 1,026,760
UAL & Employee Benefits					
4680 User Departments-UAL & Employee Benefits	\$ -	\$ 10,226,640	\$ 7,583,450	\$ 7,583,450	\$ 6,960,010
Total UAL and Employee Benefits	\$ -	\$ 10,226,640	\$ 7,583,450	\$ 7,583,450	\$ 6,960,010
Successor Agency Fund					
4430 SA Administrative Allowance	\$ 172,890	\$ 192,680	\$ 250,000	\$ 250,000	\$ 195,000
4431 SA RPTTF	3,048,860	2,918,900	3,123,160	3,123,160	3,123,090
4801 Interest Income	1,130	20,210	1,000	1,000	-
4891 Repay SA Loans Interest	8,550	-	-	-	-
4892 SA Loan Repay	18,750	-	-	-	-
4908 Miscellaneous Reimbursements	250	-	-	-	-
Total Successor Agency Fund	\$ 3,250,430	\$ 3,131,790	\$ 3,374,160	\$ 3,374,160	\$ 3,318,090
Grand Total	\$ 132,678,410	\$ 150,056,960	\$ 145,292,510	\$ 151,194,850	\$ 156,521,570

2023-2024 SCHEDULE OF EXPENDITURES BY FUND

Fund No.		2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
101	General Fund	\$ 41,918,660	\$ 75,703,940	\$ 52,256,120	\$ 51,941,730	\$ 55,074,960
	Total General Fund	\$ 41,918,660	\$ 75,703,940	\$ 52,256,120	\$ 51,941,730	\$ 55,074,960
201	Housing	\$ 2,276,270	\$ 2,070,390	\$ 3,982,440	\$ 3,982,460	\$ 4,260,440
203	Public Safety Augmentation	1,057,960	1,374,950	1,512,900	1,512,900	1,500,070
204	Gas Tax	3,002,730	2,432,630	9,506,730	9,103,290	10,614,390
205	Measure I	1,641,420	1,389,150	2,399,460	2,583,250	5,923,630
206	Road Maintenance Rehabilitation Account	40,070	95,460	952,830	1,484,820	5,784,850
208	HOME Investment Partnership Program	119,230	256,980	355,000	355,000	510,000
209	Community Development Block Grant	864,800	956,180	796,200	1,629,740	924,690
210	Parking Business Improvement Area	108,060	94,950	219,050	205,830	236,180
211	Air Quality Management District	141,180	28,530	163,660	322,660	25,890
214	Homeland Security Grants - PD	28,340	56,020	-	160,530	104,300
215	Prop 30	-	-	150,000	150,000	150,000
216	COPS	47,000	-	1,157,660	1,511,490	1,321,140
217	Other Grants	79,610	272,340	635,380	1,903,550	316,180
218	Office of Traffic Safety	124,940	138,870	5,810	251,830	143,710
219	Other Public Safety Grants	288,920	-	-	13,720	88,850
220	Asset Forfeiture - Federal DOJ	-	-	-	-	1,189,580
222	CalHOME	167,490	126,760	675,000	675,000	-
223	Asset Forfeiture - Federal/Treasury	-	-	-	-	10,350
224	Asset Forfeiture - State	1,500	6,500	-	-	193,360
226	Federal Grant - CARES Act	679,910	46,400	-	-	-
227	Office Of Justice Programs	41,500	7,060	-	-	-
229	American Rescue Plan Act	-	1,870,350	4,141,210	7,035,750	5,156,850
	Total Special Revenue Funds	\$ 10,710,930	\$ 11,223,520	\$ 26,653,330	\$ 32,881,820	\$ 38,454,460
420	General Capital Improvements	\$ 265,640	\$ 4,380	\$ 81,000	\$ 109,110	\$ 554,750
421	Park Acquisition & Development	151,680	17,910	1,290,040	1,418,050	2,694,590
422	Storm Drain Development	116,760	7,270	2,006,100	2,068,620	2,791,380
423	Street & Traffic Facility Development	1,541,250	383,700	537,850	545,780	917,870
425	General Capital Projects	515,220	151,120	655,840	891,720	868,310
426	Street & Alley Repairs	511,500	202,220	892,510	891,100	1,114,090
427	Energy Efficiency Capital Imp Project	28,640	1,900	-	-	-
	Total Capital Project Funds	\$ 3,130,690	\$ 768,500	\$ 5,463,340	\$ 5,924,380	\$ 8,940,990
639	Water Bond Capital Projects	\$ -	\$ 229,640	\$ 4,849,000	\$ 6,294,500	\$ 8,964,820
640	Water Utility	26,908,090	32,766,930	39,414,700	39,987,150	44,633,850
641	Solid Waste Utility	14,408,090	15,921,530	15,819,440	15,973,140	17,726,780
645	Sewer Utility	9,795,880	10,531,780	15,066,320	14,769,470	16,227,680
	Total Enterprise Funds	\$ 51,112,060	\$ 59,449,880	\$ 75,149,460	\$ 77,024,260	\$ 87,553,130
751	Self-Funded Insurance	\$ 4,656,140	\$ 4,789,910	\$ 5,282,230	\$ 5,282,230	\$ 5,274,230
752	Fleet Management	1,215,670	939,720	966,520	2,420,980	1,582,300
753	Information Systems	2,005,240	2,380,860	2,866,350	4,257,780	3,308,180
754	Building Maintenance & Operations	966,970	1,043,720	1,478,720	1,967,470	1,376,760
755	UAL & Employee Benefits	-	10,394,520	7,583,450	7,721,050	6,960,010
	Total Internal Service Funds	\$ 8,844,020	\$ 19,548,730	\$ 18,177,270	\$ 21,649,510	\$ 18,501,480
805	Successor Agency	\$ 929,150	\$ 838,980	\$ 3,369,650	\$ 3,370,980	\$ 3,318,090
	Total Private Purpose Trust Fund	\$ 929,150	\$ 838,980	\$ 3,369,650	\$ 3,370,980	\$ 3,318,090
Grand Total		\$ 116,645,510	\$ 167,533,550	\$ 181,069,170	\$ 192,792,680	\$ 211,843,110

Transfers not included in the Schedule of Expenditures by Fund.

2023-2024 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

Fund No.		Salaries & Benefits	Maintenance & Operations	Capital Projects & Equipment	Total
101	General Fund	\$ 24,128,050	\$ 30,946,910	\$ -	\$ 55,074,960
	Total General Fund	\$ 24,128,050	\$ 30,946,910	\$ -	\$ 55,074,960
201	Housing	\$ 788,790	\$ 3,471,650	\$ -	\$ 4,260,440
203	Public Safety Augmentation	1,500,070	-	-	1,500,070
204	Gas Tax	229,110	725,620	9,659,660	10,614,390
205	Measure I	168,110	37,330	5,718,190	5,923,630
206	Road Maintenance Rehabilitation Account	51,060	11,550	5,722,240	5,784,850
208	HOME Investment Partnership Program	-	510,000	-	510,000
209	Community Development Block Grant	58,090	583,150	283,450	924,690
210	Parking Business Improvement Area	-	94,800	141,380	236,180
211	Air Quality Management District	4,890	21,000	-	25,890
214	Homeland Security Grants - PD	-	104,300	-	104,300
215	Prop 30	-	-	150,000	150,000
216	COPS	-	-	1,321,140	1,321,140
217	Other Grants	151,150	690	164,340	316,180
218	Office of Traffic Safety	121,570	20,830	1,310	143,710
219	Local Law Enforcement Block Grants	-	88,850	-	88,850
220	Asset Forfeiture - Federal DOJ	-	-	1,189,580	1,189,580
223	Asset Forfeiture - Federal/Treasury	-	-	10,350	10,350
224	Asset Forfeiture - State	-	-	193,360	193,360
229	American Rescue Plan Act	1,163,420	22,500	3,970,930	5,156,850
	Total Special Revenue Funds	\$ 4,236,260	\$ 5,692,270	\$ 28,525,930	\$ 38,454,460
420	General Capital Improvements	\$ -	\$ -	\$ 554,750	\$ 554,750
421	Park Acquisition & Development	-	-	2,694,590	2,694,590
422	Storm Drain Development	-	-	2,791,380	2,791,380
423	Street & Traffic Facility Development	11,450	2,300	904,120	917,870
425	General Capital Projects	-	-	868,310	868,310
426	Street & Alley Repairs	57,420	11,260	1,045,410	1,114,090
	Total Capital Project Funds	\$ 68,870	\$ 13,560	\$ 8,858,560	\$ 8,940,990
639	Water Bond Capital Projects	\$ -	\$ -	\$ 8,964,820	\$ 8,964,820
640	Water Utility	5,063,930	26,643,890	12,926,030	44,633,850
641	Solid Waste Utility	637,960	16,981,550	107,270	17,726,780
645	Sewer Utility	1,829,080	10,812,890	3,585,710	16,227,680
	Total Enterprise Funds	\$ 7,530,970	\$ 54,438,330	\$ 25,583,830	\$ 87,553,130
751	Self-Funded Insurance	\$ 277,560	\$ 4,996,670	\$ -	\$ 5,274,230
752	Fleet Maintenance & Replacement	339,470	530,630	712,200	1,582,300
753	Information Systems	577,710	2,680,470	50,000	3,308,180
754	Building Maintenance & Operations	661,860	714,900	-	1,376,760
755	UAL & Employee Benefits	-	6,960,010	-	6,960,010
	Total Internal Service Funds	\$ 1,856,600	\$ 15,882,680	\$ 762,200	\$ 18,501,480
805	Successor Agency	\$ 155,590	\$ 3,162,500	\$ -	\$ 3,318,090
	Total Private Purpose Trust Fund	\$ 155,590	\$ 3,162,500	\$ -	\$ 3,318,090
	Grand Total	\$ 37,976,340	\$ 110,136,250	\$ 63,730,520	\$ 211,843,110

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

2023-2024 EXPENDITURES BY DEPARTMENT PROGRAM

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
General Government					
City Council	\$ 93,410	\$ 120,380	\$ 155,490	\$ 155,280	\$ 250,150
City Treasurer	1,400	2,540	2,950	3,160	16,010
Administration	490,020	621,630	727,780	612,080	860,480
City Attorney	-	542,180	500,000	500,000	550,000
City Clerk	-	533,870	614,290	692,480	477,150
Total General Government	\$ 584,830	\$ 1,820,600	\$ 2,000,510	\$ 1,963,000	\$ 2,153,790
Administrative Services					
Finance	\$ 1,361,910	\$ 1,296,070	\$ 1,703,250	\$ 1,719,230	\$ 2,140,010
Non-Departmental	3,871,030	3,761,390	6,773,520	5,330,320	3,467,030
Library	1,589,920	1,811,800	1,918,420	1,972,720	2,012,530
Human Resources	616,720	420,970	643,830	817,840	768,620
City Attorney	630,020	-	-	-	-
City Clerk	492,540	-	-	-	-
Recreation Administration	749,130	908,210	996,500	1,167,470	1,646,800
Recreation Classes	30,850	129,410	165,750	165,760	267,280
Recreation Facilities	176,180	265,770	309,940	365,960	430,310
Recreation Parks	19,990	40,570	119,700	119,700	64,860
Senior Center	387,260	372,230	370,370	399,870	313,250
Special Events	55,690	167,440	189,270	266,260	370,230
Community Outreach Services	940	-	-	-	-
Landecena Center	33,710	-	-	-	-
Carnegie Library Operation	96,130	-	-	-	-
Passports	8,170	-	-	-	-
Administrative Services Grants	110	121,860	-	884,850	-
Risk Management	4,656,140	4,789,910	5,282,230	5,282,230	5,274,230
Information Technology	2,262,840	2,531,670	2,866,350	4,257,780	3,308,180
UAL & Employee Benefits	-	10,394,520	7,583,450	7,721,050	6,960,010
Total Administrative Services	\$ 17,039,280	\$ 27,011,820	\$ 28,922,580	\$ 30,471,040	\$ 27,023,340
Development Services					
Building & Safety	\$ 953,080	\$ 1,233,910	\$ 1,558,900	\$ 1,593,550	\$ 1,704,170
Weed Abatement	14,650	31,810	93,590	101,020	109,500
Economic Development	323,520	311,750	412,560	1,668,960	407,870
Planning Commission	13,880	6,860	20,650	20,650	16,650
Planning	576,710	588,550	582,270	687,490	745,330
Santa Fe Depot	12,000	8,000	6,000	6,000	5,000
Housing	2,276,270	2,071,190	3,982,440	4,031,070	4,260,440
HOME Program	119,230	256,980	355,000	355,000	510,000
CBDG	864,800	956,180	796,200	1,629,740	924,690
PBIA	108,060	94,950	219,050	535,850	355,520
Development Grants	34,570	150,480	635,380	706,340	151,150
CalHOME Program	167,490	126,760	675,000	675,000	-
Energy Efficiency Capital Imp Project	28,640	1,900	-	-	-
Successor Agency	929,150	838,980	3,369,650	3,370,980	3,318,090
Total Development Services	\$ 6,422,050	\$ 6,678,300	\$ 12,706,690	\$ 15,381,650	\$ 12,508,410
Police					
Police Administration	\$ 5,572,370	\$ 10,670,720	\$ 10,086,820	\$ 10,969,860	\$ 10,538,440
Investigations	3,113,740	6,278,230	2,876,550	2,885,550	3,316,520
Animal Services	586,940	650,970	725,730	734,730	812,980
Metrolink Station	-	790	-	11,780	9,480
Patrol	14,820,950	38,857,520	14,078,970	14,156,970	16,127,730
Police Special Events & Community Outreach	1,830	10,360	20,670	20,670	47,250
Police Reserves	1,460	3,810	6,780	6,780	7,060

2023-2024 EXPENDITURES BY DEPARTMENT PROGRAM

	2020-21 Actual	2021-22 Actual	2022-23 Adopted	2022-23 Amended	2023-24 Adopted
<i>(Police Continued)</i>					
Code Enforcement	580,610	658,810	815,590	828,400	895,020
Police Grants	575,630	201,950	1,313,470	2,174,860	1,808,000
Asset Forfeiture	1,500	6,500	-	-	1,393,290
Total Police	\$ 25,255,030	\$ 57,339,660	\$ 29,924,580	\$ 31,789,600	\$ 34,955,770
Public Works					
Public Works Administration	\$ 798,000	\$ 1,413,440	\$ 1,426,040	\$ 1,445,840	\$ 1,376,710
Engineering Administration	368,390	237,360	204,710	811,110	248,380
Development/Traffic Engineering	503,490	550,020	919,000	919,000	930,230
Street Maintenance	623,400	905,120	838,840	951,840	1,292,310
Street Sweeping	19,590	15,720	17,060	17,060	17,410
Sidewalk Maintenance	172,490	676,470	162,500	147,500	126,840
Street Lighting	893,040	822,310	807,550	862,550	888,540
Traffic Control	165,980	73,570	138,870	138,870	107,340
Traffic Facility Maintenance	272,370	301,220	274,300	347,300	363,000
Weed Abatement	28,240	11,490	23,770	23,770	4,410
Flood Control	4,000	-	3,000	3,000	-
Street Tree Maintenance	733,640	1,090,140	793,800	793,800	954,810
Public ROW Maintenance	513,430	541,050	962,830	932,830	1,083,330
Maintenance - Main Street	58,230	12,580	42,190	42,190	45,400
Maintenance - Metrolink	61,540	165,670	187,730	187,730	181,040
Graffiti Abatement	70,020	80,020	80,000	82,000	86,000
Damage to City Property	50,860	46,930	66,000	126,000	120,000
Park Maintenance	561,420	565,590	982,860	1,222,930	1,239,460
Sports Field Maintenance	225,270	233,220	415,050	576,050	443,220
Civic Center	320,820	195,700	199,460	199,460	210,260
Fire Fuel	12,450	18,100	14,000	14,000	20,790
Fire Station II Building	21,010	48,850	64,940	64,940	68,670
Historic Fire Station Building	13,690	37,650	38,890	38,890	34,010
Street Projects	4,684,220	3,917,240	12,859,020	13,171,360	22,322,870
General Capital Improvement - ARPA	-	528,170	2,934,360	2,758,390	3,583,590
General Capital Improvement	36,830	-	81,000	81,000	554,750
Park Acquisition & Development	151,680	17,910	1,290,040	1,418,050	2,694,590
Storm Drain Development	116,760	7,270	2,006,100	2,068,620	2,791,380
Street & Traffic Facility Development	1,541,250	383,700	537,850	545,780	917,870
General Capital Projects	515,220	151,120	655,840	891,720	868,310
Street & Alley Repairs	511,500	202,220	892,510	891,100	1,114,090
Water Utility	26,908,310	32,996,570	44,263,700	46,281,650	53,598,670
Solid Waste Utility	14,408,090	15,921,530	15,819,440	15,973,140	17,726,780
Sewer Utility	9,796,450	10,531,780	15,066,320	14,769,470	16,227,680
Fleet Maintenance & Replacement	1,215,670	939,720	966,520	2,420,980	1,582,300
Building Maintenance & Operations	966,970	1,043,720	1,478,720	1,967,470	1,376,760
Total Public Works	\$ 67,344,320	\$ 74,683,170	\$ 107,514,810	\$ 113,187,390	\$ 135,201,800
Grand Total	\$ 116,645,510	\$ 167,533,550	\$ 181,069,170	\$ 192,792,680	\$ 211,843,110

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

FISCAL YEAR 2023-24

SUMMARY OF TRANSFERS

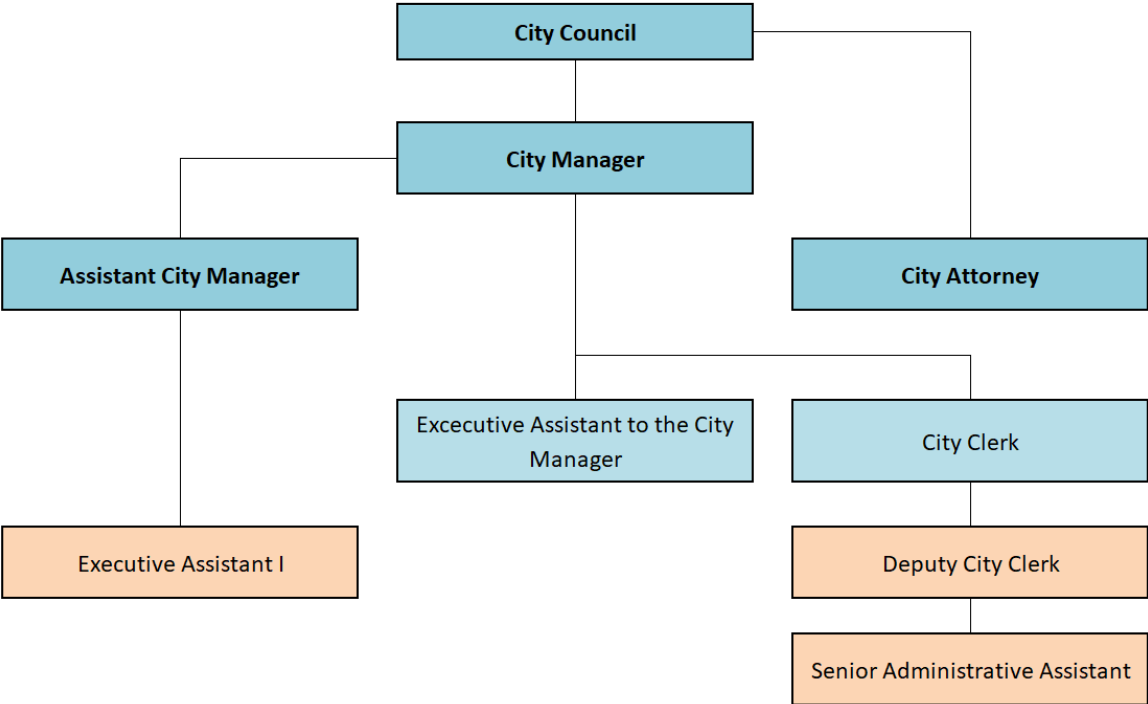
Fund No.	Fund Name	Transfers In	Transfers Out
645	Sewer Utility	265,000	
641	Solid Waste Utility To Transfer for Landfill Costs.		265,000
Total		\$ 265,000	\$ 265,000

ADOPTED BUDGET
FY 2023-24
GENERAL GOVERNMENT



GENERAL GOVERNMENT

City of Upland
Organizational Chart
Fiscal Year 2023-24

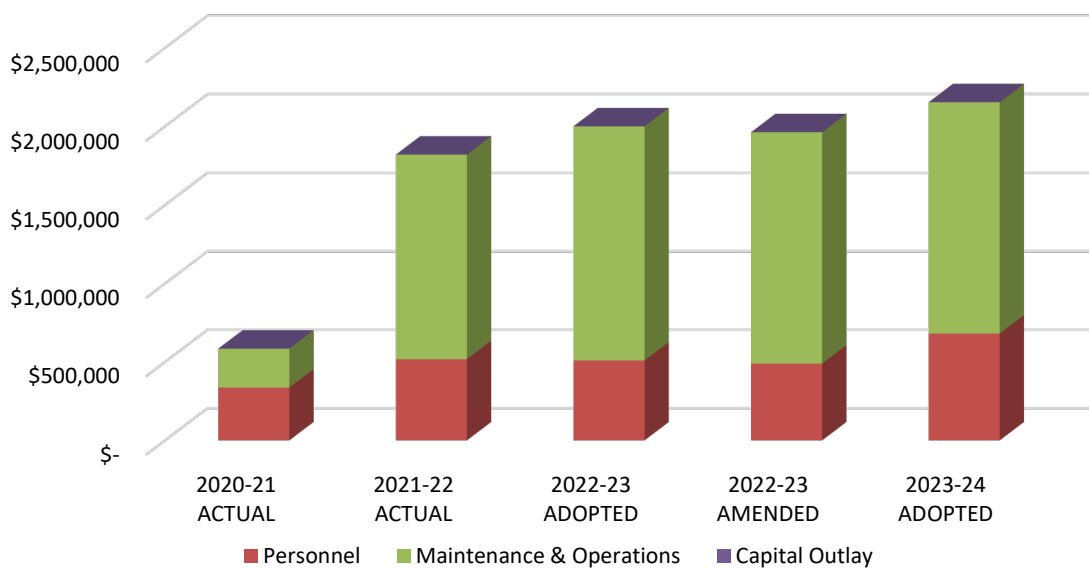


MISSION STATEMENT

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.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$336,610	\$514,370	\$508,950	\$489,200	\$680,690
Maintenance & Operations	248,220	1,303,230	1,491,560	1,473,800	1,473,100
TOTAL BUDGET	\$584,830	\$1,820,600	\$2,000,510	\$1,963,000	\$2,153,790

General Government Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$581,180	\$1,704,940	\$2,000,510	\$1,920,310	\$2,153,790
FEDERAL GRANT-CARES ACT	3,650	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	115,660	-	42,690	-
TOTAL BUDGET	\$584,830	\$1,820,600	\$2,000,510	\$1,963,000	\$2,153,790

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, both of whom serve at the City Council's discretion. The City Council establishes the 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 which are in excess of limits set by policy.

FY 2023-24 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 services and resources provided to the community.
- ◆ Pursue the enhancement of public engagement.
- ◆ Provide transparency through technology and open government and improve 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 2023-24 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
ADMINISTRATION					
CITY MANAGER	1.00	1.00	1.00	1.00	0.35
ASSISTANT CITY MANAGER	1.00	1.00	1.00	1.00	0.40
EXECUTIVE ASSISTANT TO THE CITY MANAGER	1.00	1.00	1.00	1.00	0.60
EXECUTIVE ASSISTANT I	0.00	0.00	1.00	1.00	0.60
SENIOR ADMINISTRATIVE ASSISTANT	0.00	1.00	0.00	0.00	0.00
TOTAL DIVISION	3.00	4.00	4.00	4.00	1.95

FY 2023-24 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 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 and 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 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%	98%	98%	99%
Percentage of inquiries from various Department personnel responded within two days or when scheduled	95%	96%	98%	99%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	100%	100%
Percentage of Electronic Message Board Requests posted prior to requested posting date	100%	100%	100%	100%

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Successfully oversaw the return of the annual Upland Lemon Festival.
- ◆ Held five in-person town halls in each district throughout the City to engage the public on a range of issues affecting the City Budget.
- ◆ Increased social media followers across four platforms during the 2022 calendar year by an average of 30%, including an 88% increase in LinkedIn followers and expanded resident access to city activities.
- ◆ Partnered with the Upland Chamber of Commerce to cohost the return of the live in-person State of the City event. Produced an interactive film presentation for the event as well as a highlight reel from the actual event.
- ◆ Convened a City Manager’s Advisory Panel made up of citizens with the purpose of identifying new sources of revenue and potential savings.
- ◆ Approved several new food businesses to the downtown area.
- ◆ Responded to hundreds of requests for service from citizens and city council members.
- ◆ 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.
- ◆ Continued to develop strategies to increase employee morale and retention including the City Manager meeting one-on-one with new staff during their first few days of employment.
- ◆ Continued to implement the multipronged BLAST Strategy to make significant reductions to the net pension liability.
- ◆ Obtained funding to be used toward the Magnolia Plaza urban space in Downtown Upland from the Office of Congressman Pete Aguilar.
- ◆ Obtained funding to be used towards the 1906 Upland Downtown Business District from the Office of Congresswoman Norma Torres.

CITY CLERK

The City Clerk fulfills the statutory requirements of a 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.

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
ADMINISTRATION					
CITY CLERK	1.00	1.00	1.00	1.00	0.70
DEPUTY CITY CLERK	1.00	1.00	1.00	1.00	0.90
SENIOR ADMINSTRATIVE ASSISTANT	0.00	1.00	1.00	1.00	0.50
TOTAL DIVISION	2.00	3.00	3.00	3.00	2.10

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Transition Legislative Committee Agenda packets to the new agenda management software and continue staff training on the software.
- ◆ 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 through our new document management system.
- ◆ Review and update the City’s Records Retention Schedule.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
City Council and Council Committee agendas/packets/minutes prepared and posted	58	58	40	40
Campaign disclosure filings and Statements of Economic Interest filings processed	143	143	152	153
Agreements, resolutions, and ordinances processed and scanned/posted	115	138	118	123
Records requests processed/completed	367	390	370	380
Subpoenas processed	5	9	8	7

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Updated the City’s Conflict of Interest Code and coordinated ethics training for all designated officials and employees.
- ◆ Coordinated the 2022 City Council District Election and Ballot Measure process.
- ◆ Coordinated the Candidate Citywide Tour and Candidates Forum for the 2022 Council District Election.
- ◆ Coordinated the destruction of obsolete records with all city departments in compliance with the City’s Records Retention Schedule.
- ◆ Coordinated with the Information Technology Division to implement a new electronic document management software with enhanced search capabilities for the public.
- ◆ Implemented a new agenda management software system, including training key staff and Department Heads.
- ◆ Coordinated 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.
- ◆ Provided Brown Act Training to all newly appointed City Advisory Committee members.

CITY ATTORNEY

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

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

FY 2023-24 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, to represent the City in litigation.

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET**

GENERAL GOVERNMENT		2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
1101	CITY COUNCIL					
	Personnel	\$ 39,210	\$ 43,100	\$ 65,800	\$ 46,050	\$ 145,310
	Maintenance & Operations	54,200	77,280	89,690	109,230	104,840
	Capital Outlay	-	-	-	-	-
	TOTAL CITY COUNCIL	\$ 93,410	\$ 120,380	\$ 155,490	\$ 155,280	\$ 250,150
1104	CITY TREASURER					
	Personnel	\$ 1,070	\$ 2,440	\$ 2,550	\$ 2,550	\$ 14,740
	Maintenance & Operations	330	100	400	610	1,270
	Capital Outlay	-	-	-	-	-
	TOTAL CITY TREASURER	\$ 1,400	\$ 2,540	\$ 2,950	\$ 3,160	\$ 16,010
1201	ADMINISTRATION					
	Personnel	\$ 296,330	\$ 273,690	\$ 181,110	\$ 181,110	\$ 256,830
	Maintenance & Operations	190,040	325,660	546,670	430,970	603,650
	Capital Outlay	-	-	-	-	-
	TOTAL ADMINISTRATION	\$ 486,370	\$ 599,350	\$ 727,780	\$ 612,080	\$ 860,480
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	542,180	500,000	500,000	550,000
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ -	\$ 542,180	\$ 500,000	\$ 500,000	\$ 550,000
	*Moved from Administrative Services FY21-22					
1701	CITY CLERK					
	Personnel	\$ -	\$ 198,140	\$ 259,490	\$ 259,490	\$ 263,810
	Maintenance & Operations	-	242,350	354,800	390,300	213,340
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ -	\$ 440,490	\$ 614,290	\$ 649,790	\$ 477,150
	*Moved from Administrative Services FY21-22					
101	TOTAL GENERAL FUND					
	Personnel	\$ 336,610	\$ 517,370	\$ 508,950	\$ 489,200	\$ 680,690
	Maintenance & Operations	244,570	1,187,570	1,491,560	1,431,110	1,473,100
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL FUND	\$ 581,180	\$ 1,704,940	\$ 2,000,510	\$ 1,920,310	\$ 2,153,790
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	3,650	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT	\$ 3,650	\$ -	\$ -	\$ -	\$ -
229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	115,660	-	42,690	-
	Capital Outlay	-	-	-	-	-
	TOTAL ARPA FUND	\$ -	\$ 115,660	\$ -	\$ 42,690	\$ -
	TOTAL GENERAL GOVERNMENT					
	Personnel	\$ 336,610	\$ 517,370	\$ 508,950	\$ 489,200	\$ 680,690
	Maintenance & Operations	248,220	1,303,230	1,491,560	1,473,800	1,473,100
	Capital Outlay	-	-	-	-	-
	TOTAL GENERAL GOVERNMENT	\$ 584,830	\$ 1,820,600	\$ 2,000,510	\$ 1,963,000	\$ 2,153,790

CITY OF UPLAND
GENERAL GOVERNMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

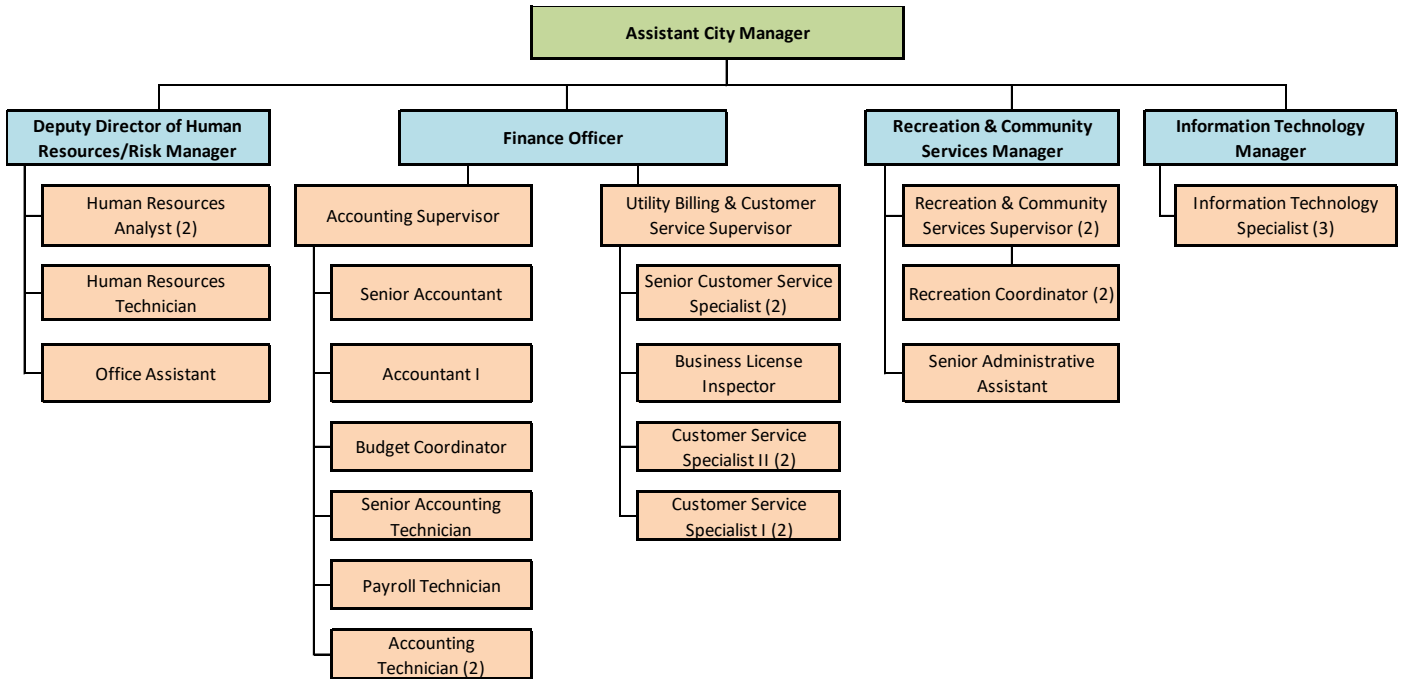
OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 17,610	\$ 21,180	\$ 14,710	\$ 14,710	\$ 44,700
5111	Salaries - Full Time	226,120	413,570	366,640	352,810	429,900
5112	Salaries - Temporary/Part Time	-	780	6,920	6,920	9,760
5113	Overtime	-	1,350	2,670	2,670	2,670
5116	Fringe Benefits	28,060	54,470	83,900	79,950	151,590
5117	Retirement Contributions	12,310	26,020	34,110	32,140	42,070
5119	Unfunded Annual PERS Liability	52,510	-	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 336,610	\$ 517,370	\$ 508,950	\$ 489,200	\$ 680,690
	MAINTENANCE & OPERATIONS					
5210	City Manager Contingency	\$ 130	\$ -	\$ 75,000	\$ 65,000	\$ 75,000
5211	Postage	4,930	8,940	6,530	6,530	6,730
5212	Advertising	-	34,600	31,050	49,630	53,350
5213	Dues & Subscriptions	49,860	59,610	64,800	67,330	72,570
5215	Training/Conferences/Meetings	3,550	18,640	32,850	32,200	42,820
5216	Office Supplies	530	1,760	3,600	3,600	3,500
5217	Other Supplies/Materials	18,780	5,450	26,300	13,600	25,500
5219	Permits/Licenses/Fee/Assessmnt	8,000	93,490	-	42,690	-
5221	Mileage Reimbursement	-	270	200	200	200
5222	Central Duplicating Charges	350	380	970	970	2,400
5223	Information Systems Charges	13,470	-	-	-	-
5226	Team Building Expenses	-	-	-	-	300
5231	Office Equipment (Under 5,000)	-	790	1,200	1,200	1,200
5233	Other Equipment (Under 5,000)	-	140	-	-	-
5234	Other Equipment Rental	34,650	-	-	-	-
5251	Legal Services	-	542,180	500,000	500,000	550,000
5252	Professional Services	7,760	91,250	73,000	45,000	75,000
5253	Contract Services	54,940	121,430	185,000	139,800	225,000
5258	Other Services	14,740	70,440	181,580	195,200	44,970
5271	Insurance Premium	200	400	300	420	370
5273	Workers Compensation Charges	14,920	-	-	-	-
5274	Unemployment Charges	500	-	-	-	-
5275	Long-term Disability Charges	970	-	-	-	-
5276	Liability Charges	18,940	-	-	-	-
5277	Loss Prevention	970	-	-	-	-
5294	Sponsor/Contribution/Donation	-	500	4,500	5,750	5,280
5297	Other Expenses	-	110	-	-	-
5321	Employee Incentive	30	-	-	-	-
5701	Information Systems Allocation Charges	-	76,710	77,100	77,100	70,720
5705	Building Maintenance & Operation Allocation	-	71,990	91,590	91,590	90,960
5706	OPEB & Employee Benefits Allocations	-	16,090	13,990	13,990	13,860
5707	PERS-UAL Allocation	-	88,060	122,000	122,000	113,370
	TOTAL MAINTENANCE & OPERATIONS	\$ 248,220	\$ 1,303,230	\$ 1,491,560	\$ 1,473,800	\$ 1,473,100
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5531	Vehicles	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 584,830	\$ 1,820,600	\$ 2,000,510	\$ 1,963,000	\$ 2,153,790

ADOPTED BUDGET
FY 2023-24
ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

City of Upland Organizational Chart Fiscal Year 2023-24

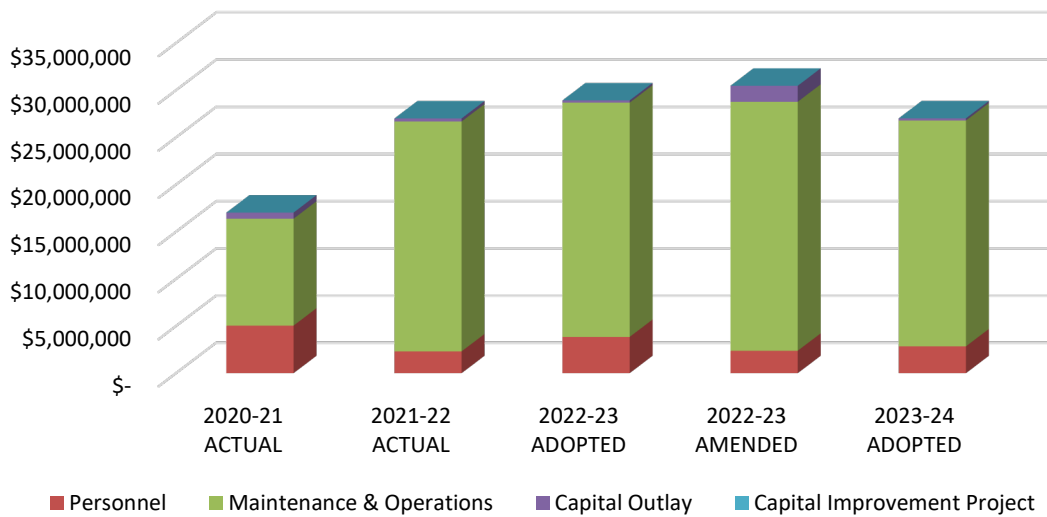


MISSION STATEMENT

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.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$5,045,610	\$2,314,770	\$3,846,700	\$2,380,410	\$2,848,620
Maintenance & Operations	11,345,500	24,372,240	24,837,380	26,396,690	23,946,720
Capital Outlay	648,170	324,810	238,500	1,693,940	228,000
Capital Improvement Project	-	-	-	-	-
TOTAL BUDGET	\$17,039,280	\$27,011,820	\$28,922,580	\$30,471,040	\$27,023,340

Administrative Services Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$9,762,280	\$9,139,010	\$12,007,700	\$10,935,750	\$10,139,610
AIR QUALITY MANAGEMENT FUND	141,180	11,380	163,660	322,660	25,890
OTHER GRANTS	110	121,860	-	884,850	-
FEDERAL GRANT-CARES ACT	474,330	46,400	-	-	-
AMERICAN RESCUE PLAN ACT	-	127,880	1,019,190	1,066,720	1,315,420
SELF-FUNDED INSURANCE	4,656,140	4,789,910	5,282,230	5,282,230	5,274,230
INFORMATION SYSTEMS	2,005,240	2,380,860	2,866,350	4,257,780	3,308,180
UAL & EMPLOYEE BENEFITS	-	10,394,520	7,583,450	7,721,050	6,960,010
TOTAL BUDGET	\$17,039,280	\$27,011,820	\$28,922,580	\$30,471,040	\$27,023,340

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 Finance Division provides timely financial information necessary for decision-making and assists city staff in implementing and developing appropriate internal controls and financial systems.

The Finance 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 Finance 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
FINANCE					
FINANCE OFFICER	1.00	1.00	1.00	1.00	0.40
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00	0.55
SENIOR ACCOUNTANT	2.00	2.00	1.00	1.00	0.55
ACCOUNTANT I	0.00	0.00	1.00	1.00	0.60
BUDGET COORDINATOR	0.00	0.00	1.00	1.00	0.50
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	0.70
PAYROLL TECHNICIAN	1.00	1.00	1.00	1.00	0.55
ACCOUNTING TECHNICIAN	3.00	3.00	2.00	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	2.00	2.00	2.00	0.30
BUSINESS LICENSE INSPECTOR	1.00	1.00	1.00	1.00	0.85
CUSTOMER SERVICE SPECIALIST II	3.00	3.00	3.00	2.00	0.50
CUSTOMER SERVICE SPECIALIST I	2.00	2.00	2.00	2.00	0.30
TOTAL DIVISION	17.00	18.00	18.00	17.00	7.15

FY 2023-24 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, 2023.
- ◆ Perform the annual mid-year budget review for Fiscal Year 2023-24 and present budget recommendations to the City Council in February 2024.
- ◆ Provide good fiscal stewardship by ensuring Fiscal Year 2024-25 City budget is adopted by the City Council prior to the close of Fiscal Year 2023-24.
- ◆ Reduce the number of days from the fiscal year end until the Comprehensive Annual Financial Report is issued to 184.
- ◆ Conduct a Cost Allocation Plan and Fully Burdened Hourly Rate Study.
- ◆ Implement fixed asset module of Munis Software.
- ◆ Complete implementation of electronic timecard entry for payroll.
- ◆ Continue working towards converting cash receipting records to electronic format.
- ◆ 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.
- ◆ Work towards implementing an online Animal License portal which will allow residents to pay their animal license renewals electronically.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Receive the Government Finance Officers Association Award for Excellence in Financial Reporting and Distinguished Budget Presentation	YES	SUBMITTED	YES	YES
Financial reports made available to City Council on a monthly basis	100%	100%	100%	100%
Number of days from fiscal year-end until ACFR is issued	215	272	183	183
Implementation of Fixed Assets in Munis Software	Work in Progress	Deferred to FY 2024-25	Deferred to FY 2024-25	Deferred to FY 2024-25
Centralize Accounts Payable using electronic workflow	Work in Progress	Deferred to FY 2024-25	Deferred to FY 2024-25	Deferred to FY 2024-25
Implement Electronic Timecard entry for payroll	Work in Progress	Work in Progress	Work in Progress	100%
Convert cash receipting records to electronic	Deferred to FY 2021-22	Deferred to FY 2022-23	Deferred to FY 2023-24	100%
Percentage of utility accounts enrolled in the online biller program	64%	66%	68%	70%
Percentage of utility accounts enrolled in the Auto-Pay program	27%	29%	31%	33%
Percentage of utility accounts signed up for paperless statements	27%	30%	31%	33%
Implement and convert Utility Billing to the new ERP system	Deferred to FY 2021-22	Deferred to FY 2022-23	Deferred to FY 2023-24	100%
Implement new EBPP (Electronic Billing Payment and Presentaion) system	N/A	Deferred to FY 2022-23	Deferred to FY 2023-24	100%
Implement an online Animal License portal to accept animal license renewals electronically	N/A	Deferred to FY 2022-23	Deferred to FY 2023-24	100%
Develop and distribute welcome pamphlets for new City residents	Deferred to FY 2021-22	Deferred to FY 2022-23	Deferred to FY 2023-24	100%
Accept General Billing payments online	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)	Deferred to FY 2023-24 (as tied to new Utility Billing ERP system)	100%

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City’s annual program-based budget and received the Government Finance Officers Association award for Distinguished Budget Presentation 2022-2023.
- ◆ Submitted financial reports for the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2022.
- ◆ Provided fiscal stewardship by preparing a mid-year review of the City’s financial position in February 2023 and eliminated transfer of ARPA funds to be used for General Fund expenses.
- ◆ 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.
- ◆ Calculated and prepared detailed fiscal impact reporting for upcoming 3-5 year labor contracts.
- ◆ Issued 469 purchase orders (year to date) and 5,299 accounts payable checks.
- ◆ Processed 539 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 the Inland Empire Utilities Agency (IEUA).

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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
INFORMATION SYSTEMS					
INFORMATION TECHNOLOGY MANAGER	1.00	1.00	1.00	1.00	0.00
INFORMATION TECHNOLOGY SPECIALIST	2.00	2.00	3.00	3.00	0.00
TOTAL DIVISION	3.00	3.00	4.00	4.00	0.00

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Complete DOJ documentation to get approval for E-Citation and cloud backups.
- ◆ Complete migration of Utility Module to Munis.
- ◆ Go live with online Yard Sale permits.
- ◆ Implement a redesigned City Website.
- ◆ Upgrade Switches in the Police Department (PD), Magnolia Recreation Center, Senior Center, and City Hall.
- ◆ Complete the Downtown Surveillance Camera Project.
- ◆ Upgrade Water Network firewalls.
- ◆ Evaluate and purchase new Helpdesk software.
- ◆ Replace broken or ageing laptops in mobile police units.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Percentage of information systems service requests resolved within 24 hours	92%	93%	95%	95%
Number of unplanned network outages	1	1	1	0
Number of unplanned server/service outages	1	0	0	0
Number of electronic devices maintained for employee use	1,534	1,560	1870	1870
Number of Help Desk tickets received for IT service requests (excluding weekend and phone requests)	1,180	1,580	1,580	1600

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Completed RIPA Stop portal to comply with the Racial and Identity Profiling Act of 2015.
- ◆ Upgraded AV system in Council Chambers and closed captioning for meeting broadcasts.
- ◆ Upgraded servers and storage at PD and City Hall datacenters.
- ◆ Purchased and rolled out 75 laptops for staff.

- ◆ Successfully migrated finance, HR, Payroll, Cashiering, Planning, Permitting software and Permitting Portal to Cloud.
- ◆ Added surveillance cameras, keycard access and wireless access points to additional buildings.
- ◆ Replaced Metrolink Parking Kiosk and Parking App with newer and better versions.
- ◆ Implemented new Agenda Management System.
- ◆ Migrated the Environmental Impact Tracking software and Fleet software to the cloud.
- ◆ Successfully completed installation of license plate reader cameras at multiple locations.

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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
HUMAN RESOURCES					
DEPUTY DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT	1.00	1.00	1.00	1.00	0.40
HUMAN RESOURCES ANALYST I	2.00	2.00	2.00	2.00	1.00
HUMAN RESOURCES TECHNICIAN	1.00	1.00	1.00	1.00	0.65
OFFICE ASSISTANT	0.00	0.00	0.00	1.00	0.45
TOTAL DIVISION	4.00	4.00	4.00	5.00	2.50

FY 2023-24 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.

- ◆ Update Administrative Policies and Procedures – continue to update Human Resources policies and procedures to ensure compliance with State and Federal regulations, as well as provide for a forward-thinking organization incorporating best practices.
- ◆ Continue to work collaboratively with all the City’s unions to update the 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.
- ◆ Collaborate with IT Division to transition from paper personnel files to electronic personnel files, medical files, and Workers’ Compensation files.
- ◆ Transition employee trainings to updated online training platform so the City complies with human resources required trainings and complies with Federal and State law.
- ◆ Wellness Program for Employees - continue the partnership with PACE and Kaiser to enhance the current Wellness Program for employees and implement an internal Wellness Program which improves morale and encourages optimal health.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Number of recruitments concluded	42	64	70	50
Number of employees participating in the Rideshare program	17	19	25	40
Number of employee safety meetings	4	9	14	14
Number of applications processed	3,212	2,833	5,000	3,000
Number of Subrogations processed	25	15	21	25
Subrogation recovery amounts	\$87,607	\$63,035	\$70,000	\$80,000
Number of liability claims closed	139	119	120	120

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Filled a total of 55 full and part-time positions, to date.
- ◆ Filled 25 positions as promotional, promoting the retention of current employees.
- ◆ Successfully negotiated multi-year MOU’s with each of the City’s bargaining groups.

- ◆ Successfully negotiated the creation of an Employee Referral Bonus Program with each of the City's bargaining units.
- ◆ Human Resources staff participated in multiple recruitment fairs including the West Valley America's Job Center of California Hiring Event and the Cal State University, San Bernardino Job Fair.
- ◆ Revamped the City's Rideshare Program to include electric vehicles and updated rates for employee participation.
- ◆ Human Resources staff attended training on recruitment and retention practices for the public workforce, leave administration, local government recruitment and retention strategies, the rapidly changing role of human resources, social media training, and legislative updates.
- ◆ Human Resources staff attended the Western Region IPMA-HR Annual Conference – Lifting Human Resources to New Heights.
- ◆ Human Resources staff attended the Annual Inland Empire Society of Human Resources Management Conference – Innovate & Motivate.
- ◆ Conducted a citywide employee survey regarding engagement and workplace culture.
- ◆ Collaborated with Police Department staff on the implementation of new testing software for Police Dispatcher candidates.
- ◆ Partnered with California State University, Fullerton and Grand Canyon University for tuition opportunities for City employees.
- ◆ Successfully collaborated with all the City's union groups to revise and transition all city staff to Updated Performance Evaluation Process which sets clear expectations/goals and empowers staff/leadership to optimize performance of city employees which falls in line with organizational goals.
- ◆ Successfully updated all city job specifications during the classification and compensation study process to ensure employees are appropriately classified and understand the responsibilities and duties of their positions.
- ◆ Received the American Heart Associations' Workplace Health Achievement Index Bronze Award for the second year in a row highlighting the Employee Wellness Committee's accomplishment toward continued improvement of the health of the City of Upland's workplace and workforce.
- ◆ Provided training through monthly Division Managers Meetings to management employees in organizational leadership strategies.

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 expenses over five hundred thousand dollars (\$500,000) for workers' compensation, and four hundred thousand dollars (\$400,000) for general liability claims.

FY 2023-24 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 implementing 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.
- ◆ Transition employee trainings to updated online training platform so the City complies with CalOSHA requirements, minimizes employee injuries, and employes best risk management practices.
- ◆ Continue to promptly process claims and subrogate applicable claims.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Provided Public Works staff with training in the claims management process.
- ◆ Staff attended training on COVID-19 Best Practices for the Future.

- ◆ Provided city staff with training on how to ergonomically set up their workstation.
- ◆ 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.
- ◆ Provided employees with safety tips on items related to personal safety at work including heat-related illnesses, wind advisories, Spring safety tips, cool weather safety tips, etc.
- ◆ Collaborated with Public Works staff and loss prevention consultants for training of staff on a variety of safety topics, such as ladder safety, proper lifting techniques, power and hand tool safety, etc.
- ◆ Continued to monitor 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, select materials, maintain collections, and assist the public in the use of the library. Other activities include acquiring and cataloging library materials in all formats, maintaining online resources for public access, and maintaining a comprehensive, balanced library collection.

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. (LS&S) which began managing the Library on August 1, 2014. LS&S 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 2023-24 GOALS AND OBJECTIVES

- ◆ Seek additional online resources to support English language learning.
- ◆ Create new opportunities for community members to connect through reading.
- ◆ Seek opportunities to partner with and promote local businesses.
- ◆ Continue to provide, improve, and expand successful, enriching, and popular adult, teen, and children's programs.

- ◆ Continue to increase downloadable book and audiobook collections to facilitate 24-hour availability of entertainment and educational materials.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Library programs provided to the community	157	320	426	447
Library requests filled during the year	9,574	9,353	8,367	8,500
Adult literacy students	28	42	50	55
Presentations about Upland and the Inland Empire’s history	6	6	6	8
Circulation	116,832	165,183	172,790	181,430
Downloaded e-materials	24,576	23,962	25,129	26,386
New Card Registrations	2,002	3,206	3,745	3,932
Internet use by patrons	1,218	4,826	5,240	5,500

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Eased library fines to allow disadvantaged children to regain full access to library resources.
- ◆ Initiated ZipBooks, a program allowing patrons to request books be sent to them directly from Amazon. These books are then returned to the library and added to the collection where appropriate.
- ◆ Introduced a new 1,000 Books Before Kindergarten reading challenge to prepare children to enter grade school.
- ◆ Initiated The Grim Readers, a new adult book club focusing on crime non-fiction.
- ◆ Undertook a serious refresh of the Library’s Spanish Language collections, leading to a sharp increase in circulation of these books.
- ◆ Introduced a popular new bilingual Spanish-English story-time.
- ◆ Sourced alternative funding to be received by the library including:
 - \$3,500 from the Hjorth Family Foundation to purchase children’s books.
 - \$3,000 grant from the California State Library for ZipBooks to provide patron-driven collection development.
 - \$27,800 grant from California State Literacy Services to support our Literacy Program.

- \$77,000 from the Friends of the Library to support services and programs.
- \$2,000 Lunch at the Library grant to partner with Upland USD to provide hot lunches and enrichment activities for children over the summer break.
- \$252,080 Building Forward grant from the California State Library to replace our aging elevator and improve the library’s emergency lighting.

RECREATION & COMMUNITY SERVICES

The Recreation and Community Services Division is committed to creating a community through people, parks, programs, and events. The Division’s purpose is to provide unique opportunities which will 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; and 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
RECREATION & COMMUNITY SERVICES					
RECREATION & COMMUNITY SERVICES MANAGER	1.00	1.00	1.00	1.00	1.00
RECREATION & COMMUNITY SERVICES SUPERVISOR	2.00	2.00	2.00	1.00	1.00
RECREATION COORDINATOR	1.00	1.00	2.00	3.00	3.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00	1.00
TOTAL DIVISION	5.00	5.00	6.00	6.00	6.00

FY 2023-24 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 the community and matching them to projects; creating a landing page on the website for a smoother volunteer registration process; and continually increasing our volunteer pool through active recruiting in the community.
- ◆ 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 Center, Gibson Senior Center, Landecena Community Building, and Carnegie Library facilities by continually evaluating programs, service delivery, and events to increase revenue and provide desirable programming and usage.
- ◆ 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 and meet with concerned citizens and continue to be responsive to the diverse needs of citizens and develop simple partnerships to improve service delivery.
- ◆ Develop a smooth online park reservation process to increase efficiency and provide an alternative and convenient way for the community to reserve parks.

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.
- ◆ Conduct a community needs assessment to identify, improve and prioritize goals and objectives for the division.
- ◆ Continue to expand general and senior class offerings.
- ◆ Continue 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.
- ◆ Continue outstanding customer service by providing ongoing staff training and development opportunities.
- ◆ Continue to partner with other departments and outside agencies to offer a variety of programs.
- ◆ Continue to build programs which 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 which awards a special commemorative medal for those participants who compete in the Lemon Zest 5K Run, Summer Sprint 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.
- ◆ Continue to enhance the “Movies and Concerts in the Park” series for families.
- ◆ Provide children’s special events and activities that alternate between park locations, increasing access to residents throughout the city.
- ◆ Continue to provide professional-quality marketing to ensure sponsors and partners have opportunities to share their messaging, showcase their stewardship in the community, and demonstrate their collaboration with the City.
- ◆ 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Volunteer hours provided	1,942	5,576	6,616	7,000
Revenue received from sponsorships and in-kind donations	\$16,323	\$65,493	\$91,826	\$100,000
Classes held	240	743	868	900
Special events held	143	150	150	160
Special Events Attendance/Outreach	14,592	22,638	30,598	40,000

FY 2022-23 MAJOR ACCOMPLISHMENTS

Recreation and Community Service special events included:

- ◆ The annual Firecracker 5k Run and 1K Kids Dash had 307 participants.
- ◆ The 4th of July Firework show was held at Cable Airport for the first time. The event sold out with 4,000 tickets and included an air show display, musical entertainment, merchandise and food vendors, kid zone activities, and a spectacular fireworks show.

- ◆ The annual Scary-a-Faire event had an estimated 6,000 people in attendance.
- ◆ The annual Turkey Trot 5K Run and 1K Kids dash had 643 participants.
- ◆ Staff assisted the Upland Veteran’s Monument Committee with flag ceremony, gun salute, and speakers.
- ◆ The Breakfast with Santa event served over 300 meals to families and provided activities, crafts and a photo opportunity with Santa.
- ◆ The 7th Annual Holiday Tree Lighting event had an estimated 1,000 participants with musical entertainment, train rides, activities, photos with Santa, crafts, and food vendors.
- ◆ The annual Lemon Zest 5K Run and 1K Kids Dash had 270 participants.
- ◆ Spring Egg Hunt Adventure was estimated to have had over 700 participants.
- ◆ The newly added Egg-Streme Egg Hunt Adventure for Adults was estimated to have had over 300 participants and included prizes, games, a beer garden and a nighttime egg hunt.
- ◆ The Moonlight Movies and Concert Series provided food vendors, a snack bar, and games and activities for the whole family to enjoy.

Community Service and Recreation Programs included the following:

- ◆ Home for the holidays decorating contest – Residents submitted photos of their entries for a chance to win prizes.
- ◆ Letters to Santa – Approximately 121 children sent letters to Santa and received responses.
- ◆ Puzzle Palooza – a newly added competition that had 60 participants work in teams to complete puzzles.
- ◆ Little Chef’s Cooking Classes – Staff facilitated 4 sessions per quarter and gave instruction on a variety of recipes such as Quiche Toast Cups, Zucchini Garlic Bites with Homemade Ranch Dressing, Homemade Pop Tarts, Mini Apple Galette, Pumpkin Coffee Cake, Broccoli Cheese Bombs, Nutella Croissant Rings, Peperoni Pizza Roses, and Magic Marshmallow Rolls.
- ◆ Virtual Bingo – developed during COVID, this event has continued to take off with over 360 participants throughout the year.
- ◆ Take & Make Crafts – children had 4 seasonal opportunities to receive crafting supplies to enjoy at home.
- ◆ VolunTeen – teens had approximately 90 opportunities to volunteer for various programs and events, including City Council meetings.

- ◆ Trips and Tours – brought back by popular demand, this program offers safe transportation to a variety of places where participants may spend the day enjoying food and sights with themes such as Danish Days in Solvang, Apple Days in Julian, Crazy over Carlsbad, A Surfin’ Holiday in Long Beach, Giddy at the Getty, Take one! At the Museum of Motion Pictures, Journey of Discovery at the Aquarium of the Pacific, Pageant of the Masters, and Sunshine Along the Santa Barbara Shoreline.
- ◆ Classes via Contract Instructor – a variety of classes were offered for residents including youth cooking, adult fitness, youth and adult languages, and youth dance.
- ◆ Butterflies in May – this program provides a hands-on science learning opportunity for children with an anticipated 175 participants this year.
- ◆ Lettuce Grow a Garden – this program gives children the opportunity to learn about growing their own nutritious food conducted in partnership with the Public Works division. Approximately 35 participants are anticipated to participate.
- ◆ May Fitness Month – staff continues to provide opportunities focused on fitness and health including helpful tips on social media and various mini-events. “Walking Wednesdays” are scheduled to take place with approximately 25 weekly participants.

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

- ◆ The Gibson Gazette – this newly revamped newsletter is distributed to seniors monthly and provides helpful resources and information about upcoming activities and events.
- ◆ Health & Wellness Fair – this fair included flu shots, COVID vaccinations, health-related resources and vendors, and a BBQ lunch for seniors.
- ◆ St Patrick’s Day Event – this event featured Irish dancers and a delicious dinner for seniors; the event was sold out with over 70 participants.
- ◆ Black History Month – this newly revamped event featured an intergenerational art exhibit, poetry readings, movies, discussions, and musical performance.
- ◆ Happy Hour – this newly added monthly opportunity allows seniors to socialize and have meaningful, engaging conversations with peers.
- ◆ FSA Meal Program – the daily lunch program has doubled in participation.
- ◆ Gibson Monthly Birthday Program – this program recognizes and celebrates birthdays for seniors with cake, treats and social activities.
- ◆ West End Family Counseling offers free Grief & Loss Support Groups, one-on-one Senior Counseling, and free programing for seniors with disabilities.
- ◆ Inner Peace Bodyworks provides free 15-minute chair massages once a month.
- ◆ Dr. Anthony Ratkovic offers monthly Chiropractic Wellness Lectures.

- ◆ Yael Steinfeld offers monthly lectures on Ayurvedic approach to abdominal pain.
- ◆ Mt. San Antonio Community College offers free technology, physical fitness, and special interest classes weekly.
- ◆ Chaffey Community College offers free English language and caregiver service classes.
- ◆ Bingo & Fun After Fifty (FAF) – this event provides weekly engagement for seniors to meet others while enjoying Bingo and winning prizes.
- ◆ Bunco, Mexican Train, and Loteria – seasonal games for seniors to build on their socialization and to reinforce cognitive skills in a safe and friendly setting.
- ◆ Billiard Tournaments – monthly tournaments with prizes
- ◆ Senior Book Club – monthly opportunity for seniors to meet with peers to discuss their thoughts on each book.
- ◆ Movie and Popcorn Matinee – newly improved program offering movie showings twice a month year-round.

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 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 2023-24 ADOPTED BUDGET**

ADMINISTRATIVE SERVICES		2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
1301	FINANCE					
	Personnel	\$ 738,730	\$ 601,350	\$ 734,240	\$ 660,270	\$ 819,340
	Maintenance & Operations	581,400	639,780	830,840	920,790	1,106,280
	Capital Outlay	-	-	-	-	-
	TOTAL FINANCE	\$ 1,320,130	\$ 1,241,130	\$ 1,565,080	\$ 1,581,060	\$ 1,925,620
1302	MAIL/PRINTING SERVICES					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	41,780	43,850	68,980	68,980	65,890
	Capital Outlay	-	-	-	-	-
	TOTAL MAIL/PRINTING SERVICES	\$ 41,780	\$ 43,850	\$ 68,980	\$ 68,980	\$ 65,890
1504	NON-DEPARTMENTAL					
	Personnel	\$ 2,426,660	\$ 37,640	\$ 216,670	\$ (1,330,240)	\$ (1,577,230)
	Maintenance & Operations	1,426,940	3,723,750	5,606,850	5,710,550	3,995,340
	Capital Outlay	-	-	-	-	-
	TOTAL NON-DEPARTMENTAL	\$ 3,853,600	\$ 3,761,390	\$ 5,823,520	\$ 4,380,310	\$ 2,418,110
1510/4401	LIBRARY					
	Personnel	\$ -	\$ 57,090	\$ -	\$ -	\$ -
	Maintenance & Operations	1,412,700	1,750,550	1,918,420	1,972,720	2,012,530
	Capital Outlay	78,800	2,080	-	-	-
	TOTAL LIBRARY	\$ 1,491,500	\$ 1,809,720	\$ 1,918,420	\$ 1,972,720	\$ 2,012,530
1601	HUMAN RESOURCES					
	Personnel	\$ 228,920	\$ 189,620	\$ 194,660	\$ 174,710	\$ 333,650
	Maintenance & Operations	246,620	219,970	285,510	320,470	369,080
	Capital Outlay	-	-	-	-	-
	TOTAL HUMAN RESOURCES	\$ 475,540	\$ 409,590	\$ 480,170	\$ 495,180	\$ 702,730
1603	CITY ATTORNEY					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	621,930	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL CITY ATTORNEY	\$ 621,930	\$ -	\$ -	\$ -	\$ -
	*Moved into General Government FY21-22					
1701	CITY CLERK					
	Personnel	\$ 226,380	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	266,160	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL CITY CLERK	\$ 492,540	\$ -	\$ -	\$ -	\$ -
	*Moved into General Government FY21-22					
4201	RECREATION ADMINISTRATION					
	Personnel	\$ 466,640	\$ 497,340	\$ 493,530	\$ 633,530	\$ 963,640
	Maintenance & Operations	282,490	410,870	502,970	533,940	665,160
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION ADMINISTRATION	\$ 749,130	\$ 908,210	\$ 996,500	\$ 1,167,470	\$ 1,628,800
4202	RECREATION CLASSES					
	Personnel	\$ 10,330	\$ 6,570	\$ -	\$ -	\$ 65,480
	Maintenance & Operations	20,520	122,840	165,750	165,760	201,800
	Capital Outlay	-	-	-	-	-
	TOTAL RECREATION CLASSES	\$ 30,850	\$ 129,410	\$ 165,750	\$ 165,760	\$ 267,280
4203	RECREATION FACILITIES					
	Personnel	\$ -	\$ 2,740	\$ 28,050	\$ 28,050	\$ 58,580
	Maintenance & Operations	30,440	252,730	281,890	290,390	311,730
	Capital Outlay	72,870	-	-	-	-
	TOTAL RECREATION FACILITIES	\$ 103,310	\$ 255,470	\$ 309,940	\$ 318,440	\$ 370,310

ADMINISTRATIVE SERVICES

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
4204 RECREATION PARKS					
Personnel	\$ 19,110	\$ 35,190	\$ 112,250	\$ 112,250	\$ 52,160
Maintenance & Operations	880	5,380	7,450	7,450	12,700
Capital Outlay	-	-	-	-	-
TOTAL RECREATION PARKS	\$ 19,990	\$ 40,570	\$ 119,700	\$ 119,700	\$ 64,860
4205 SENIOR CENTER					
Personnel	\$ 208,180	\$ 204,390	\$ 190,970	\$ 212,630	\$ 83,190
Maintenance & Operations	140,450	167,840	179,400	187,240	230,060
Capital Outlay	18,710	-	-	-	-
TOTAL SENIOR CENTER	\$ 367,340	\$ 372,230	\$ 370,370	\$ 399,870	\$ 313,250
4206 SPECIAL EVENTS					
Personnel	\$ 11,280	\$ 43,040	\$ 35,720	\$ 48,590	\$ 52,230
Maintenance & Operations	44,410	124,400	153,550	217,670	318,000
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 55,690	\$ 167,440	\$ 189,270	\$ 266,260	\$ 370,230
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 230	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	710	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 940	\$ -	\$ -	\$ -	\$ -
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	33,710	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL LANDECENA CENTER	\$ 33,710	\$ -	\$ -	\$ -	\$ -
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	96,130	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 96,130	\$ -	\$ -	\$ -	\$ -
4409 PASSPORTS					
Personnel	\$ 6,610	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	1,560	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PASSPORTS	\$ 8,170	\$ -	\$ -	\$ -	\$ -
101 TOTAL GENERAL FUND					
Personnel	\$ 4,343,070	\$ 1,674,970	\$ 2,006,090	\$ 539,790	\$ 851,040
Maintenance & Operations	5,248,830	7,461,960	10,001,610	10,395,960	9,288,570
Capital Outlay	170,380	2,080	-	-	-
TOTAL GENERAL FUND	\$ 9,762,280	\$ 9,139,010	\$ 12,007,700	\$ 10,935,750	\$ 10,139,610
211 TOTAL AIR QUALITY MANAGEMENT DISTRICT FUND					
Personnel	\$ 6,430	\$ 6,320	\$ 4,660	\$ 4,660	\$ 4,890
Maintenance & Operations	9,030	5,060	11,000	11,000	21,000
Capital Outlay	125,720	-	148,000	307,000	-
Capital Improvement Project	-	-	-	-	-
TOTAL AIR QLTY MGMT DISTRICT FUND	\$ 141,180	\$ 11,380	\$ 163,660	\$ 322,660	\$ 25,890
217 TOTAL OTHER GRANTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	110	-	-	719,590	-
Capital Outlay	-	121,860	-	165,260	-
TOTAL OTHER GRANTS FUND	\$ 110	\$ 121,860	\$ -	\$ 884,850	\$ -
226 TOTAL FEDERAL GRANT-CARES ACT FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	238,510	31,450	-	-	-
Capital Outlay	235,820	14,950	-	-	-
TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 474,330	\$ 46,400	\$ -	\$ -	\$ -

ADMINISTRATIVE SERVICES

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
229 TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
Personnel	\$ -	\$ -	\$ 1,019,190	\$ 1,019,200	\$ 1,137,420
Maintenance & Operations	-	127,880	-	-	-
Capital Outlay	-	-	-	47,520	178,000
TOTAL ARPA FUND	\$ -	\$ 127,880	\$ 1,019,190	\$ 1,066,720	\$ 1,315,420
751 TOTAL SELF-FUNDED INSURANCE FUND					
Personnel	\$ 285,840	\$ 236,530	\$ 300,070	\$ 300,070	\$ 277,560
Maintenance & Operations	4,370,300	4,553,380	4,982,160	4,982,160	4,996,670
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE FUND	\$ 4,656,140	\$ 4,789,910	\$ 5,282,230	\$ 5,282,230	\$ 5,274,230
753 TOTAL INFORMATION SYSTEMS FUND					
Personnel	\$ 410,270	\$ 396,950	\$ 516,690	\$ 516,690	\$ 577,710
Maintenance & Operations	1,478,720	1,797,990	2,259,160	2,566,930	2,680,470
Capital Outlay	116,250	185,920	90,500	1,174,160	50,000
TOTAL INFORMATION SYSTEMS FUND	\$ 2,005,240	\$ 2,380,860	\$ 2,866,350	\$ 4,257,780	\$ 3,308,180
755 TOTAL UAL & EMPLOYEE BENEFITS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	10,394,520	7,583,450	7,721,050	6,960,010
Capital Outlay	-	-	-	-	-
TOTAL UAL & EMPLOYEE BENEFITS FUND	\$ -	\$ 10,394,520	\$ 7,583,450	\$ 7,721,050	\$ 6,960,010
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 5,045,610	\$ 2,314,770	\$ 3,846,700	\$ 2,380,410	\$ 2,848,620
Maintenance & Operations	11,345,500	24,372,240	24,837,380	26,396,690	23,946,720
Capital Outlay	648,170	324,810	238,500	1,693,940	228,000
Capital Improvement Project*	-	-	-	-	-
TOTAL ADMINISTRATIVE SERVICES	\$ 17,039,280	\$ 27,011,820	\$ 28,922,580	\$ 30,471,040	\$ 27,023,340

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 20,360	\$ 16,810	\$ 17,720	\$ 17,720	\$ 31,300
5111	Salaries - Full Time	1,394,710	1,414,960	1,732,160	1,706,010	1,990,090
5111	Salaries - Full Time (Vacancy Allowance)	-	-	(1,168,170)	(2,715,080)	(2,013,220)
5112	Salaries - Temporary/Part Time	192,250	278,610	228,440	358,740	522,990
5113	Overtime	13,840	13,710	24,450	30,890	33,000
5114	Catastrophic Leave Pay	-	220	-	-	-
5115	Essential Worker Premium Pay	-	-	936,225	936,230	1,033,920
5116	Fringe Benefits	301,970	294,000	638,475	617,120	280,230
5117	Retirement Contributions	202,910	245,100	221,590	212,970	275,960
5118	Employee LTD Costs	32,000	30,290	46,000	46,000	46,000
5119	Unfunded Annual PERS Liability	499,540	-	1,169,810	1,169,810	648,350
5129	Unfunded Annual PERS Liability - Sworn	2,388,030	-	-	-	-
5133	Overtime - Sworn Police	-	19,310	-	-	-
5136	Fringe Benefits - Sworn Police	-	1,560	-	-	-
5137	Retirement Contributions - Sworn Police	-	200	-	-	-
TOTAL PERSONNEL EXPENSES		\$ 5,045,610	\$ 2,314,770	\$ 3,846,700	\$ 2,380,410	\$ 2,848,620
MAINTENANCE & OPERATIONS						
5150	OPEB Expense	\$ -	\$ 277,000	\$ -	\$ -	\$ -
5205	Recruitment Costs - Other	1,230	2,810	8,700	8,700	8,700
5211	Postage	30,000	30,340	47,300	44,500	45,700
5212	Advertising	24,980	1,070	4,200	2,050	4,300
5213	Dues & Subscriptions	116,480	94,740	18,890	26,050	29,810
5215	Training/Conferences/Meetings	4,240	10,980	37,110	35,370	55,450
5216	Office Supplies	14,050	15,560	30,490	34,690	39,430
5217	Other Supplies/Materials	42,250	83,190	84,950	111,940	174,500
5218	Uniform Expense	720	1,300	1,500	5,600	9,080
5219	Registration/License/Permits	305,300	277,200	798,600	1,020,910	1,247,810
5220	Fuel Usage	1,920	6,360	5,550	9,550	10,300
5221	Mileage Reimbursement	-	50	1,100	900	1,900
5222	Print/Mail Charges	1,210	1,890	3,850	6,900	11,370
5223	Information Systems Charges	390,310	-	-	-	-
5224	Vehicle Charges	6,710	-	-	-	-
5225	Building Maint & Operations	43,410	-	-	-	-
5226	Team Building Expenses	-	-	-	-	1,900
5231	Office Equipment (Under 5,000)	19,610	11,520	7,500	8,580	10,300
5232	Computer Equip (Under 5,000)	201,150	279,860	55,500	85,770	110,000
5233	Other Equipment (Under 5,000)	183,620	72,080	51,200	47,700	37,500
5234	Other Equipment Rental	54,470	79,700	67,520	87,020	105,020
5235	Copier Usage Expense	55,230	62,970	65,000	65,000	65,000
5236	Rent	2,140	1,870	2,500	2,500	18,000
5237	Utilities - Sewer	-	-	-	5,280	1,000
5241	Utilities - Electric	76,770	112,610	117,000	186,250	192,000
5242	Utilities - Gas	13,330	13,910	16,000	18,080	27,500
5243	Utilities - Telephone	310,680	379,260	343,600	343,750	432,800
5244	Utilities - Water	-	-	343,580	342,070	343,770
5245	Maintenance - Building/Structure/Grounds	-	-	-	39,500	-
5246	Maintenance - Equipment	280	280	-	-	-
5247	Maintenance - Vehicle	10	-	-	-	-
5248	Maintenance - Other	5,890	13,730	-	-	-
5251	Legal Services	712,230	177,790	100,000	125,000	120,000
5252	Professional Services	47,810	53,140	65,880	125,310	85,400
5253	Contract Services	1,331,760	1,743,220	1,851,570	2,373,880	1,977,140
5254	Data Processing Services	501,940	678,140	819,030	831,800	626,710

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
5255	Banking Services	99,510	110,030	131,540	112,040	105,410
5258	Other Services	785,260	548,000	703,540	1,145,330	749,230
5261	Books & Digital Materials	114,760	151,600	165,580	165,580	165,580
5269	PTS Center Outcomes Research Fee	-	-	-	-	-
5270	IBNR Claims Expense	(757,260)	84,280	-	-	-
5271	Insurance Premium	1,219,380	1,658,020	1,902,220	1,902,220	2,421,390
5272	Claims Expense	3,478,850	2,209,980	2,511,040	2,511,040	2,045,000
5273	Workers Compensation Charges	135,150	-	-	-	-
5274	Unemployment Charges	4,550	-	-	-	-
5275	Long-term Disability Charges	8,780	-	-	-	-
5276	Liability Charges	171,540	-	-	-	-
5277	Loss Prevention Charges	8,770	-	-	-	-
5290	Late Charges	1,620	1,290	-	-	840
5291	Bad Debts Expense	-	640	-	-	-
5294	Sponsor/Contribution/Donation	-	-	3,000	7,000	10,000
5297	Other Expenses	850	(100)	-	10	-
5299	Prior Year Expenses	(1,330)	(4,940)	-	-	-
5303	DDA/OPA	562,600	874,700	843,000	935,000	990,000
5321	Employee Incentive	14,850	20,930	31,500	31,500	45,000
5322	Health Premiums - Retirees	(191,440)	360,170	345,370	345,370	343,130
5323	PERS Supplement	12,570	4,730	-	-	-
5325	Pension Expense - GASB 68	-	9,294,800	6,819,870	6,819,870	6,209,670
5326	Medical - Retirees	572,230	176,350	192,480	186,960	147,150
5327	Dental - Retirees	58,790	85,380	75,000	75,000	73,160
5328	Vision - Retirees	5,220	4,980	5,040	5,040	5,870
5329	COBRA	10,100	80	20,000	20,000	10,000
5410	ICRMA Liability Program Annual Assessment	87,690	87,690	87,700	87,700	87,700
5424	Bond Principal Payment	182,480	225,860	1,368,080	1,368,080	271,100
5425	Bond Interest Expense	260,250	245,440	759,260	759,260	597,450
5701	Information Systems Allocation Charges	-	402,520	440,030	440,030	770,640
5702	Fleet - Maintenance & Repair Allocation	-	11,620	10,370	10,370	20,660
5703	Vehicle Acquisition Allocation	-	250	(204,500)	(204,500)	-
5704	Building Maintenance & Operation Allocation	-	149,890	113,630	113,630	158,750
5705	Self Funded Liability Allocation	-	281,300	339,010	339,010	422,530
5706	OPEB & Employee Benefits Allocation	-	64,340	60,030	60,030	59,660
5707	PERS-UAL Allocation	-	2,839,840	3,166,470	3,166,470	2,844,410
5999	Department Allocation Charges	-	-	-	-	(400,000)
	TOTAL MAINTENANCE & OPERATIONS	\$ 11,345,500	\$ 24,372,240	\$ 24,837,380	\$ 26,396,690	\$ 23,946,720
	CAPITAL OUTLAY					
5527	Buildings	\$ 145,740	\$ 10,300	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	156,980	126,020	-	162,780	-
5529	Building Improvements	-	-	-	-	160,000
5530	Machinery & Equipment	219,730	188,490	90,000	1,223,660	50,000
5531	Vehicles	125,720	-	148,500	307,500	18,000
	TOTAL CAPITAL OUTLAY	\$ 648,170	\$ 324,810	\$ 238,500	\$ 1,693,940	\$ 228,000
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 17,039,280	\$ 27,011,820	\$ 28,922,580	\$ 30,471,040	\$ 27,023,340

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	211	229	751	753	755	2023-24 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	AQMD	ARPA	SELF-FUNDED INSURANCE	INFORMATION SYSTEMS	UAL & EMPLOYEE BENEFITS	
	PERSONNEL EXPENSE							
5110	Buy Backs	\$ 26,600	\$ -	\$ -	\$ -	\$ 4,700	\$ -	\$ 31,300
5111	Salaries - Full Time	1,326,920	3,450	65,970	168,650	425,100	-	1,990,090
5111	Salaries - Full Time (Vacancy Allowance)	(2,013,220)	-	-	-	-	-	(2,013,220)
5112	Salaries - Temporary/Part Time	522,990	-	-	-	-	-	522,990
5113	Overtime	33,000	-	-	-	-	-	33,000
5115	Essential Worker Premium Pay	-	-	1,033,920	-	-	-	1,033,920
5116	Fringe Benefits	109,550	1,020	29,670	42,690	97,300	-	280,230
5117	Retirement Contributions	196,850	420	7,860	20,220	50,610	-	275,960
5118	Employee LTD Costs	-	-	-	46,000	-	-	46,000
5119	Unfunded Annual PERS Liability	648,350	-	-	-	-	-	648,350
	TOTAL PERSONNEL EXPENSES	\$ 851,040	\$ 4,890	\$ 1,137,420	\$ 277,560	\$ 577,710	\$ -	\$ 2,848,620
	MAINTENANCE & OPERATIONS							
5205	Recruitment Costs - Other	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,700
5211	Postage	45,700	-	-	-	-	-	45,700
5212	Advertising	4,300	-	-	-	-	-	4,300
5213	Dues & Subscriptions	21,330	-	-	150	-	8,330	29,810
5215	Training/Conferences/Meetings	45,050	-	-	5,400	5,000	-	55,450
5216	Office Supplies	38,330	-	-	500	600	-	39,430
5217	Other Supplies/Materials	154,500	1,000	-	-	15,000	4,000	174,500
5218	Uniform Expense	9,080	-	-	-	-	-	9,080
5219	Registration/License/Permits	13,400	-	-	65,000	1,169,410	-	1,247,810
5220	Fuel Usage	9,700	-	-	-	600	-	10,300
5221	Mileage Reimbursement	1,800	-	-	-	100	-	1,900
5222	Print/Mail Charges	11,370	-	-	-	-	-	11,370
5226	Team Building Expenses	1,400	-	-	-	500	-	1,900
5231	Office Equipment (Under 5,000)	9,300	-	-	-	1,000	-	10,300
5232	Computer Equip (Under 5,000)	5,000	-	-	-	105,000	-	110,000
5233	Other Equipment (Under 5,000)	7,500	-	-	-	30,000	-	37,500
5234	Other Equipment Rental	52,500	-	-	-	52,520	-	105,020
5235	Copier Usage Expense	-	-	-	-	65,000	-	65,000
5236	Rent	18,000	-	-	-	-	-	18,000
5237	Utilities - Sewer	1,000	-	-	-	-	-	1,000
5241	Utilities - Electric	192,000	-	-	-	-	-	192,000
5242	Utilities - Gas	27,500	-	-	-	-	-	27,500
5243	Utilities - Telephone	-	-	-	-	432,800	-	432,800
5244	Utilities - Water	343,770	-	-	-	-	-	343,770
5251	Legal Services	20,000	-	-	100,000	-	-	120,000
5252	Professional Services	50,400	-	-	-	-	35,000	85,400

CITY OF UPLAND
ADMINISTRATIVE SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

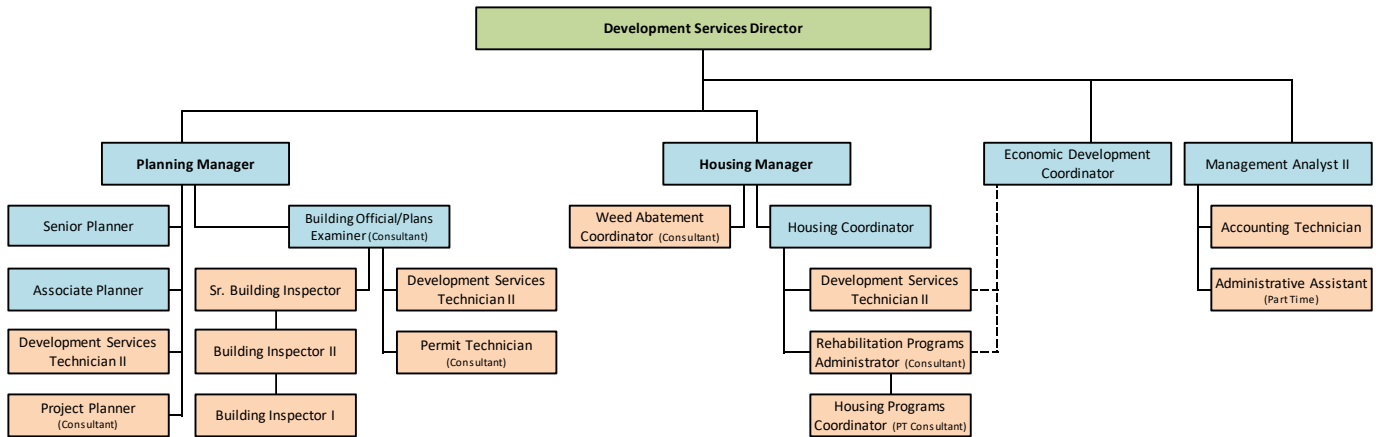
OBJECT CODE	FUND NO.	101	211	229	751	753	755	2023-24 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	AQMD	ARPA	SELF-FUNDED INSURANCE	INFORMATION SYSTEMS	UAL & EMPLOYEE BENEFITS	
5253	Contract Services	1,897,040	-	-	-	-	80,100	1,977,140
5254	Data Processing Services	-	-	-	-	626,710	-	626,710
5255	Banking Services	85,410	-	-	-	-	20,000	105,410
5258	Other Services	514,510	-	-	221,120	5,000	8,600	749,230
5261	Books & Digital Materials	165,580	-	-	-	-	-	165,580
5271	Insurance Premium	-	-	-	2,421,390	-	-	2,421,390
5272	Claims Expense	-	-	-	2,045,000	-	-	2,045,000
5290	Late Charges	-	-	-	-	840	-	840
5294	Sponsor/Contribution/Donation	10,000	-	-	-	-	-	10,000
5303	DDA/OPA	990,000	-	-	-	-	-	990,000
5321	Employee Incentive	-	20,000	-	-	-	25,000	45,000
5322	Health Premiums - Retirees	-	-	-	-	-	343,130	343,130
5325	Pension Expense - GASB 68	-	-	-	-	-	6,209,670	6,209,670
5326	Medical - Retirees	-	-	-	-	-	147,150	147,150
5327	Dental - Retirees	-	-	-	-	-	73,160	73,160
5328	Vision - Retirees	-	-	-	-	-	5,870	5,870
5329	COBRA	10,000	-	-	-	-	-	10,000
5410	ICRMA Liability Program Annual Assessment	-	-	-	87,700	-	-	87,700
5424	Bond Principal Payment	271,100	-	-	-	-	-	271,100
5425	Bond Interest Expense	597,450	-	-	-	-	-	597,450
5701	Information Systems Allocation Charges	733,630	-	-	-	37,010	-	770,640
5702	Fleet - Maintenance & Repair Allocation	16,280	-	-	-	4,380	-	20,660
5703	Vehicle Acquisition Allocation	-	-	-	-	-	-	-
5704	Building Maintenance & Operation Allocation	158,750	-	-	-	-	-	158,750
5705	Self Funded Liability Allocation	422,530	-	-	-	-	-	422,530
5706	OPEB & Employee Benefits Allocation	42,240	-	-	4,860	12,560	-	59,660
5707	PERS-UAL Allocation	2,682,420	-	-	45,550	116,440	-	2,844,410
5999	Department Allocation Charges	(400,000)	-	-	-	-	-	(400,000)
	TOTAL MAINTENANCE & OPERATIONS	\$ 9,288,570	\$ 21,000	\$ -	\$ 4,996,670	\$ 2,680,470	\$ 6,960,010	\$ 23,946,720
	CAPITAL OUTLAY							
5529	Building Improvements	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000
5530	Machinery & Equipment	-	-	-	-	50,000	-	50,000
5531	Vehicles	-	-	18,000	-	-	-	18,000
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 178,000	\$ -	\$ 50,000	\$ -	\$ 228,000
	CAPITAL IMPROVEMENT PROJECTS							
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL IMPROVEMENTS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 10,139,610	\$ 25,890	\$ 1,315,420	\$ 5,274,230	\$ 3,308,180	\$ 6,960,010	\$ 27,023,340

ADOPTED BUDGET
FY 2023-24
DEVELOPMENT SERVICES



DEVELOPMENT SERVICES

City of Upland Organizational Chart Fiscal Year 2023-24

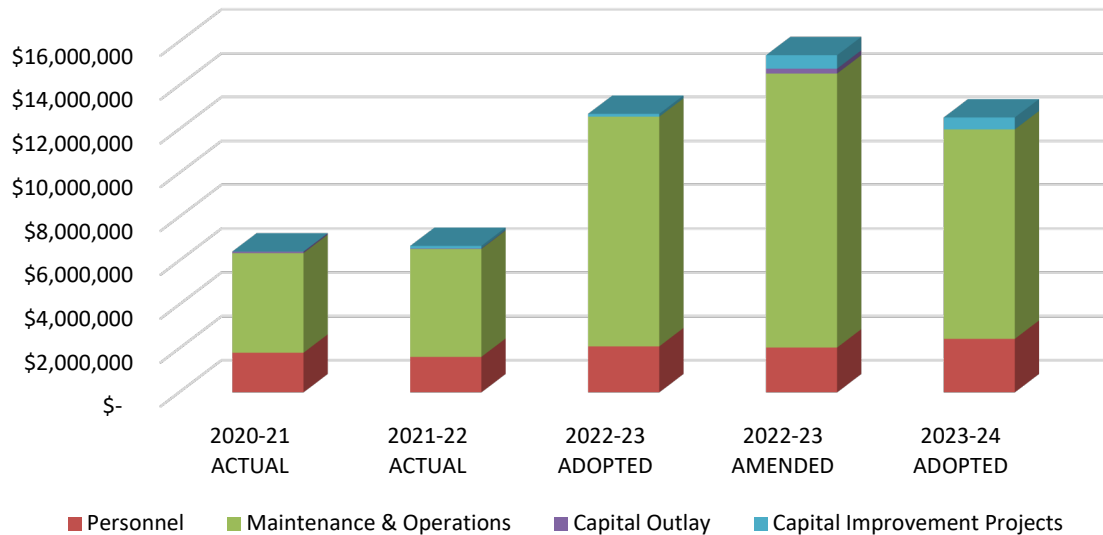


MISSION STATEMENT

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

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$1,807,880	\$1,619,550	\$2,099,320	\$2,045,200	\$2,441,920
Maintenance & Operations	4,543,570	4,919,110	10,476,820	12,500,460	9,522,320
Capital Outlay	66,330	22,250	-	222,640	-
Capital Improvement Projects	4,270	117,390	130,550	613,350	544,170
TOTAL BUDGET	\$6,422,050	\$6,678,300	\$12,706,690	\$15,381,650	\$12,508,410

Development Services Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$1,773,930	\$2,180,630	\$2,603,510	\$2,780,820	\$2,962,520
HOUSING	2,276,270	2,070,390	3,982,440	3,982,460	4,260,440
HOME	119,230	256,980	355,000	355,000	510,000
CDBG	864,800	956,180	796,200	1,629,740	924,690
PBIA	108,060	94,950	219,050	205,830	236,180
OTHER GRANTS	34,570	150,480	635,380	706,340	151,150
CALHOME	167,490	126,760	675,000	675,000	-
FEDERAL GRANT-CARES ACT	119,910	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	1,050	70,460	1,675,480	145,340
ENERGY EFFICIENCY CAPITAL IMPROV PROJECT	28,640	1,900	-	-	-
SUCCESSOR AGENCY	929,150	838,980	3,369,650	3,370,980	3,318,090
TOTAL BUDGET	\$6,422,050	\$6,678,300	\$12,706,690	\$15,381,650	\$12,508,410

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
BUILDING, PLANNING, AND ECONOMIC DEVELOPMENT DEVELOPMENT SERVICES DIRECTOR	1.00	1.00	1.00	1.00	0.50
ECONOMIC DEVELOPMENT COORDINATOR	1.00	1.00	1.00	1.00	0.90
MANAGEMENT ANALYST II	1.00	1.00	1.00	1.00	0.35
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	0.00
PLANNING MANAGER	1.00	1.00	1.00	1.00	0.85
SENIOR PLANNER	0.00	1.00	1.00	1.00	0.80
ASSOCIATE PLANNER	1.00	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	1.00	0.00	0.00	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	1.00	1.00	1.00	0.75
BUILDING INSPECTOR II	3.00	1.00	1.00	1.00	0.75
BUILDING INSPECTOR I	0.00	1.00	1.00	1.00	1.00
DEVELOPMENT SERVICES TECHNICIAN II	2.00	2.00	2.00	2.00	1.85
TOTAL DIVISIONS	14.00	14.00	14.00	14.00	10.45

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, the Airport Land Use Committee, Planning Commission, and 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 2023-24 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 training 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. 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 boarding houses. 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 that will be sustainable and environmentally friendly, while also continuing to be affordable and reliable for the benefit of residential and business customers.
- ◆ 2021-2029 Housing Element Update - Per state law, the City must update the Housing Element of its 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 this 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's allocation for the 2021-2029 planning period is 5,673 units.

- ◆ Following certification of the 2021-2029 Housing Element Update, process zoning and General Plan land use changes to implement the policies and rezone sites on the housing site inventory identified in the 2021-2029 Housing Element Update.
- ◆ Plan for housing production by working with state and regional agencies in accommodating the City’s Regional Housing Needs Allocation (RHNA) and recommend land use designations and policies that would result in the production of housing for all segments of the population.
- ◆ Maintain a contract with a short-term rental consultant to 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 aid 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 various State land use mandates.

FY 2022-23 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 180 planning projects through Administrative Approval, Technical Review Committee, Planning Commission, and City Council through March 2023.

- ◆ As of May 2023, staff processed 49 recorded Accessory Dwelling Unit covenants.
- ◆ Coordinated with other city departments to process and issue approximately 24 Special Event and Film Permits, including for the Lemon Festival and the relocation of the Upland Farmer's Market to Downtown.
- ◆ Processed 270 requests for address assignments.
- ◆ Provided customer service to an estimated 7,200 (30/day avg.) telephone inquiries.
- ◆ As of May 2023, processed 416 zoning clearance requests for new businesses in the City.
- ◆ Processed 5 Mills Act Contracts.
- ◆ Added one new historic property to the City's local register of Historic Places.
- ◆ Worked on several ongoing and recurring projects such as the Division's web site, continuing budget challenges, and monthly development highlights newsletter.
- ◆ Reviewed/responded to environmental documents prepared by other jurisdictions.
- ◆ Processed the Rose Glen Development Plan Project for 64 homes, which received approval from the City Council on October 10, 2022.
- ◆ Completed the amended design of the 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.
- ◆ Established a contract with a short-term rental consultant to implement the City's short term rental program and properly regulate this land use and increase the City's Transient Occupancy Tax revenue.
- ◆ 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, staff 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 the San Bernardino County Transportation Agency (SBCTA), SCAG, Gold Line Authority, and Caltrans to implement regional planning projects. Such projects include the SBCTA's Metrolink 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.
- ◆ As of May 2023, the Planning Division received and responded to 26 public records requests.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
General Plan Amendments	0	4	3	3
Zone Change/Code Amendments	2	6	8	6
Specific Plan Reviews	1	2	3	1
Development Plan Review	12	6	10	8
Conditional Use Permits	12	4	10	8
Sign Design Reviews	49	81	65	65
Parcel Map/Tract Maps	3	5	4	4
Administrative Use Permits	12	28	28	25
Administrative Determinations	8	8	9	8
Environmental Impact Reports/Negative Declarations	8	3	4	4
Mills Act	9	2	5	3
Temporary Use Permits	41	7	3	3
Special Event Permits	14	22	28	25
Appeals	1	0	0	0
Zoning Clearances	212	571	453	512
Covenants	37	62	59	65

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 Division also ensures the health and safety of building occupants by reviewing soil conditions, construction methods, and materials. The Division also conducts occupancy inspections for new businesses seeking establishment within the City.

The mission of the Division is to ensure the buildings and sites in Upland are safe and habitable structures where people can live, work, and play. In cooperation with the Planning Division, Engineering Division, and other agencies, the Building Division enforces the intent of legally established codes and regulations without unnecessary impact on owners, builders, and designers. The Division strives to be proactive, creative, helpful, and responsive with an emphatic understanding of customer needs. The Division encourages willing compliance through the promotion of public awareness and administers 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 the City's 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 2023-24 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 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.
- ◆ Implement and continue to develop the Business License Inspection Program. This program will require all business license applicants that will operate in a commercial building or space to first have the Building and Safety Division inspect the 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 both major and 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.

- ◆ To refine the building inspection requests and scheduling processes and migrate this to the online portal.
- ◆ Continue to utilize consultant services to provide per diem coverage for our Building Inspectors.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Using the new online permit application program (CSS Portal), the city is currently experiencing more than a 98 percent online submittal rate for all permit applications. With this high user rate and the implementation of construction plan submittal through the CSS 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 to online permit processing and issuance through CSS Portal, has been educational as well as challenging. Staff is now capable of providing 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 the increasing complexity of building codes and the continuing high volume of construction activity in Upland. With this said, the Building Division is now on the cutting edge of how building departments, on a nationwide level, will be conducting business in the future.
- ◆ Performed 90 percent of plan reviews within a 3 week turn-around time for more than 1,500 submitted permit applications. Of this total, approximately 900 applications were reviewed in 72 hours or less.
- ◆ Responded to approximately 10,200 (70/day avg.) phone inquiries.
- ◆ Conducted 99% of more than 4,000 inspections within 24 hours of request.
- ◆ With more than 3 months remaining in the current fiscal year, the total number of permits processed may exceed 2,000.
- ◆ Developed a Business License Inspection Program which requires all first-time and reinstatement of expired business license applicants to have the Building and Safety Department inspect their premises prior to issuance of a business license during which key elements of fire and life safety requirements are reviewed with the applicant.
- ◆ Adopted the 2022 California Building Code.
- ◆ As of May 2023, the Building Division received and responded to 100 public records requests.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Inspections within 24 hours	99%	99%	99%	99%
Total number of inspections	8,200	8,950	13,200	11,800
Plan check turn-around time (business days)	< 3 weeks	< 3 weeks	<4 weeks	<3 weeks
Total number of plan checks	1,530	2,275	2,250	1,900
Total number of building permits issued	3,112	3,420	3,235	2,850
Commercial buildings - New	7	15	12	16
Commercial buildings - TI & Alteration	46	103	75	65
Residential buildings - New	130	34	85	30
Residential buildings - Alteration & Addition	95	195	150	120
New multi-family units	82	35	120	75
Total Building Valuation	\$67,800,000	\$69,500,000	\$100,500,000	\$85,000,000

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 2023-24 GOALS AND OBJECTIVES

- ◆ Receive City Council approval to declare nuisances and fire hazards a violation of the Upland Municipal Code and authorize staff to begin the weed abatement program.
- ◆ Inspect 28,000 properties for possible violations.
- ◆ Assess and lien non-compliant properties (300 properties).
- ◆ Abate non-compliant properties (60 properties).
- ◆ Resolve all violations as efficiently and effectively as possible.
- ◆ Continue to improve program marketing and outreach efforts to improve voluntary compliance with the Upland Municipal Code.
- ◆ Prepare a request for quotes for alternate landscaping services.
- ◆ Implement changes requested by the City Council in 2022 which will amend the noticing process.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Inspected 22,602 properties.
- ◆ As of May 2023, Weed Abatement received and responded to 6 public records requests.

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL*	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Properties Inspected	0	22,601	22,601	22,601
Properties Assessed/Liened	0	268	90	80
Notices Sent Out	0	401	134	110
Properties Abated (via contractor)	0	78	50	40

* In response to the Covid-19 Pandemic, the City of Upland withheld the implementation of the Weed Abatement Program

ECONOMIC DEVELOPMENT

The Economic Development Division is responsible for developing and administering fiscally sound programs to stimulate economic activity and enhance city revenue. The Economic Development Division will continue to implement the goals and objectives as stated within the adopted 5-year Economic Development Action Plan. The main activity of the Division is business attraction, retention, and expansion by promoting and assisting primary commercial districts in a manner that benefits the residents of the City and the general community. The Division is also responsible for the management and administration of City-owned properties.

FY 2023-24 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 businesses 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 utilize Parking and Business Improvement Area funds for the promotion and betterment of Historic Downtown Upland (HDU) and to enhance its economic vitality.
- ◆ 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.
- ◆ Continue to attend and participate in training events and conferences.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ In May 2022, staff attended the Innovative Commerce Serving Communities (ICSC) conference in Las Vegas to attract retailers and promote Upland opportunities.
- ◆ In June 2022, the City entered into a purchase and sale agreement to sell a 650 square foot portion of a City-owned parking lot, deemed exempt surplus, to the owner of contiguous land at 101 N. 2nd Avenue.
- ◆ In November 2022, the City entered into a Disposition and Development Agreement with City Ventures for the purchase and development of City-owned property located at the northeast corner of First Avenue and A Street.
- ◆ In December 2022, the City entered into a lease agreement with AT&T Mobility Corporation for a faux water tank cellular tower located within Memorial Park.
- ◆ In February 2023, the City Council approved program guidelines for the new Raise-UP: Restaurant Assistance for Increase Sales and Efficiency-Upland Grant Program.
- ◆ In April 2021, the City submitted a project proposal entitled Downtown Upland Main Street Economic Recovery and Revitalization Project in response to Congressman Pete Aguilar’s FY 22 Community Project Funding request. The City was awarded \$1,000,000 of Community Project Funding for the project.
- ◆ In March 2023, Congresswoman Norma Torres presented the City with a Certificate of Special Congressional Recognition as a recipient of the Community Project Funding amount of \$750,000 for FY 2023 for the Phase II of the Downtown Main Street Economic Recovery and Revitalization Project.
- ◆ Prepared and submitted the Possessory Interest Report to the San Bernardino County Assessor’s Office on February 6, 2022, for the period of January 2, 2022, to January 1, 2023.
- ◆ In February 2022, the City received a proposal from Gibson Construction, as part of a Request for Proposal process, for the sale and development of the City-owned half-acre property at Washington Boulevard and 6th Avenue to develop eight apartment homes. The City is in negotiations with the developer for the preparation of a Purchase and Sale Agreement.
- ◆ 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 have 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 26, 2022, 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.
- ◆ Updated the Economic Development Division website to share helpful information and links on business resources, funding sources, and relief programs to assist businesses. 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) by 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 citywide projects, including new businesses.
- ◆ Identified available spaces for lease and properties for sale with in-house CoStar resource and assisted businesses with site selection.
- ◆ Negotiated lease terms and prepared a draft lease for a location on an existing cell tower facility proposed within the San Antonio Park.
- ◆ Efficiently managed 26 leases and one license agreement for city-owned properties.
- ◆ Monitored 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 Catch-UP Business Rental Assistance Program and assisted 17 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.
- ◆ As of May 2023, Economic Development received and responded to 1 public records request.

DEVELOPMENT SERVICES - ADMINISTRATIVE

This section captures the non-division specific goals and accomplishments of the Development Services Administrative Team.

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Develop a file closure and audit process for all Development Services files.
- ◆ Develop department policy and procedures.
- ◆ Schedule Planning Commission interviews.
- ◆ Continue settling the daily Development Services transaction batch.
- ◆ Continue to evaluate, train, and provide feedback to employees.
- ◆ Continue to evaluate and improve internal processes and optimize departmental operations.
- ◆ To digitalize all paper records and relocate permanent records to an off-site facility to optimize real estate within city hall for future office space.
- ◆ To continue seeking new grants and monitoring grants that have already been secured.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Secured a FY22 grant for \$1M from congressman Pete Aguilar for the Tom Thomas Magnolia Plaza (TTMP) in Downtown Upland.
- ◆ Secured a FY23 grant for \$750,000 from congressmember Norma Torres for Phase II of the TTMP in Downtown Upland.
- ◆ Secured a \$300,000 LEAP Grant (Local Early Action Planning) for the implementation of the legislative items identified in the Housing Element.
- ◆ Secured and began spending a \$310,000 SB2 (Senate Bill) Planning Grant. This grant is being used to fund the Housing Element consultant and the ADU (Accessory Dwelling Unit) workbook and materials.
- ◆ Amended and resubmitted reimbursement materials for the 2020 Census Grant.
- ◆ Corrected the SMIP fee, revenue account, and calculation form.
- ◆ Purchased and installed a large format scanner.
- ◆ Reconfigured Development Services storage space, counter, and staff walk path.
- ◆ Coordinated with the City Clerk's Office for the implementation of e-Scribe agenda software which is now being used for Planning Commission meetings.
- ◆ Coordinated with IT Services for the integration and audit of Development Services files copied into Laserfiche from Questys.

- ◆ Coordinated with IT services for Energov (permitting software) changes including a software upgrade, training, and revised workflows.
- ◆ The Management Analyst attended training to become a notary public.

HOUSING

The mission of the Housing Division is to use local, State and Federal resources to their highest and best use and to develop vibrant, diverse, affordable, and sustainable communities for all.

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
HOUSING					
HOUSING MANAGER	1.00	1.00	1.00	1.00	0.00
HOUSING COORDINATOR	1.00	1.00	1.00	1.00	0.00
DEVELOPMENT SERVICES TECHNICIAN II	0.00	1.00	1.00	1.00	0.10
TOTAL DIVISION	2.00	3.00	3.00	3.00	0.10

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 2023-24 GOALS AND OBJECTIVES

- ◆ Continue to collaborate with Upland Community Housing Inc. (“UCHI”) to enter into a Developer Disposition Agreement (DDA) that will expand the Coy Estes Senior Housing Apartment by constructing an additional 72 units for seniors.
- ◆ Continue to collaborate with Gibson and Crestwood (developers) to enter into a DDA to create market rate housing on Washington Avenue & 6th.
- ◆ Continue to work with City Ventures to build 29 townhomes on a city-owned 1-acre parcel on the northwest corner of First Avenue and A Street. When complete, 5 units will remain affordable for persons with incomes at or below 80% of the Area Median Income for San Bernardino County.
- ◆ Address homelessness by supporting the efforts of the San Bernardino County Continuum of Care and funding programs that provide direct outreach, support services and housing to or residents who are homeless or at risk of becoming homeless.
- ◆ Prepare and submit the annual Housing Element activities report to the CA Department of Housing and Community Development (HCD).
- ◆ Prepare and submit a HOME waiver for the after-rehabilitation value limit for both the State HOME HIP and First Time Homebuyer (FTHB) programs.

- ◆ Develop strategies to create additional affordable housing opportunities, including:
 1. Direct new housing growth into strategic locations that strengthen the City’s economy, maximizes existing and planned infrastructure, and fosters the use and development of transit and multi-modal transportation. The areas include Historic Downtown, Foothill Boulevard, Southeast Quadrant and College Heights.
 2. Continue to work collaboratively with nonprofit, for-profit, and faith-based organizations in the community to address the housing and supportive services of residents and those with special housing needs.
 3. Support the maintenance, rehabilitation and continued long-term preservation of publicly subsidized rental housing that is affordable to lower income and special needs households.
 4. Preserve the long-term affordability, condition, quality, and viability of mobile home parks in the community through rent stabilization and proactive maintenance and repair of units.
 5. Continue to process second and accessory dwelling units as permitted by the municipal code.
 6. Continue to permit and encourage density bonuses, lot consolidations, and other means to build market rate and affordable housing.
 7. Support and increase opportunities for residents and Upland employees to achieve homeownership through the provision of financial or regulatory assistance where feasible.
- ◆ Procure auditing services to 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 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Earned approximately a net \$2.6 million from the efficient operation of the Sunset Ridge, Village, and Magnolia Colony Apartments.
- ◆ Received City Council approval to adopt a resolution approving the DDA and Regulatory Agreement for the sale of city-owned surplus land to City Ventures Homebuilding LLC., for a proposed residential project of 29 townhouse homes, with at least 15% of those homes restricted for lower-income first-time homebuyers.
- ◆ Coordinated and received the biannual appraisal of Housing property assets with a value of \$65,585,000.
- ◆ Prepared and submitted the Annual Progress Report on the Housing Element to the HCD.

- ◆ Oversaw and monitored 300 housing units.
- ◆ Monitored annual revisions to the Consumer Price Index and notified all mobile home park owners of rent increases allowed under the City’s Mobile Home Park Rent Stabilization Ordinance.
- ◆ Reconciled program loans related to the financial audit.
- ◆ Balanced the Housing rent revenue budget for FY 2022-23.
- ◆ Completed the Low-and-Moderate-Income Housing Fund report for FY 2022-23.
- ◆ Received 1 Housing loan payoff.

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 2023-24 GOALS AND OBJECTIVES

- ◆ Implement the City’s State HOME and CalHome grant programs to finance approximately three (3) new Housing Improvement Program (HIP), single-family housing rehabilitation project loans and one (1) First Time Homebuyers Program loan.
- ◆ Continue to service the approximately \$5.1 million State HOME and CalHome program loan portfolio.
- ◆ Continue to implement new green building standards in the Housing Improvement Program.
- ◆ Update program manuals, as needed.
- ◆ Prepare and timely submit 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 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Prepared and submitted quarterly reports to HCD for both the State HOME and CalHome programs.
- ◆ Successfully completed HCD's annual review of State HOME and CalHome program grants.
- ◆ Received 1 HOME loan payoff, received 2 CalHome loan payoffs, and 0 partial interest/principal CalHome payment for FY 2022-23.
- ◆ Prepared and submitted another waiver for the Sales/Value limit (203b) and continued discussions with HCD.
- ◆ Recorded CalHome annual anticipated 5% service fee on Reuse Account as Housing revenue.
- ◆ Prepared and submitted a CalHome grant application to HDC for a five-year cycle funding award for FY 2023-2028.
- ◆ Monitored the expenditure of the PLHA program annual funding of \$277,837.
- ◆ Assisted 25 unhoused persons with direct services.

COMMUNITY DEVELOPMENT BLOCK GRANT

The City receives an annual allocation of the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD). These funds are used to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-to-moderate-income persons.

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 2023-24 GOALS AND OBJECTIVES

- ◆ Implement the City's \$623,645 CDBG Funds/Program for FY 2023-24 and administer and monitor all sub-recipient CDBG contracts.
- ◆ Promote equal and fair housing opportunities for residents from all walks of life to provide adequate choices to purchase or rent a home or live in a neighborhood that is best suited to individual needs.
- ◆ Promote new local jobs in the downtown area to people of low-to-moderate-income through the implementation of the City's Business Assistance and Attraction Program (BAAP). For FY 2023-24, the City anticipates funding 2 BAAP projects.
- ◆ Continue to implement the Commercial Rehabilitation Program (CRP) for Historic Downtown revitalization and façade improvements in order to preserve and beautify historical commercial corridors. Two (2) CRP projects are planned.
- ◆ Prepare and submit the annual CDBG Action Plan to HUD using the e-Con Planning Suite.

- ◆ Prepare and submit all HUD financial and performance reporting documents on a timely basis.
- ◆ Comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ Continue to participate in HUD training to develop skills, build knowledge, and enhance staff capacity for the purpose of designing, implementing, and administering the City's HUD programs.
- ◆ Continue to implement the Emergency Repair Program (ERP) which assists up to ten (10) extremely low-income families by providing small-scale emergent code repairs to their owner-occupied, single-family homes or mobile homes.
- ◆ Continue to administer and monitor all sub-recipient CDBG-CV and CDBG-CV3 contracts.
- ◆ Continue to assist ten (10) non-profit organizations in providing public service programs to approximately 1,162 Upland residents.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$1,538,675 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, reported, and monitored all sub-recipient CDBG, CDBG-CV1, and CDBG-CV3 contracts.
- ◆ Conducted an introductory CDBG presentation to the City Council Advisory Committee.
- ◆ Submitted the Action Plan for FY 2022-23 to HUD. This document serves as the City's application for federal funding set aside to provide affordable housing, anti-poverty programs and infrastructure development.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2021-22 to HUD.
- ◆ Received the 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 all required financial and performance reporting documents with HUD.
- ◆ Reviewed the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Through the City's Business Assistance and Attraction Program, the City funded 3 Historic Downtown businesses owners with subsidies to promote new local jobs to persons of low-to-moderate income.

- ◆ Through the Commercial Rehabilitation Program, the City subsidized 4 façade and infrastructure improvements projects within the Downtown business area.
- ◆ Assisted 18 extremely low-income owner-occupied households through the Emergency Repair Program (ERP).
- ◆ Participated in the single audit process for FY 2021-22 CDBG funding.

SUCCESSOR AGENCY ADMINISTRATION

AB 26 dissolved Community Redevelopment Agencies (CRA's) and created Successor Agencies as a part of winding down redevelopment financial affairs. Oversight Boards were also created to review successor agency actions.

The Successor Agency Administration 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. One of the two bonds will mature this year. The final payment for the Tax Allocation Refunding Bonds 2013 (TARB) is scheduled for September 2023.

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Prepare a Department of Finance (DOF) Prior Period Adjustment Report (PPA) and submit the five (5) back up County reports and back up materials to the DOF and the Countywide Oversight Board (CWOB).
- ◆ Continue to balance the Successor Agency budget for FY 2023-24.
- ◆ Obtain quotes and hire a financial consulting firm to assist with the preparation of the Last and Final ROPS (Recognized Obligation Payment Schedule).
- ◆ Submit the last and final ROPS to the DOF and the County Auditor-Controller's Office.

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ 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.
- ◆ Prepared the 2023-24 annual ROPS which was reviewed and approved by the Countywide Oversight Board, the DOF, and the County Auditor-Controller.
- ◆ Received approval for \$195,000 in the FY24 Administrative Allocation. The City reduced administrative costs requested at the direction of the DOF, given the number and nature of the obligations listed on the ROPS. The CWOB commended the City's efforts in this reduction.
- ◆ Attended one (1) Oversight Board meeting.
- ◆ Balanced the Successor Agency budget for FY 2021-22. (Cash balance and PPA reports on expenditures from three years prior i.e., FY24 ROPS reports expenditures from FY21.)

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

DEVELOPMENT SERVICES	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
2201 BUILDING AND SAFETY					
Personnel	\$ 338,830	\$ 311,360	\$ 496,950	\$ 496,950	\$ 600,450
Maintenance & Operations	614,250	913,650	1,061,950	1,096,600	1,103,720
Capital Outlay	-	8,900	-	-	-
TOTAL BUILDING AND SAFETY	\$ 953,080	\$ 1,233,910	\$ 1,558,900	\$ 1,593,550	\$ 1,704,170
2202 WEED ABATEMENT					
Personnel	\$ 12,510	\$ 140	\$ -	\$ -	\$ -
Maintenance & Operations	2,140	31,670	93,590	101,020	109,500
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 14,650	\$ 31,810	\$ 93,590	\$ 101,020	\$ 109,500
2203 ECONOMIC DEVELOPMENT					
Personnel	\$ 82,220	\$ 102,220	\$ 110,180	\$ 110,180	\$ 164,560
Maintenance & Operations	121,390	209,280	231,920	261,930	217,310
Capital Outlay	-	-	-	-	-
TOTAL ECONOMIC DEVELOPMENT	\$ 203,610	\$ 311,500	\$ 342,100	\$ 372,110	\$ 381,870
2204 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	13,880	6,860	20,650	20,650	16,650
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 13,880	\$ 6,860	\$ 20,650	\$ 20,650	\$ 16,650
2205 PLANNING					
Personnel	\$ 270,550	\$ 330,990	\$ 443,950	\$ 443,950	\$ 497,290
Maintenance & Operations	306,160	257,560	138,320	243,540	248,040
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 576,710	\$ 588,550	\$ 582,270	\$ 687,490	\$ 745,330
2207 SANTA FE DEPOT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	12,000	8,000	6,000	6,000	5,000
Capital Outlay	-	-	-	-	-
TOTAL SANTA FE DEPOT	\$ 12,000	\$ 8,000	\$ 6,000	\$ 6,000	\$ 5,000
101 TOTAL GENERAL FUND					
Personnel	\$ 704,110	\$ 744,710	\$ 1,051,080	\$ 1,051,080	\$ 1,262,300
Maintenance & Operations	1,069,820	1,427,020	1,552,430	1,729,740	1,700,220
Capital Outlay	-	8,900	-	-	-
TOTAL GENERAL FUND	\$ 1,773,930	\$ 2,180,630	\$ 2,603,510	\$ 2,780,820	\$ 2,962,520
201 TOTAL HOUSING FUND					
Personnel	\$ 732,460	\$ 509,040	\$ 627,230	\$ 621,720	\$ 788,790
Maintenance & Operations	1,543,810	1,561,350	3,355,210	3,360,740	3,471,650
Capital Outlay	-	-	-	-	-
TOTAL HOUSING FUND	\$ 2,276,270	\$ 2,070,390	\$ 3,982,440	\$ 3,982,460	\$ 4,260,440
208 TOTAL HOME PROGRAM FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	119,230	256,980	355,000	355,000	510,000
Capital Outlay	-	-	-	-	-
TOTAL HOME PROGRAM FUND	\$ 119,230	\$ 256,980	\$ 355,000	\$ 355,000	\$ 510,000

DEVELOPMENT SERVICES		2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
209	TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND					
	Personnel	\$ 132,510	\$ 120,630	\$ 47,280	\$ 47,280	\$ 58,090
	Maintenance & Operations	727,390	726,310	748,920	1,193,820	583,150
	Capital Outlay	790	13,350	-	222,640	-
	Capital Improvement Projects	4,110	95,890	-	166,000	283,450
	TOTAL CDBG FUND	\$ 864,800	\$ 956,180	\$ 796,200	\$ 1,629,740	\$ 924,690
210	TOTAL PARKING BUSINESS IMPROVEMENT AREA (PBIA) FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	42,360	73,450	88,500	88,500	94,800
	Capital Outlay	65,540	-	-	-	-
	Capital Improvement Projects	160	21,500	130,550	117,330	141,380
	TOTAL PBIA FUND	\$ 108,060	\$ 94,950	\$ 219,050	\$ 205,830	\$ 236,180
217	TOTAL OTHER GRANTS FUND					
	Personnel	\$ 1,870	\$ 68,650	\$ 125,900	\$ 125,900	\$ 151,150
	Maintenance & Operations	32,700	81,830	509,480	580,440	-
	Capital Outlay	-	-	-	-	-
	TOTAL OTHER GRANTS FUND	\$ 34,570	\$ 150,480	\$ 635,380	\$ 706,340	\$ 151,150
222	TOTAL CALHOME PROGRAM FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	167,490	126,760	675,000	675,000	-
	Capital Outlay	-	-	-	-	-
	TOTAL CALHOME PROGRAM FUND	\$ 167,490	\$ 126,760	\$ 675,000	\$ 675,000	\$ -
226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	119,910	-	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 119,910	\$ -	\$ -	\$ -	\$ -
229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
	Personnel	\$ -	\$ 250	\$ 70,460	\$ 21,850	\$ 26,000
	Maintenance & Operations	-	800	-	1,323,610	-
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	-	-	-	330,020	119,340
	TOTAL ARPA FUND	\$ -	\$ 1,050	\$ 70,460	\$ 1,675,480	\$ 145,340
427	TOTAL ENERGY EFFICIENCY CAPITAL IMP PROJECT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	28,640	1,900	-	-	-
	Capital Outlay	-	-	-	-	-
	TOTAL ENERGY EFF CAPITAL IMP FUND	\$ 28,640	\$ 1,900	\$ -	\$ -	\$ -
805	TOTAL SUCCESSOR AGENCY FUND					
	Personnel	\$ 236,930	\$ 176,270	\$ 177,370	\$ 177,370	\$ 155,590
	Maintenance & Operations	692,220	662,710	3,192,280	3,193,610	3,162,500
	Capital Outlay	-	-	-	-	-
	TOTAL SUCCESSOR AGENCY FUND	\$ 929,150	\$ 838,980	\$ 3,369,650	\$ 3,370,980	\$ 3,318,090
	TOTAL DEVELOPMENT SERVICES					
	Personnel	\$ 1,807,880	\$ 1,619,550	\$ 2,099,320	\$ 2,045,200	\$ 2,441,920
	Maintenance & Operations	4,543,570	4,919,110	10,476,820	12,500,460	9,522,320
	Capital Outlay	66,330	22,250	-	222,640	-
	Capital Improvement Projects*	4,270	117,390	130,550	613,350	544,170
	TOTAL DEVELOPMENT SERVICES	\$ 6,422,050	\$ 6,678,300	\$ 12,706,690	\$ 15,381,650	\$ 12,508,410

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

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
PERSONNEL EXPENSE						
5110	Buy Backs	\$ 13,610	\$ 26,000	\$ 20,600	\$ 20,600	\$ 54,600
5111	Salaries - Full Time	1,060,110	1,153,600	1,482,260	1,443,610	1,698,060
5112	Salaries - Temporary/Part Time	80,860	52,490	41,370	41,370	45,820
5113	Overtime	21,590	20,740	23,500	23,500	28,000
5116	Fringe Benefits	244,950	250,930	372,870	358,880	417,270
5117	Retirement Contributions	120,300	115,790	158,720	157,240	198,170
5119	Unfunded Annual PERS Liability	266,460	0	-	-	-
TOTAL PERSONNEL EXPENSES		\$ 1,807,880	\$ 1,619,550	\$ 2,099,320	\$ 2,045,200	\$ 2,441,920
MAINTENANCE & OPERATIONS						
5211	Postage	\$ 30	\$ 60	\$ 600	\$ 600	\$ 600
5212	Advertising	26,660	23,390	29,500	34,380	39,000
5213	Dues & Subscriptions	7,990	18,250	21,800	31,100	29,720
5215	Training/Conferences/Meetings	3,270	10,680	24,720	23,920	27,220
5216	Office Supplies	4,160	4,840	5,450	5,550	5,450
5217	Other Supplies/Materials	39,090	40,050	12,730	3,510	4,500
5218	Uniform Expense	1,220	1,720	1,000	1,700	2,700
5219	Permits/Licenses/Fee/Assessments	-	-	20	20	-
5220	Fuel Usage	2,700	2,170	4,500	4,200	4,100
5221	Mileage Reimbursement	120	170	400	400	1,800
5222	Print/Mail Charges	1,230	1,480	2,400	2,200	4,950
5223	Information Systems Charges	160,230	-	-	-	-
5224	Vehicle Charges	13,470	-	-	-	-
5225	Building Maint & Operations	12,000	-	-	-	-
5226	Team Building Expenses	-	-	-	-	1,500
5231	Office Equipment (Under 5,000)	-	3,820	200	28,700	320
5232	Computer Equip. (Under \$5000.)	2,740	3,070	100	100	100
5233	Other Equipment	-	1,270	3,020	3,420	-
5241	Utilities - Electric	200	130	200	500	500
5243	Utilities - Telephone	1,190	2,200	4,000	4,000	4,000
5245	Maintenance - Building/Structure/Grounds	18,820	43,810	63,000	63,000	102,800
5251	Legal Services	4,420	230	19,500	15,440	12,000
5252	Professional Services	777,820	840,670	914,520	1,115,420	984,600
5253	Contract Services	65,370	54,460	365,630	420,810	54,950
5255	Banking Services	21,220	45,080	44,100	57,100	57,400
5258	Other Services	789,740	751,580	2,416,800	4,029,510	2,128,020
5273	Workers Compensation Charges	119,760	-	-	-	-
5274	Unemployment Charges	4,030	-	-	-	-
5275	Long-term Disability Charges	7,790	-	-	-	-
5276	Liability Charges	152,020	-	-	-	-
5277	Loss Prevention Charges	7,780	-	-	-	-
5291	Bad Debts Expense	-	10,500	-	-	-
5296	Pass-Thru Expense	97,780	120,390	-	-	-
5299	Prior Year Expenses	-	5,560	-	-	-
5301	Grants	67,860	-	-	-	-
5302	Loans	-	-	-	-	100,000
5305	Emergency Repairs Program	-	10,000	-	20,000	20,000
5310	Forgivable Loans	25,000	75,000	232,540	324,780	139,490
5314	HIP Loans	111,160	47,190	345,000	345,000	230,000
5315	FRHB Loans	-	-	685,000	685,000	280,000
5424	Bond Principal Expense	556,920	580,250	3,134,065	3,134,070	3,279,580
5425	Bond Interest Expense	1,109,810	854,050	1,011,625	1,011,630	865,990
5601	FY Net Loan Activity	329,970	437,570	-	-	-
5701	Information Systems Allocation Charges	-	177,850	210,340	210,340	200,120
5702	Fleet - Maintenance & Repair Allocation	-	2,380	6,680	6,680	3,980
5703	Vehicle Acquisition Allocation	-	-	-	-	-
5704	Building Maintenance & Operation Allocation	-	14,260	6,000	6,000	50,000

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
5705	Self Funded Liability Allocation	-	319,240	369,950	369,950	364,370
5706	OPEB & Employee Benefits Allocation	-	58,510	52,360	52,360	52,190
5707	PERS-UAL Allocation	-	357,230	489,070	489,070	470,370
	TOTAL MAINTENANCE & OPERATIONS	\$ 4,543,570	\$ 4,919,110	\$ 10,476,820	\$ 12,500,460	\$ 9,522,320
	CAPITAL OUTLAY					
5527	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	66,330	13,350	-	222,640	-
5530	Machinery & Equipment	-	8,900	-	-	-
	TOTAL CAPITAL OUTLAY	\$ 66,330	\$ 22,250	\$ -	\$ 222,640	\$ -
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 4,270	\$ 117,390	\$ 130,550	\$ 613,350	\$ 544,170
	CAPITAL IMPROVEMENT PROJECTS	\$ 4,270	\$ 117,390	\$ 130,550	\$ 613,350	\$ 544,170
	TOTAL DEPARTMENT	\$ 6,422,050	\$ 6,678,300	\$ 12,706,690	\$ 15,381,650	\$ 12,508,410

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND

OBJECT CODE	FUND NO.	101	201	208	209	210	217	222	229	805	2023-24 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	HOUSING	HOME PROGRAM	CDBG	PBIA	OTHER GRANTS	CALHOME PROGRAM	ARPA	SUCCESSOR AGENCY	
	PERSONNEL EXPENSE										
5110	Buy Backs	\$ 44,800	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,600
5111	Salaries - Full Time	862,410	566,060	-	42,530	-	93,340	-	18,780	114,940	1,698,060
5112	Salaries - Temporary/Part Time	11,130	11,130	-	-	-	23,560	-	-	-	45,820
5113	Overtime	27,500	500	-	-	-	-	-	-	-	28,000
5116	Fringe Benefits	215,020	135,800	-	10,670	-	23,070	-	4,960	27,750	417,270
5117	Retirement Contributions	101,440	65,500	-	4,890	-	11,180	-	2,260	12,900	198,170
	TOTAL PERSONNEL EXPENSES	\$ 1,262,300	\$ 788,790	\$ -	\$ 58,090	\$ -	\$ 151,150	\$ -	\$ 26,000	\$ 155,590	\$ 2,441,920
	MAINTENANCE & OPERATIONS										
5211	Postage	\$ 500	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
5212	Advertising	27,000	3,500	-	8,500	-	-	-	-	-	39,000
5213	Dues & Subscriptions	28,990	730	-	-	-	-	-	-	-	29,720
5215	Training/Conferences/Meetings	22,590	4,630	-	-	-	-	-	-	-	27,220
5216	Office Supplies	4,450	1,000	-	-	-	-	-	-	-	5,450
5217	Other Supplies/Materials	3,500	1,000	-	-	-	-	-	-	-	4,500
5218	Uniform Expense	2,200	500	-	-	-	-	-	-	-	2,700
5220	Fuel Usage	4,100	-	-	-	-	-	-	-	-	4,100
5221	Mileage Reimbursement	1,300	500	-	-	-	-	-	-	-	1,800
5222	Print/Mail Charges	4,850	100	-	-	-	-	-	-	-	4,950
5226	Team Building Expenses	1,100	400	-	-	-	-	-	-	-	1,500
5231	Office Equipment (Under 5,000)	320	-	-	-	-	-	-	-	-	320
5232	Computer Equip. (Under \$5000.)	-	100	-	-	-	-	-	-	-	100
5241	Utilities - Electric	500	-	-	-	-	-	-	-	-	500
5243	Utilities - Telephone	1,500	2,500	-	-	-	-	-	-	-	4,000
5245	Maintenance - Building/Structure/Grounds	8,000	-	-	-	94,800	-	-	-	-	102,800
5251	Legal Services	-	10,000	-	-	-	-	-	-	2,000	12,000
5252	Professional Services	674,400	301,620	-	-	-	-	-	-	8,580	984,600
5253	Contract Services	50,000	4,950	-	-	-	-	-	-	-	54,950
5255	Banking Services	53,000	-	-	-	-	-	-	-	4,400	57,400
5258	Other Services	86,170	1,606,690	-	435,160	-	-	-	-	-	2,128,020
5302	Loans	-	100,000	-	-	-	-	-	-	-	100,000
5305	Emergency Repairs Program	-	20,000	-	-	-	-	-	-	-	20,000
5310	Forgivable Loans	-	-	-	139,490	-	-	-	-	-	139,490
5314	HIP Loans	-	-	230,000	-	-	-	-	-	-	230,000
5315	FRHB Loans	-	-	280,000	-	-	-	-	-	-	280,000
5424	Bond Principal Expense	-	674,580	-	-	-	-	-	-	2,605,000	3,279,580
5425	Bond Interest Expense	-	355,200	-	-	-	-	-	-	510,790	865,990
5701	Information Systems Allocation Charges	160,920	39,200	-	-	-	-	-	-	-	200,120
5702	Fleet - Maintenance & Repair Allocation	3,980	-	-	-	-	-	-	-	-	3,980
5703	Vehicle Acquisition Allocation	-	-	-	-	-	-	-	-	-	-
5704	Building Maintenance & Operation Allocation	50,000	-	-	-	-	-	-	-	-	50,000
5705	Self Funded Liability Allocation	219,520	144,850	-	-	-	-	-	-	-	364,370
5706	OPEB & Employee Benefits Allocation	32,600	19,590	-	-	-	-	-	-	-	52,190
5707	PERS-UAL Allocation	258,730	179,910	-	-	-	-	-	-	31,730	470,370
	TOTAL MAINTENANCE & OPERATIONS	\$ 1,700,220	\$ 3,471,650	\$ 510,000	\$ 583,150	\$ 94,800	\$ -	\$ -	\$ -	\$ 3,162,500	\$ 9,522,320
	CAPITAL OUTLAY										
5527	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5528	Improvements Other Than Buildings	-	-	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS										
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ 283,450	\$ 141,380	\$ -	\$ -	\$ 119,340	\$ -	\$ 544,170
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ 283,450	\$ 141,380	\$ -	\$ -	\$ 119,340	\$ -	\$ 544,170
	TOTAL DEPARTMENT	\$ 2,962,520	\$ 4,260,440	\$ 510,000	\$ 924,690	\$ 236,180	\$ 151,150	\$ -	\$ 145,340	\$ 3,318,090	\$ 12,508,410

**ADOPTED
BUDGET FY 2023-24
POLICE**



POLICE DEPARTMENT

City of Upland Organizational Chart

Fiscal Year 2023-24

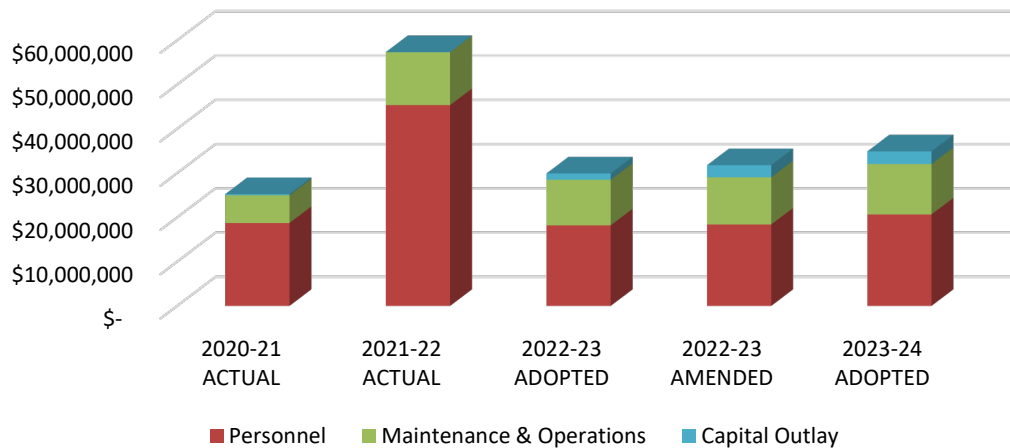


MISSION STATEMENT

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.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$18,728,050	\$45,356,620	\$18,195,840	\$18,391,230	\$20,700,390
Maintenance & Operations	6,260,830	11,940,120	10,303,880	10,671,650	11,389,640
Capital Outlay	266,150	42,920	1,424,860	2,726,720	2,865,740
TOTAL BUDGET	\$25,255,030	\$57,339,660	\$29,924,580	\$31,789,600	\$34,955,770

Police Department Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$23,385,930	\$55,163,140	\$26,981,010	\$27,181,260	\$30,231,910
PUBLIC SAFETY AUGMENTATION	1,057,960	1,374,950	1,512,900	1,512,900	1,500,070
AIR QUALITY MANAGEMENT FUND	-	17,150	-	-	-
FEDERAL GRANT-CARES ACT	5,200	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	571,590	117,200	892,470	22,500
GEN. CAPITAL IMPROVEMENTS	228,810	4,380	-	28,110	-
HOMELAND SECURITY GRANTS	28,340	56,020	-	160,530	104,300
PROPOSITION 30	-	-	150,000	150,000	150,000
COPS	47,000	-	1,157,660	1,511,490	1,321,140
HOMELESS EMERGENCY AID PRG.	44,930	-	-	87,290	-
OFFICE OF TRAFFIC SAFETY	124,940	138,870	5,810	251,830	143,710
LOCAL LAW ENFORCEMENT BLOCK GRANTS	288,920	-	-	13,720	88,850
OFFICE OF JUSTICE PROGRAMS	41,500	7,060	-	-	-
ASSET FORFEITURE – FEDERAL DOJ	-	-	-	-	1,189,580
ASSET FORFEITURE – FEDERAL TREASURY	-	-	-	-	10,350
ASSET FORFEITURE – STATE	1,500	6,500	-	-	193,360
TOTAL BUDGET	\$25,255,030	\$57,339,660	\$29,924,580	\$31,789,600	\$34,955,770

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, including the designated Metrolink parking lots, downtown business district, and other areas within the City that have designated parking restrictions.

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

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division oversees the administrative duties of the Department. It includes the Detective Bureau, which is tasked with investigating all major crimes and all crimes requiring special attention and/or lengthy investigation, The School Resource Officer (SRO), and the Special Teams Unit, which includes the Special Investigations Unit (SIU), the IMPACT Team, Homeless Services, the Crime Prevention & Community Outreach Specialist, and the K-9 teams.

Major investigations concerning vice and narcotics are the responsibility of SIU. Conversely, the IMPACT Team, is tasked with all "Quality of Life" concerns and enforcement actions against criminal vagrants. The IMPACT Team, in partnership with the Homeless Services Coordinator, assists the homeless by providing available services and finding shelter.

The School Resource Officer (SRO) primarily works at Upland High School. The SRO is responsible for all 14 schools within the school district.

The Crime Prevention & Community Outreach Specialist serves as a liaison between the community and the Police Department and provides the community with information and programs designed to reduce crime. Some of these programs include Neighborhood and Business Watch programs and Crime Prevention Through Environmental Design.

Other personnel under the Administrative Services Division include Property and Evidence which assists department personnel with crime scene processing/photography and evidence storage; the Personnel and Training Officer who handles recruitment, training, and background investigations of all police department employee candidates; and the Code Enforcement Unit, which 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.

Lastly, the Administrative Services Division is responsible for Facilities Maintenance and all Fiscal Services (Purchasing, Accounts Payables, maintaining the department's budget, coordinating the department's grants, and the False Alarm Program).

SPECIAL SERVICES DIVISION

The Special Services Division oversees professional standards, records, animal control, volunteers, and special projects within the department.

The Professional Standards Unit preserves the public's trust and confidence by conducting thorough and impartial investigations of alleged employee misconduct, providing proactive measures to prevent such misconduct, and maintaining the highest standards of fairness and respect towards our citizens and employees.

The Records Unit processes local and state criminal offender information, and actively performs a detailed list of law enforcement record-keeping processes. Animal Control handles any animal-related issue in the City to ensure public safety as it relates to animals and pets. The Volunteers in Police Services (VIPS) Unit consists of members of the community who volunteer to serve at the police department. They are assigned to patrol or to perform administrative tasks within the different divisions within the police department. In addition, special projects include implementing new technology and ensuring the department is consistent with new legal mandates.

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 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 LIEUTENANT	4.00	3.00	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	7.00	7.00
POLICE CORPORAL	0.00	5.00	5.00	7.00	7.00
POLICE OFFICER	50.00	49.00	49.00	49.00	40.00
CRIME ANALYST	1.00	1.00	1.00	1.00	1.00
CIVILIAN INVESTIGATOR	0.00	0.00	0.00	1.00	1.00
FORENSIC TECHNICIAN	1.00	1.00	1.00	1.00	1.00
BUDGET SPECIALIST	1.00	1.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00	0.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00	1.00
POLICE DISPATCHER II	2.00	2.00	2.00	9.00	9.00
POLICE DISPATCHER I	10.00	10.00	10.00	3.00	3.00
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00	1.00	1.00
SENIOR RECORDS TECHNICIAN	0.00	1.00	1.00	1.00	1.00
POLICE RECORDS TECHNICIAN I/II	5.00	5.00	5.00	5.00	5.00
HOMELESS SERVICES COORDINATOR	1.00	1.00	1.00	1.00	0.00
CRIME PREVENTION & COMMUNITY OUTREACH SPECIALIST	0.00	0.00	0.00	1.00	1.00
PARK RANGER	0.00	0.00	0.00	1.00	1.00
PARKING CONTROL AIDE	0.00	1.00	1.00	1.00	1.00
POLICE SERVICES TECHNICIAN	6.00	7.00	7.00	5.00	5.00
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	114.00	119.00	119.00	120.00	110.00

FY 2023-24 GOALS AND OBJECTIVES

Commitment to community engagement:

- ◆ Hold two Citizen Academies.
- ◆ Increase social media following by 5% (Instagram, Facebook, Twitter).
- ◆ Patrol and Code Enforcement are to continue to work with the Homeless Outreach Coordinator and the IMPACT Team to improve quality-of-life concerns with members of the community.
- ◆ The IMPACT Team, consisting of four Officers, will focus on specific on-going crime and quality-of-life issues, by continuing their initiative-taking work to reduce blight-related calls for service by 5% from last year and improving quality-of-life within Upland.

Reduce injury traffic crashes by 2%:

- ◆ Increase traffic enforcement.
- ◆ Focus on Office of Traffic Safety (OTS) grant enforcement activities to reduce crashes.
- ◆ Analyze the traffic safety index based on the relationship of traffic citations issued to the number of traffic crashes in specific problem areas. This goal will be accomplished by using the following technology: Omega Crime Analysis system, Traffic Data Collectors (TDC), radar message sign trailers capable of collecting traffic data, portable Pole-Mounted Graphic (PMG) speed feedback signs capable of collecting traffic data, handheld and motorcycle mounted Radar and LIDAR equipment, and our recently upgraded Computer Aided Dispatch Records Management System (CAD/RMS).

Reduce Group A crime by 2%:

- ◆ Increase computer forensic training to an additional detective.
- ◆ Streamline the investigation process when dealing with ID Theft/Fraud Cases.
- ◆ Cross-train detectives in handling multiple case assignments.

Improve employee wellness:

- ◆ Reduce sick time usage by 2%.
- ◆ Reduce worker's compensation-related injuries by 2%.
- ◆ Continue to encourage participation in lifetime fitness and police athletics by participating in Baker to Vegas Relay Race, Softball League, and other similar activities.
- ◆ Continue to support 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Number of Group A Crimes	2,522	2,884	2,619	2,566
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)	25	75	50	50
Total patrol calls	62,754	63,931	62,201	63,000
Number of injury traffic crashes	358	409	447	438
Citations	1,997	2,111	1,679	2,025
Number of Reserve volunteer hours	1,120	1,175	644	700
Number of VIPS volunteer hours	397	250	569	570
Number of Graffiti Reward Payments	1	3	1	1
Number of Intersections equipped with automated license plate readers	4	8	16	28
Number of code enforcement cases resolved	3,431	1,516	2,204	2,755
Code Enforcement Inspections	8,642	3,480	6,763	8,453
Notice of Vacate	8	5	6	6
Administrative Citations	28	43	99	115
Cases filed	8	2	8	8
Signs	1,815	1,600	2,388	1,600
Carts	107	128	157	150
Animals returned to the owner	16%	18%	15%	16%
Animals euthanized	4.8%	8%	10%	8%

FY 2022-23 MAJOR ACCOMPLISHMENTS

Quality-of-Life Issues

Patrol/Investigations

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

Special Teams – Special Investigations Unit (SIU)/ IMPACT Team

- ◆ Served 75 criminal search warrants.
- ◆ Made 64 Felony Arrests.
- ◆ Removed 20 Firearms from the streets.
- ◆ Participated in 4 Multi-Jurisdictional Sweeps.
- ◆ The IMPACT Team made 366 arrests.
- ◆ The IMPACT Team placed 40 individuals in shelters and/or were housed.
- ◆ Participated in 2 Alcohol Beverage Control Operations.
- ◆ Participated in 1 Tobacco Operation.

Code Enforcement

- ◆ Closed an illegal nightclub in the 900 block of W. Foothill Blvd. where a murder occurred in the parking lot.
- ◆ Closed an illegal nightclub in the 500 Block of Central Ave. where underage individuals were consuming alcohol.
- ◆ Abated the Buffalo Inn Properties and recovered \$40,000 in recovery costs.
- ◆ Abated a known drug house in the 1500 block of W. 13th Street for multiple Building Code, Fire Code and Municipal Code Violations causing the owner to evict the tenants.
- ◆ Closed the 2017 hoarder case which had been featured on the TV show *Hoarders* in the 1100 Block of O'Hara Ct.
- ◆ Received an appeal hearing ruling in favor of the City for two residential properties in the 600 block of N. Euclid Ave. Cost recovery liens were placed on the properties for a total of \$30,127.
- ◆ Received an appeal hearing ruling in favor of the City for an abated property in the 1700 block of Orangewood. Cost recovery liens were placed on the property for \$32,195.

- ◆ Facilitated Sidewalk Vendor Enforcement Training in partnership with the San Bernardino County Department of Public Health. The training included city staff, police leadership staff, and code enforcement officers. Sidewalk Vendor Enforcement Packets were created, and training was provided to the patrol staff.
- ◆ Facilitated training for Police Services Technicians and Sergeants on the procedures for dealing with real estate signs and political sign laws.
- ◆ Hired and trained 1 new Code Enforcement Officer.

Animal Control

- ◆ Processed 583 disposal requests.
- ◆ Received 1,484 stray animals at the shelter.
- ◆ Reunited 216 pets with their families.
- ◆ Trapped, neutered or released a total of 80 feral & stray cats.
- ◆ Euthanized 145 animals.
- ◆ Confiscated 42 animals.
- ◆ Collected 354 deceased animals.

Operational Effectiveness

Patrol/Investigations

- ◆ Received grant funding from the California Office of Traffic Safety (OTS) for 2 portable Pole-Mounted Graphics speed feedback signs, 2 LIDARS, the E-Citation to Central Square Records Management System (RMS) interface, and four “Ride To Live” motorcycle safety education courses (free to the public).
- ◆ Received funding from the Justice Assistance Grant (JAG) for 3 additional portable Pole-Mounted Graphics speed feedback signs.
- ◆ Purchased a Lenco Bearcat Armored Rescue Vehicle with funding from the COPS Grant.
- ◆ Implemented the Unmanned Aerial Vehicle Program with the purchase of 8 drones and the FAA Part 107 licensing of 4 officers.
- ◆ Responded to 62,201 calls for service.
- ◆ Received a total of 8,625 police reports.
- ◆ Arrested over 2,598 suspects.
- ◆ Dispatch processed 129,560 calls including approximately 28,902 9-1-1 calls.

- ◆ Continued to modify case assignment procedures to maximize the Investigations Division's ability to investigate crimes.
- ◆ Conducted forensic examinations on over 50 cell phones.
- ◆ Purchased 4 additional License Plate Reader cameras and installed them throughout the city to assist with investigations, bringing our total to 28 cameras.

Evidence

- ◆ Purchased 2 additional freezers to replace aging evidence storage equipment.
- ◆ Took in approximately 5,200 pieces of property.
- ◆ Destroyed over 2,000 pieces of property.
- ◆ Released over 600 pieces of property.
- ◆ Sent over 900 pieces of property to the lab for CAL ID processing.

K-9 Team

- ◆ 107 deployments resulting in 33 surrenders and 5 bite apprehensions.
- ◆ 26 narcotic related arrests.
- ◆ \$400,000 seized from narcotics sales.
- ◆ 298 pounds of illegal narcotics seized.
- ◆ 11 illegal firearms located.

Technology

- ◆ Purchased the E-Citation to Records Management System (RMS) interface which will streamline citation processing. This upgrade will ease the burden of manually entering citations.
- ◆ Purchased two additional handheld parking citation writers for our Police Service Technicians.
- ◆ Due to the effectiveness of the e-citation platform in the Traffic Unit, we are in the process of expanding our e-citation capabilities to Patrol to continue making the citation writing process more efficient.
- ◆ Purchased the "Spidr Tech" program which will provide status updates to people through text messages regarding their call for service and their case as it moves through the investigation process.
- ◆ Upgraded the Axon Body Worn Video program to include video redaction software.

- ◆ Upgraded our LEFTA system to include the full collection of software applications that document various high liability areas and events, including Field Training, Use of Force, Employee Training Records Management, Racial and Identifying Profile Act (RIPA) reporting, Internal Affairs Investigations, Vehicle Pursuits, Employee Complaints, and Employee Traffic Crash Reporting.
- ◆ Purchased “CellHawk” software for our Detective Bureau, which provides rapid mapping of cell phone call detail records (CDRs). This will allow investigators to graph the geographical location of a cell phone as it is in use.
- ◆ Purchased a Leica high-speed 360-degree scanner, which will allow a scene to be surveyed in minutes and the creation of a factual diagram facilitating quick processing and documentation of fatal/major traffic crash scenes and other crime scenes.
- ◆ Purchased Comcate Customer Relationship Management (CRM) software to streamline the customer complaint process related to Code Enforcement. This program is designed to take customer submissions, create, track, and manage the progress of the complaints received.
- ◆ Purchased the PlanIt Scheduling software to enhance employee scheduling. This program will allow staff members to view schedules, request time off, and offer to work shifts on a variety of platforms.

Community Engagement

- ◆ Substantially expanded the number of department personnel who can post to social media in order to better communicate with the community. Sent 2 new social media team members to Social Media for Law Enforcement training.
- ◆ Continued using the “Police/Taxi” in the “Know Your Limit” campaign for DUI education.
- ◆ Continued to provide department-related content to the public through social media platforms.
- ◆ Attended seven neighborhood watch meetings.
- ◆ Attended 2 Community forums.
- ◆ Hosted the annual National Night Out.
- ◆ Hosted 2 Citizen’s Academy.
- ◆ Participated in 10 community events including, Colonies Movie in the Park, Fire/Smoke Alarm Installation, Upland Elementary School BBQ, Coffee with a Cop, Chill with the Chief, UHS Back to School Explorer Recruitment, 9-1-1 Rucksack Hike, Warriors for Children, UHS Career Day, Scary-A-Fair, Uplanders Crime Prevention Forum, and the Anti-bullying Campaign.
- ◆ Participated in the City-sponsored Lemon Festival, Scary-A-Fair, and Christmas Parade.

Employee Development & Training

Firearms / Use of Force

- ◆ 2 Officers attended Firearms Instructor School.
- ◆ 5 Officers attended Basic Patrol Rifle Training.
- ◆ 2 Officers attended Less Lethal Instructor Course
- ◆ 2 Officers attended Diversionary Device Instructor Course
- ◆ 1 Officer attended Pepper Spray Instructor School
- ◆ 1 Officer attended Chemical Agent Instructor School
- ◆ 41 Officer completed Arrest and Control – Perishable Skills Program
- ◆ 43 Officer attended Use of Force/De-Escalation Perishable Skills Program.
- ◆ 16 Officers attended UPD’s Pistol Mounted Miniature Red-Dot Transition/Firearms Perishable Skills Program Course.
- ◆ 2 Officers attended SWAT School.
- ◆ 1 Officer attended Taser Instructor School

Special Assignment / Career Advancement

- ◆ 1 Officer attended the Drug Recognition Expert (DRE) Training Course.
- ◆ 2 Officers attended the NHTSA Standardized Field Sobriety Testing (SFTS) Training Course.
- ◆ 3 Officers attended the NHTSA Advanced Roadside Impairment Driving Enforcement (ARIDE) Training Course.
- ◆ 4 Officers attended the Field Training Officer Course.
- ◆ 2 Officers attended the Traffic Crash Investigations – Basic Course.
- ◆ 2 Officers attended the Traffic Crash Investigations – Intermediate Course.
- ◆ 1 Officer attended the Traffic Crash Investigations – Advance Course.
- ◆ 3 Officers attended the Traffic Crash Investigations – Inspections Course.
- ◆ 10 Officers attended the Pursuit Intervention Technique Course.
- ◆ 1 Officer attended the Tactical Medicine Course.

- ◆ 7 Officers attended the Basic Drone Operator Course.
- ◆ 1 Officer attended the Advance Drone Course.
- ◆ 1 Officer attended the Drone Manager Course.
- ◆ 2 Officers attended the Background Investigation Course.
- ◆ 1 Officer attended the Training Coordinator Course.
- ◆ 2 Officers attended Crisis Negotiations Team Leader Course
- ◆ 8 Officers attended the Title 15 Course.
- ◆ 1 Officer attended Motor School.
- ◆ 1 Officer attended the Motor Instructor Course
- ◆ 4 Officers attended the Domestic Terrorism Training Course.

Supervisory / Leadership (Sergeant and above)

- ◆ 2 Sergeants attended the Sherman Block Institute of Leadership (SLI).
- ◆ 3 Sergeants attended Use of Force for Field Supervisors Training.
- ◆ 2 Lieutenants attended the POST Management Course.
- ◆ 1 Lieutenant attended the Internal Affairs Investigations Course

Professional Staff Development

- ◆ 2 staff members attended the Advanced Social Media for Law Enforcement Training.
- ◆ 5 Dispatchers attended the Domestic Terrorism Training Course.
- ◆ 2 Police Services Technicians attended Traffic Crash Investigation – Basic course.
- ◆ 2 Dispatchers attended the POST Basic Dispatch Course.
- ◆ 1 Code Enforcement Officer attended the POST Supervisory Course.
- ◆ 1 Code Enforcement Officer attended the CACEO Module 1 Certification Course.
- ◆ 1 Records Specialist attended POST Supervisory Course.
- ◆ 1 Records Specialist attended the POST Leadership Course.

Internal Department Training

- ◆ 21 Officers completed the Perishable Skills Driving Course.
- ◆ 40 Officers completed the Perishable Skills Strategic Communication Course.
- ◆ 20 Officers attended the Alcohol Breathalyzer Reader Training Course.
- ◆ Staff conducted 4 Patrol Rifle Qualifications.
- ◆ All Patrol Officers attended the Bias and Racial Profiling roll call training.

Recruitment and Retention

- ◆ Since July 1, 2022, our Personnel & Training Coordinator received and reviewed 534 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, 2022, our Personnel & Training Coordinator hired 30 applicants: 14 Police Officers, 4 Police Officer Trainees, 1 Dispatcher, 6 Police Cadets, 2 Code Enforcement Officer, 2 Park Rangers, 1 Background Investigator.

Hiring Incentives

- ◆ New Hire Signing Bonus for Police Officer Lateral (\$12,500).
- ◆ New Hire Signing Bonus for Police Officer Pre-Service (\$10,000).
- ◆ New Hire Signing Bonus for Police Officer Trainee (\$7,500).
- ◆ New Hire Signing bonus for Police Dispatcher II (\$5,000).
- ◆ New Hire Signing Bonus for Police Dispatcher I (\$2,500).
- ◆ Starting Trainee Pay increased to \$34.00 per hour.

Brand Recognition / Recruiting

- ◆ The social media team continues to build brand recognition on the department's social media platforms for department-related social media content.
- ◆ Development of a new recruitment website to be linked to the City's webpage.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 PROPOSED BUDGET

POLICE	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
3201 POLICE ADMINISTRATION					
Personnel	\$ 1,331,110	\$ 1,336,370	\$ 2,063,970	\$ 2,063,970	\$ 2,469,540
Maintenance & Operations	4,177,840	9,324,730	8,022,850	8,107,230	8,046,400
Capital Outlay	-	5,240	-	23,390	-
TOTAL POLICE ADMINISTRATION	\$ 5,508,950	\$ 10,666,340	\$ 10,086,820	\$ 10,194,590	\$ 10,515,940
3202 POLICE INVESTIGATIONS					
Personnel	\$ 2,896,430	\$ 5,981,630	\$ 2,612,810	\$ 2,612,810	\$ 3,023,190
Maintenance & Operations	217,310	275,400	263,740	272,740	293,330
Capital Outlay	-	-	-	-	-
TOTAL POLICE INVESTIGATIONS	\$ 3,113,740	\$ 6,257,030	\$ 2,876,550	\$ 2,885,550	\$ 3,316,520
3205 ANIMAL CONTROL					
Personnel	\$ 297,940	\$ 266,560	\$ 319,820	\$ 319,820	\$ 335,630
Maintenance & Operations	289,000	384,410	405,910	414,910	477,350
Capital Outlay	-	-	-	-	-
TOTAL ANIMAL CONTROL	\$ 586,940	\$ 650,970	\$ 725,730	\$ 734,730	\$ 812,980
3208 METROLINK STATION					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	790	-	11,780	9,480
Capital Outlay	-	-	-	-	-
TOTAL METROLINK STATION	\$ -	\$ 790	\$ -	\$ 11,780	\$ 9,480
3211 POLICE PATROL					
Personnel	\$ 12,666,420	\$ 35,602,030	\$ 11,311,360	\$ 11,298,550	\$ 12,792,370
Maintenance & Operations	922,180	1,313,000	1,137,510	1,190,460	1,835,290
Capital Outlay	3,800	-	-	9,750	-
TOTAL POLICE PATROL	\$ 13,592,400	\$ 36,915,030	\$ 12,448,870	\$ 12,498,760	\$ 14,627,660
3231 POLICE SPECIAL EVENTS & COMMUNITY OUTREACH					
Personnel	\$ (120)	\$ 10,120	\$ 10,920	\$ 10,920	\$ -
Maintenance & Operations	1,950	240	9,750	9,750	47,250
Capital Outlay	-	-	-	-	-
TOTAL POLICE SPEC EVENTS & COM OUTREACH	\$ 1,830	\$ 10,360	\$ 20,670	\$ 20,670	\$ 47,250
3232 POLICE RESERVES					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	1,460	3,810	6,780	6,780	7,060
Capital Outlay	-	-	-	-	-
TOTAL POLICE RESERVES	\$ 1,460	\$ 3,810	\$ 6,780	\$ 6,780	\$ 7,060
3233 CODE ENFORCEMENT					
Personnel	\$ 349,770	\$ 263,760	\$ 364,060	\$ 376,870	\$ 458,020
Maintenance & Operations	230,840	395,050	451,530	451,530	437,000
Capital Outlay	-	-	-	-	-
TOTAL CODE ENFORCEMENT	\$ 580,610	\$ 658,810	\$ 815,590	\$ 828,400	\$ 895,020
101 TOTAL GENERAL FUND					
Personnel	\$ 17,541,550	\$ 43,460,470	\$ 16,682,940	\$ 16,682,940	\$ 19,078,750
Maintenance & Operations	5,840,580	11,697,430	10,298,070	10,465,180	11,153,160
Capital Outlay	3,800	5,240	-	33,140	-
TOTAL GENERAL FUND	\$ 23,385,930	\$ 55,163,140	\$ 26,981,010	\$ 27,181,260	\$ 30,231,910
203 TOTAL PUBLIC SAFETY AUGMENTATION FUND					
Personnel	\$ 1,057,960	\$ 1,374,950	\$ 1,512,900	\$ 1,512,900	\$ 1,500,070
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC SAFETY AUGMENTATION FUND	\$ 1,057,960	\$ 1,374,950	\$ 1,512,900	\$ 1,512,900	\$ 1,500,070
211 TOTAL AIR QUALITY MANAGEMENT DISTRICT FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	17,150	-	-	-
TOTAL AIR QLTY MGMT DISTRICT FUND	\$ -	\$ 17,150	\$ -	\$ -	\$ -

POLICE

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
226 TOTAL FEDERAL GRANT-CARES ACT FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	5,200	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 5,200	\$ -	\$ -	\$ -	\$ -
229 TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
Personnel	\$ -	\$ 414,210	\$ -	\$ -	\$ -
Maintenance & Operations	-	141,230	-	-	22,500
Capital Outlay	-	16,150	117,200	892,470	-
TOTAL ARPA FUND	\$ -	\$ 571,590	\$ 117,200	\$ 892,470	\$ 22,500
420 TOTAL GENERAL CAPITAL IMPROVEMENTS FUND					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-	-
Capital Outlay	228,810	4,380	-	28,110	-
TOTAL GENERAL CAPITAL IMPROVEMENTS FUND	\$ 228,810	\$ 4,380	\$ -	\$ 28,110	\$ -
2XX TOTAL POLICE GRANTS					
Personnel	\$ 128,540	\$ 106,990	\$ -	\$ 195,390	\$ 121,570
Maintenance & Operations	413,550	94,960	5,810	206,470	213,980
Capital Outlay	33,540	-	1,307,660	1,773,000	1,472,450
TOTAL POLICE GRANTS	\$ 575,630	\$ 201,950	\$ 1,313,470	\$ 2,174,860	\$ 1,808,000
2XX TOTAL ASSET FORFEITURE FUNDS					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	1,500	6,500	-	-	-
Capital Outlay	-	-	-	-	1,393,290
TOTAL ASSET FORFEITURE FUNDS	\$ 1,500	\$ 6,500	\$ -	\$ -	\$ 1,393,290
TOTAL POLICE					
Personnel	\$ 18,728,050	\$ 45,356,620	\$ 18,195,840	\$ 18,391,230	\$ 20,700,390
Maintenance & Operations	6,260,830	11,940,120	10,303,880	10,671,650	11,389,640
Capital Outlay	266,150	42,920	1,424,860	2,726,720	2,865,740
TOTAL POLICE	\$ 25,255,030	\$ 57,339,660	\$ 29,924,580	\$ 31,789,600	\$ 34,955,770

CITY OF UPLAND
POLICE DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 73,800	\$ 72,260	\$ 75,000	\$ 75,000	\$ 128,700
5111	Salaries - Full Time	1,941,820	1,940,360	2,366,800	2,366,800	2,718,060
5112	Salaries - Temporary/Part Time	282,020	319,270	460,280	460,280	460,150
5113	Overtime	225,670	230,440	248,320	248,320	224,530
5114	Catastrophic Leave Pay	(8,740)	8,730	-	-	-
5116	Fringe Benefits	495,950	445,190	738,950	738,950	820,620
5117	Retirement Contributions	219,500	214,500	258,740	258,740	326,920
5119	Unfunded Annual PERS Liability	690,600	-	-	-	-
5131	Salaries - Sworn Police	7,767,350	7,777,160	9,492,210	9,492,210	10,691,760
5133	Overtime - Sworn Police	1,115,100	1,349,210	1,186,920	1,382,010	1,433,930
5136	Fringe Benefits - Sworn Police	1,271,220	1,218,520	1,744,610	1,744,910	1,854,480
5137	Retirement Contributions - Sworn Police	1,297,530	1,280,980	1,624,010	1,624,010	2,041,240
5139	Unfunded Annual PERS Liab - Sworn	3,356,230	30,500,000	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 18,728,050	\$ 45,356,620	\$ 18,195,840	\$ 18,391,230	\$ 20,700,390
	MAINTENANCE & OPERATIONS					
5201	Personnel Reimbursement	\$ -	\$ -	\$ -	\$ 5,860	\$ 5,860
5211	Postage	290	940	1,250	1,100	1,250
5212	Advertising	-	-	-	150	150
5213	Dues & Subscriptions	58,580	39,400	71,340	74,640	45,620
5214	Training - POST	278,040	-	-	-	-
5215	Training/Conferences/Meetings	97,550	130,420	162,480	188,540	166,610
5216	Office Supplies	14,710	14,730	18,010	18,010	18,010
5217	Other Supplies/Materials	96,920	119,170	180,210	188,480	195,010
5218	Uniform Expense	43,910	54,400	79,360	99,260	105,140
5219	Licences, Registration and Permits	5,120	25,520	5,000	5,000	5,000
5220	Fuel Usage	173,100	252,030	242,890	281,290	324,190
5222	Print/Mail Charges	1,470	6,850	3,470	2,970	4,700
5223	Information Systems Charges	799,240	-	-	-	-
5224	Vehicle Charges	331,050	-	-	-	-
5225	Building Maint & Operations	366,030	-	-	-	-
5226	Team Building Expenses	-	-	-	-	12,600
5231	Office Equipment (Under 5,000)	8,310	8,050	26,950	26,950	37,500
5232	Computer Equip (Under 5,000)	4,250	13,890	5,750	5,650	7,050
5233	Other Equipment (Under 5,000)	105,890	202,600	87,950	117,460	218,190
5234	Other Equipment Rental	540	560	2,500	2,000	32,500
5236	Rent	2,200	2,400	2,640	2,400	2,640
5237	Utilities - Sewer	-	-	-	2,500	2,800
5241	Utilities - Electric	87,030	110,430	113,260	135,560	142,020
5242	Utilities - Gas	16,310	32,040	24,060	66,060	58,150
5243	Utilities - Telephone	110	-	-	-	-
5244	Utilities - Water	-	-	30,470	12,710	15,660
5246	Maintenance - Equipment	15,440	15,680	7,980	6,630	12,980
5247	Maintenance - Vehicle	38,960	9,350	10,000	11,750	17,270
5251	Legal Services	204,680	321,970	352,630	352,630	327,690
5252	Professional Services	-	-	-	350	-
5253	Contract Services	501,130	732,180	645,230	781,490	703,780
5254	Data Processing Services	-	-	-	2,200	11,660
5255	Banking Services	2,240	2,970	3,400	3,700	6,450
5258	Other Services	394,990	390,030	460,460	489,740	620,800
5271	Insurance Premium	1,020	1,150	1,350	1,900	1,900
5273	Workers Compensation Charges	1,065,950	-	-	-	-
5274	Unemployment Charges	35,930	-	-	-	-
5275	Long-term Disability Charges	69,300	-	-	-	-
5276	Liability Charges	1,353,010	-	-	-	-

CITY OF UPLAND
POLICE DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
5277	Loss Prevention Charges	69,210	-	-	-	-
5291	Bad Debts Expense	-	210	-	-	-
5297	Other Expenses	-	-	200	200	200
5299	Prior Year Expenses	(5,390)	-	-	-	-
5318	Prevention	9,480	-	-	-	-
5319	Navigation	14,230	-	-	-	-
5320	Tuition Reimbursement	-	-	-	19,430	24,500
5701	Information Systems Allocation Charges	-	1,032,800	1,359,210	1,359,210	1,547,760
5702	Fleet - Maintenance & Repair Allocation	-	336,790	317,900	317,900	399,990
5703	Vehicle Acquisition Allocation	-	423,900	145,000	145,000	569,200
5704	Building Maintenance & Operation Allocation	-	355,400	400,410	400,410	366,720
5705	Self Funded Liability Allocation	-	2,709,490	2,886,920	2,886,920	2,913,430
5706	OPEB & Employee Benefits Allocation	-	451,980	387,000	387,000	384,100
5707	PERS-UAL Allocation	-	4,142,790	2,268,600	2,268,600	2,080,560
	TOTAL MAINTENANCE & OPERATIONS	\$ 6,260,830	\$ 11,940,120	\$ 10,303,880	\$ 10,671,650	\$ 11,389,640
	CAPITAL OUTLAY					
5530	Machinery & Equipment	\$ 37,340	\$ 38,540	\$ 1,008,310	\$ 1,886,270	\$ 2,205,170
5531	Vehicles	228,810	4,380	416,550	840,450	660,570
	TOTAL CAPITAL OUTLAY	\$ 266,150	\$ 42,920	\$ 1,424,860	\$ 2,726,720	\$ 2,865,740
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 25,255,030	\$ 57,339,660	\$ 29,924,580	\$ 31,789,600	\$ 34,955,770

**CITY OF UPLAND
POLICE DEPARTMENT
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND**

OBJECT CODE	FUND NO.	101	203	214	215	216	218	219	220	223	224	229	2023-24 ADOPTED
	EXPENSE CLASSIFICATION	GENERAL	PUBLIC SAFETY	HOMELAND SECURITY GRANTS	PROP 30	COPS ALLOCATION	OFFICE OF TRAFFIC SAFETY	LOCAL L.E. BLOCK GRANTS	ASSET FORFEITURE FED DOJ	ASSET FORFEITURE FED TREASURY	ASSET FORFEITURE STATE	ARPA	
	PERSONNEL EXPENSE												
5110	Buy Backs	\$ 128,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,700
5111	Salaries - Full Time	2,718,060	-	-	-	-	-	-	-	-	-	-	2,718,060
5112	Salaries - Temporary/Part Time	460,150	-	-	-	-	-	-	-	-	-	-	460,150
5113	Overtime	222,690	-	-	-	-	1,840	-	-	-	-	-	224,530
5116	Fringe Benefits	820,620	-	-	-	-	-	-	-	-	-	-	820,620
5117	Retirement Contributions	326,920	-	-	-	-	-	-	-	-	-	-	326,920
5131	Salaries - Sworn Police	9,588,280	1,103,480	-	-	-	-	-	-	-	-	-	10,691,760
5133	Overtime - Sworn Police	1,314,200	-	-	-	-	119,730	-	-	-	-	-	1,433,930
5136	Fringe Benefits - Sworn Police	1,664,530	189,950	-	-	-	-	-	-	-	-	-	1,854,480
5137	Retirement Contributions - Sworn Police	1,834,600	206,640	-	-	-	-	-	-	-	-	-	2,041,240
	TOTAL PERSONNEL EXPENSES	\$ 19,078,750	\$ 1,500,070	\$ -	\$ -	\$ -	\$ 121,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,700,390
	MAINTENANCE & OPERATIONS												
5201	Personnel Reimbursement	\$ -	\$ -	\$ 5,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,860
5211	Postage	1,250	-	-	-	-	-	-	-	-	-	-	1,250
5212	Advertising	150	-	-	-	-	-	-	-	-	-	-	150
5213	Dues & Subscriptions	45,620	-	-	-	-	-	-	-	-	-	-	45,620
5215	Training/Conferences/Meetings	155,070	-	8,000	-	-	3,540	-	-	-	-	-	166,610
5216	Office Supplies	18,010	-	-	-	-	-	-	-	-	-	-	18,010
5217	Other Supplies/Materials	191,740	-	-	-	-	3,270	-	-	-	-	-	195,010
5218	Uniform Expense	105,140	-	-	-	-	-	-	-	-	-	-	105,140
5219	Licences, Registration and Permits	5,000	-	-	-	-	-	-	-	-	-	-	5,000
5220	Fuel Usage	324,190	-	-	-	-	-	-	-	-	-	-	324,190
5222	Print/Mail Charges	4,700	-	-	-	-	-	-	-	-	-	-	4,700
5226	Team Building Expenses	12,600	-	-	-	-	-	-	-	-	-	-	12,600
5231	Office Equipment (Under 5,000)	15,000	-	-	-	-	-	-	-	-	-	22,500	37,500
5232	Computer Equip (Under 5,000)	7,050	-	-	-	-	-	-	-	-	-	-	7,050
5233	Other Equipment (Under 5,000)	103,480	-	25,860	-	-	-	88,850	-	-	-	-	218,190
5234	Other Equipment Rental	32,500	-	-	-	-	-	-	-	-	-	-	32,500
5236	Rent	2,640	-	-	-	-	-	-	-	-	-	-	2,640
5237	Utilities - Sewer	2,800	-	-	-	-	-	-	-	-	-	-	2,800
5241	Utilities - Electric	142,020	-	-	-	-	-	-	-	-	-	-	142,020
5242	Utilities - Gas	58,150	-	-	-	-	-	-	-	-	-	-	58,150
5244	Utilities - Water	15,660	-	-	-	-	-	-	-	-	-	-	15,660
5246	Maintenance - Equipment	12,980	-	-	-	-	-	-	-	-	-	-	12,980
5247	Maintenance - Vehicle	17,270	-	-	-	-	-	-	-	-	-	-	17,270
5251	Legal Services	327,690	-	-	-	-	-	-	-	-	-	-	327,690
5253	Contract Services	639,200	-	64,580	-	-	-	-	-	-	-	-	703,780
5254	Data Processing Services	2,200	-	-	-	-	9,460	-	-	-	-	-	11,660
5255	Banking Services	6,450	-	-	-	-	-	-	-	-	-	-	6,450
5258	Other Services	616,240	-	-	-	-	4,560	-	-	-	-	-	620,800
5271	Insurance Premium	1,900	-	-	-	-	-	-	-	-	-	-	1,900
5297	Other Expenses	200	-	-	-	-	-	-	-	-	-	-	200
5320	Tuition Reimbursement	24,500	-	-	-	-	-	-	-	-	-	-	24,500
5701	Information Systems Allocation Charges	1,547,760	-	-	-	-	-	-	-	-	-	-	1,547,760
5702	Fleet - Maintenance & Repair Allocation	399,990	-	-	-	-	-	-	-	-	-	-	399,990
5703	Vehicle Acquisition Allocation	569,200	-	-	-	-	-	-	-	-	-	-	569,200
5704	Building Maintenance & Operation Allocation	366,720	-	-	-	-	-	-	-	-	-	-	366,720
5705	Self Funded Liability Allocation	2,913,430	-	-	-	-	-	-	-	-	-	-	2,913,430
5706	OPEB & Employee Benefits Allocation	384,100	-	-	-	-	-	-	-	-	-	-	384,100
5707	PERS-UAL Allocation	2,080,560	-	-	-	-	-	-	-	-	-	-	2,080,560
	TOTAL MAINTENANCE & OPERATIONS	\$ 11,153,160	\$ -	\$ 104,300	\$ -	\$ -	\$ 20,830	\$ 88,850	\$ -	\$ -	\$ -	\$ 22,500	\$ 11,389,640
	CAPITAL OUTLAY												
5530	Machinery & Equipment	\$ -	\$ -	\$ -	\$ 150,000	\$ 660,570	\$ 1,310	\$ -	\$ 1,189,580	\$ 10,350	\$ 193,360	\$ -	\$ 2,205,170
5531	Vehicles	-	-	-	-	660,570	-	-	-	-	-	-	660,570
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 150,000	\$ 1,321,140	\$ 1,310	\$ -	\$ 1,189,580	\$ 10,350	\$ 193,360	\$ -	\$ 2,865,740
	CAPITAL IMPROVEMENT PROJECTS												
55XX	Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 30,231,910	\$ 1,500,070	\$ 104,300	\$ 150,000	\$ 1,321,140	\$ 143,710	\$ 88,850	\$ 1,189,580	\$ 10,350	\$ 193,360	\$ 22,500	\$ 34,955,770

ADOPTED BUDGET

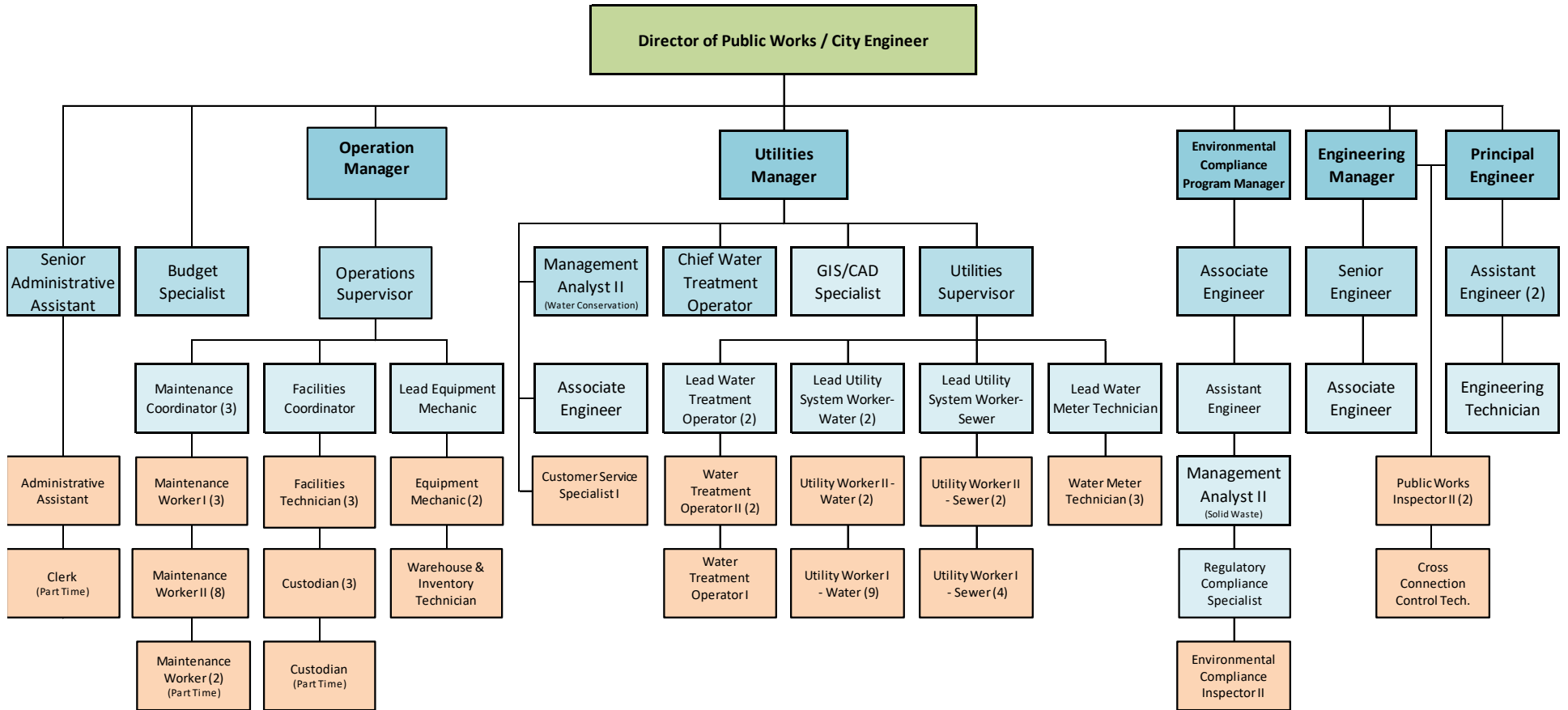
FY 2023-24

PUBLIC WORKS



PUBLIC WORKS

City of Upland
Organizational Chart
Fiscal Year 2023-24

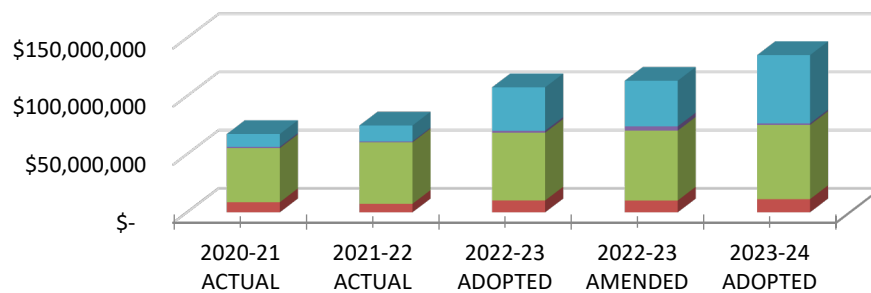


MISSION STATEMENT

The City of Upland’s Public Work Department is dedicated to maintaining and improving the City’s infrastructure and providing reliable, high quality utilities services for the residents, businesses, visitors, and future generations.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$8,703,130	\$7,315,150	\$10,184,220	\$10,161,890	\$11,304,720
Maintenance & Operations	46,513,130	52,860,040	58,270,800	60,079,330	63,804,470
Capital Outlay	1,078,740	806,990	1,735,000	3,692,920	1,343,540
Capital Improvement Projects	11,049,320	13,700,990	37,324,790	39,253,250	58,749,070
TOTAL BUDGET	\$67,344,320	\$74,683,170	\$107,514,810	\$113,187,390	\$135,201,800

Public Works Expense Classification



■ Personnel ■ Maintenance & Operations ■ Capital Outlay ■ Capital Improvement Projects

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
GENERAL FUND	\$6,415,340	\$7,516,220	\$8,663,390	\$9,123,590	\$9,587,130
GAS TAX	3,002,730	2,432,630	9,506,730	9,103,290	10,614,390
MEASURE I	1,641,420	1,389,150	2,399,460	2,583,250	5,923,630
ROAD MAINTENANCE REHAB	40,070	95,460	952,830	1,484,820	5,784,850
OTHER GRANTS	-	-	-	225,070	165,030
FEDERAL GRANT-CARES ACT	76,820	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	1,054,170	2,934,360	3,358,390	3,673,590
GEN CAPITAL IMPROVEMENTS	36,830	-	81,000	81,000	554,750
PARK ACQUISITION & DEV.	151,680	17,910	1,290,040	1,418,050	2,694,590
STORM DRAIN DEVELOPMENT	116,760	7,270	2,006,100	2,068,620	2,791,380
STREET & TRAFFIC FACILITY	1,541,250	383,700	537,850	545,780	917,870
GENERAL CAPITAL PROJECTS	515,220	151,120	655,840	891,720	868,310
STREET & ALLEY REPAIRS	511,500	202,220	892,510	891,100	1,114,090
WATER UTILITY	26,908,090	32,996,570	44,263,700	46,281,650	53,598,670
SOLID WASTE UTILITY	14,408,090	15,921,530	15,819,440	15,973,140	17,726,780
SEWER UTILITY	9,795,880	10,531,780	15,066,320	14,769,470	16,227,680
FLEET MANAGEMENT	1,215,670	939,720	966,520	2,420,980	1,582,300
BUILDING MAINT & OPS	966,970	1,043,720	1,478,720	1,967,470	1,376,760
TOTAL BUDGET	\$67,344,320	\$74,683,170	\$107,514,810	\$113,187,390	\$135,201,800

PUBLIC WORKS

The responsibilities of Public Works include planning, designing, constructing, operating, and maintaining the City's infrastructure and providing reliable, high-quality water, wastewater, drainage, and solid waste disposal services. Services are provided through five divisions: Engineering-Capital Division, Engineering-Traffic and Development Division, Environmental Compliance Division, Operations and Maintenance Division and the Utilities Division. Through our valued employees, Public Works is committed to preserving, maintaining, and enhancing the City's infrastructure and natural resources for the benefit of our residents, businesses, and visitors.

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - ADMINISTRATION					
PUBLIC WORKS DIRECTOR/CITY ENGINEER	1.00	1.00	1.00	1.00	0.05
BUDGET SPECIALIST	1.00	1.00	1.00	1.00	0.25
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00	0.25
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00	0.25
PUBLIC WORKS – OPERATIONS					
OPERATIONS MANAGER	1.00	1.00	1.00	1.00	0.72
OPERATIONS SUPERVISOR	1.00	1.00	1.00	1.00	1.00
MAINTENANCE COORDINATOR	3.00	3.00	3.00	3.00	3.00
MAINTENANCE WORKER I/II	10.00	10.00	11.00	11.00	8.20
FACILITIES COORDINATOR	1.00	1.00	1.00	1.00	0.00
FACILITIES TECHNICIAN	1.50	2.00	2.00	3.00	0.00
CUSTODIAN	3.00	3.00	3.00	3.00	0.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00	0.00
EQUIPMENT MECHANIC	2.00	2.00	2.00	2.00	0.00
WAREHOUSE AND INVENTORY TECHNICIAN	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
PUBLIC WORKS INSPECTOR II	2.00	2.00	2.00	2.00	0.60
PUBLIC WORKS – TRAFFIC ENGINEERING					
PRINCIPAL ENGINEER	1.00	1.00	1.00	1.00	0.80
ASSISTANT ENGINEER	1.00	2.00	2.00	2.00	1.60
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	0.80
TOTAL DIVISIONS	36.50	38.00	39.00	40.00	18.32

ENGINEERING - CAPITAL IMPROVEMENTS PROGRAM (CIP)

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

ENGINEERING - LAND DEVELOPMENT & TRANSPORTATION

The Land Development and Transportation Engineering Division is responsible for reviewing and conditioning development projects including maps and use type of cases. The Division is also responsible for plan checking and approval of subdivision maps, public improvement plans and grading plans for construction in accordance with the Upland Municipal Code, the Subdivision Map Act, and County, State and Federal requirements to ensure new development complements the community.

The Transportation Division also ensures the City's traffic circulation system operates in a safe and efficient manner. This program also plans for the growth-related needs of 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 issues and manages the various permits including encroachment, lane closure and parking within the city.

OPERATIONS

The Operations Division is responsible for operating, 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 the community.

Street Maintenance

This program maintains 210 center lane miles of City streets, 37.5 miles of alleys, approximately 2,500 signs, and public right-of-way, to ensure safe conditions for motorists, bicyclists, and pedestrians. This includes maintenance of the storm water drainage collection system.

Sidewalk Repair/Maintenance

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

City Parkway Tree & Park Tree Maintenance

This program is responsible for the maintenance of approximately 32,000 City trees in the public right-of-way and in City open spaces, including City owned facilities and all 13 of the City's parks. The Operations Division manages the work of a tree maintenance vendor contracted to perform routine tree trimming. Parkway and median tree trimming are performed on a grid trimming schedule, which provides tree trimming on a 7-year cycle. This is a cost effective and equitable method of trimming that provides a systematic approach to addressing the maintenance of 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.

City Parkway, Median, and City Property Maintenance

This program is responsible for the landscape maintenance of the public right-of-way including 73.3 acres of parkway and median, 25 acres of public trails, and in City owned facilities. The goal is to maintain these areas in an aesthetically suitable manner in order to preserve their appearance and improve quality of life in the community. The Operations Division manages the work of a

landscape maintenance vendor contracted to perform routine landscape maintenance and weed abatement. This includes the historical Euclid Avenue District, which spans from the City's southern border (I-10) to its northern border (24th Street) and includes the famous Euclid Avenue Median Walking Trail (Bridle Path) and landmarks like the Madonna of the Trail.

City Park Maintenance

This program is responsible for the landscaping and maintenance of approximately 217 acres of active recreational park grounds. The Operations Division is responsible for the parks, their sports fields, and park restrooms and ensures all 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 pavement markings, in order to provide a safe and informative transportation system.

City Owned Street Light Maintenance

The City owns, operates, and maintains approximately 600 streetlights. The Operations Division is responsible for the maintenance and proper operations of these streetlights. This includes replacement of streetlight knockdowns and LED bulb replacements. A high percentage of 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 (including the Civic Center Complex, Senior Center, Police Department, and Public Works.), 10 park restrooms, and 5 miscellaneous City facilities. Maintenance and repair of these facilities preserves the assets' 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 the competitive bid process; and outfitting and placing new units into service. This Division is also responsible for maintaining and modernizing the City's fleet vehicles, equipment, fueling, and maintenance facility in compliance with all State and Federal mandates.

The Division's vehicle replacement and modernization program is designed to be sustainable and fiscally responsible. This budget year will also include the final phase of upgrading the equipment and fuel management software of 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 provides street sweeping services. Residential and arterial streets are swept twice per month and alleyways are swept once per month from February through October.

Graffiti Abatement

Operations is responsible for managing the service contract with Graffiti Protective Coatings, Inc. (GPC), the City's graffiti abatement vendor. GPC promptly responds to calls for service regarding reports of graffiti on public property and removes the graffiti on city owned walls, buildings, utility pedestals/boxes, park restrooms, traffic signal and street light poles, signs, pavement, etc. Removal techniques typically include paint-over and/or pressure washing and sand blasting.

Metrolink Station Security

Operations is responsible for managing the professional services contract related to Metrolink Station public security.

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Provide high quality, courteous, and prompt customer service.
- ◆ Provide reliable services to residents, businesses, and visitors at a cost-effective rate.
- ◆ Pursue grant opportunities at the County, State, and Federal level.
- ◆ Ensure compliance with County, State and Federal regulations.
- ◆ 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.
- ◆ Meet and/or exceed the development review time schedules.
- ◆ Maintain proper operation of the City Traffic Signal system.
- ◆ Maintain City landscaping at parks, parkways, medians, and City owned facilities 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.
- ◆ 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.
- ◆ 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, including:
 - 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:

- Alpine Street, Vernon Drive and Palm Avenue
- Arrow Highway, from Mountain Avenue to San Antonio Avenue
- 17th Street, from San Antonio Avenue to Euclid Avenue
- 24th Street, from West City Limit to East City Limit (Cooperative Project with the County of San Bernardino)
- Parking Lot, 1st Avenue n/o 'A' Street

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Repairs of streets and alleys (a)	1,500	1,500	1,500	1,500
Street lights replaced/repared	75	75	75	75
New and replaced street signs	100	100	100	100
Trees removed	300	300	300	300
Trees planted	300	300	300	300
Trees Trimmed	6,000	6,000	6,000	6,000
Automotive repairs	1,236	1,236	1,236	1,236
Claim Reports	100	100	100	100
Public Property Damage Reports	20	20	20	20
(a) Potholes, cracks, paving repairs due to waterline repairs. (b) Tree inspection, obstruction of sign/light, limb drop, branch damage, pest treatment, root damage, removal work and various pruning, excludes trimming/work performed by contractors. (c) Cleanup, graffiti removal, landscaping and irrigation, lighting replacement, restroom issues, fountain repair, playground repair, event setup, weed control, etc.				

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District (SCAQMD), 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.
- ◆ Street Improvements completed or nearing completion on:
 - Citywide Slurry Seal Project
 - Citywide Alley Improvements Project-ARPA Phase 1
 - Civic Center Pavement Project
 - 13th Street, Euclid Avenue to Campus Avenue

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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GENERAL FUND - FUND 101

5201 PUBLIC WORKS ADMINISTRATION					
Personnel	\$ 99,430	\$ 91,020	\$ 114,120	\$ 114,120	\$ 140,980
Maintenance & Operations	694,480	1,322,420	1,311,920	1,331,720	1,235,730
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 793,910	\$ 1,413,440	\$ 1,426,040	\$ 1,445,840	\$ 1,376,710
5301 ENGINEERING ADMINISTRATION					
Personnel	\$ 324,890	\$ 196,750	\$ 150,030	\$ 150,030	\$ 184,250
Maintenance & Operations	43,500	40,610	54,680	61,080	64,130
Capital Outlay	-	-	-	-	-
TOTAL ENGINEERING ADMINISTRATION	\$ 368,390	\$ 237,360	\$ 204,710	\$ 211,110	\$ 248,380
5302 DEVELOPMENT/TRAFFIC ENGINEERING					
Personnel	\$ 397,190	\$ 303,080	\$ 444,580	\$ 444,580	\$ 522,110
Maintenance & Operations	106,300	246,940	474,420	474,420	408,120
Capital Outlay	-	-	-	-	-
TOTAL DVLPMT/TRAFFIC ENGINEERING	\$ 503,490	\$ 550,020	\$ 919,000	\$ 919,000	\$ 930,230
5401 STREET MAINTENANCE					
Personnel	\$ 490,390	\$ 513,720	\$ 624,060	\$ 624,060	\$ 668,160
Maintenance & Operations	133,010	391,400	214,780	327,780	624,150
Capital Outlay	-	-	-	-	-
TOTAL STREET MAINTENANCE	\$ 623,400	\$ 905,120	\$ 838,840	\$ 951,840	\$ 1,292,310
5402 STREET SWEEPING					
Personnel	\$ 19,590	\$ 15,720	\$ 17,060	\$ 17,060	\$ 17,410
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL STREET SWEEPING	\$ 19,590	\$ 15,720	\$ 17,060	\$ 17,060	\$ 17,410
5403 SIDEWALK MAINTENANCE					
Personnel	\$ 140,830	\$ 130,980	\$ 121,590	\$ 121,590	\$ 121,340
Maintenance & Operations	31,660	19,490	40,910	25,910	5,500
Capital Outlay	-	-	-	-	-
TOTAL SIDEWALK MAINTENANCE	\$ 172,490	\$ 150,470	\$ 162,500	\$ 147,500	\$ 126,840
5404 STREET LIGHTING					
Personnel	\$ 19,590	\$ 15,720	\$ 17,060	\$ 17,060	\$ 17,410
Maintenance & Operations	873,450	806,590	780,490	835,490	871,130
Capital Outlay	-	-	10,000	10,000	-
TOTAL STREET LIGHTING	\$ 893,040	\$ 822,310	\$ 807,550	\$ 862,550	\$ 888,540
5405 TRAFFIC CONTROL					
Personnel	\$ 130,540	\$ 42,690	\$ 93,720	\$ 93,720	\$ 106,980
Maintenance & Operations	35,440	26,470	45,150	45,150	360
Capital Outlay	-	4,410	-	-	-
TOTAL TRAFFIC CONTROL	\$ 165,980	\$ 73,570	\$ 138,870	\$ 138,870	\$ 107,340
5406 TRAFFIC FACILITY MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	272,370	301,220	274,300	347,300	363,000
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 272,370	\$ 301,220	\$ 274,300	\$ 347,300	\$ 363,000

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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GENERAL FUND - FUND 101

5407 WEED ABATEMENT					
Personnel	\$ 9,470	\$ 760	\$ 1,000	\$ 1,000	\$ -
Maintenance & Operations	18,770	7,730	22,770	22,770	4,410
Capital Outlay	-	3,000	-	-	-
TOTAL WEED ABATEMENT	\$ 28,240	\$ 11,490	\$ 23,770	\$ 23,770	\$ 4,410

5408 FLOOD CONTROL					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	4,000	-	3,000	3,000	-
Capital Outlay	-	-	-	-	-
TOTAL FLOOD CONTROL	\$ 4,000	\$ -	\$ 3,000	\$ 3,000	\$ -

5409 STREET TREE MAINTENANCE					
Personnel	\$ 110,430	\$ 91,000	\$ 93,630	\$ 93,630	\$ 103,950
Maintenance & Operations	623,210	999,140	700,170	700,170	850,860
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 733,640	\$ 1,090,140	\$ 793,800	\$ 793,800	\$ 954,810

5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 102,240	\$ 84,950	\$ 101,070	\$ 101,070	\$ 101,170
Maintenance & Operations	303,230	453,100	861,760	831,760	982,160
Capital Outlay	53,980	3,000	-	-	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 459,450	\$ 541,050	\$ 962,830	\$ 932,830	\$ 1,083,330

5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 55,230	\$ 10,340	\$ 39,190	\$ 39,190	\$ 45,400
Maintenance & Operations	3,000	2,240	3,000	3,000	-
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 58,230	\$ 12,580	\$ 42,190	\$ 42,190	\$ 45,400

5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ 26,560	\$ 21,210	\$ 22,910	\$ 22,910	\$ 24,220
Maintenance & Operations	34,980	144,460	164,820	164,820	156,820
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - METROLINK ST.	\$ 61,540	\$ 165,670	\$ 187,730	\$ 187,730	\$ 181,040

5415 GRAFFITI ABATEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	70,020	80,020	80,000	82,000	86,000
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI	\$ 70,020	\$ 80,020	\$ 80,000	\$ 82,000	\$ 86,000

5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	50,860	46,930	66,000	126,000	120,000
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 50,860	\$ 46,930	\$ 66,000	\$ 126,000	\$ 120,000

5420 PARK MAINTENANCE					
Personnel	\$ 153,710	\$ 147,130	\$ 161,930	\$ 161,930	\$ 113,540
Maintenance & Operations	407,710	415,460	820,930	835,930	870,890
Capital Outlay	-	3,000	-	-	-
TOTAL PARK MAINTENANCE	\$ 561,420	\$ 565,590	\$ 982,860	\$ 997,860	\$ 984,430

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET**

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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GENERAL FUND - FUND 101

5421 SPORTS FIELD MAINTENANCE					
Personnel	\$ 116,150	\$ 101,610	\$ 122,180	\$ 122,180	\$ 88,350
Maintenance & Operations	109,120	131,610	292,870	453,870	354,870
Capital Outlay	-	-	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 225,270	\$ 233,220	\$ 415,050	\$ 576,050	\$ 443,220

XXXX CITY HALL/CITY BUILDINGS (INCLUDES FIRE STATION EXPENSES)					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	350,010	300,300	317,290	317,290	333,730
Capital Outlay	-	-	-	-	-
TOTAL CITY HALL/CITY BUILDINGS	\$ 350,010	\$ 300,300	\$ 317,290	\$ 317,290	\$ 333,730

101 TOTAL GENERAL FUND					
Personnel	\$ 2,196,240	\$ 1,766,680	\$ 2,124,130	\$ 2,124,130	\$ 2,255,270
Maintenance & Operations	4,165,120	5,736,130	6,529,260	6,989,460	7,331,860
Capital Outlay	53,980	13,410	10,000	10,000	-
TOTAL GENERAL FUND	\$ 6,415,340	\$ 7,516,220	\$ 8,663,390	\$ 9,123,590	\$ 9,587,130

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS

204	TOTAL GAS TAX FUND					
	Personnel	\$ 490	\$ 45,140	\$ 191,510	\$ 191,510	\$ 229,110
	Maintenance & Operations	460,320	657,150	685,800	687,100	725,620
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	2,541,920	1,730,340	8,629,420	8,224,680	9,659,660
	TOTAL GAS TAX FUND	\$ 3,002,730	\$ 2,432,630	\$ 9,506,730	\$ 9,103,290	\$ 10,614,390

205	TOTAL MEASURE I FUND					
	Personnel	\$ 350	\$ 30,810	\$ 149,470.00	\$ 149,470	\$ 168,110.00
	Maintenance & Operations	187,710	274,960	279,040	279,040	37,330
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	1,453,360	1,083,380	1,970,950	2,154,740	5,718,190
	TOTAL MEASURE I FUND	\$ 1,641,420	\$ 1,389,150	\$ 2,399,460	\$ 2,583,250	\$ 5,923,630

206	TOTAL ROAD MAINTENANCE REHABILITATION FUND					
	Personnel	\$ 120	\$ 11,420	\$ 45,430	\$ 45,430	\$ 51,060
	Maintenance & Operations	38,050	61,090	62,430	62,430	11,550
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	1,900	22,950	844,970	1,376,960	5,722,240
	TOTAL ROAD MAINTENANCE REHAB FUND	\$ 40,070	\$ 95,460	\$ 952,830	\$ 1,484,820	\$ 5,784,850

217	TOTAL OTHER GRANTS FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	47,120	690
	Capital Outlay	-	-	-	177,950	164,340
	Capital Improvement Projects	-	-	-	-	-
	TOTAL OTHER GRANTS FUND	\$ -	\$ -	\$ -	\$ 225,070	\$ 165,030

226	TOTAL FEDERAL GRANT-CARES ACT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	22,840	-	-	-	-
	Capital Outlay	53,980	-	-	-	-
	Capital Improvement Projects	-	-	-	-	-
	TOTAL FEDERAL GRANT-CARES ACT FUND	\$ 76,820	\$ -	\$ -	\$ -	\$ -

229	TOTAL AMERICAN RESCUE PLAN ACT (ARPA) FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	526,000	-	600,000	-
	Capital Outlay	-	-	-	-	90,000
	Capital Improvement Projects	-	528,170	2,934,360	2,758,390	3,583,590
	TOTAL ARPA FUND	\$ -	\$ 1,054,170	\$ 2,934,360	\$ 3,358,390	\$ 3,673,590

420	TOTAL GENERAL CAPITAL IMPROVEMENTS FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	-	-
	Capital Outlay	-	-	-	-	-
	Capital Improvement Projects	36,830	-	81,000	81,000	554,750
	TOTAL GENERAL CAP IMPROVEMENTS FUND	\$ 36,830	\$ -	\$ 81,000	\$ 81,000	\$ 554,750

421	TOTAL PARK ACQUISITION & DEVELOPMENT FUND					
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	100,000	-
	Capital Outlay	59,990	-	-	-	-
	Capital Improvement Projects	91,690	17,910	1,290,040	1,318,050	2,694,590
	TOTAL PARK ACQUISITION & DVLMPY FUND	\$ 151,680	\$ 17,910	\$ 1,290,040	\$ 1,418,050	\$ 2,694,590

**CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET**

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 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	116,760	7,270	2,006,100	2,068,620
TOTAL STORM DRAIN DEVELOPMENT FUND	\$ 116,760	\$ 7,270	\$ 2,006,100	\$ 2,068,620

423 TOTAL STREET & TRAFFIC FACILITY DVLPMT FUND				
Personnel	\$ 60	\$ 5,040	\$ 9,890.00	\$ 9,890
Maintenance & Operations	-	2,010	2,440	2,440
Capital Outlay	-	-	-	-
Capital Improvement Projects	1,541,190	376,650	525,520	533,450
TOTAL STREET & TRAFFIC FACILITY FUND	\$ 1,541,250	\$ 383,700	\$ 537,850	\$ 545,780

425 TOTAL GENERAL CAPITAL PROJECTS FUND				
Personnel	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	-	-	-	-
Capital Outlay	-	-	-	-
Capital Improvement Projects	515,220	151,120	655,840	891,720
TOTAL GENERAL CAPITAL PROJECTS FUND	\$ 515,220	\$ 151,120	\$ 655,840	\$ 891,720

426 TOTAL STREET & ALLEY REPAIRS FUND				
Personnel	\$ 120	\$ 11,480	\$ 49,500.00	\$ 49,500
Maintenance & Operations	-	10,380	12,200	12,200
Capital Outlay	-	-	-	-
Capital Improvement Projects	511,380	180,360	830,810	829,400
TOTAL STREET & ALLEY REPAIRS FUND	\$ 511,500	\$ 202,220	\$ 892,510	\$ 891,100

752 TOTAL FLEET MAINTENANCE & REPLACEMENT FUND				
Personnel	\$ 279,760	\$ 195,520	\$ 319,490	\$ 319,490
Maintenance & Operations	308,040	451,250	381,780	406,780
Capital Outlay	627,870	292,950	265,250	1,694,710
TOTAL FLEET MAINT & REPLACEMENT FUND	\$ 1,215,670	\$ 939,720	\$ 966,520	\$ 2,420,980

754 TOTAL BUILDING MAINT & OPERATIONS FUND				
Personnel	\$ 503,260	\$ 420,460	\$ 540,960	\$ 540,960
Maintenance & Operations	391,850	523,560	897,760	1,386,510
Capital Outlay	71,860	99,700	40,000	40,000
TOTAL BUILDING MAINT & OPERATIONS FUND	\$ 966,970	\$ 1,043,720	\$ 1,478,720	\$ 1,967,470

TOTAL SPECIAL REVENUE, CAPITAL PROJECTS, & INTERNAL SERVICE FUNDS				
Personnel	\$ 784,160	\$ 719,870	\$ 1,306,250	\$ 1,306,250
Maintenance & Operations	1,408,810	2,506,400	2,321,450	3,583,620
Capital Outlay	813,700	392,650	305,250	1,912,660
Capital Improvement Projects*	6,810,250	4,098,150	19,769,010	20,237,010
TOTAL SPEC REV, CAP PROJ, & INT SVC FUNDS	\$ 9,816,920	\$ 7,717,070	\$ 23,701,960	\$ 27,039,540

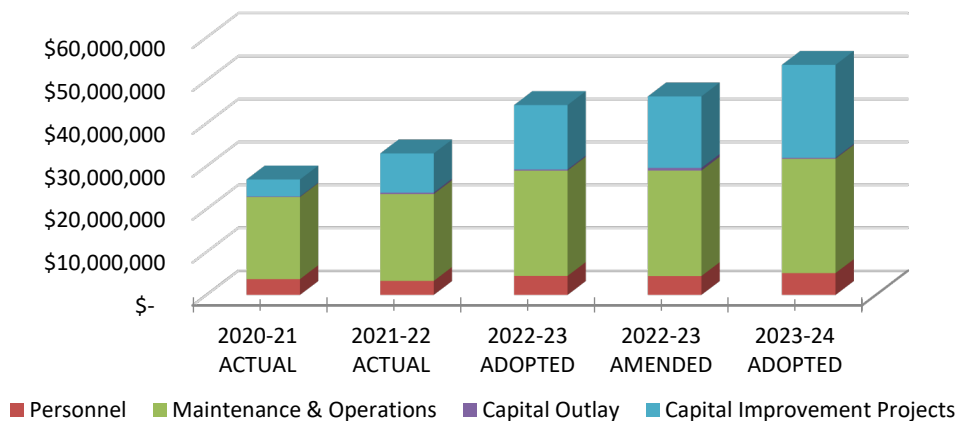
*For Capital Improvement Projects details, see the Capital Improvement Project section.

WATER

The Water Utility Division’s mission is to provide the City with a safe and reliable supply of high-quality drinking water and recycled water services while meeting all regulatory requirements in an efficient and cost-effective manner.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$3,690,140	\$3,271,360	\$4,440,320	\$4,406,030	\$5,063,930
Maintenance & Operations	19,128,860	20,234,800	24,540,200	24,581,800	26,643,890
Capital Outlay	143,100	350,280	279,250	619,760	242,000
Capital Improvement Projects	3,945,990	9,140,130	15,003,930	16,674,060	21,648,850
TOTAL BUDGET	\$26,908,090	\$32,996,570	\$44,263,700	\$46,281,650	\$53,598,670

Water Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
WATER UTILITY	\$26,908,000	\$32,996,570	\$44,263,700	\$46,281,650	\$53,598,670
TOTAL BUDGET	\$26,908,090	\$32,996,570	\$44,263,700	\$46,281,650	\$53,598,670

WATER DIVISION

The Water Division produces, treats, stores, and distributes supplies of potable 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 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 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
LEAD WATER TREATMENT OPERATOR	2.00	2.00	2.00	2.00	0.00
WATER TREATMENT OPERATOR I/II	2.00	2.00	3.00	3.00	0.00
UTILITIES SUPERVISOR	1.00	1.00	1.00	1.00	0.00
LEAD UTILITY WORKER – WATER	2.00	2.00	2.00	2.00	0.00
UTILITY WORKER I/II – WATER	10.00	11.00	11.00	11.00	0.00
LEAD UTILITY WORKER-SEWER	1.00	1.00	1.00	1.00	0.00
UTILITY WORKER I/II - SEWER	6.00	6.00	6.00	6.00	1.00
LEAD WATER METER TECHNICIAN	1.00	1.00	1.00	1.00	0.00
WATER METER TECHNICIAN	2.00	2.00	3.00	3.00	0.00
ASSOCIATE ENGINEER	0.00	0.00	1.00	1.00	0.00
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00	0.05
CROSS CONNECTION CONTROL TECHNICIAN	1.00	1.00	1.00	1.00	0.10
GIS/CAD TECHNICIAN	1.00	1.00	1.00	1.00	0.00
CUSTOMER SERVICE SPECIALIST I	0.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	32.00	34.00	37.00	37.00	1.15

FY 2023-24 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 the 2010 Water Master Plan.
- ◆ Design and install back-up generators at Plant 2 (24th St) and Plant 6 (15th St).

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

PERFORMANCE MEASUREMENTS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	17,539	17,139	17,500	17,500
Water samples taken	3,800	3,800	3,800	3,800
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	2,089	2,895	2,815	2,630
Meter installations (new service & replacements)	2,832	1,785	2,922	2,516
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	178	104	116	132
Main leaks repaired	159	50	28	75
Fire Hydrant damages repaired	26	25	17	22
Fire Hydrants maintained	7	19	13	15
Number of exercised valves	518	1,112	644	1,000
Valve Replacement	12	22	12	20
USA tickets received and marked	8,135	5,121	1,779	2,000
Service “turn-on” and “turn-off”	5,483	2,318	1,779	2,000
Water conservation contacts	1,189	1,110	1,410	1,565
Educational events	1	2	4	5
Water efficient landscape classes	0	1	3	4

FY 2022-23 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 2022 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.
- ◆ Replaced motor control center panel at Plant 6.
- ◆ 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 2023-24 ADOPTED BUDGET

PUBLIC WORKS

WATER UTILITY - FUND 639/640

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
6201 ADMINISTRATION					
Personnel	\$ 879,080	\$ 689,180	\$ 930,370	\$ 896,080	\$ 1,100,460
Maintenance & Operations	3,668,760	5,170,690	3,408,930	3,450,530	3,414,610
Capital Outlay	31,430	-	-	-	78,500
TOTAL ADMINISTRATION	\$ 4,579,270	\$ 5,859,870	\$ 4,339,300	\$ 4,346,610	\$ 4,593,570
6202 CUSTOMER SERVICE					
Personnel	\$ 117,780	\$ 90,280	\$ 107,230	\$ 107,230	\$ 118,600
Maintenance & Operations	52,450	31,340	108,780	108,780	90,740
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 170,230	\$ 121,620	\$ 216,010	\$ 216,010	\$ 209,340
6203 METER SERVICES					
Personnel	\$ 264,540	\$ 219,970	\$ 344,110	\$ 344,110	\$ 359,550
Maintenance & Operations	619,350	805,260	1,070,870	1,070,870	1,214,820
Capital Outlay	82,420	-	58,250	211,750	-
TOTAL METER SERVICES	\$ 966,310	\$ 1,025,230	\$ 1,473,230	\$ 1,626,730	\$ 1,574,370
6204 DAMAGE TO CITY PROPERTY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	5,600	-	-	-	-
Capital Outlay	-	-	-	-	-
DAMAGE TO CITY PROPERTY	\$ 5,600	\$ -	\$ -	\$ -	\$ -
6205 PRODUCTION & STORAGE					
Personnel	\$ 578,720	\$ 527,540	\$ 789,760	\$ 789,760	\$ 930,070
Maintenance & Operations	13,373,970	12,804,490	17,051,510	17,051,510	18,479,020
Capital Outlay	16,440	57,310	6,000	6,000	20,000
TOTAL PRODUCTION & STORAGE	\$ 13,969,130	\$ 13,389,340	\$ 17,847,270	\$ 17,847,270	\$ 19,429,090
6206 TRANSMISSION & DISTRIBUTION					
Personnel	\$ 1,187,540	\$ 1,146,030	\$ 1,522,220	\$ 1,522,220	\$ 1,650,960
Maintenance & Operations	802,920	943,990	1,017,840	1,017,840	1,188,770
Capital Outlay	12,810	292,970	215,000	402,010	143,500
TOTAL TRANSMISSION & DISTRIBUTION	\$ 2,003,270	\$ 2,382,990	\$ 2,755,060	\$ 2,942,070	\$ 2,983,230
6207 WECWC MANAGEMENT CONTROL					
Personnel	\$ 120,700	\$ 98,390	\$ 113,360	\$ 113,360	\$ 140,710
Maintenance & Operations	410	40,710	6,030	6,030	7,330
Capital Outlay	-	-	-	-	-
TOTAL WECWC MANAGEMENT CONTROL	\$ 121,110	\$ 139,100	\$ 119,390	\$ 119,390	\$ 148,040
6208 WATER CONSERVATION					
Personnel	\$ 44,000	\$ 53,730	\$ 121,360	\$ 121,360	\$ 139,300
Maintenance & Operations	57,830	45,910	162,780	162,780	162,000
Capital Outlay	-	-	-	-	-
TOTAL WATER CONSERVATION	\$ 101,830	\$ 99,640	\$ 284,140	\$ 284,140	\$ 301,300
6210 DEBT SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	298,130	154,650	1,268,920	1,268,920	1,269,620
Capital Outlay	-	-	-	-	-
TOTAL DEBT SERVICE	\$ 298,130	\$ 154,650	\$ 1,268,920	\$ 1,268,920	\$ 1,269,620

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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WATER UTILITY - FUND 639/640

6211 STORM WATER MGMT AND RECHARGE					
Personnel	\$ 272,980	\$ 249,390	\$ 262,170	\$ 262,170	\$ 295,260
Maintenance & Operations	71,520	43,770	208,080	208,080	531,390
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RCHG	\$ 344,500	\$ 293,160	\$ 470,250	\$ 470,250	\$ 826,650
6212 PVPA					
Personnel	\$ 22,000	\$ 14,750	\$ 400	\$ 400	\$ 2,000
Maintenance & Operations	800	2,630	2,500	2,500	2,500
Capital Outlay	-	-	-	-	-
TOTAL PVPA	\$ 22,800	\$ 17,380	\$ 2,900	\$ 2,900	\$ 4,500
6213 CUSTOMER SERVICE					
Personnel	\$ 202,800	\$ 182,100	\$ 249,340	\$ 249,340	\$ 327,020
Maintenance & Operations	177,120	191,360	233,960	233,960	283,090
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE	\$ 379,920	\$ 373,460	\$ 483,300	\$ 483,300	\$ 610,110
639/640 TOTAL WATER UTILITY FUND					
Personnel	\$ 3,690,140	\$ 3,271,360	\$ 4,440,320	\$ 4,406,030	\$ 5,063,930
Maintenance & Operations	19,128,860	20,234,800	24,540,200	24,581,800	26,643,890
Capital Outlay	143,100	350,280	279,250	619,760	242,000
Capital Improvement Projects*	3,945,990	9,140,130	15,003,930	16,674,060	21,648,850
TOTAL WATER UTILITY FUND	\$ 26,908,090	\$ 32,996,570	\$ 44,263,700	\$ 46,281,650	\$ 53,598,670

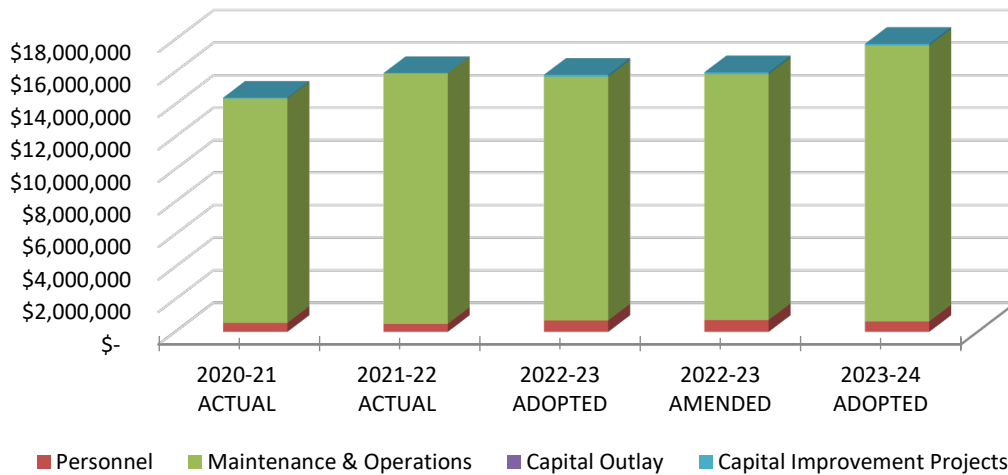
*For Capital Improvement Projects details, see the Capital Improvement Project section.

SOLID WASTE

The Solid Waste Utility Division’s mission is 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.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$548,140	\$489,030	\$697,100	\$723,390	\$637,960
Maintenance & Operations	13,804,480	15,431,670	15,002,830	15,130,240	16,981,550
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	55,470	830	119,510	119,510	107,270
TOTAL BUDGET	\$14,408,090	\$15,921,530	\$15,819,440	\$15,973,140	\$17,726,780

Solid Waste Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
SOLID WASTE UTILITY	\$14,408,090	\$15,921,530	\$15,819,440	\$15,973,140	\$17,726,780
TOTAL BUDGET	\$14,408,090	\$15,921,530	\$15,819,440	\$15,973,140	\$17,726,780

SOLID WASTE DIVISION

The Solid Waste Division is responsible for providing Upland residents with quality refuse collection, disposal, recycling, green waste, organic 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 disposal program. Residents can drive through and drop off sharps containers, and 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 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 2023-24 GOALS AND OBJECTIVES

- ◆ Provide courteous prompt customer service for all solid waste programs.
- ◆ 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 and provide prompt and accurate reporting of grant expenditures for compliance with State regulatory agencies.
- ◆ Reduce the solid waste disposal rate complying with the State’s “Not to exceed 5.2 lbs./person/day disposal target” for the City of Upland (SB 1016). The goals of SB 1016 are synonymous with those of State mandated AB 939, necessitating the development of new recycling programs and outreach/educational opportunities 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Disposal rate* (pounds per person per day)	2.96	2.93	3.00	3.00
Number of household hazardous waste participants	5,080	5,025	5,000	5,000
Household hazardous waste volume (lbs)	355,680	356,850	360,000	360,000
Number of Solid Waste educational events	2	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 2022-23 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 Upland Municipal Code Chapter 3.28 regarding mandatory commercial solid waste and organic waste recycling requirements for certain commercial and all residential dwellings. With the adoption of this ordinance, the City is in compliance with SB 1383.
- ◆ 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.
- ◆ Continued working with Downtown Upland businesses to improve solid waste collection.
- ◆ Increased the 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 include adding free compost to the existing free mulch program at the City Yard during HHW operations.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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SOLID WASTE UTILITY- FUND 641

6213	CUSTOMER SERVICE							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	32,230	33,260	44,120	44,120	-	-	-
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL CUSTOMER SERVICE	\$ 32,230	\$ 33,260	\$ 44,120	\$ 44,120	\$ -	\$ -	\$ -
6301	SOLID WASTE							
	Personnel	\$ 476,540	\$ 388,340	\$ 589,240	\$ 578,530	\$ 521,310	\$ 521,310	\$ 521,310
	Maintenance & Operations	13,665,550	15,279,520	14,839,435	14,852,840	16,800,010	16,800,010	16,800,010
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL SOLID WASTE	\$ 14,142,090	\$ 15,667,860	\$ 15,428,675	\$ 15,431,370	\$ 17,321,320	\$ 17,321,320	\$ 17,321,320
6302	HOUSEHOLD HAZARDOUS WASTE							
	Personnel	\$ 71,510	\$ 87,090	\$ 106,900	\$ 106,900	\$ 115,660	\$ 115,660	\$ 115,660
	Maintenance & Operations	81,780	106,290	117,275	117,280	115,000	115,000	115,000
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL HOUSEHOLD HAZARDOUS WASTE	\$ 153,290	\$ 193,380	\$ 224,175	\$ 224,180	\$ 230,660	\$ 230,660	\$ 230,660
6303	SHARPS							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	1,290	-	2,000	2,000	2,000	2,000	2,000
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL SHARPS	\$ 1,290	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
63XX	ORGANIC WASTE GRANTS							
	Personnel	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -
	Maintenance & Operations	-	-	-	74,680	38,000	38,000	38,000
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL ORGANIC WASTE GRANTS	\$ -	\$ -	\$ -	\$ 111,680	\$ 38,000	\$ 38,000	\$ 38,000
63XX	USED OIL RECYCLING GRANTS							
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	21,150	9,200	-	-	24,540	24,540	24,540
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL USED OIL RECYCLING GRANTS	\$ 21,150	\$ 9,200	\$ -	\$ -	\$ 24,540	\$ 24,540	\$ 24,540
63XX	BEVERAGE CONTAINER GRANTS							
	Personnel	\$ 90	\$ 13,600	\$ 960	\$ 960	\$ 990	\$ 990	\$ 990
	Maintenance & Operations	2,480	3,400	-	39,320	2,000	2,000	2,000
	Capital Outlay	-	-	-	-	-	-	-
	TOTAL BEVERAGE CONTAINER GRANTS	\$ 2,570	\$ 17,000	\$ 960	\$ 40,280	\$ 2,990	\$ 2,990	\$ 2,990
641	TOTAL SOLID WASTE UTILITY FUND							
	Personnel	\$ 548,140	\$ 489,030	\$ 697,100	\$ 723,390	\$ 637,960	\$ 637,960	\$ 637,960
	Maintenance & Operations	13,804,480	15,431,670	15,002,830	15,130,240	16,981,550	16,981,550	16,981,550
	Capital Outlay	-	-	-	-	-	-	-
	Capital Improvement Projects*	55,470	830	119,510	119,510	107,270	107,270	107,270
	TOTAL SOLID WASTE UTILITY FUND	\$ 14,408,090	\$ 15,921,530	\$ 15,819,440	\$ 15,973,140	\$ 17,726,780	\$ 17,726,780	\$ 17,726,780

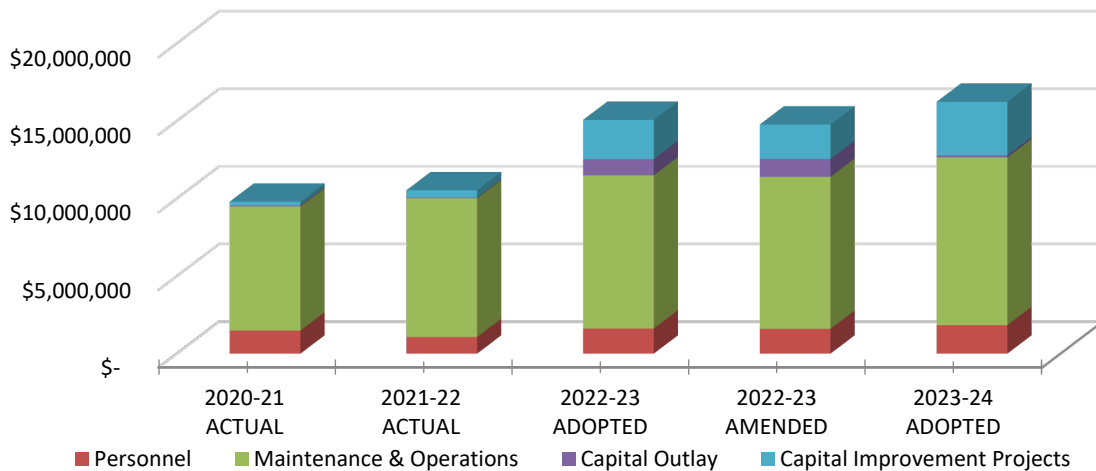
*For Capital Improvement Projects details, see the Capital Improvement Project section.

SEWER

The Wastewater Utility Division’s mission is to provide the City with reliable sewage disposal service in an efficient and cost-effective manner while meeting all regulatory requirements. The Environmental Compliance Division’s mission is to monitor, report and assure that the City is in regulatory compliance.

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
EXPENSE CLASSIFICATION					
Personnel	\$1,484,450	\$1,068,210	\$1,616,420	\$1,602,090	\$1,829,080
Maintenance & Operations	8,005,860	8,951,040	9,877,060	9,794,210	10,812,890
Capital Outlay	67,960	50,650	1,050,500	1,150,500	135,000
Capital Improvement Projects	237,610	461,880	2,522,340	2,222,670	3,450,710
TOTAL BUDGET	\$9,795,880	\$10,531,780	\$15,066,320	\$14,769,470	\$16,227,680

Sewer Expense Classification



	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
FUNDING SOURCES					
SEWER UTILITY	\$9,795,880	\$10,531,780	\$15,066,320	\$14,769,470	\$16,227,680
TOTAL BUDGET	\$9,795,880	\$10,531,780	\$15,066,320	\$14,769,470	\$16,227,680

SEWER DIVISION

The Sewer Division’s responsibility is the maintenance and operation of the sewage collection system and to provide courteous sewer service for residential and business customers. The City owns, operates, and maintains the sewage collection system and conveys the collected wastewater to Inland Empire Utilities Agency (IEUA) to be treated and disposed.

The Division’s work also includes administration, planning, repairs, rehabilitations, and improvement 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, IEUA on various issues pertaining to wastewater disposal, including all costs associated with 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 landfill gas generated from the closed Upland Sanitary Landfill. This includes the operation of the gas extraction system and newly completed Carbon Adsorption System (CAS) that prevents gas migration beyond the Landfill perimeter in compliance with requirements imposed by regulatory agencies including SCAQMD and the County of San Bernardino Department of Public Health-DEHS-LEA. 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 State Water Resources Control Board, Santa Ana Region issued a NPDES Permit to the County of San Bernardino as principal permittee. The City is covered under this Permit as a co-permittee through the Area-wide Storm Water Permit Implementation Agreement. The Area-Wide Permit is currently under negotiation with the State Water Resources Control Board (SWRCB) to be reissued as a regional permit (to include San Bernardino County, Riverside County, and Orange County), and is currently being reviewed in draft form. The Permit (currently under review by the governing bodies of the three counties within the region), is anticipated to be approved and adopted by the winter of 2023. The goal of the NPDES program is to prevent and eliminate runoff 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 habitats, impairing 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 participates in a variety of storm water pollution activities including source control identification, comprehensive bacteria reduction, watershed action committees, and public education. Staff also participates in the administrative review and plan check processes for new development sponsored public improvements to ensure compliance with the NPDES Permit.

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, administrative penalties, and imprisonment.

PERSONNEL					
PERMANENT POSITIONS	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED	GENERAL FUND ALLOCATION
PUBLIC WORKS - SEWER					
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	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	2.00	2.00	1.00	0.00
REGULATORY COMPLIANCE SPECIALIST	0.00	0.00	0.00	1.00	0.00
ENVIRONMENTAL COMPLIANCE INSPECTOR II	1.00	1.00	1.00	1.00	0.00
TOTAL DIVISION	4.00	5.00	5.00	5.00	0.30

FY 2023-24 GOALS AND OBJECTIVES

- ◆ Comply with all regulatory requirements for the collection, treatment, and discharge of wastewater, as well as other environmental issues, including NPDES.
 - Implement the Statewide Trash Provision Order with the installation of full trash capture devices inside inlets' catch basins situated in the priority land use areas.
 - Implement 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 compliance with the Sewer System Management Plan (SSMP) requirements and prevent 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.
- ◆ 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 IEUA.
 - Continued implementation of the Recycled Water Program and Water Conservation Projects
 - Update Storm Water Drainage Master Plan.
 - Update Sewer System Master Plan.
 - Update Sewer System Management Plan.
 - Grant funding applications for City projects, if feasible.
- ◆ Audit the billing 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	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 PROJECTED	2023-24 TARGET
Sewer miles cleaned or lined (miles)	117 miles cleaned	146.5	56.15	180
Manholes inspected and cleaned	3,127	3837	1019	1200
Sewer lateral issues resolved	68	33	40	25
Sewer miles inspected by camera (*)	9	9.58	56.15	60
Sewer manholes/facilities repaired	6	6	5	5
Permitted dischargers or active permits	197	203	198	198
Trunk Line wastewater samples collected	0	0	0	0
Permitted businesses inspected	195	203	198	198
New sewer connections processed	5	4	3	5
Permit violation letters issued (due to discharge limits and reporting requirements)	0	9	0	0
Interior and perimeter Gas Well Collection System readings obtained	684	684	684	684
Landfill probe readings	792	792	792	792
Landfill interior and perimeter gas groundwater samples taken	16	10	10	10
Storm water inspections (a)	225	231	225	225
Mandated countywide storm water protection meetings attended	12	12	12	12
Recycled water retrofit plans submitted and approved by Department of Public Health	0	0	1	0
Retrofitted sites/new connections	0	0	1	0
<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.</p>				

FY 2022-23 MAJOR ACCOMPLISHMENTS

- ◆ 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. The SCAQMD Permit for conversion of the City's closed landfill from a flare system for landfill gas to a carbon exchange system was obtained two years ago.
- ◆ Continued participation in the IEUA Sewer Contract Negotiation of the Regional Sewage Service Contract.
- ◆ 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 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 2023-24 ADOPTED BUDGET

PUBLIC WORKS

2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
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SEWER UTILITY - FUND 645

6213	CUSTOMER SERVICE								
	Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	35,260	36,410	51,520	51,520			65,050	
	Capital Outlay	-	-	-	-			-	
	TOTAL CUSTOMER SERVICE	\$ 35,260	\$ 36,410	\$ 51,520	\$ 51,520			\$ 65,050	
6401	LANDFILL SITE MAINTENANCE								
	Personnel	\$ 122,010	\$ 80,660	\$ 135,270	\$ 135,270	\$		\$ 162,270	
	Maintenance & Operations	95,780	90,120	220,450	220,450			273,980	
	Capital Outlay	-	-	-	-			-	
	TOTAL LANDFILL SITE MAINTENANCE	\$ 217,790	\$ 170,780	\$ 355,720	\$ 355,720			\$ 436,250	
6402	MAINTENANCE & OPERATIONS								
	Personnel	\$ 1,061,140	\$ 748,120	\$ 1,104,710	\$ 1,090,380	\$		\$ 1,238,870	
	Maintenance & Operations	740,320	1,251,360	1,157,790	1,104,940			1,347,920	
	Capital Outlay	67,960	50,650	1,050,500	1,150,500			135,000	
	TOTAL MAINTENANCE & OPERATIONS	\$ 1,869,420	\$ 2,050,130	\$ 3,313,000	\$ 3,345,820			\$ 2,721,790	
6403	SEWER - RESIDENTIAL								
	Personnel	\$ 200,200	\$ 152,820	\$ 239,980	\$ 239,980	\$		\$ 273,460	
	Maintenance & Operations	7,049,960	7,561,430	8,084,610	8,084,610			8,619,510	
	Capital Outlay	-	-	-	-			-	
	TOTAL SEWER - RESIDENTIAL	\$ 7,250,160	\$ 7,714,250	\$ 8,324,590	\$ 8,324,590			\$ 8,892,970	
6404	SEWER - NON-RESIDENTIAL								
	Personnel	\$ 101,100	\$ 86,610	\$ 136,460	\$ 136,460	\$		\$ 154,480	
	Maintenance & Operations	84,540	11,720	362,690	332,690			506,430	
	Capital Outlay	-	-	-	-			-	
	TOTAL SEWER - NON-RESIDENTIAL	\$ 185,640	\$ 98,330	\$ 499,150	\$ 469,150			\$ 660,910	
645	TOTAL SEWER UTILITY FUND								
	Personnel	\$ 1,484,450	\$ 1,068,210	\$ 1,616,420	\$ 1,602,090	\$		\$ 1,829,080	
	Maintenance & Operations	8,005,860	8,951,040	9,877,060	9,794,210			10,812,890	
	Capital Outlay	67,960	50,650	1,050,500	1,150,500			135,000	
	Capital Improvement Projects*	237,610	461,880	2,522,340	2,222,670			3,450,710	
	TOTAL SEWER UTILITY FUND	\$ 9,795,880	\$ 10,531,780	\$ 15,066,320	\$ 14,769,470			\$ 16,227,680	

CITY OF UPLAND
PUBLIC WORKS
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
	PERSONNEL EXPENSE					
5110	Buy Backs	\$ 28,390	\$ 33,480	\$ 33,290	\$ 33,290	\$ 73,900
5111	Salaries - Full Time	5,116,670	5,196,320	7,008,570	7,004,230	7,650,250
5112	Salaries - Temporary/Part Time	112,360	64,230	157,120	157,120	165,490
5113	Overtime	293,620	354,390	336,410	336,410	390,810
5116	Fringe Benefits	1,200,060	1,161,130	1,911,530	1,898,980	2,148,750
5117	Retirement Contributions	539,340	505,600	737,300	731,860	875,520
5119	Unfunded Annual PERS Liability	1,412,690	-	-	-	-
	TOTAL PERSONNEL EXPENSES	\$ 8,703,130	\$ 7,315,150	\$ 10,184,220	\$ 10,161,890	\$ 11,304,720
	MAINTENANCE & OPERATIONS					
5211	Postage	\$ 79,850	\$ 84,470	\$ 228,600	\$ 231,250	\$ 213,420
5212	Advertising	14,730	940	24,200	39,200	36,560
5213	Dues & Subscriptions	9,420	7,780	19,220	19,220	27,100
5215	Training/Conferences/Meetings	15,260	23,090	55,035	55,940	105,210
5216	Office Supplies	10,440	10,000	27,950	29,650	21,450
5217	Other Supplies/Materials	777,540	779,110	1,434,690	1,548,240	1,554,610
5218	Uniform Expense	50,880	65,540	61,980	64,580	107,300
5219	Registration/Permits/Licenses	175,330	169,980	236,230	236,230	356,350
5220	Fuel Usage	154,670	216,890	184,000	187,400	299,490
5222	Print/Mail Charges	1,270	4,680	15,900	15,900	15,900
5223	Information Systems Charges	472,130	-	-	-	-
5224	Vehicle Charges	304,760	-	-	-	-
5225	Building Maint & Operations	508,270	-	-	-	-
5226	Team Building Expenses	-	-	-	-	8,200
5227	Vehicle Parts/Materials	205,510	261,190	184,450	194,950	295,700
5231	Office Equipment (Under 5,000)	22,970	10,270	9,030	24,030	13,180
5232	Computer Equip (Under 5,000)	14,780	3,440	22,050	22,050	20,550
5233	Other Equipment (Under 5,000)	598,090	765,290	992,330	1,099,830	1,127,850
5234	Other Equipment Rental	26,430	41,410	36,400	36,400	31,400
5236	Rent	55,580	57,300	59,000	59,000	70,000
5237	Utilities - Sewer	-	-	-	43,200	-
5241	Utilities - Electric	2,301,260	2,624,930	2,436,680	2,525,680	2,570,290
5242	Utilities - Gas	10,900	11,540	13,560	14,760	20,140
5243	Utilities - Telephone	2,510	2,530	1,200	1,200	2,620
5244	Utilities - Water	10,538,840	10,241,440	13,360,280	13,280,280	14,097,230
5245	Maintenance - Building/Structure/Grounds	335,270	364,660	683,000	1,156,750	505,000
5246	Maintenance - Equipment	1,570	34,420	5,650	5,650	33,000
5247	Maintenance - Vehicle	2,910	-	-	-	-
5248	Maintenance - Other	35,080	60,110	125,020	125,020	140,100
5249	Other Maintenance	-	-	1,000	1,000	1,000
5251	Legal Services	23,650	33,410	138,000	138,000	355,000
5252	Professional Services	145,460	238,320	497,420	510,330	490,740
5253	Contract Services	1,743,520	2,901,920	2,426,925	3,200,170	2,859,270
5254	Data Processing Services	29,940	21,510	21,020	21,020	21,310
5255	Banking Services	148,870	147,020	111,480	111,480	149,500
5256	Solid Waste Services	12,996,810	14,374,790	13,976,240	13,976,240	16,000,000
5257	Sewer Treatment Disposal Services	6,601,300	6,998,260	7,549,200	7,519,200	8,092,560
5258	Other Services	1,186,470	982,450	1,964,510	2,216,930	2,874,610
5259	Recycled Water Purchase	1,220,550	1,289,250	1,341,500	1,341,500	1,685,390
5273	Workers Compensation Charges	589,100	-	-	-	-
5274	Unemployment Charges	19,860	-	-	-	-
5275	Long-term Disability Charges	38,300	-	-	-	-
5276	Liability Charges	747,750	-	-	-	-

CITY OF UPLAND
PUBLIC WORKS
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

OBJECT CODE	EXPENSE CLASSIFICATION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 ADOPTED
5277	Loss Prevention Charges	38,250	-	-	-	-
5290	Late Charges	6,840	3,420	-	-	-
5291	Bad Debts Expense	31,440	92,810	-	-	-
5292	Administrative Services Expense	2,841,570	3,448,840	3,448,840	3,448,840	3,160,540
5294	Sponsor/Contribution/Donation	220	-	5,200	5,200	5,200
5295	Pump/Diesel Taxes	2,440	2,440	5,000	5,000	5,000
5298	Loss-Cap Assets	253,180	139,980	-	-	-
5299	Prior Year Expenses	-	9,580	-	-	-
5304	Contributions	792,050	296,830	777,000	777,000	777,000
5321	Employee Incentive	-	140	-	-	-
5424	Bond Principal Payment	-	-	1,214,000	1,214,000	1,234,000
5425	Bond Interest Expense	329,310	172,050	407,860	407,860	405,620
5427	Issuance Costs	-	329,780	-	-	-
5701	Information Systems Allocation Charges	-	682,980	611,790	611,790	550,080
5702	Fleet - Maintenance & Repair Allocation	-	349,700	351,380	351,380	445,570
5703	Vehicle Acquisition Allocation	-	251,750	119,250	119,250	143,000
5704	Building Maintenance & Operation Allocation	-	607,670	475,300	475,300	451,290
5705	Self Funded Liability Allocation	-	1,436,330	1,587,460	1,587,460	1,483,350
5706	OPEB & Employee Benefits Allocation	-	340,920	250,240	250,240	240,580
5707	PERS-UAL Allocation	-	1,866,880	773,730	773,730	701,210
	TOTAL MAINTENANCE & OPERATIONS	\$ 46,513,130	\$ 52,860,040	\$ 58,270,800	\$ 60,079,330	\$ 63,804,470
	CAPITAL OUTLAY					
5528	Improvements Other Than Buildings	\$ 20,560	\$ 24,320	\$ 50,000	\$ 50,000	\$ 164,340
5529	Building Improvements	15,420	72,380	-	-	130,000
5530	Machinery & Equipment	706,170	74,620	166,000	343,950	230,000
5531	Vehicles	336,590	635,670	1,429,000	3,298,970	819,200
	TOTAL CAPITAL OUTLAY	\$ 1,078,740	\$ 806,990	\$ 1,645,000	\$ 3,692,920	\$ 1,343,540
	CAPITAL IMPROVEMENT PROJECTS					
55XX	Capital Improvement Projects	\$ 11,049,320	\$ 13,700,990	\$ 37,414,790	\$ 39,253,250	\$ 58,749,070
	TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 11,049,320	\$ 13,700,990	\$ 37,414,790	\$ 39,253,250	\$ 58,749,070
	TOTAL DEPARTMENT	\$ 67,344,320	\$ 74,683,170	\$ 107,514,810	\$ 113,187,390	\$ 135,201,800

**CITY OF UPLAND
PUBLIC WORKS
FY 2023-24 ANNUAL BUDGET
SUMMARY BY OBJECT CODE AND FUND**

OBJECT CODE	FUND NO.																	2023-24 ADOPTED	
	101	204	205	206	217	229	420	421	422	423	425	426	639	640	641	645	752		754
EXPENSE CLASSIFICATION	GENERAL	GAS TAX	MEASURE I	RMRA	OTHER GRANTS	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	
PERSONNEL EXPENSE																			
5110 Buy Backs	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,200	\$ 1,900	\$ 2,800	\$ 600	\$ 6,400	\$ 73,900
5111 Salaries - Full Time	1,515,740	170,640	125,600	38,330	-	-	-	-	-	8,750	-	42,940	-	3,430,030	358,470	1,292,330	236,910	430,510	7,650,250
5112 Salaries - Temporary/Part Time	24,240	-	-	-	-	-	-	-	-	-	-	-	-	42,840	71,480	8,210	-	18,720	165,490
5113 Overtime	86,000	-	-	-	-	-	-	-	-	-	-	-	-	201,230	65,000	17,080	3,300	18,200	390,810
5116 Fringe Benefits	433,210	37,930	27,390	8,110	-	-	-	-	-	1,650	-	9,310	-	957,670	100,620	363,000	70,790	139,070	2,148,750
5117 Retirement Contributions	177,080	20,540	15,120	4,620	-	-	-	-	-	1,050	-	5,170	-	388,960	40,490	145,660	27,870	48,960	875,520
TOTAL PERSONNEL EXPENSES	\$ 2,255,270	\$ 229,110	\$ 168,110	\$ 51,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,450	\$ -	\$ 57,420	\$ -	\$ 5,063,930	\$ 637,960	\$ 1,829,080	\$ 339,470	\$ 661,860	\$ 11,304,720
MAINTENANCE & OPERATIONS																			
5211 Postage	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,600	\$ 27,500	\$ 52,120	\$ 100	\$ -	\$ 213,420
5212 Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	20,760	15,500	300	-	-	36,560
5213 Dues & Subscriptions	6,330	-	-	-	-	-	-	-	-	-	-	-	-	11,770	1,100	7,600	-	300	27,100
5215 Training/Conferences/Meetings	12,300	-	-	-	-	-	-	-	-	-	-	-	-	65,960	5,400	18,550	3,000	-	105,210
5216 Office Supplies	5,600	-	-	-	-	-	-	-	-	-	-	-	-	8,500	1,000	5,150	600	600	21,450
5217 Other Supplies/Materials	182,700	50,000	-	-	690	-	-	-	-	-	-	-	-	1,137,000	20,320	139,700	23,200	1,000	1,554,610
5218 Uniform Expense	23,250	-	-	-	-	-	-	-	-	-	-	-	-	47,670	-	24,380	4,100	7,900	107,300
5219 Registration/Permits/Licenses	1,000	-	-	-	-	-	-	-	-	-	-	-	-	280,530	-	63,970	6,650	4,200	356,350
5220 Fuel Usage	85,490	-	-	-	-	-	-	-	-	-	-	-	-	108,500	-	91,500	9,650	4,500	299,490
5222 Print/Mail Charges	850	-	-	-	-	-	-	-	-	-	-	-	-	14,900	-	1,300	100	-	15,900
5226 Team Building Expenses	4,000	-	-	-	-	-	-	-	-	-	-	-	-	2,800	100	50	-	-	8,200
5227 Vehicle Parts/Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,700	-	295,700
5231 Office Equipment (Under 5,000)	7,000	-	-	-	-	-	-	-	-	-	-	-	-	3,680	-	1,750	750	-	13,180
5232 Computer Equip (Under 5,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	18,600	-	1,950	-	-	20,550
5233 Other Equipment (Under 5,000)	40,000	-	-	-	-	-	-	-	-	-	-	-	-	1,055,850	-	14,000	10,000	8,000	1,127,850
5234 Other Equipment Rental	5,000	-	-	-	-	-	-	-	-	-	-	-	-	18,500	1,900	6,000	-	-	31,400
5236 Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	70,000	-	-	-	-	70,000
5241 Utilities - Electric	1,074,340	-	-	-	-	-	-	-	-	-	-	-	-	1,491,000	-	4,950	-	-	2,570,290
5242 Utilities - Gas	13,840	-	-	-	-	-	-	-	-	-	-	-	-	3,500	-	-	2,800	-	20,140
5243 Utilities - Telephone	2,420	-	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	2,620
5244 Utilities - Water	957,710	-	-	-	-	-	-	-	-	-	-	-	-	13,069,520	-	70,000	-	-	14,097,230
5245 Maintenance - Building/Structure/Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	505,000	505,000
5246 Maintenance - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	-	27,000	-	-	33,000
5248 Maintenance - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	136,800	-	-	3,300	-	140,100
5249 Other Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000
5251 Legal Services	-	-	-	-	-	-	-	-	-	-	-	-	-	85,000	10,000	260,000	-	-	355,000
5252 Professional Services	350,000	-	-	-	-	-	-	-	-	-	-	-	-	42,250	4,150	94,340	-	-	490,740
5253 Contract Services	1,974,200	300,000	-	-	-	-	-	-	-	-	-	-	-	366,300	128,450	48,300	42,020	-	2,859,270
5254 Data Processing Services	-	-	-	-	-	-	-	-	-	-	-	-	-	9,000	3,810	-	8,500	-	21,310
5255 Banking Services	-	-	-	-	-	-	-	-	-	-	-	-	-	139,500	10,000	-	-	-	149,500
5256 Solid Waste Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000,000	-	-	-	16,000,000
5257 Sewer Treatment Disposal Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,092,560	-	-	8,092,560
5258 Other Services	933,000	-	-	-	-	-	-	-	-	-	-	-	-	1,118,960	76,670	670,580	25,400	50,000	2,874,610
5259 Recycled Water Purchase	-	-	-	-	-	-	-	-	-	-	-	-	-	1,685,390	-	-	-	-	1,685,390
5292 Administrative Services Expense	-	327,290	-	-	-	-	-	-	-	-	-	-	-	1,727,000	546,540	559,710	-	-	3,160,540
5294 Sponsor/Contribution/Donation	-	-	-	-	-	-	-	-	-	-	-	-	-	5,200	-	-	-	-	5,200
5295 Pump/Diesel Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	-	5,000
5304 Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	777,000	-	-	-	-	777,000
5424 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	1,234,000	-	-	-	-	1,234,000
5425 Bond Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	405,620	-	-	-	-	405,620
5701 Information Systems Allocation Charges	147,140	-	-	-	-	-	-	-	-	-	-	-	-	267,140	23,060	97,090	15,650	-	550,080
5702 Fleet - Maintenance & Repair Allocation	142,350	-	-	-	-	-	-	-	-	-	-	-	-	171,790	-	131,430	-	-	445,570
5703 Vehicle Acquisition Allocation	143,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	143,000
5704 Building Maintenance & Operation Allocation	359,640	-	-	-	-	-	-	-	-	-	-	-	-	67,560	5,950	18,140	-	-	451,290
5705 Self Funded Liability Allocation	396,790	-	-	-	-	-	-	-	-	-	-	-	-	727,280	89,150	270,130	-	-	1,483,550
5706 OPEB & Employee Benefits Allocation	49,220	4,570	3,550	1,060	-	-	-	-	-	-	-	-	-	108,260	10,950	40,340	7,980	14,650	240,580
5707 PERS-LIAB Allocation	414,590	43,760	33,780	10,490	-	-	-	-	-	2,300	-	11,260	-	-	-	66,280	-	-	118,750
TOTAL MAINTENANCE & OPERATIONS	\$ 7,331,860	\$ 725,620	\$ 37,330	\$ 11,550	\$ 690	\$ -	\$ -	\$ -	\$ -	\$ 2,300	\$ -	\$ 11,260	\$ -	\$ 26,643,890	\$ 16,981,550	\$ 10,812,890	\$ 530,630	\$ 714,900	\$ 63,804,470
CAPITAL OUTLAY																			
5528 Improvements Other Than Buildings	\$ -	\$ -	\$ -	\$ -	\$ 164,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,340
5529 Building Improvements	-	-	-	-	-	90,000	-	-	-	-	-	-	-	105,000	-	25,000	-	-	130,000
5530 Machinery & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	-	110,000	-	-	230,000
5531 Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-	107,000	-	-	712,200	-	819,200
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ 164,340	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,000	\$ -	\$ 135,000	\$ 712,200	\$ -	\$ 1,343,540
CAPITAL IMPROVEMENT PROJECTS																			
55XX Capital Improvement Projects	\$ -	\$ 9,659,660	\$ 5,718,190	\$ 5,722,240	\$ -	\$ 3,583,590	\$ 554,750	\$ 2,694,590	\$ 2,791,380	\$ 904,120	\$ 868,310	\$ 1,045,410	\$ 8,964,820	\$ 12,684,030	\$ 107,270	\$ 3,450,710	\$ -	\$ -	\$ 58,749,070
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ -	\$ 9,659,660	\$ 5,718,190	\$ 5,722,240	\$ -	\$ 3,583,590	\$ 554,750	\$ 2,694,590	\$ 2,791,380	\$ 904,120	\$ 868,310	\$ 1,045,410	\$ 8,964,820	\$ 12,684,030	\$ 107,270	\$ 3,450,710	\$ -	\$ -	\$ 58,749,070
TOTAL DEPARTMENT	\$ 9,587,130	\$ 10,614,390	\$ 5,923,630	\$ 5,784,850	\$ 165,030	\$ 3,673,590	\$ 554,750	\$ 2,694,590	\$ 2,791,380	\$ 917,870	\$ 868,310	\$ 1,114,090	\$ 8,964,820	\$ 44,633,850	\$ 17,726,780	\$ 16,227,680	\$ 1,582,300	\$ 1,376,760	\$ 135,201,800

ADOPTED BUDGET
FY 2023-24
CAPITAL IMPROVEMENT PROGRAM



CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2023-24 proposed Capital Improvement Program (CIP) budget provides \$26.9 million for new projects and \$32.3 million for carry-over projects. The City of Upland defines a CIP as having (1) a capital asset with a minimum dollar amount of \$10,000 and (2) an estimated useful life of five years or more.

New projects are identified and recommended as necessary in the City of Upland. Throughout the Fiscal Year, the projects scheduled in FY 2023-24 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 2022-23 or prior years and were not completed as of June 30, 2023. Therefore, the remaining balances of their corresponding appropriations are carried over to the new FY 2023-24 budget and beyond, if necessary.

The proposed FY 2023-24 CIP budget, summarized by categories, is provided below:

FY 2023-24	
BUILDINGS AND FACILITIES	\$1,876,660
PARK ACQUISITION & DEVELOPMENT	\$3,863,930
STORM DRAIN	\$2,791,380
STREET AND TRAFFIC FACILITIES	\$25,554,440
WATER UTILITY	\$21,648,850
SOLID WASTE	\$107,270
SEWER UTILITY	\$3,450,710
TOTAL CIP	\$59,293,240

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, Traffic Facilities Development (Fund 423), and the Street & Alley Program (Fund 426).

Water

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

Solid Waste

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

Sewer

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

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
GAS TAX FUNDED PROJECTS									
204	7003		Pavement Management System	149,890	(124,890)	25,000	-	-	-
204	7031		Traffic Safety Projects - Annual	40,950	-	40,950	-	-	-
204	7069		Arrow Highway Rehab (Benson to Mountain)	1,369,130	1,000,000	2,369,130	-	-	-
204	7076		Alpine Street Rehab (West End to Palm Ave.)	659,220	226,000	885,220	-	-	-
204	7077		Vernon Drive (West End to Palm Ave.)	343,320	171,000	514,320	-	-	-
204	7078		Palm Avenue (9th Street to Arrow Hwy.)	631,300	804,000	1,435,300	-	-	-
204	7500	70003	Citywide Striping Replacement 2020/21	38,750	(30,000)	8,750	-	-	-
204	7500	70004	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2020/21	28,860	(28,860)	-	-	-	-
204	7500	70005	14th Street Rehab (Campus to Grove)	109,950	(109,950)	-	-	-	-
204	7500	70007	City/County North Shared Roadways Project	1,243,950	-	1,243,950	-	-	-
204	7500	70009	Citywide Striping Replacement 2021/22	49,000	(49,000)	-	-	-	-
204	7500	70010	Citywide Crack Seal/Slurry Seal 2021/22	82,680	(82,680)	-	-	-	-
204	7500	70012	Citywide Concrete Repairs 2022/23	(410)	410	-	-	-	-
204	7500	70013	Citywide Striping Replacement 2022/23	400,000	(150,000)	250,000	-	-	-
204	7500	70014	Citywide Crack Seal/Slurry Seal 2022/23	495,170	-	495,170	-	-	-
204	7500	70017	Citywide Crack Seal/Slurry Seal 2023/24	-	25,000	25,000	340,000.00	-	-
204	8617		Arrow Route Widening (Monte Vista Avenue to San Antonio Channel East)	99,480	(79,480)	20,000	-	-	-
204	9124		Arrow Highway Rehab (Mountain to San Antonio)	1,221,870	1,125,000	2,346,870	-	-	-
Total Gas Tax (15)				6,963,110	2,696,550	9,659,660	340,000.00	-	-
MEASURE I FUNDED PROJECTS									
205	7339		Campus Ave. Rehab (9th St. to Foothill Blvd.)	155,270	306,230	461,500	-	2,630,000.00	-
205	7340		17th Street Reconstruction (San Antonio to Euclid)	862,610	-	862,610	-	-	-
205	7343		19th Street Reconstruction (Mountain to Euclid)	138,210	493,380	631,590	-	3,360,000.00	-
205	7345		Grove Avenue Rehab (Foothill to 15th Street)	134,210	365,000	499,210	2,703,000.00	-	-
205	7500	74003	Phase-II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	28,860	-	28,860	-	-	-
205	7500	74004	Citywide Pavement Maintenance 2021/2022	51,420	60,000	111,420	-	-	-
205	7500	74005	18th Street Rehab (Mountain to Euclid)	104,000	473,000	577,000	3,275,000.00	-	-
205	7500	74006	Citywide Pavement Maintenance 2022/2023	250,000	-	250,000	-	-	-
205	7500	74007	Mountain Avenue Rehab (20th to 23rd)	100,000	200,000	300,000	2,370,000.00	-	-
205	7500	74008	1st Avenue Rehabilitation ("A" St. to "D" St.)	-	200,000	200,000	-	1,051,000.00	-
205	7500	74009	C Street Rehabilitation (Euclid Ave. to 3rd Ave.)	-	140,000	140,000	-	700,000.00	-
205	7500	74010	Lexington St. / 1st Ave. / 2nd Ave. Rehabilitation	-	1,156,000	1,156,000	-	-	-
205	7500	74011	Citywide Pavement Maintenance 2023/2024	-	500,000	500,000	-	-	-
Total Measure I (9)				1,824,580	3,893,610	5,718,190	8,348,000.00	7,741,000.00	-
RMRA FUNDED PROJECTS									
206	7500	70005	14th Street Rehab (Campus to Grove)	119,610	50,000	169,610	-	1,911,000.00	-
206	7500	70006	Mulberry Avenue Reconstructio (Foothill Blvd. to Pine Street)	389,240	711,000	1,100,240	-	-	-
206	7500	70015	Foothill Blvd. Rehab (Benson to Mountain)	134,770	3,830,160	3,964,930	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
RMRA FUNDED PROJECTS CONTINUED									
206	7500	70016	Foothill Blvd. Rehab (Mountain to San Antonio)	137,460	-	137,460	3,328,515.00	-	-
206	7500	70018	Foothill Blvd. Rehab (Central to Benson)	-	350,000	350,000	-	-	4,141,000.00
Total RMRA (4)				781,080	4,941,160	5,722,240	3,328,515.00	1,911,000.00	4,141,000.00
CDBG FUNDED PROJECTS									
209	7500	16127	Downtown Public Parking Improvement (South side of A St)	146,450	-	146,450	-	-	-
209	7613	23923	Landecena Interior Improvements-PH2	137,000	-	137,000	-	-	-
Total CDBG (1)				283,450	-	283,450	-	-	-
PBIA FUNDED PROJECTS									
210	7500	16127	Downtown Public Parking Improvement (South side of A St)	39,000	-	39,000	-	-	-
210	7702		Parking Lot Rehabilitation (1st Ave. & "A" Street)	102,380	-	102,380	-	-	-
Total PBIA (1)				141,380	-	141,380	-	-	-
AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PROJECTS									
229	2501	32337	Downtown Parklets	119,340	-	119,340	-	-	-
229	7500	16127	Downtown Parking Lot Rehabilitation	-	750,000	750,000	-	-	-
229	7500	16164	Fuel Island Fuel Master System Replacement	-	45,000	45,000	-	-	-
229	7500	16150	ARPA Alley Rehabilitation Phase 1	90,600	(90,600)	-	-	-	-
229	7500	16159	Civic Center Paving and ADA	11,740	(11,740)	-	-	-	-
229	7500	16160	ARPA Alley Rehabilitation Phase 2	441,250	90,600	531,850	-	-	-
229	7500	16161	ARPA Concrete Repairs FY 2021/2022	-	-	-	-	-	-
229	7500	16162	ARPA Concrete Repairs FY 2022/2023	-	-	-	-	-	-
229	7500	16163	ARPA Park Parking Lot Improvements	128,730	1,121,270	1,250,000	-	-	-
229	8001	16153	Pavement Management System Report and Pavement Master Plan	199,590	-	199,590	-	-	-
229	8003	16156	Sidewalk Inventory and Repair Master Plan	382,610	-	382,610	-	-	-
229	8004	16155	Public Facilities ADA Master Plan	249,910	-	249,910	-	-	-
229	8005	16158	Traffic Signal Assessment and Master Plan	174,630	-	174,630	-	-	-
ARPA (13)				1,798,400	1,904,530	3,702,930	-	-	-
DEVELOPMENT IMPROVEMENT FUND PROJECTS									
420	7500	80001	PD Women's Locker Room	33,000	192,000	225,000	-	-	-
420	7500	80002	Men's Locker Replacement (PD)	47,750	282,000	329,750	-	-	-
Total Development Improvements (2)				80,750	474,000	554,750	-	-	-
PARK ACQUISITION & DEVELOPMENT FUND PROJECTS									
421	5420	83001	Park Playground Equipment Replacement in Olivedale Park	-	100,000	100,000	-	-	-
421	7500	82338	Downtown Urban Space	191,300	-	191,300	-	-	-
421	7500	82339	Dog Park Improvements	186,220	613,780	800,000	-	-	-
421	7500	82345	Shade Structures for Park Picnic Areas	550,000	-	550,000	-	-	-
421	7500	82346	Citrus Park Snackbar/Admin Building Roof Replacement	200,000	-	200,000	-	-	-
421	7500	83002	Park Restroom Improvements	-	150,000	150,000	-	-	-

CAPITAL IMPROVEMENT PROGRAM

FY 2023-24

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
PARK ACQUISITION & DEVELOPMENT FUND PROJECTS CONTINUED									
421	7500	83003	Olivedale Park Upgrades (Restroom, shade structures, playground surfacing, etc.)	-	617,250	617,250	-	-	-
421	8203		Sycamore Hills Park-Master Plan	86,040	-	86,040	-	-	-
Total Park Acquisition & Development (8)				1,213,560	1,481,030	2,694,590	-	-	-
STORM DRAIN DEVELOPMENT FUND PROJECTS									
422	7500	84001	Arrow Hwy. Storm Drain Improvements	1,448,000	800,000	2,248,000	-	-	-
422	7500	84002	Campus Ave. Storm Drain (Arrow Hwy. to Foothill)	174,940	-	174,940	-	3,375,059.00	-
422	8402		Misc. Storm Drain Replacements - Annual	178,090	-	178,090	-	-	-
422	8405		Euclid Avenue Storm Drain	90,580	-	90,580	-	-	-
422	8408		Storm Drain Master Plan Improvements - Phase 1	99,770	-	99,770	-	-	-
Total Storm Drain Development (3)				1,991,380	800,000	2,791,380	-	3,375,059.00	-
STREET & TRAFFIC FACILITIES FUND PROJECTS									
423	7500	85001	LSRP Intersection Improvements 2022-23	31,000	-	31,000	-	-	-
423	7500	85002	HSIP Cycle 11 Traffic Signal Hardware Improvements	-	206,840	206,840	1,861,560.00	-	-
423	7500	85003	Traffic Signal Upgrades 2023-24	-	200,000	200,000	-	-	-
423	8617		Arrow Route Widening (Monte Vista to Central)	62,000	-	62,000	-	-	-
423	8622		I-10 & Euclid Avenue Interchange Project	10,190	-	10,190	-	-	-
423	8623		I-10 & Monte Vista Avenue Interchange Project	94,180	-	94,180	-	-	-
423	8625		Traffic Signal Upgrades 2019-20	149,910	150,000	299,910	-	-	-
Total Street & Traffic Facility Development (4)				347,280	556,840	904,120	1,861,560.00	-	-
GENERAL CAPITAL FUND PROJECTS									
425	4203	20104	Scoreboard at Olivedale Park	30,000	(30,000)	-	-	-	-
425	3205	30502	Feline Kennels at Animal Shelter	-	-	-	-	-	-
425	7500	XXXXX	Magnolia Rec Kitchen Remodel	-	-	-	355,000.00	-	-
425	7500	XXXXX	Magnolia Park Parking Lot Rehabilitation	-	-	-	-	505,000.00	-
425	7500	XXXXX	Greenbelt Park Parking Lot Rehabilitation	-	-	-	-	-	456,000.00
425	7500	82336	Civic Center Paving and ADA	19,130	(19,130)	-	-	-	-
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	190,000	-	190,000	-	-	-
425	7500	82347	PD Air Handler Replacement - Phase 1 of 4	-	150,000	150,000	150,000.00	150,000.00	150,000.00
425	8040		Utility Undergrounding 2019	78,310	100,000	178,310	-	-	-
Total General Capital Projects (12)				667,440	200,870	868,310	505,000.00	655,000.00	606,000.00
STREET & ALLEY PROGRAM PROJECTS									
426	7500	86001	Street & Alley Program Rehab 2020-21	21,670	(21,670)	-	-	-	-
426	7500	86002	Street & Alley Program Rehab 2021-22	251,140	-	251,140	-	-	-
426	7500	86003	Street & Alley Program Rehab 2022-23	444,270	-	444,270	-	-	-
426	7500	86004	Street & Alley Program Rehab 2023-24	-	350,000	350,000	240,000.00	240,000.00	240,000.00

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
STREET & ALLEY PROGRAM PROJECTS CONTINUED									
426	8801		Street & Alley Program	111,240	(111,240)	-	-	-	-
Total Street & Alley Program (3)				828,320	217,090	1,045,410	240,000.00	240,000.00	240,000.00
WATER BOND PROJECTS									
639	7500	91002	Alley Water Main Replacement 2020-21	275,000	250,000	525,000	-	-	-
639	9124		Arrow Highway Water Main Repl. (Mountain to San Antonio)	443,600	300,000	743,600	-	-	-
639	9142		Arrow Highway Water Main Repl. (Benson to Mountain)	363,570	1,000,000	1,363,570	-	-	-
639	9143		Mulberry Avenue Water Main Repl.	423,980	424,170	848,150	-	-	-
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	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)	361,000	-	361,000	3,139,000.00	-	-
639	7500	92131	San Antonio Canyon Water Treatment Plant	301,000	-	301,000	2,624,000.00	-	-
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)	72,000	-	72,000	628,000.00	-	-
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	62,000	-	62,000	538,000.00	-	-
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	56,000	-	56,000	494,000.00	-	-
639	7500	92136	Plant 11 New Roof, Security Doors & Windows, Chain Link Fencing with 1" mesh, and Equipment (149 N. Benson Avenue)	41,000	-	41,000	359,000.00	-	-
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)	21,000	-	21,000	179,000.00	-	-
639	9081	92109	Reservoir 16 Repairs	945,500	-	945,500	-	-	-
Total Water Bond Projects (21)				6,990,650	1,974,170	8,964,820	7,961,000.00	-	-
WATER FUND PROJECTS									
640	7500	91001	14th Street Water Main Repl. (Alta Ave. to Grove Ave.)	47,990	52,010	100,000	619,000.00	-	-
640	7500	91002	Alley Water Main Replacement 2020-21	275,000	(275,000)	-	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
WATER FUND PROJECTS CONTINUED									
640	7500	91003	Campus Avenue Water Main Replacement, 9th to Washington & Arrow to Foothill	145,000	155,000	300,000	-	1,925,000.00	-
640	7500	91004	Plant 4 Chlorine Generation, CMU Secured Housing, and MCC Upgrades (401 E. 19th St.)	62,360	-	62,360	-	-	-
640	7500	91005	Water Master Plan	420,820	-	420,820	-	-	-
640	7500	91006	Foothill Blvd. Water Main Repl. (Mountain to San Antonio)	100,700	-	100,700	1,751,300.00	-	-
640	7500	91008	Foothill Blvd. Water Main Repl. (San Antonio to Euclid)	98,450	-	98,450	-	1,708,550.00	-
640	7500	91009	11th Street Recycled Water Main (Monte Vista Ave. to Euclid Ave.)	175,000	100,000	275,000	-	-	-
640	7500	91010	15th Street Recycled Water Main (Benson Ave to 2nd Ave)	175,000	100,000	275,000	-	-	-
640	7500	91011	Water Rate Study	150,000	50,000	200,000	-	-	-
640	7500	91012	Foothill Blvd. Water Main Repl.	-	2,005,000	2,005,000	-	-	-
640	7500	91013	Alley Water Main Replacement 2023-24	-	600,000	600,000	-	-	-
640	7500	92151	9th Street, from Benson Ave. to Mountain Ave.	52,000	210,000	262,000	1,700,000.00	-	-
640	7500	92152	9th Street, from 8th Ave. to Grove Ave.	258,000	188,000	446,000	-	3,245,000.00	-
640	9048		Reservoir 16 Structural Evaluation (San Antonio Park)	15,230	-	15,230	-	-	-
640	9049		Citywide Lateral Replacements - Annual	60,600	150,000	210,600	-	-	-
640	9050		Citywide Hydrant Replacements - Annual	75,000	150,000	225,000	-	-	-
640	9052		Waste to Drain Discharge Lines	-	50,000	50,000	-	-	-
640	9082		Onsite Disinfection Generation (Plant 6 on 15th Street)	200,460	-	200,460	-	-	-
640	9084		Plant 3 MCC Upgrades (22nd Street)	225,000	-	225,000	-	-	-
640	9087		PRV Stations	4,360	-	4,360	-	950,000.00	-
640	9122		13th Street Water Main Repl. (Euclid to Campus)	133,250	(133,250)	-	-	-	-
640	9127		Ground Water Nitrate Treatment - Study & Design	300,000	-	300,000	-	-	-
640	9128		Reservoir Replacement at 17th Street	(1,783,560)	2,000,000	216,440	-	-	-
640	9132		Water Interconnect with CVWD System	50,000	-	50,000	-	-	-
640	9134		Reservoir 15 Enhancements	92,480	-	92,480	-	-	-
640	9135		Plant 6 Motor Control Center (15th Street)	41,940	-	41,940	-	-	-
640	9136		Plant 3 Booster 3 Install Pump and Motor (22nd St.)	125,000	-	125,000	-	-	-
640	9137		Generator at Plant 2 (24th Street)	245,860	255,000	500,860	-	-	-
640	9138		Generator at Plant 6 (15th Street)	774,410	300,000	1,074,410	-	-	-
640	9140		17th Street Water Main (Laurel to Euclid) & Service Replacements (San Antonio to Euclid)	928,730	-	928,730	-	-	-
640	9141		19th Street Water Main (Mountain to San Antonio) & Service Replacements (Mountain to Euclid)	104,000	-	104,000	1,884,600.00	-	-
640	9144		Huntington Drive Water Main Repl. (West End to Benson Avenue)	82,070	-	82,070	1,954,930.00	-	-
640	9145		Alpine Street Water Main Repl. (West End to Palm Avenue)	517,940	60,000	577,940	-	-	-
640	9146		Vernon Drive Water Main Repl. (West End to Palm Avenue)	293,230	43,000	336,230	-	-	-

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
WATER FUND PROJECTS CONTINUED									
640	9147		Palm Avenue Water Main Repl. (9th Street to Arrow Hwy.)	757,560	-	757,560	-	-	-
640	9148		New Well Chino Basin (drilling only)	20,230	(20,230)	-	-	-	-
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)	154,300	666,700	821,000	1,856,000.00	-	-
Total Water Utility (25)				5,977,800	6,706,230	12,684,030	9,765,830.00	7,828,550.00	-
SOLID WASTE FUND PROJECTS									
641	9501		HHW Canopy Improvements	-	-	-	-	-	-
641	9502		Downtown Trash Enclosures	107,270	-	107,270	-	-	-
Total Solid Waste (2)				107,270	-	107,270	-	-	-
SEWER FUND PROJECTS									
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	150,000	-	150,000	-	-	-
645	7500	94003	Sewer Master Plan	543,490	-	543,490	-	-	-
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).	399,520	-	399,520	-	-	-
645	7500	94006	Citywide Sewer Rehabilitation 2022/2023	499,790	-	499,790	-	-	-
645	7500	94007	Sewer Rate Study	106,300	93,700	200,000	-	-	-
645	7500	94008	Arrow Hwy & Benson Ave Sewer Relocations and Improvements	-	1,000,000	1,000,000	-	-	-
645	9301		Upland Landfill Post-Closure Plan	78,660	-	78,660	-	-	-
645	9324		Landfill Flare Modifications	4,550	-	4,550	-	-	-
645	9330		Richland Street Trunk Main Repair	75,000	25,000	100,000	-	-	-
Total Sewer Utility (7)				2,332,010	1,118,700	3,450,710	-	-	-
TOTAL PROJECTS (167)				32,328,460	26,964,780	59,293,240	32,349,905.00	21,750,609.00	4,987,000.00

**CAPITAL IMPROVEMENT PROGRAM
FY 2023-24**

Fund	Proj. No.	Proj. ID	Project Description	Adopted Carryover	Adopted Requested	FY2023-24 Adopted Budget	FY 2024-25	FY 2025-26	FY 2026-27
TOTALS BY FUND									
204	GAS TAX			6,963,110	2,696,550	9,659,660	340,000.00	-	-
205	MEASURE I			1,824,580	3,893,610	5,718,190	8,348,000.00	7,741,000.00	-
206	ROAD MAINT. REHAB ACCOUNT (RMRA)			781,080	4,941,160	5,722,240	3,328,515.00	1,911,000.00	4,141,000.00
209	CDBG			283,450	-	283,450	-	-	-
210	PBIA			141,380	-	141,380	-	-	-
211	AQMD SUBVENTION FUND			-	-	-	-	-	-
229	AMERICAN RESCUE PLAN ACT (ARPA)			1,798,400	1,904,530	3,702,930	-	-	-
420	DEVELOPMENT IMPROVEMENTS			80,750	474,000	554,750	-	-	-
421	PARK ACQUISITION & DEVELOPMENT			1,213,560	1,481,030	2,694,590	-	-	-
422	STORM DRAIN DEVELOPMENT			1,991,380	800,000	2,791,380	-	3,375,059.00	-
423	STREET & TRAFFIC FACILITY DEVELOPMENT			347,280	556,840	904,120	1,861,560.00	-	-
425	GENERAL CAPITAL PROJECTS			667,440	200,870	868,310	505,000.00	655,000.00	606,000.00
426	STREET & ALLEY PROGRAM			828,320	217,090	1,045,410	240,000.00	240,000.00	240,000.00
639	WATER BOND PROJECTS			6,990,650	1,974,170	8,964,820	7,961,000.00	-	-
640	WATER UTILITY			5,977,800	6,706,230	12,684,030	9,765,830.00	7,828,550.00	-
641	SOLID WASTE			107,270	-	107,270	-	-	-
645	SEWER UTILITY			2,332,010	1,118,700	3,450,710	-	-	-
TOTALS:				32,328,460	26,964,780	59,293,240	32,349,905.00	21,750,609.00	4,987,000.00

CIP Project Descriptions (FY 2023/2024)

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. Maintaining a PMS protects the City's ability to acquire State and Federal funding for street improvement projects. The State requires local agencies to utilize a PMS to properly evaluate and report pavement conditions in order to be eligible for gas tax revenue.
204-7031		Traffic Safety Projects – Annual	On-going	Recurring project as necessary to mitigate traffic safety hazards. Improvements 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)	Bidding	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt all contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7076		Alpine Street Rehab (West End to Palm Ave.)	Const.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7077		Vernon Drive (West End to Palm Ave.)	Const.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
204-7078		Palm Avenue (9 th Street to Arrow Hwy.)	Const.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-8617		Arrow Route Widening (Monte Vista to San Antonio Channel East)	Permitting	Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow.	Project will remove an existing bottleneck constraint in the City's roadway network and improve traffic flow and circulation.
204-9124		Arrow Hwy. Rehabilitation (Mountain to San Antonio)	Bidding	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7500	70003	Citywide Striping Replacement 2020/21	Const.	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	Complete	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low-cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7500	70007	City/County North Shared Roadways Project	Const.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface and ADA accessibility along northerly shared roadways between the City and County. County of San Bernardino is the Lead Agency.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
204-7500	70008	Citywide Concrete Repairs 2021/22	Const.	Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels,	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				sidewalks, driveway approaches, and cross gutters throughout the City.	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	Const.	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	Complete	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low-cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7500	70012	Citywide Concrete Repairs 2022/23	Complete	Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
204-7500	70013	Citywide Striping Replacement 2022/23	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	70014	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2022/23	Design	Recurring project to crack seal, slurry seal, or provide a rubberized asphalt concrete overlay to various roadway segments throughout the City.	This project is a low-cost roadway maintenance effort formulated to extend the lifetime of the City's roadway pavement by correcting minor faults and reducing further deterioration before the pavement deterioration becomes severe and at a higher cost to repair.
204-7500	70017	Citywide Crack Seal/Slurry Seal/Rubberized Overlay 2023/24	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.	Traffic, weather, water, and aging of asphalt 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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7340		17 th Street Reconstruction (San Antonio to Euclid)	Const.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7343		19 th Street Reconstruction (Mountain to Euclid)	Prelim.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7345		Grove Avenue Rehabilitation (Foothill to 15 th Street)	RFP	Project rehabilitated the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74003	Phase II of the Metrolink Station Accessibility Improvement Project (ATP Cycle 4)	Design	Cooperative Agreement with SBCTA to design and construct a new signalized pedestrian/bicycle crossing at Campus Avenue and the SP/PE Trail; a pedestrian automated crossing safety gate at the railroad tracks located on Euclid Avenue, just south of "A" Street; and, additional enhanced crosswalks in the downtown area between "A" Street and Arrow Highway, and SP/PE Trail Improvements	This project will provide pedestrian and bicycle safety and mobility improvements on the SP/PE Trail and in the vicinity of the Upland Metrolink Station.
205-7500	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.	Traffic, weather, water, and aging of asphalt 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

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					proactively address street deterioration in order to continue to serve the community.
205-7500	74005	18 th Street Rehabilitation (Mountain to Euclid)	Prelim.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74006	Citywide Pavement Maintenance 2022/23	Const.	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.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74007	Mountain Avenue Rehabilitation (20th to 23rd)	Prelim.	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74008	1st Avenue Rehabilitation ("A" St. to "D" St.)	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74009	"C" Street Rehabilitation (Euclid Ave. to 3 rd Ave.)	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.

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205-7500	74010	Lexington St. / 1 st Ave. / 2 nd Ave. Rehabilitation	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
205-7500	74011	Citywide Pavement Maintenance 2023/24	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.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70005	14 th Street 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.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70006	Mulberry Avenue Reconstruction (Foothill Blvd. to Pine Street)	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.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70015	Foothill Blvd. Rehabilitation (Benson to Mountain)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70016	Foothill Blvd. Rehabilitation (Mountain to San Antonio)	Design	Project will rehabilitate the street infrastructure by repairing/upgrading the	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
206-7500	70018	Foothill Blvd. Rehabilitation (Central to Benson)	New	Project will rehabilitate the street infrastructure by repairing/upgrading the roadway surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Traffic, weather, water, and aging of asphalt contribute to the deterioration of the roadway network. Residents, businesses, visitors, and public safety services depend heavily on Upland's roadways for the delivery of services that would be compromised without a dependable street network. This project will provide the necessary repairs to proactively address street deterioration in order to continue to serve the community.
209-7613	23923	Landecena Interior Improvements Phase 2	Const.	Project will provide for new paint, flooring, and ceiling tiles throughout the building.	This project will provide the necessary repairs to proactively address flooring that is coming up in numerous spots; paint scratches, marks, and scuffs; The facility is one of four Recreation buildings that is used by various community groups for weekly meetings, and also offers children's art classes, taekwondo, and music classes.
209-7500	16127	Downtown Public Parking Improvement (South side of "A" St.)	New	Project will provide for the removal of old SCE infrastructure and allow for the reconfiguration of the existing parking lot with a few additional parking spaces.	This project will provide for the removal of old electrical infrastructure and parking reconfiguration in order to maximize the usefulness of the site in order to continue to serve the Upland community.
210-7702		Parking Lot Rehabilitation (1 st Ave. & A St.)	Award Bid	Project will rehabilitate the parking lot infrastructure by repairing/upgrading the asphalt surface, curb & gutter, sidewalks, curb ramps, pavement markings, etc.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the City's public parking lots. Residents, businesses, and visitors rely on the public parking lots for shopping, entertainment, and employment for the delivery of goods and services that would be compromised without a dependable and safe area to park motor vehicles. This project will provide the necessary repairs to proactively address the deterioration in order to continue to serve the community.
210-7500	16127	Downtown Public Parking Improvement (South side of "A" St.)	New	Project will provide for the removal of old SCE infrastructure and allow for the reconfiguration of the existing parking lot with a few additional parking spaces.	This project will provide for the removal of old electrical infrastructure and parking reconfiguration in order to maximize the usefulness of the site in order to continue to serve the Upland community.
229-2501	32337	Downtown Parklets	Bidding	Project provides for the installation of small park seating areas in the Downtown area	Project will provide a more pedestrian friendly Downtown area where the public may utilize small parklet spaces to take a break, eat lunch, or drink a cup of coffee.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
229-7500	16150	ARPA Alley Rehabilitation Phase 1	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 in order to continue to serve the community.
229-7500	16159	Civic Center Paving and ADA	Complete	Project will provide for asphalt pavement rehabilitation and parking lot striping replacement at the Civic Center.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the parking lot. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping in order to continue to serve the Upland community.
229-7500	16160	ARPA Alley Rehabilitation Phase 2	Design	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
229-7500	16161	ARPA 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.	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	Complete	Operations Division project to provide concrete repairs to various hot-spot areas throughout the City to address displaced curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.	Project consists of inspecting, scheduling, and repairing displaced or damaged concrete within the City right-of-way and the installation or upgrade of ADA curb ramps, as well as repair to curb and gutter segments to ensure proper water flow to the storm drain system. Project proactively helps mitigate potential trip and fall incidents due to deterioration of aging sidewalks.
229-7500	16163	ARPA Park Parking Lot Improvements	Design	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 in order to continue to serve the Upland community.
229-7500	16127	Downtown Parking Lot Rehabilitation	New	Project will provide for asphalt pavement rehabilitation and parking lot striping	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				replacement to parking lots located in the Downtown area.	parking lots. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping in order to continue to serve the Upland community.
229-7500	16164	Fuel Island Fuel Master System Replacement	New	Project will provide for the replacement of the GIR system with the new FM Live unit that will control 8 existing hoses	This project will provide the necessary repairs needed to maintain operational fuel capacity for all City vehicles.
229-8001	16153	Pavement Management System Report and Pavement Master Plan	Design	Updating of the City's Pavement Management System (PMS) and creation of a Pavement Master Plan in order 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 in order to be eligible for gas tax revenue.
229-8003		Sidewalk Inventory and Repair Master Plan	Design	Evaluation and creation of a citywide sidewalk inventory and assessment of the City sidewalk in order 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	RFP	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	RFP	Inventory and assessment of the traffic signal system network and development of a master plan of improvements.	The City' 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 in order to develop a master plan of improvements.

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420-7500	80001	PD Women's Locker Room	Design	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)	Design	Project will provide replacement of outdated existing men's lockers.	Project will provide new lockers that are better suited for PD staff functionality.
421-5420	83001	Park Playground Equipment Replacement in Olivedale Park	New	Project consists of removing and replacing the playground equipment in Olivedale Park	Project will enhance the amenities in Olivedale Park for the public use.
421-7500	82338	Downtown Urban Space/Plaza	Design	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 for special events.
421-7500	82339	Dog Park Improvements	Design	Project will provide improvements to the dog park such as fencing, small shade shelters, concrete benches, trash receptacles, etc.	Project will enhance the existing Baldy View Dog Park and provide additional amenities for the residents and users of the dog park.
421-7500	82345	Shade Structures for Park Picnic Areas (Citrus Park, Greenbelt Park, and Sierra Vista Park)	Carryover	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	82346	Citrus Park Snack bar/Admin. Building Roof Replacement	Const.	Project will provide for the evaluation, design, and construction of a new roof.	Project will provide for a new roof structure in order to eliminate water intrusion into the snackbar/administration building.
421-7500	83002	Park Restroom Improvements	New	Project will provide for public park restroom improvements such as ADA compliance upgrades, epoxy flooring, painting, etc.	Project will enhance public park restrooms for the residents and users of the parks.
421-7500	83003	Olivedale Park Upgrades	New	Project will provide for various upgrades to the restrooms, shade structures, and playground surfacing at Olivedale Park	Project will enhance the Olivedale Park public amenities for the residents and users of the park.
421-8203		Sycamore Hills Park-Master Plan	Prelim.	Project consists of designing a master plan to identify the best use and methodology of funding of a park in the Sycamore Hills neighborhood.	Project will increase Upland's public park system and include public amenities the community requires for recreational activities.
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	Seeking Funding Opportunities	Project consists of designing construction documents for a large master planned storm drain system under Euclid Avenue.	Project will mitigate flooding concerns by accommodating a 100-year storm/flood occurrence event and will provide an overall betterment of storm water conveyance along Euclid Avenue.
422-8408		Storm Drain Master Plan Improvements	As needed	Project consists of flood control, water quality, and groundwater recharge enhancements on the west side of the City.	Plan to continuously analyze the storm drain hydraulic system in order to mitigate potential high-pressure locations and prevent flooding during storm events.
422-7500	84001	Arrow Hwy. Storm Drain Improv. (Benson to Fairwood)	Bidding	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.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
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 Campus Avenue from the north side of Arrow Highway to Foothill Blvd.	Project will help mitigate flooding concerns along Campus Avenue south of Foothill Blvd.
423-8617		Arrow Route Widening (Central to Monte Vista)	Permitting	Project includes widening the bridge and roadway from 2 to 4 lanes, constructing right- and left-turn lanes to improve traffic operation, and upgrade traffic signals to facilitate traffic flow. Project 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, provide additional turning lanes to accommodate the interchange, ramp and local street movement, and provide a new traffic signal at 7 th Street and the off ramp.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8623		I-10 & Monte Vista Avenue Interchange Project	Const.	Project provides for Monte Vista Avenue Interchange improvements consisting of modifying the existing east and west bound on and off ramps, reconstructing the Monte Vista Avenue undercrossing bridge, reconstructing Palo Verde Street, between the east bound on-ramp and Monte Vista Avenue, and the addition of various turning lanes.	The SBCTA Project Development Team has recommended the Express Lanes Alternative be carried forward as the preferred alternative for the I-10 Corridor Project. Due to the geographic overlap and related interchange work in the vicinity of the freeway mainline project, the projects will be coordinated to simultaneously perform the project development, design, and construction of both the freeway and the interchange improvements.
423-8625		Traffic Signal Upgrades 2019/20	Design	Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City.	Project helps to ensure the safe, efficient, and increased capacity movement of vehicles and bicycle traffic through the City's roadway network.
423-7500	85001	LSRP Intersection Improvements 2022/23	Plan Complete	Project to gather traffic data and analyze in order 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 in order to maintain and improve traffic safety within the community.
423-7500	85002	HSIP Cycle 11 Traffic Signal Hardware Improvements	New	Project will replace existing 8-inch signal heads with larger signal heads, replace back plates, and add reflective borders	City applied for the HSIP Cycle 11 grant and was successful in securing \$1,861,560 in State funds. City is required to provide a \$206,840 local match. Project helps to ensure the safe, efficient, and increased capacity movement of vehicles and bicycle traffic through the City's roadway network.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
423-7500	85003	Traffic Signal Upgrades 2023/24	New	Project provides for misc. traffic signal timing and equipment replacement/upgrades to various signals throughout the City.	Project helps to ensure the safe, efficient, and increased capacity movement of vehicles and bicycle traffic through the City's roadway network.
425-3205	30502	Feline Kennels at Animal Shelter	Complete	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	Complete	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	Design	Project will provide for the undergrounding of overhead dry utilities such as electrical, telephone, and cable tv. Current project is along the Foothill Blvd. corridor, from Central Avenue to 300 feet east of Benson Avenue. Project is being constructed in conjunction with SCE Rule 20 undergrounding project.	Project will improve the aesthetic quality of a public roadway segment by replacing overhead utility crossings with underground crossings. Project also eliminates potential downed power lines as a result of strong wind events.
425-7500	82336	Civic Center Paving and ADA	Complete	Project will provide for asphalt pavement rehabilitation and parking lot striping replacement at the Civic Center.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the parking lot. This project will provide the necessary repairs to proactively address the asphalt deterioration and obliterated striping in order to continue to serve the Upland community.
425-7500	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	Carryover	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 also provide the option to shower, particularly beneficial when exposed to raw sewage.
425-7500	82344	City Hall Water Supply Repairs and Improvements	RFP	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.
425-7500	82347	PD Air Handler Replacement Phase 1 of 4	New	Remove malfunctioning/failing original equipment air handlers (35 years old) and replace with new HVAC air handlers at the Police Department facility.	Project will provide for efficient movement of ventilation throughout the Police Department facility.
426-7500	86001	Street & Alley Program Rehab 2020/21	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

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
					alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
426-7500	86002	Street & Alley Program Rehab 2021/22	Const.	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City. This project is currently used in conjunction with the 17 th Street Rehabilitation, between San Antonio Avenue and Euclid Avenue.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
426-7500	86003	Street & Alley Program Rehab 2022/23	Award Bid	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City. This project will replace 3 alleys segments that surround the parking lot on the east side of 1 st Avenue, north of "A" Street.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
426-7500	86004	Street & Alley Program Rehab 2023/24	New	Project provides for asphalt pavement rehabilitation/reconstruction to various public alleys and roadways throughout the City.	Over time, traffic, weather, water, and aging of asphalt all contribute to the deterioration of the alley network. Residents depend heavily on Upland's alleys for ingress and egress to their properties and for waste collection that would be compromised without a dependable alley network. This project will provide the necessary repairs to proactively address alley deterioration in order to continue to serve the community.
639-7500	91002	Alley Water Main Replacement 2020-21	Award Bid	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.
639-7500	92101	Res. 2 Evaluation, Air Gaps, Roof Vents, In-Tank Mixer System (Mountain Lane s/o San Antonio Dam)	RFP	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)	RFP	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.

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639-7500	92103	Res. 4 Evaluation, New Roof and Hatches (159 N. 6th Avenue)	RFP	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)	Carryover	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.)	RFP	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)	RFP	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)	RFP	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	92108	Res. 14 Evaluation, Air Gaps, Roof Vents (1505 E. 16th St.)	RFP	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)	RFP	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	San Antonio Canyon Water Treatment Plant <i>(formerly listed as Chino Basin Water Treatment Plant)</i>	RFP	Project consists of an engineering design/build to add 0.5 MGD of treatment capacity.	Project will allow the City to treat and deliver additional potable water to Upland customers and to better equip the Plant to treat water during lower flow conditions.
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)	RFP	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)	Carryover	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,	RFP	Project consists of designing a block building and a new chlorine generation system,	Project will help to properly house a new chlorine generation system and enable security and drainage improvements to the water facility.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
		Plug Valve for Pump Station Bypass, New Chain Link Fence with 1" mesh, and Equipment. (580 E. 15th Street)		constructing onsite drainage improvements, and installing new site security fencing.	
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)	Carryover	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)	Carryover	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)	Carryover	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 Building, New Chain Link Fence & Gate, and Equipment (467 S. Campus Avenue)	Carryover	Project consists of an engineering evaluation to determine interconnection feasibility between Upland and Ontario water systems, roof replacement, and site security improvements.	Project may provide Upland with an additional water source and help to improve security of the facility.
639-9081	92109	Res. 16 Repairs (1285 W. 24th Street)	RFP	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.
639-9124		Arrow Hwy. Water Main Repl. (Mountain to San Antonio)	Bidding	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.
639-9142		Arrow Highway Water Main Repl. (Benson to Mountain)	Bidding	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.
639-9143		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.
640-9048		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.

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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.)	RFP	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	On Hold	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.
640-9127		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 similar to tanks with defects.	Reservoir 15 is an integral part of the City water supply system that receives water from imported and local groundwater wells. The imported water source is a major source of the City drinking water supply and is integral in meeting our customer demand, especially during the hot summer months.
640-9132		Water Interconnect with CVWD	Research	Project will provide for a water system interconnect with Cucamonga Valley Water District to move water between systems as needed.	Will help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies. It will provide backup supplies for each agency in the event of an emergency situation.

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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)	Const.	Project consists of replacing the aged water main in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-9141		19 th Street Water Main (Mountain to San Antonio) & Service Repl. (Mountain & Euclid)	Prelim.	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)	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.
640-9145		Alpine Street Water Main Repl. (West End to Palm Avenue)	Const.	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)	Const.	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.)	Const.	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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640-9149		Storm Water Trash Capture Devices (In Catch Basins)	Bidding	Project consists of installing trash capture devices inside storm drain catch basins as mandated by the NPDES State-wide Trash Provisions Order.	Collect and filter out trash from priority land use areas in order to mitigate trash from entering the storm water conveyance system.
640-9152		Grove Avenue Water Main 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	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	Design	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)	Design	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)	Carryover	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)	Seeking Funding Opportunities	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)	Seeking Funding Opportunities	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 Holliday Rock.
640-7500	91011	Water Rate Study	Design	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.
640-7500	92151	9th Street Water Main Replacement (Benson Ave. to Mountain Ave.)	Carryover	Project consists of replacing a section of aged water main, services, and fire hydrants	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
				on 9 th Street, from Benson Ave. to Mountain Ave.	supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-7500	92152	9th Street Water Main Replacement (8th Ave. to Grove Ave.)	Carryover	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.
640-7500	91012	Foothill Blvd. Water Main Repl. (Benson to Mountain)	New	Project consists of replacing a section of aged water main, services, and fire hydrants in conjunction with the CIP project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
640-7500	91013	Alley Water Main Replacement 2023-24	New	Project consists of replacing the aged water main in conjunction with the CIP Street & Alley Program project.	Reduce water waste and damage to property due to water main leaks. It will also help ensure a continued supply of water and allow for the maximum beneficial use of the City's various water supplies.
641-9501		HHW Canopy Improvements	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	Bidding	Project consists of constructing CMU block trash enclosures in the downtown area of the City.	Project will provide enhanced collection capabilities for trash, recyclables, and food waste in the downtown area.
645-9301		Upland Landfill Post-Closure Plan	As needed	Project identified in order to repair, replace and reconstruct the landfill's monitoring well(s) and equipment to assure its operative conditions as required by State and local regulatory agencies.	Project is required to maintain compliance with the post-closure State mandates for the extraction and control of methane gas generated by landfill debris.
645-9324		Landfill Flare Modifications	Const.	Project will consist of the construction of a carbon absorption system in order 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	94001	Citywide Sewer Rehabilitation 2020/2021 (Hydraulic Deficiencies, Root Intrusion, Structural Manhole Replacements)	Complete	Project consists of constructing various sewer mains that have been identified through sewer modeling and CCTV inspections to contain hydraulic deficiencies and/or obstructions inhibiting flow (i.e., tree roots, concrete, rocks, debris, etc.). Project also includes replacing aged sewer manholes.	Project is necessary to ensure sewer manhole structure and system reliability and reliable sewer disposal service.

Project No.	Project ID	Project Name	Status	Project Description	Impact and Benefit
645-7500	94002	Manhole Adjustment to Grade for City/County Shared Roadway Project	Const.	Project consists of adjusting sewer utility manholes to finished grade upon paving completion.	Project is required to ensure sewer access manholes remain flush with final paving grades in order to mitigate hazardous roadway conditions.
645-7500	94003	Sewer Master Plan	Design	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 in order to comply with State waste discharge requirements.	Project will allow the City to maintain compliance with federal and state prohibitions of the discharge of sewage to the 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)	Const.	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)	Carryover	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	Carryover	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.
645-7500	94008	Arrow Hwy & Benson Ave Sewer Relocations and Improvements	Bidding	Project consists of sewer relocations on Benson Avenue and Arrow Hwy due to conflict with proposed RCP storm Drain.	Project is necessary to ensure public sewer system reliability and reliable sewer disposal service.

ADOPTED BUDGET
FY 2023-24
SCHEDULE OF POSITIONS



2023-24 SCHEDULE OF POSITIONS

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 6)	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 CHANGE	2023-24 ADOPTED
<u>GENERAL GOVERNMENT</u>										
<u>ELECTED/APPOINTED</u>										
MAYOR	ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
COUNCIL	ELEC	-	-	-	4.00	4.00	4.00	4.00	0.00	4.00
TREASURER	ELEC	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00
					<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
<u>ADMINISTRATION</u>										
CITY MANAGER	EXEC	96	\$18,418	\$24,770	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT CITY MANAGER	EXEC	79	\$16,558	\$21,132	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CITY MANAGER	Non-Rep	40	\$6,321	\$8,067	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT I	Non-Rep	34	\$5,450	\$6,956	0.00	0.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	-	-	-	0.00	1.00	0.00	0.00	0.00	0.00
					<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
<u>CITY CLERK (Effective FY2021-2022, reports to City Manager's Office)</u>										
CITY CLERK	Non-Rep	56	\$9,383	\$11,976	0.00	1.00	1.00	1.00	0.00	1.00
DEPUTY CITY CLERK	UCEA	29	\$4,817	\$6,148	0.00	1.00	1.00	1.00	0.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	26	\$4,473	\$5,709	0.00	1.00	1.00	1.00	0.00	1.00
					<u>0.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
					<u>9.00</u>	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>	<u>0.00</u>	<u>13.00</u>
<u>GENERAL GOVERNMENT-TOTAL</u>										
<u>ADMINISTRATIVE SERVICES</u>										
<u>CITY CLERK (Effective FY2021-2022, reports to City Manager's Office)</u>										
CITY CLERK	Non-Rep	56	\$9,383	\$11,976	1.00	0.00	0.00	0.00	0.00	0.00
DEPUTY CITY CLERK	UCEA	29	\$4,817	\$6,148	1.00	0.00	0.00	0.00	0.00	0.00
					<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>FINANCE</u>										
FINANCE OFFICER	Non-Rep	60	\$10,357	\$13,219	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING SUPERVISOR	Non-Rep	46	\$7,330	\$9,355	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTANT	UCEA	41	\$6,479	\$8,269	2.00	2.00	1.00	1.00	0.00	1.00
ACCOUNTANT	UCEA	-	-	-	0.00	0.00	1.00	0.00	0.00	0.00
ACCOUNTANT I	UCEA	31	\$5,061	\$6,460	0.00	0.00	0.00	1.00	0.00	1.00
BUDGET COORDINATOR	Non-Rep	35	\$5,587	\$7,130	0.00	0.00	1.00	1.00	0.00	1.00
SENIOR ACCOUNTING TECHNICIAN	UCEA	26	\$4,473	\$5,709	1.00	1.00	1.00	1.00	0.00	1.00
PAYROLL TECHNICIAN	UCEA	28	\$4,700	\$5,998	1.00	1.00	1.00	1.00	0.00	1.00
ACCOUNTING TECHNICIAN	UCEA	20	\$3,857	\$4,923	3.00	3.00	2.00	2.00	0.00	2.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	UMMEA	38	\$6,016	\$7,678	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	UCEA	23	\$4,154	\$5,302	1.00	2.00	2.00	2.00	0.00	2.00
BUSINESS LICENSE INSPECTOR	UCEA	23	\$4,154	\$5,302	1.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST II	UCEA	17	\$3,582	\$4,572	3.00	3.00	3.00	2.00	0.00	2.00
CUSTOMER SERVICE SPECIALIST I	UCEA	13	\$3,245	\$4,142	2.00	2.00	2.00	3.00	(1.00)	2.00
					<u>17.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>(1.00)</u>	<u>17.00</u>

2023-24 SCHEDULE OF POSITIONS

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 6)	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 CHANGE	2023-24 ADOPTED
<i>(Administrative Services Continued)</i>										
INFORMATION TECHNOLOGY										
IT MANAGER	UMMEA	58	\$9,858	\$12,582	1.00	1.00	1.00	1.00	0.00	1.00
IT SPECIALIST	UCEA	33	\$5,317	\$6,787	2.00	2.00	3.00	3.00	0.00	3.00
					<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
HUMAN RESOURCES										
DEPUTY DIRECTOR OF HUMAN RESOURCES / RISK MANAGER	Non-Rep	67	\$12,312	\$15,713	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR HUMAN RESOURCES ANALYST	Non-Rep	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
HUMAN RESOURCES ANALYST	Non-Rep	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
HUMAN RESOURCES ANALYST I	Non-Rep	36	\$5,726	\$7,308	0.00	0.00	0.00	2.00	0.00	2.00
HUMAN RESOURCES TECHNICIAN	UCEA	28	\$4,700	\$5,998	1.00	1.00	1.00	1.00	0.00	1.00
OFFICE ASSISTANT	UCEA	14	\$3,326	\$4,245	0.00	0.00	0.00	0.00	1.00	1.00
					<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>1.00</u>	<u>5.00</u>
RECREATION AND COMMUNITY SERVICES										
RECREATION AND COMMUNITY SERVICES MANAGER	UMMEA	52	\$8,501	\$10,849	1.00	1.00	1.00	1.00	0.00	1.00
RECREATION AND COMMUNITY SERVICES SUPERVISOR	UMMEA	37	\$5,869	\$7,491	2.00	2.00	2.00	2.00	0.00	2.00
RECREATION COORDINATOR	UCEA	26	\$4,473	\$5,709	1.00	1.00	2.00	2.00	0.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	26	\$4,473	\$5,709	1.00	1.00	1.00	1.00	0.00	1.00
					<u>5.00</u>	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
ADMINISTRATIVE SERVICES-TOTAL					<u>31.00</u>	<u>30.00</u>	<u>32.00</u>	<u>32.00</u>	<u>0.00</u>	<u>32.00</u>
DEVELOPMENT SERVICES										
BUILDING AND PLANNING										
DEVELOPMENT SERVICES DIRECTOR	EXEC	72	\$13,929	\$17,778	1.00	1.00	1.00	1.00	0.00	1.00
ECONOMIC DEVELOPMENT COORDINATOR	UMMEA	41	\$6,479	\$8,269	1.00	1.00	1.00	1.00	0.00	1.00
MANAGEMENT ANALYST II	UMMEA	39	\$6,167	\$7,870	0.00	0.00	0.00	1.00	0.00	1.00
ADMINISTRATIVE ANALYST	UMMEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
ACCOUNTING TECHNICIAN	UCEA	20	\$3,857	\$4,923	1.00	1.00	1.00	1.00	0.00	1.00
PLANNING MANAGER	UMMEA	58	\$9,858	\$12,582	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR PLANNER	UMMEA	45	\$7,151	\$9,127	0.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE PLANNER	UMMEA	39	\$6,167	\$7,870	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT PLANNER	UMMEA	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
BUILDING OFFICIAL (FY 2021-22 FREEZE POSITION)	UMMEA	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00 ^{*(1)}
PLANS EXAMINER (FY 2021-22 FREEZE POSITION)	UCEA	-	-	-	1.00	1.00	1.00	1.00	0.00	1.00 ^{*(1)}
SENIOR BUILDING INSPECTOR	UCEA	41	\$6,479	\$8,269	0.00	1.00	1.00	1.00	0.00	1.00
BUILDING INSPECTOR II	UCEA	35	\$5,587	\$7,130	3.00	1.00	1.00	1.00	0.00	1.00
BUILDING INSPECTOR I	UCEA	31	\$5,061	\$6,460	0.00	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SERVICES TECHNICIAN II	UCEA	27	\$4,585	\$5,852	0.00	0.00	0.00	2.00	0.00	2.00
SENIOR DEVELOPMENT SERVICES TECHNICIAN	UCEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
DEVELOPMENT SERVICES TECHNICIAN	UCEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
					<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>	<u>14.00</u>
HOUSING / SUCCESSOR AGENCY										
HOUSING MANAGER	UMMEA	54	\$8,931	\$11,399	1.00	1.00	1.00	1.00	0.00	1.00

2023-24 SCHEDULE OF POSITIONS

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 6)	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 CHANGE	2023-24 ADOPTED
<i>(Development Services Continued)</i>										
HOUSING COORDINATOR	UMMEA	41	\$6,479	\$8,269	1.00	1.00	1.00	1.00	0.00	1.00
DEVELOPMENT SERVICES TECHNICIAN II	UCEA	27	\$3,352	\$4,508	0.00	1.00	1.00	1.00	0.00	1.00 ^{^(1)}
					2.00	3.00	3.00	3.00	0.00	3.00
<u>DEVELOPMENT SERVICES-TOTAL</u>					16.00	17.00	17.00	17.00	0.00	17.00
<u>PUBLIC WORKS</u>										
<u>PUBLIC WORKS - ADMINISTRATION</u>										
PUBLIC WORKS DIRECTOR/CITY ENGINEER	EXEC	71	\$13,590	\$17,344	1.00	1.00	1.00	1.00	0.00	1.00
BUDGET SPECIALIST	UCEA	31	\$5,061	\$6,460	0.00	0.00	0.00	0.00	1.00	1.00
ACCOUNTING TECHNICIAN	UCEA	-	-	-	1.00	1.00	1.00	1.00	(1.00)	0.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	26	\$4,473	\$5,709	1.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	UCEA	20	\$3,857	\$4,923	1.00	1.00	1.00	1.00	0.00	1.00
					4.00	4.00	4.00	4.00	0.00	4.00
<u>PUBLIC WORKS - OPERATIONS</u>										
OPERATIONS MANAGER	UMMEA	53	\$8,713	\$11,121	1.00	1.00	1.00	1.00	0.00	1.00
OPERATIONS SUPERVISOR	UMMEA	40	\$6,321	\$8,067	1.00	1.00	1.00	1.00	0.00	1.00
MAINTENANCE COORDINATOR	UCEA	25	\$4,364	\$5,570	3.00	3.00	3.00	3.00	0.00	3.00
MAINTENANCE WORKER II	UCEA	19	\$3,763	\$4,803	0.00	0.00	0.00	3.00	0.00	3.00
MAINTENANCE WORKER I	UCEA	15	\$3,409	\$4,351	0.00	0.00	0.00	8.00	0.00	8.00
MAINTENANCE WORKER	UCEA	-	-	-	10.00	10.00	11.00	0.00	0.00	0.00
FACILITIES COORDINATOR	UCEA	28	\$4,700	\$5,998	1.00	1.00	1.00	1.00	0.00	1.00
FACILITIES TECHNICIAN	UCEA	24	\$4,258	\$5,434	1.50	2.00	2.00	3.00	0.00	3.00
CUSTODIAN	UCEA	13	\$3,245	\$4,142	3.00	3.00	3.00	3.00	0.00	3.00
LEAD EQUIPMENT MECHANIC	UCEA	33	\$5,317	\$6,787	1.00	1.00	1.00	1.00	0.00	1.00
EQUIPMENT MECHANIC	UCEA	27	\$4,585	\$5,852	2.00	2.00	2.00	2.00	0.00	2.00
WAREHOUSE AND INVENTORY TECHNICIAN	UCEA	19	\$3,763	\$4,803	1.00	1.00	1.00	1.00	0.00	1.00
					24.50	25.00	26.00	27.00	0.00	27.00
<u>PUBLIC WORKS - CAPITAL PROJECTS</u>										
ENGINEERING MANAGER	UMMEA	61	\$10,616	\$13,549	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR ENGINEER	UMMEA	54	\$8,931	\$11,399	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	UMMEA	48	\$7,701	\$9,829	1.00	1.00	1.00	1.00	0.00	1.00
PUBLIC WORKS INSPECTOR II	UCEA	36	\$4,186	\$5,630	2.00	2.00	2.00	2.00	0.00	2.00
CROSS CONNECTION CONTROL TECHNICIAN	UCEA	32	\$5,188	\$6,621	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	58	\$9,858	\$12,582	1.00	1.00	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	UMMEA	42	\$6,641	\$8,475	1.00	2.00	2.00	2.00	0.00	2.00
ENGINEERING TECHNICIAN	UCEA	33	\$5,317	\$6,787	1.00	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 - SEWER</u>										
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	UMMEA	58	\$9,858	\$12,582	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	UMMEA	48	\$7,701	\$9,829	1.00	1.00	1.00	1.00	0.00	1.00

2023-24 SCHEDULE OF POSITIONS

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 6)	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 CHANGE	2023-24 ADOPTED
<i>(Public Works Continued)</i>										
REGULATORY COMPLIANCE SPECIALIST	UMMEA	42	\$6,641	\$8,475	0.00	0.00	0.00	1.00	0.00	1.00
ASSISTANT ENGINEER	UMMEA	42	\$6,641	\$8,475	1.00	2.00	2.00	1.00	0.00	1.00
ENVIRONMENTAL COMPLIANCE INSPECTOR II	UCEA	33	\$5,317	\$6,787	1.00	1.00	1.00	1.00	0.00	1.00
					<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>0.00</u>	<u>5.00</u>
PUBLIC WORKS - SOLID WASTE										
MANAGEMENT ANALYST II	UMMEA	39	\$6,167	\$7,870	0.00	0.00	0.00	1.00	0.00	1.00
MANAGEMENT ANALYST	UMMEA	-	-	-	1.00	1.00	1.00	0.00	0.00	0.00
					<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>
PUBLIC WORKS - WATER										
UTILITIES MANAGER	UMMEA	60	\$10,357	\$13,219	1.00	1.00	1.00	1.00	0.00	1.00
CHIEF WATER TREATMENT OPERATOR	UMMEA	47	\$7,513	\$9,589	1.00	1.00	1.00	1.00	0.00	1.00
LEAD WATER TREATMENT OPERATOR	UCEA	39	\$6,167	\$7,870	2.00	2.00	2.00	2.00	0.00	2.00
WATER TREATMENT OPERATOR II	UCEA	33	\$5,317	\$6,787	0.00	0.00	0.00	2.00	0.00	2.00
WATER TREATMENT OPERATOR I	UCEA	29	\$4,817	\$6,148	0.00	0.00	0.00	1.00	0.00	1.00
WATER TREATMENT OPERATOR	UCEA	-	-	-	2.00	2.00	3.00	0.00	0.00	0.00
UTILITIES SUPERVISOR	UMMEA	46	\$7,330	\$9,355	1.00	1.00	1.00	1.00	0.00	1.00
LEAD UTILITY WORKER - WATER	UCEA	32	\$5,188	\$6,621	2.00	2.00	2.00	2.00	0.00	2.00
UTILITY WORKER II - WATER	UCEA	26	\$4,473	\$5,709	0.00	0.00	0.00	2.00	0.00	2.00
UTILITY WORKER I - WATER	UCEA	22	\$4,053	\$5,172	0.00	0.00	0.00	9.00	0.00	9.00
UTILITY SYSTEM WORKER	UCEA	-	-	-	10.00	11.00	11.00	0.00	0.00	0.00
LEAD UTILITY WORKER - SEWER	UCEA	32	\$5,188	\$6,621	1.00	1.00	1.00	1.00	0.00	1.00
UTILITY WORKER II - SEWER	UCEA	26	\$4,473	\$5,709	0.00	0.00	0.00	2.00	0.00	2.00
UTILITY WORKER I - SEWER	UCEA	22	\$4,053	\$5,172	0.00	0.00	0.00	4.00	0.00	4.00
UTILITY SYSTEM WORKER-SEWER	UCEA	-	-	-	6.00	6.00	6.00	0.00	0.00	0.00
LEAD WATER METER TECHNICIAN	UCEA	31	\$5,061	\$6,460	1.00	1.00	1.00	1.00	0.00	1.00
WATER METER TECHNICIAN	UCEA	25	\$4,364	\$5,570	2.00	2.00	3.00	3.00	0.00	3.00
MANAGEMENT ANALYST II	UMMEA	39	\$6,167	\$7,870	1.00	1.00	1.00	1.00	0.00	1.00
ASSOCIATE ENGINEER	UMMEA	48	\$7,701	\$9,829	0.00	0.00	1.00	1.00	0.00	1.00
GIS/IT SPECIALIST	UCEA	29	\$4,817	\$6,148	1.00	1.00	1.00	1.00	0.00	1.00
CUSTOMER SERVICE SPECIALIST I	UCEA	13	\$3,245	\$4,142	0.00	1.00	1.00	1.00	0.00	1.00
					<u>31.00</u>	<u>33.00</u>	<u>36.00</u>	<u>36.00</u>	<u>0.00</u>	<u>36.00</u>
<u>PUBLIC WORKS-TOTAL</u>					<u>73.50</u>	<u>78.00</u>	<u>82.00</u>	<u>83.00</u>	<u>0.00</u>	<u>83.00</u>
<u>POLICE</u>										
POLICE- SWORN										
CHIEF OF POLICE	EXEC	83	\$18,277	\$23,326	1.00	1.00	1.00	1.00	0.00	1.00
POLICE CAPTAIN	UPMA	73	\$14,278	\$18,222	2.00	2.00	2.00	2.00	0.00	2.00
POLICE LIEUTENANT	UPMA	67	\$12,312	\$15,713	4.00	3.00	3.00	3.00	0.00	3.00
POLICE SERGEANT	UPMA	58	\$9,858	\$12,582	9.00	9.00	9.00	9.00	0.00	9.00
POLICE DETECTIVE	UPOA	49	\$7,894	\$10,075	9.00	9.00	9.00	9.00	(2.00)	7.00
POLICE CORPORAL	UPOA	49	\$7,894	\$10,075	0.00	5.00	5.00	5.00	2.00	7.00
POLICE OFFICER (FY 2023-24 FREEZE ONE POSITION)	UPOA	44	\$6,977	\$8,905	50.00	49.00	49.00	49.00	0.00	49.00
					<u>75.00</u>	<u>78.00</u>	<u>78.00</u>	<u>78.00</u>	<u>0.00</u>	<u>78.00</u>

2023-24 SCHEDULE OF POSITIONS

	Unit	Salary Grade	Minimum (Step 1)	Maximum (Step 6)	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2022-23 AMENDED	2023-24 CHANGE	2023-24 ADOPTED
<i>(Police Continued)</i>										
POLICE- NON-SWORN										
CRIME AND INTELLIGENCE ANALYST	UMMEA	38	\$6,016	\$7,678	1.00	1.00	1.00	1.00	0.00	1.00
EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE	UMMEA	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
FORENSIC TECHNICIAN	UCEA	35	\$5,587	\$7,130	1.00	1.00	1.00	1.00	0.00	1.00
BUDGET SPECIALIST	UCEA	31	\$5,061	\$6,460	0.00	0.00	0.00	0.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	UCEA	-	-	-	0.00	1.00	1.00	1.00	(1.00)	0.00
ACCOUNTING TECHNICIAN	UCEA	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	UCEA	26	\$4,473	\$5,709	0.00	1.00	1.00	1.00	0.00	1.00
ADMINISTRATIVE ASSISTANT	UCEA	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
POLICE DISPATCH SUPERVISOR	UMMEA	37	\$5,869	\$7,491	1.00	1.00	1.00	1.00	0.00	1.00
LEAD DISPATCHER	UCEA	-	-	-	2.00	2.00	2.00	0.00	0.00	0.00
POLICE DISPATCHER II (FY 2021-22 FREEZE ONE POSITION)	UCEA	29	\$4,817	\$6,148	10.00	10.00	10.00	9.00	0.00	9.00
POLICE DISPATCHER I	UCEA	25	\$4,364	\$5,570	0.00	0.00	0.00	3.00	0.00	3.00
POLICE RECORDS SUPERVISOR	UMMEA	31	\$5,061	\$6,460	1.00	1.00	1.00	1.00	0.00	1.00
SENIOR POLICE RECORDS TECHNICIAN	UCEA	24	\$4,258	\$5,434	0.00	1.00	1.00	1.00	0.00	1.00
POLICE RECORDS TECHNICIAN II	UCEA	18	\$3,672	\$4,686	5.00	5.00	5.00	4.00	0.00	4.00
POLICE RECORDS TECHNICIAN I	UCEA	14	\$3,326	\$4,245	0.00	0.00	0.00	1.00	0.00	1.00
HOMELESS SERVICES COORDINATOR	UCEA	39	\$6,167	\$7,870	0.00	1.00	1.00	1.00	0.00	1.00
HOMELESS COORDINATOR	UCEA	-	-	-	1.00	0.00	0.00	0.00	0.00	0.00
PARKING CONTROL AIDE	UCEA	16	\$3,495	\$4,460	0.00	1.00	1.00	1.00	0.00	1.00
POLICE CIVILIAN INVESTIGATOR	UCEA	33	\$5,317	\$6,787	0.00	0.00	0.00	0.00	1.00	1.00
CRIME PREVENTION - COMMUNITY OUTREACH SPECIALIST	UCEA	28	\$4,700	\$5,998	0.00	0.00	0.00	0.00	1.00	1.00
POLICE SERVICE TECHNICIAN	UCEA	23	\$4,154	\$5,302	6.00	7.00	7.00	7.00	(2.00)	5.00
PARK RANGER	UCEA	19	\$3,763	\$4,803	0.00	0.00	0.00	0.00	1.00	1.00
					31.00	33.00	33.00	33.00	1.00	34.00
ANIMAL SERVICES										
ANIMAL SERVICES SUPERVISOR	UMMEA	28	\$4,700	\$5,998	1.00	1.00	1.00	1.00	0.00	1.00
ANIMAL SERVICES OFFICER (FY 21-22 FREEZE ONE POSITION)	UCEA	22	\$4,053	\$5,172	3.00	3.00	3.00	3.00	0.00	3.00
					4.00	4.00	4.00	4.00	0.00	4.00
CODE ENFORCEMENT										
CODE ENFORCEMENT OFFICER	UCEA	30	\$4,938	\$6,302	4.00	4.00	4.00	4.00	0.00	4.00
					4.00	4.00	4.00	4.00	0.00	4.00
<u>POLICE-TOTAL</u>					114.00	119.00	119.00	119.00	1.00	120.00
<u>GRAND TOTAL</u>					243.50	257.00	263.00	264.00	1.00	265.00

* Number of positions to remain unfilled for FY 2023-24.

^ Position funded through 12/31/2024.

**ADOPTED BUDGET FY
2023-24
CHART OF ACCOUNTS**



CHART OF ACCOUNTS

Fund No.	Fund Name
101	General Fund
201	Housing
202	Housing Fund - Rentals
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

CHART OF ACCOUNTS

Fund No.	Fund Name
751	Self-Funded Insurance
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
5114	Catastrophic Leave Pay
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

CHART OF ACCOUNTS

Object No.	Object Name
5236	Rent
5240	Utilities - Trash
5241	Utilities - Electric
5242	Utilities - Gas
5243	Utilities - Telephone
5244	Utilities - Water
5245	Maintenance - Buildings/Structures/Grounds
5246	Maintenance - Equipment
5247	Maintenance - Vehicles
5248	Maintenance - Other
5249	Other Maintenance
5251	Legal Services
5252	Professional Services
5253	Contract Services
5254	Data Processing Services
5255	Banking Services
5256	Solid Waste Services
5257	Sewer Treatment Disposal Services
5258	Other Services
5259	Recycled Water Purchase
5261	Library Books & Digital Materials
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

CHART OF ACCOUNTS

Object No.	Object Name
5310	Forgivable Loans
5314	Program Income - HIP Loans
5315	Program Income - FTHB Loans
5321	Employee Incentive
5322	Health Premiums - Retirees
5323	PERS Supplement
5324	Other Post-Employment Benefits
5326	Medical - Retirees
5327	Dental - Retirees
5328	Vision - Retirees
5410	ICRMA Liability Program Annual Assessment
5421	Lease Principal Expense
5427	Issuance Costs
5429	Residual Equity
5424	Bond Principal Payment
5425	Bond Interest Expense
5521	Land
5527	Buildings
5528	Improvements Other Than Buildings
5529	Building Improvements
5530	Machinery & Equipment
5531	Vehicles

ADOPTED BUDGET

FY 2023-24

APPENDIX



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

List of Acronyms

ACFR- Annual Comprehensive Financial Report.

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

ALS- Advanced Life Support.

AMI- Advanced Metering Infrastructure.

ANF- Authorized, not funded.

ARPA- The American Rescue Plan Act.

AQMD- Air Quality Management District.

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.