

City of Upland

Annual Budget

2014 — 2015

The City of Gracious Living

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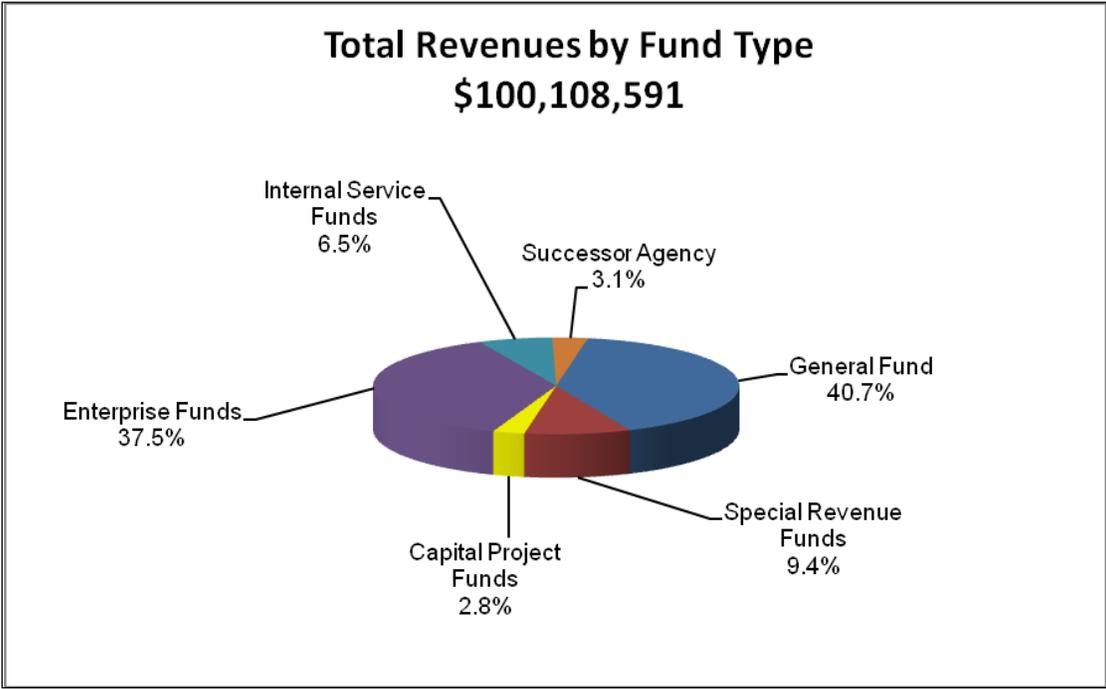
June 9, 2014

Honorable Mayor, Council Members and Citizens of Upland:

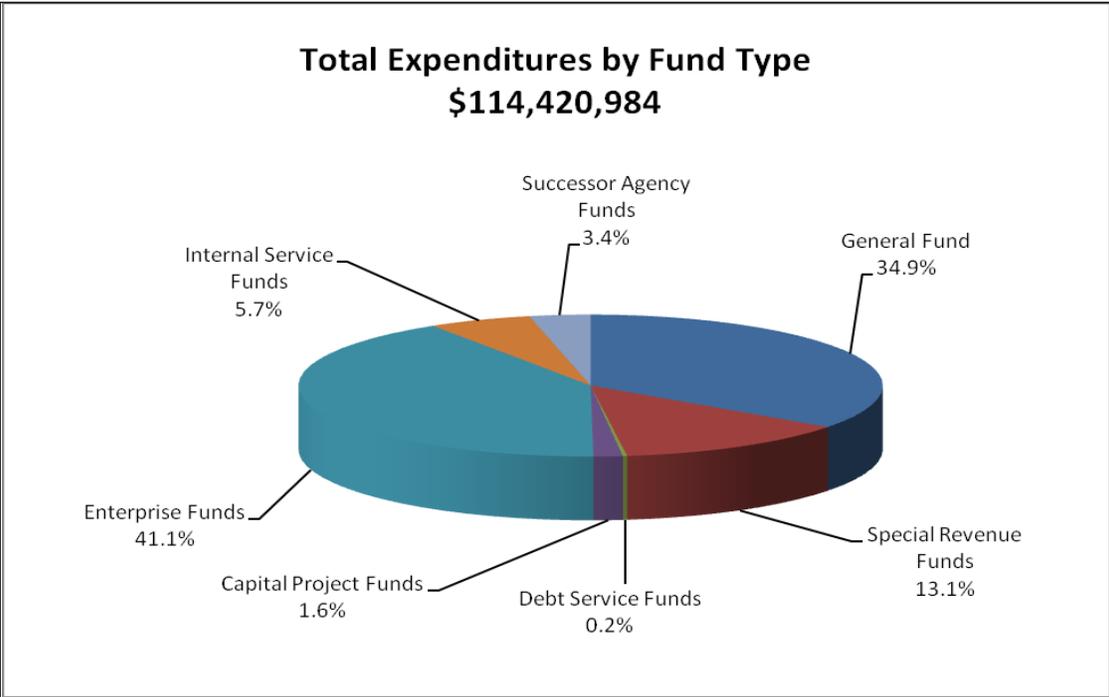
It is my honor to present the Fiscal Year (FY) 2014-15 budget document for your review and consideration. The proposed budget is the City's comprehensive financial plan that serves to fund all City programs and services. This year's budget reports a balanced operating budget in the General Fund. Since the economy is slowly recovering, we asked departments to prepare a zero-based budget to start with our true costs. Budget staff then met with each department to review their budgets requests, enhancements and possible reductions. Despite efforts made by staff to budget conservatively, additional budget reductions were asked of all City departments. The departments showed a high degree of understanding and cooperation concerning the new budget process and requested reductions.

This budget is based upon the following premises:

- City expenditures have been evaluated on their own merits, based on sound, functional decisions related to the staffing and programming needs of Upland;
- A slow recovery of the economy is expected, so conservative growth is projected for revenues.

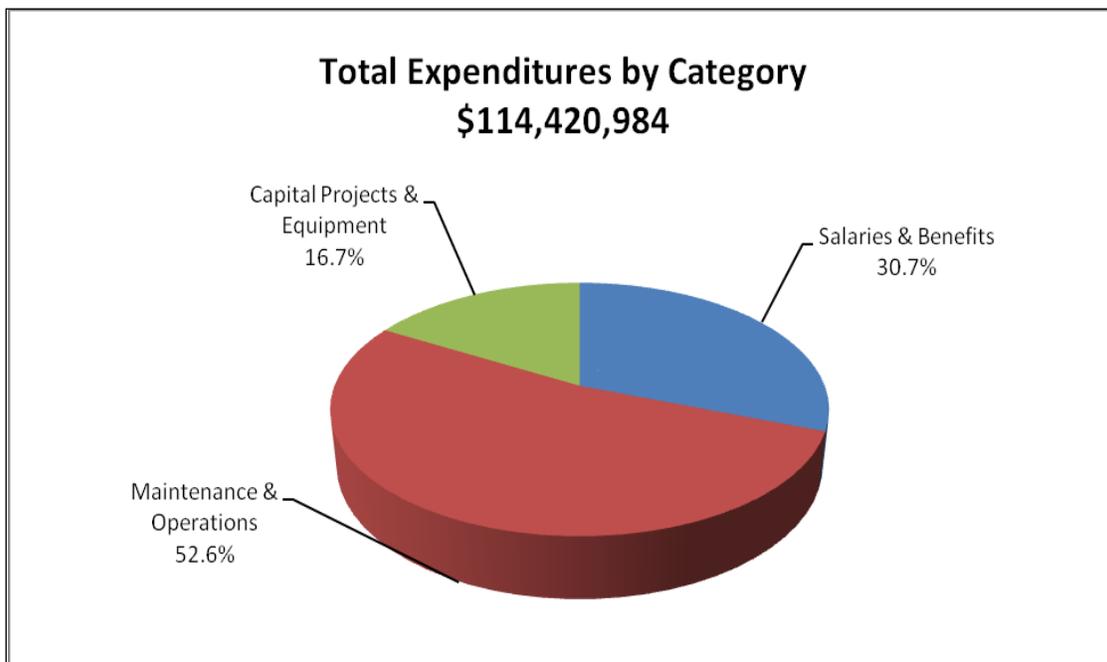


Total City operating revenues are projected to be \$100,108,591, an increase of \$11 million compared to the prior year. The funds with the highest revenues are as follows: General Fund (\$40,702,195), Water Utility Fund (\$19,950,000), Solid Waste Utility Fund (\$10,119,564), and Sewer Utility Fund (\$7,049,050). The net increase of \$11 million is a result of increased revenues in a variety of areas: General Fund \$2.3 million, Special Revenue Funds \$0.6 million, Capital Improvement Projects \$2.3 million, Enterprise Funds \$2.9 million, Internal Service Funds \$3.9 million and Successor Agency (\$1.0 million).



The FY 2014-15 operating expenditure budget totals \$114,420,984, including Capital Improvement Project (CIP) requests. Many funds make up the total budget amount, with one of the largest being the General Fund in the amount of \$39,983,179, or 34.9% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$26,861,121), Solid Waste Utility Fund (\$10,050,526), Sewer Utility Fund (\$9,106,282) and Successor Agency (\$3,860,344). There is an increase in the Internal Service Funds because the expenditures for Fleet Management, Information Systems, and Building Maintenance & Operations are all being recorded in Internal Service Funds. This shows as an increase in expenditures of \$2,969,386 which is being offset by user service charge revenues netting the effect of these funds to zero. In sum, appropriations reflect a total increase of approximately \$5.2 million or 4.9% from the prior year.

Current year operating expenditures exceed current year operating revenues by \$14.3 million due to the use of reserves. These reserves are often accumulated for specific purposes and spent when needed. The use of reserves come from the following funds: Housing (\$2.0 million), Gas Tax (\$2.2 million), Measure I (\$1.2 million), Water Utility (\$6.9 million), Sewer Utility (\$1.8 million) and the Successor Agency (\$0.7 million).



Personnel costs inclusive of all City funds are increasing by \$747,790 from \$34.4 million to \$35.1 million. The increase is a result of the PERS rate increases, overtime and changes in personnel. The total number of authorized positions decreased from 281.25 to 280. Business license operations has been contracted out which resulted in the elimination of the Business License Inspector, as well as the part-time positions that support the function. Other personnel changes include the elimination of the Facilities & Fleet Maintenance Superintendent, a position that has been vacant for over a year, and the elimination of an Animal Shelter Attendant II position. The Animal Shelter Attendant I position went from a .75 to a 1.0 position, Police upgraded a Lieutenant position to a Captain position, Fire promoted 2 Battalion Chiefs to Deputy Fire Chiefs, and Finance added an Accounting Supervisor and Budget Clerk.

Maintenance and operations appropriations are increasing by \$7,223,637 from \$52.9 million to \$60.1 million. The creation of the Internal Service Funds accounts for \$962,813 which is offset by user service charge revenues. The General Fund part of the increase of \$2.2 million is due to increases for self-funded insurance, contract services and supplies. Another part of this increase is due to HOME Investment Partnership program expenditures of \$1 million, increased Water operations costs of \$2.1 million and increased sewer treatment disposal services of \$0.7 million.

Capital Projects & Equipment appropriations are increasing by \$0.2 million from \$18.9 million to \$19.1 million. This increase is primarily due to budgeting \$1.1 million for technology improvements to the City’s internal software, phone systems and website combined with changes in the budget for capital projects. Measure I funded projects increased by \$0.5 million and Gas Tax funded projects increased by \$0.7 million due to anticipated funding and projects being carried over from the prior year. The Water Fund projects budget decreased by \$1.9 million and the Sewer Fund projects decreased by \$0.3 million due to the completion of FY 2013-14 projects and others being postponed.

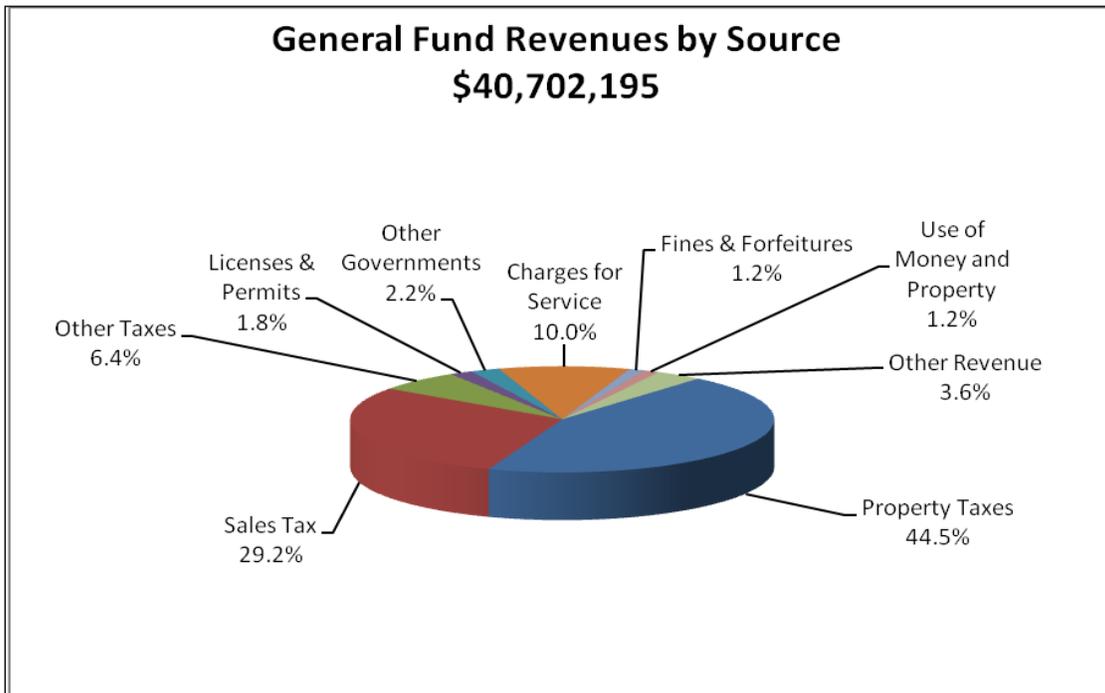
GENERAL FUND

In summary, the proposed General Fund budget is balanced without the use of one-time revenues or General Fund reserves. The General Fund ending balance is projected to be \$4,004,778, which meets the reserve policy limit of 10% of operating expenditures. A summary of the General Fund balance is illustrated below:

General Fund - Fund Balance		
Beginning Fund Balance		\$4,002,437
Operating:		
Revenues	40,702,195	
Expenditures	(39,983,179)	
Non-Operating:		
Transfers In	-	
Transfers Out	(716,675)	
Net Change		2,341
Ending Fund Balance		\$4,004,778

General Fund Revenues:

Total General Fund operating revenues are projected to be \$40,702,195, an increase of \$2.3 million or 6.1% from the prior year budget. The increase is due to the anticipated growth in property and sales tax revenues and charges for services.



- Property Taxes

Property tax revenues are projected to be \$18,118,570, which includes property tax in-lieu of VLF. This estimate reflects an overall increase of \$503,350, or 2.9%, over the prior year budget.

- Sales Taxes

Retail sales tax is showing signs of continued growth. Forecasts provided by our sales tax consultant, HdL Companies, estimate that retail sales tax revenues will be \$11,872,480, an increase of \$904,360 from the prior year budget.

- Charges for Services

Overall, this revenue source will total \$4,076,404, an increase of \$486,704 from the prior year budget. This increase is due to our renegotiated air ambulance contract, the fire merger with Montclair and an increase in building and planning activity.

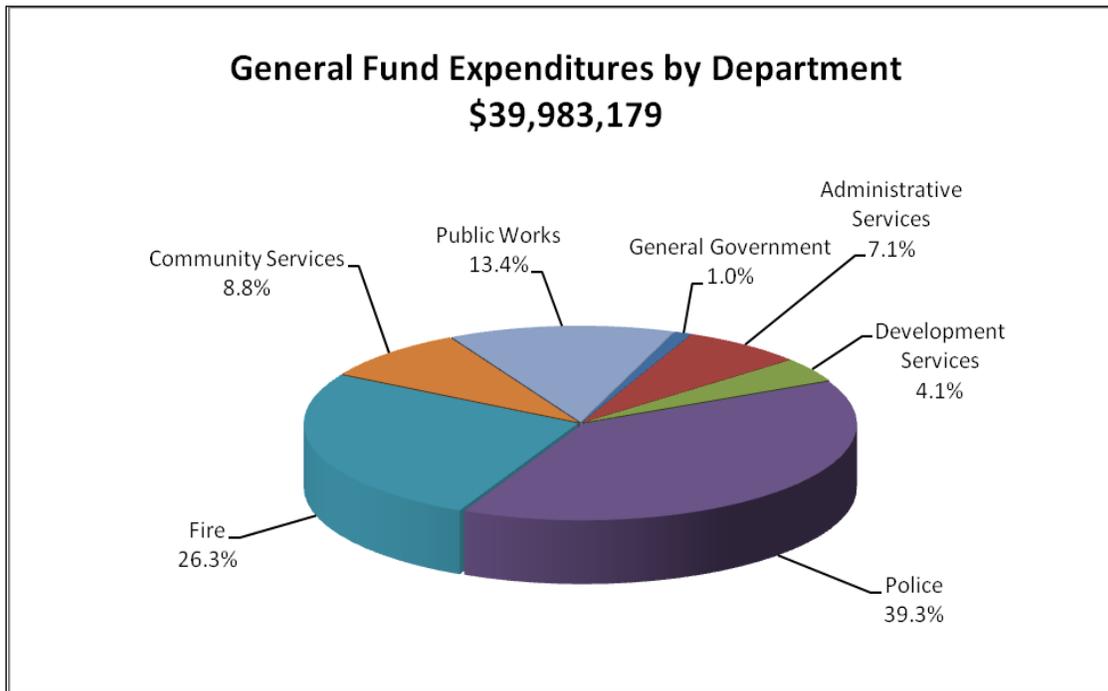
- Investment Earnings

Interest rates have remained low so interest earnings revenue has not been included in the proposed budget.

General Fund Expenditures:

General Fund operating expenditures are projected to be \$39,983,179, which is \$1.1 million more than the prior year budget. The change is due to the self-funded insurance current year expenditures being allocated in full, budgeting for the full year projected overtime costs and increased PERS costs.

The majority of General Fund expenditures are appropriated for public safety services (65.6%) followed by public works (13.4%) and community services (8.8%). The chart below illustrates General Fund Expenditures by Department.



- Personnel

General Fund personnel costs are projected to total \$27.5 million, a decrease of \$1.0 million from the prior year budget. The decrease is a result of eliminating the transfers for personnel costs between funds which is offset by increased PERS and overtime costs.

- Maintenance and Operations (M&O)

The maintenance and operations budget is \$12,349,917, which is an increase of \$2.3 million from the prior year. This increase is due to departments being charged the full-year allocation for self-funded insurance costs and increased contract services and supplies.

- Capital Outlay

The capital outlay budget is \$152,181, which is an increase from the prior year budget of \$49,500. The current year budget includes vehicles and the fire department's self-contained breathing apparatus inventory.

- Transfers Out

The General Fund will make transfers out to other funds in the amount of \$0.7 million. The transfers will fund bond principal and interest payments, and costs pertaining to the operations of Animal Services.

SPECIAL REVENUE FUNDS

HOUSING FUND

The Housing Division is responsible for the administration and implementation 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-incomes. The total appropriations for the Housing Fund are \$5,046,907.

STREET MAINTENANCE AND IMPROVEMENT FUNDS

The City receives two sources of funds for street infrastructure improvements. The Gas Tax Fund accounts for gasoline taxes received from the State of California, and the Measure I Fund accounts for revenue received from the State of California from a special 1/2% sales tax. For FY 2014-15, the total budget for street improvement projects from these sources is \$6.3 million. Projects of interest include: Citywide Slurry Seals, Citywide Concrete Repairs, Mountain Ave. Overlay (9th to Foothill), 16th St. Rehab (Euclid to Campus) and (San Antonio to Mountain), Foothill Blvd. Rehab (Campus to Grove) and Mountain Avenue (16th to 18th).

HOME/CALHOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program budget appropriated \$1,980,000. These funds are received from the U.S. Department of Housing and Urban Development and are used to assist limited income individuals and families purchase their first home or make needed improvements and repairs.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

This year's CDBG program allocation totals \$559,026. The recommendations for these funds have been processed and approved by the CDBG Committee, and the City Council has reviewed and supported the recommendation. These funds continue to support many important community needs that may not otherwise be possible. Programs such as Code Enforcement, Graffiti Removal, and Homeless Services are examples of how these funds directly benefit the Upland community.

AIR QUALITY MANAGEMENT DISTRICT

This fund accounts for the receipt of funds generated by AB2766, which sets forth requirements for the reduction of air pollution from mobile sources as promulgated by the South Coast Air Quality Management District. The total appropriations are \$150,507, and total revenues are \$92,000.

CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS)

This fund is used to account for the receipt of funds generated by AB3299 and expenditures for front-line police activity. The total appropriations are \$119,000, and total revenues are \$119,000.

DEBT SERVICE FUNDS

PUBLIC FINANCING AUTHORITY

This fund is used to accumulate resources necessary to make payments on the police building lease revenue bonds. The appropriation of \$266,675 is for annual principal and interest due on the bonds. Revenues and transfers in are projected at \$266,675.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, and Street & Traffic Facility Development. The total budget is \$1,833,678; this includes \$1,152,011 in FY 2013-14 carry-over projects. Projects of interest are as follows: the Fire Department's S.C.B.A Replacement, which is anticipated to be covered by grant funding, the City's General Plan, Fire Station #3 Roof Repair, Sports Park, Storm Drain Improvements and Arrow Rte. Widening. The revenues for these funds are derived from development impact fees, and are projected to be \$2,797,342.

ENTERPRISE FUNDS

WATER UTILITY FUND

The Water Utility Fund budget includes the cost of delivering water and service to City customers and costs in maintaining the system. Total Water Utility appropriations projected are \$26,861,121, an increase of \$0.7 million. Proposed capital improvement projects of interest for FY 2014-15 include: Mountain Ave. Water Main Replacement (9th St. to Foothill) and (16th to 19th) and an Onsite Disinfection Generation System (Plant 6 & 7). Revenues are projected at \$19,950,000. The Water Utility fund balance is projected to be \$128,826.

SOLID WASTE UTILITY FUND

The Solid Waste Utility Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$10,119,564 and appropriations are \$10,050,526. The Solid Waste fund balance is projected to be (\$709,148).

SEWER UTILITY FUND

The Sewer Utility Fund operating budget includes the cost of providing sewer services to City customers and to maintain the system. Total appropriations are \$9,106,282, an increase of \$0.6 million from the prior year due to increased sewer treatment disposal costs. Revenues and transfers in are projected to be \$7,294,050. The Sewer Utility Fund balance is projected to be \$5,040,608.

ANIMAL SERVICES FUND

The Animal Services Fund accounts for Animal Care and Animal Services programs. The goal is to operate Animal Services in more of a “private-sector” business enterprise model, with the intent that costs will be recovered through user charges; staff recommends accounting for these services in an Enterprise Fund. Total operating revenues are projected at \$442,200, transfers in at \$450,000 and appropriations are estimated to be \$956,002.

INTERNAL SERVICE FUNDS

SELF-FUNDED INSURANCE FUND

This fund contains revenues (derived from charge-outs) of \$3,585,149 and expenditures of \$3,585,149. The Self-Funded Insurance fund allocates charges to other funds based on recent experience. Overall, budget claims for both liability and workers compensation in FY 2014-15 is estimated at \$3.5 million, an increase of \$62,839 from the prior year budget. In FY 2014-15, charge-outs are up by \$771,219 because the full year portion is being charged out.

FLEET MANAGEMENT FUND

The Fleet Management Fund provides for the operation of the City’s Fleet Management Division, which accounts for repairs and routine maintenance of City vehicles. In FY 2014-15, Fleet Management revenues are \$483,923 and expenditures are \$483,923. The fund is projected to have a zero balance at year-end.

INFORMATION SYSTEMS FUND

The Information Systems Fund provides for the operation of the City’s Information Systems Division, including maintenance of the City’s computer network and hardware infrastructure. In FY 2014-15, Information Systems revenues are \$1,877,612 and expenditures are \$1,877,612. The fund is projected to have a zero balance at year-end.

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 2014-15, Building Maintenance & Operations revenues are \$607,851 and expenditures are \$607,851. The fund is projected to have a zero balance at year-end.

ECONOMIC OUTLOOK

At the national level, the economy is continuing to grow at a steady pace. Both housing production and home sales slowed at the end of last year, but did not stop. With national housing inventory levels still below a 5 months' supply at the current sales rate, home prices can be expected to increase through 2014.

California's economy has continued to move forward although the rate of growth has been affected by recent partisan stand-offs in Washington DC. California's unemployment rate is falling, more people are finding jobs, the housing market is improving and budget surpluses are finally in sight.

The Inland Empire is seeing promising signs, starting with the expectation that taxable sales will expand by an average of approximately 6% growth per year through 2017. Consumers in the Inland Empire are shopping and spending at local establishments, pushing sales tax higher. Households now have more equity due to a 22% increase in home prices over the past year, which is expected to spur an increase in spending in the region over the coming year. Consumer spending on building and construction was the fastest growing category over the past year and the regions unemployment rate is on the decline, falling to 9.4% in February 2014. Local economists project the Inland Empire will be at 85% recovery by the end of 2014.

The City of Upland has also seen positive change in the local economy. Development activity has begun and several residential developments are under construction causing an increase in permit revenues. Sales tax and property tax are also expected to grow steadily. Although reports are positive, it is uncertain if the growth will continue and if the pace will be sufficient to meet ongoing costs in future years. City staff will continue to exercise significant fiscal prudence in the current year and into the future to continue to work towards a healthy reserve.

CONCLUSION

I would like to thank the exceedingly dedicated staff of the Administrative Services Department, as well as those Finance Division staff members that spent time preparing this budget document. On behalf of your Executive Management Team, as well as all Upland staff members, I submit this conservative, sound and comprehensive financial plan for FY 2014-15.

Respectfully submitted,



Stephen Dunn
City Manager

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BUDGET PROCESS

Purpose of the Budget Document

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

The Budget:

- ◆ Determines the quality and quantity of City programs and services;
- ◆ States expenditure requirements for the allocation plan and estimated available revenues to finance it;
- ◆ Sets targets and provides a means of measuring accomplishments against goals, actual versus planned outcomes; and,
- ◆ 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 projects that are in need of renovation, repair and/or construction. Capital projects range from road maintenance or construction to the renovation of municipal buildings, recreation centers, water main and sewer system replacement. The CIP relates these capital project needs to the financial sources that will support their realization and the timeframe in which both the financial and work will take place. Capital improvement projects typically carry considerable future impact, meaning, they have a life span of at least five years or more. They are usually financed over a longer period of time, in effect spreading the cost of the project across a generation of users.

Guide to the Budget

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

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

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

Once the City Manager reviews have taken place and all departmental budget issues are resolved, the Finance staff prepares the preliminary budget. The Finance Manager presents the proposed budget at a special meeting of the Finance/Economic Development Committee. Following the Committee review, the Finance 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. Yet 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 2014-15 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 Operating 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:

- ◆ Expenditures by Category - The table and graph provide information on budgeted expenditures organized by the following categories: personnel, maintenance and operations, capital outlay and capital improvement projects.
- ◆ Expenditures by Funding Source - The table and graph provide information on the funding sources for the budgeted expenditures.
- ◆ Mission Statement - Each department has formulated a mission statement that presents the "what, for whom, and why" the department exists.
- ◆ 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 Object Code – This table provides line-item budgetary detail for the department.

Capital Improvement Program

This section looks at the City's capital improvement program, funding sources, project highlights, and the specific projects for which funds are allocated for the budget year.

Schedule of Positions

The Schedule of Positions section includes the titles of the Full Time Equivalent (FTE) positions authorized for each department. A comparative table that provides four years of data is also presented in this section.

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 2014-15

Date	Responsibility	Action
January 14, 2014	City Manager and Finance	Budget kickoff meeting with City Manager and Department Heads. Salary and benefit worksheets are distributed to Department Heads.
January 28, 2014	Departments	Departments submit personnel allocations to Finance.
February 11, 2014	Departments	Departments submit revenue projections to Finance.
February 24, 2014	Departments	Public Works Department submits Capital Improvement Project requests (City-wide) and preliminary expenditure projections.
February 25, 2014	Departments	Departments submit expenditure projections and requests for new positions and/or reclassifications.
March 11, 2014	Finance	Finance prepares first draft of budget summaries.
March 17- 28, 2014	Finance and Departments	Administrative Services Director, Finance Manager and staff members assigned with budget preparation meet with Departments to review revenues and operating and capital improvement project budgets.
March 19, 2014	Departments	Public Works Department submits revisions to Capital Improvement Project budgets.
April 1, 2014	Departments	Departments submit narratives, goals and objectives, performance measures and major accomplishments.
April 30, 2014	Finance	Finance completes a second draft of the budget document and submits budget summaries to the Departments for final review.
May 6, 2014	Departments	Public Works Department submits finalized Capital Improvement Project budget to Finance.
June 3, 2014	Finance	Proposed budget presented to the Finance Committee.
June 9, 2014	City Council	Proposed budget presented to the City Council for formal adoption of the Fiscal Year 2014-15 Budget and Appropriations Limit.

FINANCIAL POLICIES

The City of Upland was incorporated on May 15, 1906, under the general laws of the State of California and enjoys all the rights and privileges pertaining to “General Law” cities. The City is governed by an elected five-member board. Included within the financial reporting entity of the City are the Successor Agency to the Upland Community Redevelopment Agency and the Upland Public Financing Authority.

Basis of Accounting and Budgeting

The City’s accounting system is organized on a fund basis. Each fund is a separate accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund equity, revenues, and expenditures. The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Governmental funds are classified into three broad categories: governmental (general, special, debt service, and capital improvement projects), proprietary, and fiduciary funds. Governmental funds include activities usually associated with typical or local government operations. Proprietary funds are financed and operated in a manner similar to private business enterprises, where the intent is to recover the cost of providing goods and services from user charges. Fiduciary funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent.

The City’s accounting and budgeting systems are in compliance with the Generally Accepted Accounting Principles (GAAP). This means that the modified accrual basis of accounting is used for governmental fund types and that the accrual basis of accounting is used for proprietary fund types. These funds are described as follows:

General Fund

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

Special Revenue Funds

Housing - This fund accounts for the housing activities of the City that were previously accounted for in the low and moderate housing redevelopment agency fund.

SB509 Public Safety Augmentation - This fund accounts for the half-cent sales tax enacted by Proposition 172 and SB509. Funds are used to cover operational expenditures of the Police Department.

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

Measure I - This fund accounts for revenues which were approved by the San Bernardino County voters in a General Election authorizing a one-half percent (1/2%) sales tax on all retail transaction within the incorporated and unincorporated territory of the County of San Bernardino for a period not to exceed twenty years, proceeds of which are to be solely for county-wide transportation improvements and traffic management programs.

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

Community Development Block Grant (CDBG) - This fund accounts for receipt and disbursement of the Upland Community Development Block Grant Program of the United States Department of Housing and Urban Development. Program accountability follows the guidelines of Office Management and Budget Circulars A102 and A87.

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

Air Quality Management District - This fund was established to account for the receipt and disbursement of funds generated by Assembly Bill 2766 which sets forth requirements for reduction of air pollution from mobile sources as promulgated by the South Coast Air Quality Management District (SCAQMD).

Proposition 30 - This fund accounts for the financial activity related to the City's share of Proposition 30/SB109 monies to provide local law enforcement with a portion of a State income tax increase to be utilized for costs associated with parolees and probationers.

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

Debt Service Funds

Upland Public Financing Authority - The Upland Public Financing Authority is a joint exercise of powers under the laws of the State of California, authorized to issue bonds under the Mello-Roos Local Bond Pooling Act of 1985 (Article 1 through 4, Section 6500, Chapter 5, Division 7, Title 1 of the State of California Government Code). The City of Upland and the Successor Agency (formerly known as Upland Community Redevelopment Agency) formed the Financing Authority by execution of a joint exercise of powers agreement to provide financing by agreements and loans to the Agency for various project purposes.

Capital Projects Funds

Capital projects funds are established to account for acquisition and construction of capital facilities other than those financed by proprietary funds.

General Capital Improvements - This fund was established under the provision of Section 53731 of the Government Code and Section 3.44.050 of the Upland Municipal Code to account for projects of general nature which are supported by available General Funds, Special Revenue Funds, or Development Impact Fees from new development.

Park Acquisition and Development - This fund accounts for all revenue from the Dwelling Unit Construction Tax, in accordance with Section 3.44.020 of the Upland Municipal Code which must be used for the acquisition and development of park facilities within the City of Upland.

Storm Drain Development - This fund, established by Section 3.44.040 of the Upland Municipal Code, is used to account for the revenues received from fees on various building permits which are set aside to provide for the creation of a storm drain system in cooperation with the other governmental entities in the surrounding area.

Street and Traffic Facility Development - This fund is supplementary to the Gas Tax and Public Transportation Funds. This fund was established under Upland Municipal Code Section 3.44.030 to provide for improved quality of street and traffic facilities in the City. The revenue source of this fund is from a fee on building permits.

Proprietary Funds and Fiduciary Funds

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

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

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

Enterprise Funds

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

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

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

Animal Services - This fund accounts for licenses, charges for services, and fines pertaining to animal care and animal control services.

Internal Service Funds

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

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

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

Building Maintenance & Operations - This fund provides for the operation of the City's Building Maintenance & Operations Division which maintains the City's facilities.

Budgetary Control and Policies

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

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

Cash and Investment Policies

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

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

Reserve Policy

In order to prudently protect the fiscal solvency of the City, it is important to maintain some minimum level of reserves. Reserves are important in order to mitigate the negative impact to revenues from economic fluctuations, to fund unforeseen expenditure requirements, to provide a minimum level of cash investment interest revenue, and to avoid the need to borrow for cash management purposes. The General Fund Reserve is currently at the reserve policy limit of 10% of operating expenditures.

Capital Assets

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

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

Debt Management

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

Legal Debt Margin Calculation for Fiscal Year 2012-13

Assessed Valuation	\$7,057,197,912
Debit Limit (15% of assessed value)	1,058,579,687
Debt applicable to limit:	
General obligation bonds	_____ -
Total net debt applicable to limit	\$ _____ -
Legal debt margin	<u>\$1,058,579,687</u>

RESOLUTION NO. 6231

A RESOLUTION OF THE CITY COUNCIL ADOPTING THE FISCAL YEAR 2014-15 ANNUAL BUDGET INCLUDING AMENDING THE COMPENSATION PLANS FOR THE MID-MANAGEMENT EMPLOYEES, GENERAL EMPLOYEES AND PART-TIME HOURLY EMPLOYEES

Intent of the Parties and Findings

(i) The City Manager has caused a budget document to be prepared and presented to the City Council covering the Fiscal Year July 1, 2014 through June 30, 2015; and

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

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

Section 1. The City Council hereby adopts the Fiscal Year 2014-15 Annual Budget.

Section 2. The following funds and appropriations, therefore, are hereby authorized for the fiscal year beginning July 1, 2014:

General Fund	\$40,699,854
Housing Fund	5,046,907
Public Safety Augmentation Fund	725,000
Gas Tax	4,133,002
Measure I	2,195,000
HOME/CALHOME Investment Partnership Program	1,980,000
Community Development Block Grant	559,026
Parking Business Improvement Area	30,000
Air Quality Management District	150,507
COPS	119,000
Asset Forfeiture Fund	10,200
Public Financing Authority	266,675
General Capital Improvements	754,718
Park Acquisition & Development	469,190
Storm Drain Development	459,770
Street & Traffic Facilities Development	150,000
Water Utility	26,861,121
Solid Waste Utility	10,295,526
Sewer Utility	9,106,282
Animal Services	956,002
Self-Funded Insurance	3,585,149
Fleet Management	483,923
Information Systems	1,877,612
Building Maintenance & Operations	607,851
Successor Agency	<u>3,860,344</u>
Total	<u>\$115,382,659</u>

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

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

Section 5. The City Manager is hereby authorized to approve continuing appropriations for capital improvement projects and other expenditures approved by the City Council but not yet expended prior to July 1, 2014.

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

Section 7. The City Manager is hereby authorized to transfer up to \$20,000 of any unallocated fund balance to or between departments. Any transfer revision above this amount must be approved by the City Council.

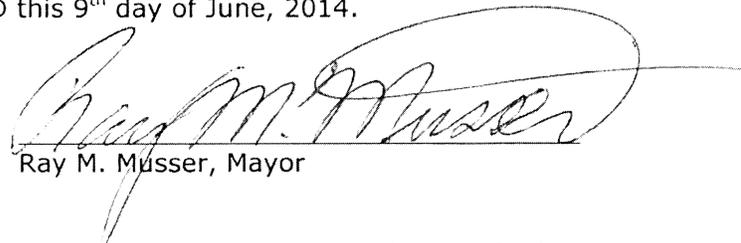
Section 8. The City Council approves the following position changes: the elimination of the Facilities & Fleet Maintenance Superintendent, the elimination of an Animal Shelter Attendant II position, the increase from 0.75 to a full 1.0 for the Animal Shelter I position, the promotion of a Police Lieutenant to a Captain and the addition of an Accounting Supervisor and Budget Clerk.

Section 9. The City Council approves changes to the Part-time Hourly Compensation Plan to comply with the California Minimum Wage changes effective July 1, 2014.

Section 10. Exhibit "B" - Mid-Management, Exhibit "C" - General and Exhibit "D" - Part-time Hourly Compensation Plans are hereby amended as attached.

Section 11. Certification. The City Clerk shall certify the adoption of this Resolution.

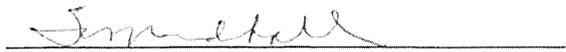
PASSED, APPROVED and ADOPTED this 9th day of June, 2014.



Ray M. Musser, Mayor

I, Stephanie A. Mendenhall, 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 9th day of June, 2014, by the following vote:

AYES: Mayor Musser, Councilmembers Stone, Bozar, Brandt, Filippi
NOES: None
ABSENT: None
ABSTAINED: None

ATTEST: 
Stephanie A. Mendenhall, City Clerk

RESOLUTION NO. 6226

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF UPLAND FOR FISCAL YEAR 2014-15

Intent of the Parties and Findings:

(i) Section 1.5 of the 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 proceed of taxes to the amount of such appropriations in Fiscal Year 1986-87 as adjusted for changes in cost of living and population; and

(ii) Section 7910 of the Government Code of the State of California directs the governing body of each local jurisdiction to establish its appropriation limit by resolution each year; and

(iii) The Administrative Services Director of the City of Upland has determined the City's appropriations limit for Fiscal Year 2014-15 in accordance with said provisions of the Constitution and laws of the State of California and the documentation used in said determination is available in the Finance Division of the City of Upland.

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

Section 1. Calculation of said limit for the City shall be determined by (1) Using the California Per Capita Income and the population growth of San Bernardino County, 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 2014-15 is hereby found and determined to be \$71,291,626.

Section 2. Certification. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 9th day of June, 2014.


Ray Musser, Mayor

I, Stephanie A. Mendenhall, 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 9th day of June, 2014, by the following vote:

AYES: Mayor Musser, Councilmembers Stone, Bozar, Brandt, Filippi
NOES: None
ABSENT: None
ABSTAINED: None

ATTEST: 
Stephanie A. Mendenhall, City Clerk

APPROPRIATIONS LIMIT CALCULATION

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

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

For Fiscal Year 2014-15, the estimated tax proceeds appropriated by the Upland City Council are under the limit. The Appropriations Limit for Fiscal Year 2014-15 is \$71,291,626. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in Fiscal Year 2014-15. The appropriations subject to the limit are \$35,766,215 leaving the City with an appropriations capacity under the limit of \$35,525,411.

APPROPRIATIONS LIMIT CALCULATION - FISCAL YEAR 2014-15

Part I - Calculation of Appropriations Limit

Appropriations Limit - Fiscal Year 2013-14:		\$ 70,901,667
Change in Per Capita Personal Income (-.23%)	0.9977 ^(a)	
Change in County Population (.78%):	1.0078 ^(a)	
Calculation of Growth Factor (0.9977 x 1.0078)		1.0055
Appropriations Limit - Fiscal Year 2014-15:		\$ 71,291,626

Part II - Appropriations Subject to the Limit

Proceeds from Taxes from Schedule B:		\$ 35,766,215
Less: Debt Service Payments		(266,675)
Total Appropriations Subject to the Limit		\$ 35,499,540

Part III - Calculation of Appropriations Over/Under the Limit

Appropriations Limit - Fiscal Year 2014-15:		\$ 71,291,626
Less: Appropriations Subject to Limitation		(35,499,540)
Total Appropriations Under the Limit		\$ 35,792,086

^(a) Source: State of California, Department of Finance, Price and Population Information, May 2014

Department / Fund Matrix	General Government	Administrative Services	Community Services	Development Services	Fire	Police	Public Works
General Fund	✓	✓	✓	✓	✓	✓	✓
Housing Fund				✓			
Public Safety Augmentation Fund						✓	
Gas Tax Fund							✓
Measure I Fund							✓
HOME Investment Partnership Fund				✓			
Community Development Block Grant Fund				✓			
Parking Business Improvement Area Fund				✓			
Air Quality Management District Fund		✓					
Homeland Security Grants Fund - PD						✓	
Prop 30 Fund						✓	
COPS Fund						✓	
Other Grants Fund			✓				
Office of Traffic Safety Fund						✓	
Local Law Enforcement Block Grant Fund						✓	
Asset Forfeiture Fund						✓	
Homeland Security Grants Fund - Fire					✓		
CalHOME Fund				✓			
Public Financing Authority Fund		✓					
General Capital Improvements Fund							✓
Park Acquisition & Development Fund							✓
Storm Drain Development Fund							✓
Street & Traffic Facility Development Fund							✓
Water Utility Fund							✓
Solid Waste Utility Fund							✓
Sewer Utility Fund							✓
Animal Services Fund			✓				
Self-Funded Liability Insurance Fund		✓					
Fleet Management Fund Fund							✓
Information Systems Fund		✓					
Building Maintenance & Ops Fund							✓
Successor Agency Fund				✓			

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City of Upland Strategic Goals

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

◆ **Responsive Leadership**

To enhance the public's confidence in the City's current leadership, both elected and staff, by fostering public and private partnerships.

◆ **Sense of Community**

To ensure an excellent quality of life by facilitating continuous, open dialogue with the City's civic, non-profit, and faith-based organizations, the business community, residents and local government.

◆ **Community Oriented Public Safety**

To assure residents and their families will be safe in their homes and in their neighborhoods, as well as provide basic instructions on disaster protection and preparation for 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 crossroads 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 arts 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 2014-15 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 10% of the current operating budget, for economic uncertainty and unforeseen expenditure requirements.
- ◆ Continue work on the City's General Plan, which sets forth a long-term comprehensive plan for the physical development of the City.

Sense of Community

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

Community Oriented Public Safety

- ◆ To promote fire and life safety in the community by making fire and life safety educational presentations at public and private schools, businesses and community service group meetings.
- ◆ To have well-trained disaster response employees by providing training on the Incident Command System and Emergency Operations Center functions so that a course of action to respond to, contain, control, and recover from an emergency is coordinated efficiently.
- ◆ Promote the safe movement of vehicles and pedestrians throughout the City by educating the motoring public and by enforcing traffic laws to reduce motor vehicle collisions.
- ◆ To protect the community from gang activity and graffiti by participating in regional enforcement of gang and graffiti violations, the Graffiti Reward Program, a graffiti/tagger database, proactive gang enforcement, and by participating in countywide SMASH operations.
- ◆ To keep pace, through ongoing training, with the technological advances in computers, servers and telecommunications devices such as smart phones and PDA devices.
- ◆ To operate the Animal Services Shelter such that public safety and welfare is upheld and animal adoptions are increased, as well as enhancing the service level of animal services in Upland.

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

Economic and Workforce Development

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

Historic Preservation and Enhancement

- ◆ Continue to market the Historical Home Rehabilitation Program.
- ◆ Update the Historic Preservation Survey, and develop policies and implementation strategies in conjunction with the comprehensive General Plan Update.
- ◆ Continue to acquire key commercial properties in Downtown to facilitate development of mixed-use development, including 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 ensuring that recreational facilities are in compliance with ADA guidelines.

- ◆ Continue to seek opportunities to develop all or a portion of the City-owned open space located at Baseline and the 210 Freeway.
- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively, renewed, replaced, and maintained.
- ◆ To ensure City compliance with federal and state regulations pertaining to storm water and the area-wide National Pollutant Discharge Elimination System (NPDES).
- ◆ To complete the following major Capital Improvement Projects
 1. Mountain Avenue Water Main Replacement and Street Rehabilitation (9th Street to Foothill Blvd.)
 2. Mountain Avenue Water Main Replacement and Street Rehabilitation (16th Street to 19th Street)
 3. 16th Street Rehabilitation (Campus Avenue to Grove Avenue)
 4. Foothill Boulevard Pavement Rehabilitation (Campus Avenue to Grove Avenue)
 5. 14th Street Water Main Replacement and Street Reconstruction (Euclid Avenue to Campus Avenue)
 6. Citywide and CDBG Concrete Repairs
 7. Citywide Pavement Slurry Seal
 8. Citywide Trenchless Sewer Rehabilitation & CCTV Inspection
 9. Rehabilitate City Well #5
 10. Design Reservoir 16 Repairs

Officials of the City of Upland

Elected Officials

Ray Musser, Mayor

Debbie Stone

Brendan Brandt

Gino Filippi

Glenn Bozar

Dan Morgan

Mayor Pro Tem

Councilmember

Councilmember

Councilmember

City Treasurer

Executive Staff

Stephen C. Dunn, City Manager

Stephanie Mendenhall

Roberta Knighten

Jeff Zwack

Rosemary Hoerning

Jeff Mendenhall

Richard Mayhew

Kimberly Hall Barlow

Administrative Services Director

Community Services Director

Development Services Director

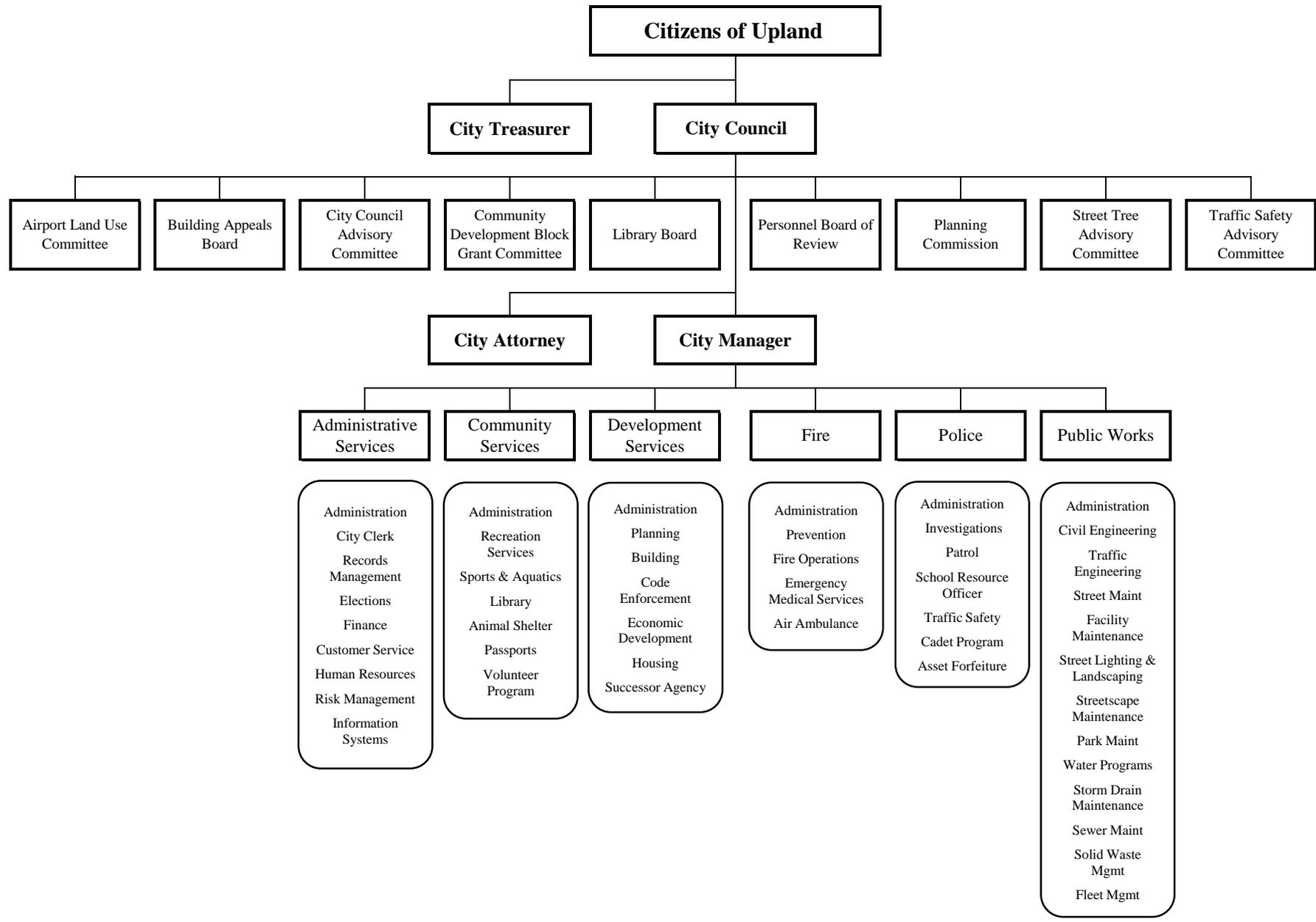
Public Works Director

Police Chief

Fire Chief

City Attorney

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Upland
California**

For the Fiscal Year Beginning

July 1, 2013

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 75,147 as of 2013.

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

Services Provided by the City Of Upland

Municipal Services

General Administrative Support
Highways and Streets
Planning and Zoning
Police and Fire Protection
Library
Recreation and Parks
Housing and Community Development
Public Improvements

Public Enterprise Services

Water Utility
Solid Waste Utility
Sewer Utility
Animal Services

City of Upland
City Demographics

Community Profile		City Services	
Date of Incorporation	May 15, 1906	Fire Protection	
		Stations	5
Form of Government	General Law	Sworn Firefighters	40
		Total Fire Department Employees	49
Population	75,417		
		Police Protection	
Number of City Employees	280	Patrol Units	23
		Motorcycles	5
Employees per capita	1 per 269 residents	Sworn Officers	70
		Total Police Department Employees	92.5
Area in Square Miles	15.3		
		Library	
Average Elevation	1,328 feet	Facilities	1
		Volumes	150,635
Average Temperature	62.4 F	Current Periodical & Serial Subscriptions	76
Average Rainfall	24.5 inches	Audio-visual items	7,699
		Registered patrons	64,103
Number of Public Schools	14		
		Recreation	
Miles of City Streets	208.90	Buildings	3
		Parks	13
Miles of State Highways	6.7	Soccer fields (lighted)	6
		Baseball fields (lighted)	8
Miles of Sewer Lines	228.00	Softball fields (lighted)	3
Miles of Water Mains	242.00		

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
Mountain View Chevrolet	New Motor Vehicle Dealers
Walmart	Discount Dept Stores
Lowe's	Lumber/Building Materials
Home Depot	Lumber/Building Materials
Target	Discount Dept Stores
Holiday Rock	Contractors
Kohls	Department Stores
Ford of Upland	New Motor Vehicle Dealers
Chevron Gas Station	Service Stations
Tesoro Refining & Marketing	Service Stations
Campus Arco Am/Pm	Service Stations
Nordstrom Rack	Department Stores
Vons	Grocery Stores Liquor
Toys R Us	Specialty Stores
Euclid Arco	Service Stations
Stater Bros	Grocery Store Liquor
Bed Bath & Beyond	Home Furnishings
Marshalls	Family Apparel
Dick's Sporting Goods	Sporting Goods/Bike Stores
Circle K	Service Stations
TJ Maxx	Family Apparel
Hobby Lobby	Specialty Stores
Vons Gasoline Sales	Service Stations
Shell	Service Stations
R F White	Service Stations

City of Upland
Principal Property Taxpayers

For Fiscal Year Ending June 30, 2013

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Colonies-Pacific LLC	\$ 88,401,764	1	0.6%
College Park Apartment Homes LP	57,541,172	2	0.7%
Granite Sr Woodlane LLC	42,918,879	3	0.6%
Rancho Monte Vista Apartment Homes	40,015,514	4	0.6%
CT Retail Properties Finance II LLC	38,210,074	5	0.5%
Mountain Springs	34,955,689	6	0.5%
Koll Per College Business Park LLC	34,726,001	7	0.6%
Bill and Mary Matreyek Trust	31,446,614	8	0.4%
Nu-168 Apartments LLC	31,204,116	9	0.4%
Holliday Rock Company LLC	30,790,476	10	0.4%
Totals	<u>\$ 430,210,299</u>		<u>5.3%</u>

2014-2015 SUMMARY OF CHANGES IN FUND BALANCE

	Fund Balance 7/1/2014	2014-2015 Revenue	2014-2015 Operating Expenditures	Transfers In/(Out)	Change in Fund Balance	Fund Balance 6/30/15
General Fund*	\$ 4,002,437	\$ 40,702,195	\$ 39,983,179	\$ (716,675)	\$ 2,341	\$ 4,004,778
Housing	\$ 6,374,519	\$ 3,034,300	\$ 5,046,907	\$ -	\$ (2,012,607)	\$ 4,361,912
Public Safety Augmentation	-	725,000	725,000	-	-	-
Gas Tax	4,387,552	1,967,305	4,133,002	-	(2,165,697)	2,221,855
Measure I	1,429,412	1,001,000	2,195,000	-	(1,194,000)	235,412
HOME Investment Partnership Program	211,581	775,000	980,000	-	(205,000)	6,581
Community Development Block Grant	(50,261)	528,847	559,026	-	(30,179)	(80,440)
Parking Business Improvement Area	48,706	33,000	30,000	-	3,000	51,706
Air Quality Management District	61,032	92,000	150,507	-	(58,507)	2,525
Homeland Security Grants - PD	-	-	-	-	-	-
Prop 30	75,920	75,920	-	-	75,920	151,840
COPS	93,548	119,000	119,000	-	-	93,548
Other Grants	18,712	-	-	-	-	18,712
Office of Traffic Safety	36,332	-	-	-	-	36,332
Local Law Enforcement Block Grant	14,837	-	-	-	-	14,837
Asset Forfeiture	42,774	10,000	10,200	-	(200)	42,574
Homeland Security Grants - Fire	-	-	-	-	-	-
CalHOME	(43,319)	1,000,000	1,000,000	-	-	(43,319)
Total Special Revenue Funds	\$ 12,701,345	\$ 9,361,372	\$ 14,948,642	\$ -	\$ (5,587,270)	\$ 7,114,075
Public Financing Authority	\$ 269,143	\$ -	\$ 266,675	\$ 266,675	\$ -	\$ 269,143
Total Debt Service Fund	\$ 269,143	\$ -	\$ 266,675	\$ 266,675	\$ -	\$ 269,143
General Capital Improvements	\$ (961,531)	\$ 858,725	\$ 754,718	\$ -	\$ 104,007	\$ (857,524)
Park Acquisition & Development	1,082,759	503,000	469,190	-	33,810	1,116,569
Storm Drain Development	1,379,429	768,617	459,770	-	308,847	1,688,276
Street & Traffic Facility Development	429,826	667,000	150,000	-	517,000	946,826
Total Capital Project Funds	\$ 1,930,483	\$ 2,797,342	\$ 1,833,678	\$ -	\$ 963,664	\$ 2,894,147
Water Utility	\$ 7,039,947	\$ 19,950,000	\$ 26,861,121	\$ -	\$ (6,911,121)	\$ 128,826
Solid Waste Utility	(533,186)	10,119,564	10,050,526	(245,000)	(175,962)	(709,148)
Sewer Utility	6,852,840	7,049,050	9,106,282	245,000	(1,812,232)	5,040,608
Animal Services	(1,527,639)	442,200	956,002	450,000	(63,802)	(1,591,441)
Total Enterprise Funds	\$ 11,831,962	\$ 37,560,814	\$ 46,973,931	\$ 450,000	\$ (8,963,117)	\$ 2,868,845
Self-Funded Insurance	\$ (4,774,967)	\$ 3,585,149	\$ 3,585,149	\$ -	\$ -	\$ (4,774,967)
Fleet Management	15,970	483,923	483,923	-	-	15,970
Information Systems	-	1,877,612	1,877,612	-	-	-
Building Maintenance & Operations	-	607,851	607,851	-	-	-
Total Internal Service Funds	\$ (4,758,997)	\$ 6,554,535	\$ 6,554,535	\$ -	\$ -	\$ (4,758,997)
Successor Agency	\$ 8,310,655	\$ 3,132,333	\$ 3,860,344	\$ -	\$ (728,011)	\$ 7,582,644
Total Private Purpose Trust Fund	\$ 8,310,655	\$ 3,132,333	\$ 3,860,344	\$ -	\$ (728,011)	\$ 7,582,644
Grand Total	\$ 34,287,028	\$ 100,108,591	\$ 114,420,984	\$ -	\$ (14,312,393)	\$ 19,974,635

* The Traffic Safety Fund and non grant portion of the Office of Traffic Safety Fund were combined into the General Fund.

2014-2015 SCHEDULE OF REVENUES BY FUND & CATEGORY

		2011-12 Actual		2012-13 Actual		2013-14 Adopted		2014-15 Adopted
General Fund *	\$	36,596,459	\$	37,996,719	\$	38,362,540	\$	40,702,195
Housing	\$	3,694,495	\$	3,235,072	\$	2,975,390	\$	3,034,300
Public Safety Augmentation Fund		660,496		727,402		713,310		725,000
Gas Tax		2,129,222		1,725,838		2,226,260		1,967,305
Measure I		1,026,088		1,086,675		1,045,490		1,001,000
HOME Investment Partnership Program		676,322		207,495		718,800		775,000
Community Development Block Grant		773,755		851,346		509,760		528,847
Parking Business Improvement Area		37,095		32,967		36,710		33,000
Air Quality Management District		93,106		90,185		91,300		92,000
Homeland Security Grants-PD		365,926		15,745		10,000		-
Prop 30		-		-		-		75,920
COPS		3,532		112,320		100,000		119,000
Other Grants		53,824		87,064		-		-
Office of Traffic Safety		106,772		94,518		115,000		-
Local Law Enforcement Block Grant		48,930		10,988		10,000		-
Asset Forfeiture		107,478		174,652		700		10,000
Homeland Security Grants-Fire		292,089		18,608		-		-
CalHOME		319,101		250,760		211,400		1,000,000
Total Special Revenue Funds	\$	10,388,231	\$	8,721,635	\$	8,764,120	\$	9,361,372
Public Financing Authority	\$	127	\$	112	\$	160	\$	-
Total Debt Service Fund	\$	127	\$	112	\$	160	\$	-
General Capital Improvements	\$	194,756	\$	700,834	\$	38,380	\$	858,725
Park Acquisition & Development		260,631		207,487		177,700		503,000
Storm Drain Development		555,934		533,048		126,040		768,617
Street & Traffic Facility Development		38,733		267,709		165,110		667,000
Total Capital Project Funds	\$	1,050,054	\$	1,709,078	\$	507,230	\$	2,797,342
Water Utility	\$	17,893,775	\$	17,346,667	\$	17,832,200	\$	19,950,000
Solid Waste Utility		9,431,869		9,545,790		9,741,360		10,119,564
Sewer Utility		6,275,625		6,325,917		6,656,950		7,049,050
Animal Services		438,750		567,309		415,750		442,200
Total Enterprise Funds	\$	34,040,019	\$	33,785,683	\$	34,646,260	\$	37,560,814
Self-Funded Insurance	\$	2,824,213	\$	2,861,963	\$	2,695,040	\$	3,585,149
Fleet Management		493,468		68,417		-		483,923
Information Systems		-		-		-		1,877,612
Building Maintenance & Operations		-		-		-		607,851
Total Internal Service Funds	\$	3,317,681	\$	2,930,380	\$	2,695,040	\$	6,554,535
Successor Agency	\$	1,698,034	\$	6,583,807	\$	4,121,710	\$	3,132,333
Total Private Purpose Trust Fund	\$	1,698,034	\$	6,583,807	\$	4,121,710	\$	3,132,333
Projects	\$	1,819,306	\$	-	\$	-	\$	-
Low/Mod Income Housing		4,917,854		-		-		-
Total Upland CRA Funds	\$	6,737,160	\$	-	\$	-	\$	-
Grand Total	\$	93,827,765	\$	91,727,414	\$	89,097,060	\$	100,108,591

* Traffic Safety Fund activity was determined to not be special revenue, so the activity was combined with the General Fund.

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

		2011-12	2012-13	2013-14	2014-15
		Actual	Actual	Adopted	Adopted
101 - General Fund					
3001	Current Secured Tax	\$ 9,139,759	\$ 10,113,765	\$ 10,450,010	\$ 11,039,400
3001	Property Tax (In-Lieu)	5,725,550	5,851,361	5,864,320	6,197,150
3002	Current Unsecured Tax	403,704	426,157	439,010	443,200
3003	Aircraft Taxes	46,451	50,314	60,040	56,570
3004	Prior Year Collections	635,784	389,179	643,030	404,750
3005	Current Supplemental	2,730	45,425	-	-
3006	Homeowner Property Tax Relief	140,552	137,443	142,800	135,000
3009	Weed Abatement Assessment	10,431	22,248	16,010	12,500
3010	SB2557 Property Tax Admin Fee	-	-	-	(170,000)
Revenue from Property Tax		\$ 16,104,961	\$ 17,035,892	\$ 17,615,220	\$ 18,118,570
3101	Sales and Use Tax	\$ 7,524,708	\$ 7,594,514	\$ 8,236,020	\$ 8,753,320
3101	Sales and Use Tax (In-Lieu)	2,468,060	2,572,965	2,732,100	3,119,160
3102	Business License Tax	783,091	814,383	792,940	800,000
3103	Rock Extraction Tax	182,986	202,554	190,000	190,000
3104	Transient Occupancy Tax	77,950	87,947	109,280	89,710
3105	Real Property Transfer Tax	231,634	243,854	218,790	248,730
3110	Disability Access Fee	-	3,791	4,900	3,870
3121	Franchise Tax	1,358,901	1,236,293	1,168,340	1,261,020
Revenue from Other Taxes		\$ 12,627,330	\$ 12,756,301	\$ 13,382,370	\$ 14,465,810
3201	Building Permits	\$ 259,567	\$ 258,393	\$ 245,000	\$ 344,000
3202	Plumbing Permits	50,019	59,477	45,820	64,328
3203	Electrical Permits	68,739	71,584	61,250	86,000
3204	Heating & Cooling Permits	38,541	47,672	53,410	74,992
3205	Public Works Construction Permits	44,046	70,300	35,700	35,000
3206	Grading Permits	2,932	3,333	2,690	2,000
3207	Wall Permits	18,537	15,433	18,380	25,800
3208	Roofing Permits	74,088	50,796	45,820	64,328
3222	Yard Sale Permits	5,972	5,940	6,000	300
3223	Alarm Permits	1,740	2,061	2,100	2,000
3215	Other Permits	7,846	1,714	4,150	14,900
3216	Bicycle Licenses	54	110	60	60
3224	Gun Licenses	-	-	-	1,000
Revenue from Licenses & Permits		\$ 572,081	\$ 586,813	\$ 520,380	\$ 714,708
3401	Trailer Coach in Lieu Tax	\$ 102,363	\$ 119,094	\$ 114,450	\$ 118,000
3402	State Mandated Costs	38,103	38,876	38,900	38,000
3403	Motor Vehicle in Lieu Tax	39,013	32,288	-	-
3421	Police Officer Standard Training	3,077	139,379	40,000	40,000
3429	AB 26 Reimbursements	384,649	712,539	700,000	700,000
3482	State Literacy Program	-	29,939	10,000	10,000
Revenue from Other Governments		\$ 567,205	\$ 1,072,115	\$ 903,350	\$ 906,000
3601	Finance Department Fees	\$ 28,160	\$ 34,249	\$ 30,000	\$ 30,000
3602	City Clerk Fees	7,479	1,496	1,200	4,000
3603	Damage to City Property	23,952	12,635	15,000	-
3613	Planning - Department Fees	144,459	119,099	92,000	200,000
3614	Building - Plan Check Fees	120,680	139,599	122,500	172,000
3615	Building - Department Fees	2,432	3,612	740	1,032
3616	Building - Special Inspection Fees	656	531	1,000	10,664
3622	Police - Department Fees	125,521	100,339	100,110	103,000
3623	Police - Special Service Fees	17,947	22,577	20,000	20,000
3626	Police - 30 Day Vehicle Impound Fee	401,540	298,228	300,000	260,000
3627	Police - School Resources Officer	56,059	56,262	-	52,976

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

		2011-12	2012-13	2013-14	2014-15
		Actual	Actual	Adopted	Adopted
3628	Police - Emergency Response	8,523	3,846	5,000	4,000
3635	Fire - Department Fees	92,604	113,241	75,000	75,000
3638	Fire - Emergency Response	54,186	53,904	56,000	50,000
3640	Fire - Permit Fees	99,334	85,846	114,750	115,000
3641	Fire - Air Ambulance	1,030,740	1,184,702	1,382,000	1,525,210
3642	Fire Merger Reimbursement	-	-	-	132,000
3645	Public Works - Department Fees	51,989	169,305	94,450	110,000
3646	Public Works - Engr Map & Plan Check Fees	155,232	135,910	134,150	150,000
3655	Recreation - Recreation Program Fees	5,116	11,566	11,000	12,000
3656	Recreation - Youth Sports	74,360	74,609	83,000	73,200
3657	Recreation - User Fees	270,639	296,179	270,000	275,000
3658	Recreation - Special Events	201,020	80,593	47,000	51,000
3659	Senior Center Program Fees	7,165	6,782	7,000	5,000
3660	Youth Partnership Program	20,391	14,792	11,500	32,000
3661	ACCESS Program	546,703	500,500	500,000	491,500
3665	Library - Photocopy Revenue	6,398	7,229	6,500	6,500
3666	Library - Audio/Visual Fees	11,236	7,995	9,500	7,000
3667	Landecena - Program Fees	-	1,495	5,000	5,000
3668	Library - Department Fees	-	8,309	6,200	8,500
3679	Library - Passport Services	8,439	22,658	16,000	21,000
3680	User Dept - OPEB	57,308	69,810	73,100	73,822
Revenue from Charges for Service		\$ 3,630,268	\$ 3,637,898	\$ 3,589,700	\$ 4,076,404
3701	Non-Vehicle Code Fines	\$ 1,009	\$ 1,744	\$ 2,000	\$ 1,000
3702	Vehicle Code Fines	317,680	283,570	280,240	281,000
3703	Red Light Code Fines	13,920	15,190	9,100	3,444
3704	Muni Code - Code Enforcement Fines	-	500	2,000	2,000
3706	Muni Code - Citation Fines	40,455	52,738	50,000	40,000
3707	Muni Code - Business License Fines	46,807	52,970	45,000	45,000
3708	Muni Code - False Alarm Fines	66,554	62,761	60,000	70,000
3709	Muni Code - Library Fines	38,283	30,916	33,000	30,000
Revenue from Fines & Forfeitures		\$ 524,708	\$ 500,389	\$ 481,340	\$ 472,444
3801	Interest Earnings	\$ 110	\$ (648)	\$ 50	\$ -
3802	Lease of City Property	383,963	411,351	444,290	427,085
3803	Rents - Recreation	27,117	27,425	27,000	27,000
3804	Rents - Park Sites	50,528	45,312	29,000	35,000
3807	Rents - Library	-	4,055	4,400	4,800
3814	City Stop Sales	820	323	400	300
Revenue from Use of Money & Property		\$ 462,538	\$ 487,818	\$ 505,140	\$ 494,185
3901	Sale of Assets	\$ 9,682	\$ -	\$ -	\$ -
3902	Lease Proceeds	183,167	178,431	-	-
3904	Donations - General	132,829	8,232	8,500	-
3905	Donation - Police	290	5	-	-
3906	Donation - Library/Literacy	26,480	12,931	16,000	-
3907	Jury Duty Reimbursement	375	-	500	-
3908	Miscellaneous Reimbursements	380,183	284,387	32,500	26,250
3909	Other Revenue	83,346	163,586	-	-
3910	Water - Administrative Service Fee	833,856	808,377	832,050	929,670
3911	Solid Waste - Administrative Service Fee	301,520	306,699	310,430	323,826
3912	Sewer - Administrative Service Fee	155,515	157,059	164,960	174,328
3913	Cash - Over/ Short	125	(214)	100	-
Other Revenue		\$ 2,107,368	\$ 1,919,493	\$ 1,365,040	\$ 1,454,074
Total General Fund		\$ 36,596,459	\$ 37,996,719	\$ 38,362,540	\$ 40,702,195

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
201 - Housing Fund				
3801 Interest Earnings	\$ -	\$ 2,099	\$ 2,570	\$ -
3805 Rents - Apartment	465,000	3,105,887	2,967,780	2,981,060
3908 Miscellaneous Reimbursements	-	-	3,240	3,240
3909 Other Revenue	3,229,495	127,086	1,800	50,000
Total Housing Fund	\$ 3,694,495	\$ 3,235,072	\$ 2,975,390	\$ 3,034,300
203 - Public Safety Augmentation Fund				
3106 Sales Tax - Prop 172	\$ 660,496	\$ 727,475	\$ 713,190	\$ 725,000
3801 Interest Earnings	-	(73)	120	-
Total Public Safety Augmentation Fund	\$ 660,496	\$ 727,402	\$ 713,310	\$ 725,000
204 - Gas Tax Fund				
3450 Gas Tax Apportionment - 2107.5	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
3451 Gas Tax Apportionment - 2106	238,664	241,364	240,490	289,339
3452 Gas Tax Apportionment - 2107	497,034	539,588	529,530	499,252
3453 Gas Tax Apportionment - 2105	346,284	329,290	355,530	365,623
3456 Gas Tax Apportionment - 2103	1,023,412	597,909	1,077,210	795,591
3801 Interest Earnings	16,168	10,137	16,000	10,000
3909 Other Revenue	160	50	-	-
Total Gas Tax Fund	\$ 2,129,222	\$ 1,725,838	\$ 2,226,260	\$ 1,967,305
205 - Measure I Fund				
3501 Measure I Apportionment	\$ 1,024,005	\$ 1,083,572	\$ 1,044,490	\$ 1,000,000
3801 Interest Earnings	1,368	2,863	1,000	1,000
3909 Other Revenue	715	240	-	-
Total Measure I Fund	\$ 1,026,088	\$ 1,086,675	\$ 1,045,490	\$ 1,001,000
208 - HOME Investment Partnership Program Fund				
3311 HOME Program Apportionment	\$ 481,356	\$ -	\$ 682,500	\$ 700,000
3801 Interest Earnings	-	1,460	-	-
3909 Other Revenue	168,805	185,431	33,000	67,500
3921 Program Income - Admin 10%	26,161	20,604	3,300	7,500
Total HOME Fund	\$ 676,322	\$ 207,495	\$ 718,800	\$ 775,000
209 - Community Development Block Grant Fund				
3310 CDBG Apportionment	\$ 756,563	\$ 851,346	\$ 509,760	\$ 528,847
3909 Other Revenue	17,192	-	-	-
Total Community Development Block Grant Fund	\$ 773,755	\$ 851,346	\$ 509,760	\$ 528,847
210 - Parking Business Improvement Area Fund				
3108 Park & Bus Imp Tax - Zone A	\$ 23,741	\$ 26,793	\$ 26,560	\$ 27,000
3109 Park & Bus Imp Tax - Zone B	10,613	5,907	8,650	6,000
3801 Interest Earnings	63	267	160	-
3909 Other Revenue	2,678	-	1,340	-
Total Parking Business Improvement Area Fund	\$ 37,095	\$ 32,967	\$ 36,710	\$ 33,000
211 - Air Quality Management District Fund				
3502 Motor Vehicle AB2766 Fees	\$ 93,077	\$ 89,953	\$ 91,300	\$ 92,000
3801 Interest Earnings	29	232	-	-
Total Air Quality Management District Fund	\$ 93,106	\$ 90,185	\$ 91,300	\$ 92,000

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
214 - Homeland Security Grants Fund - PD				
3427 Homeland Security Grants - PD	\$ 36,109	\$ 15,745	\$ 10,000	\$ -
3428 911 Grant	329,817	-	-	-
Total Homeland Security Grants Fund - PD	\$ 365,926	\$ 15,745	\$ 10,000	\$ -
215 - Proposition 30 Fund				
3420 Proposition 30 Allocation	\$ -	\$ -	\$ -	\$ 75,920
Total Proposition 30 Fund	\$ -	\$ -	\$ -	\$ 75,920
216 - COPS Fund				
3423 COPS Allocation	\$ 2,436	\$ 111,256	\$ 100,000	\$ 119,000
3801 Interest Earnings	1,096	1,064	-	-
Total COPS Fund	\$ 3,532	\$ 112,320	\$ 100,000	\$ 119,000
217 - Other Grants Fund				
3481 Public Library Funding	\$ 12,379	\$ 8,629	\$ -	\$ -
3504 County Literacy Grant	-	9,988	-	-
3505 County Library Grant	-	14,021	-	-
3506 County Fire Grant	-	12,679	-	-
3507 County Gazebo Grant	-	41,747	-	-
3801 Interest Earnings	126	-	-	-
3908 Miscellaneous Reimbursements	345	-	-	-
3909 Other Revenue	40,974	-	-	-
Total Other Grants Fund	\$ 53,824	\$ 87,064	\$ -	\$ -
Office of Traffic Safety Fund				
3424 OTS - TOP Local Revenue	\$ 58,600	\$ 45,300	\$ 40,000	\$ -
3426 OTS - Grants	48,172	49,218	75,000	-
Total Office of Traffic Safety Fund	\$ 106,772	\$ 94,518	\$ 115,000	\$ -
219 - Local Law Enforcement Block Grants Fund				
3302 Byrne Justice Asst Grant 2009	\$ 17,528	\$ -	\$ -	\$ -
3322 Local Law Enforcement Block Grant	31,154	10,670	10,000	-
3801 Interest Earnings	248	318	-	-
Total Local Law Enforcement Block Grants Fund	\$ 48,930	\$ 10,988	\$ 10,000	\$ -
220 - Asset Forfeiture Fund				
3321 H&S Police Forfeiture	\$ 105,089	\$ 173,079	\$ -	\$ 10,000
3801 Interest Earnings	2,389	1,573	700	-
Total Asset Forfeiture Fund	\$ 107,478	\$ 174,652	\$ 700	\$ 10,000
221 - Homeland Security Grants Fund - Fire				
3324 Assistance to Firefighters Grant	\$ 24,020	\$ -	\$ -	\$ -
3425 St Homeland Security Grant Program	254,384	18,608	-	-
3427 Homeland Security Grants - PD	2,109	-	-	-
3503 Emergency Management Program	11,576	-	-	-
Total Homeland Security Grants Fund - Fire	\$ 292,089	\$ 18,608	\$ -	\$ -
222 - CalHOME Investment Partnership Program Fund				
3314 CalHOME - State Project Reimbursement	\$ 319,101	\$ 246,760	\$ 211,400	\$ 1,000,000
3315 CalHOME - Program Income	-	4,000	-	-
Total CalHOME Fund	\$ 319,101	\$ 250,760	\$ 211,400	\$ 1,000,000

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
301 - Public Financing Authority Fund				
3801 Interest Earnings	\$ 127	\$ 112	\$ 160	\$ -
Total Public Financing Authority Fund	\$ 127	\$ 112	\$ 160	\$ -
420 - General Capital Improvements Fund				
3219 General Capital Impact Fee	\$ 13,916	\$ 17,857	\$ 15,890	\$ 205,000
3220 Fire Capital Impact Fee	7,622	12,182	8,060	112,000
3221 Police Capital Impact Fee	12,641	16,238	14,430	185,000
3801 Interest Earnings	2,549	(164)	-	-
3908 Miscellaneous Reimbursements	154,687	608,221	-	356,725
3909 Other Revenue	3,341	46,500	-	-
Total General Capital Improvements Fund	\$ 194,756	\$ 700,834	\$ 38,380	\$ 858,725
421 - Park Acquisition & Development Fund				
3107 Construction Tax	\$ 253,206	\$ 204,164	\$ 171,200	\$ 500,000
3801 Interest Earnings	7,155	3,323	6,500	3,000
3909 Other Revenue	270	-	-	-
Total Park Acquisition & Development Fund	\$ 260,631	\$ 207,487	\$ 177,700	\$ 503,000
422 - Storm Drain Development Fund				
3211 Storm Drain Permits	\$ 453,952	\$ 280,643	\$ 45,700	\$ 700,000
3801 Interest Earnings	14,971	2,200	17,630	2,000
3902 Lease Proceeds	87,011	38,705	62,710	66,617
3908 Miscellaneous Reimbursements	-	211,500	-	-
Total Storm Drain Development Fund	\$ 555,934	\$ 533,048	\$ 126,040	\$ 768,617
423 - Street & Traffic Facility Development Fund				
3212 Street & Traffic Facility Permits	\$ 27,095	\$ 87,659	\$ 153,610	\$ 665,000
3801 Interest Earnings	11,638	2,245	11,500	2,000
3908 Miscellaneous Reimbursements	-	177,805	-	-
Total Street & Traffic Facility Development Fund	\$ 38,733	\$ 267,709	\$ 165,110	\$ 667,000
640 - Water Utility Fund				
3214 Water Construction Permits	\$ 135,610	\$ 112,409	\$ 58,030	\$ 100,000
3681 Water Sales - Metered	15,120,353	15,362,551	15,120,000	18,285,000
3682 Water Sales - Flat Rate	344,854	392,661	202,320	250,000
3688 Water Sales - Recycled	-	76,696	-	470,000
3690 Water Connection Fee	6,695	67,890	7,500	100,000
3691 Water Meter Installation	(625)	33,065	32,080	25,000
3710 Municipal Code - Late Charges	191,221	215,145	231,980	190,000
3801 Interest Earnings	106,751	22,176	105,000	10,000
3901 Sale of Assets	17,250	-	-	-
3908 Miscellaneous Reimbursements	1,019,820	230,282	28,080	-
3909 Other Revenue	951,846	833,792	2,047,210	520,000
Total Water Utility Fund	\$ 17,893,775	\$ 17,346,667	\$ 17,832,200	\$ 19,950,000
641 - Solid Waste Utility Fund				
3351 Beverage Recycling Grant	\$ 1,119	\$ 3,588	\$ 19,500	\$ 19,564
3352 Used Oil Block Grant	8,400	7,846	21,000	-
3685 Solid Waste - Residential	3,956,475	4,015,701	4,100,000	4,330,000
3686 Solid Waste - Non-Residential	5,463,700	5,518,926	5,600,000	5,770,000
3801 Interest Earnings	987	(771)	860	-
3909 Other Revenue	1,188	500	-	-
Total Solid Waste Utility Fund	\$ 9,431,869	\$ 9,545,790	\$ 9,741,360	\$ 10,119,564

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

		2011-12	2012-13	2013-14	2014-15
		Actual	Actual	Adopted	Adopted
645 - Sewer Utility Fund					
3210	Sanitary Sewer Permits - City	\$ 428,462	\$ 151,202	\$ 40,810	\$ 218,000
3213	Wastewater Permits	55,735	71,929	71,000	60,000
3683	Sewer Collection Charges	2,034,687	2,018,678	2,044,640	2,043,690
3684	Sewer Treatment - IEUA	3,591,931	3,944,548	4,338,780	4,662,360
3687	Sewer Connection Fees	18,412	32,520	16,000	20,000
3693	Stormwater Service Fees	-	28	-	-
3694	Sewer - Pass - Thru - Montclair	566	507	700	500
3695	Sewer - Pass - Thru - Ontario	38,656	38,010	55,900	32,500
3696	Sewer - Pass - Thru - La County	11,923	12,038	12,030	12,000
3801	Interest Earnings	78,579	31,386	77,090	-
3901	Sale of Assets	3,099	25,254	-	-
3909	Other Revenue	13,575	(183)	-	-
Total Sewer Utility Fund		\$ 6,275,625	\$ 6,325,917	\$ 6,656,950	\$ 7,049,050
647 - Animal Services Fund					
3217	Animal Licenses	\$ 133,618	\$ 215,342	\$ 190,000	\$ 200,000
3624	Animal Services - Animal Impounds	22,070	23,867	23,000	25,000
3625	Animal Services - Animal Adoptions	47,622	45,643	41,000	45,000
3629	Animal Services - Spay/Neuter Fees	108,466	93,179	91,900	90,000
3630	Animal Services - Animal Control Fees	4,466	2,730	3,300	10,000
3631	Animal Services - Store Sales	3,736	3,123	3,200	-
3705	Muni Code - Animal Fines	17,590	33,670	26,900	35,000
3904	Donations - General	98,343	143,499	30,000	30,000
3908	Miscellaneous Reimbursements	2,839	6,256	6,450	7,200
Total Animal Services Fund		\$ 438,750	\$ 567,309	\$ 415,750	\$ 442,200
751 - Self-Funded Insurance Fund					
3671	User Departments - Workers Compensation	\$ 974,730	\$ 829,350	\$ 1,040,860	\$ 1,363,924
3672	User Departments - Unemployment	53,020	42,900	72,510	-
3673	User Departments - Long-term Disability	66,280	55,490	52,190	-
3674	User Departments - Liability	1,213,030	1,164,940	1,410,340	2,221,225
3675	User Departments - Loss Prevention	139,150	126,720	119,140	-
3908	Miscellaneous Reimbursements	377,503	634,712	-	-
3909	Other Revenue	500	7,851	-	-
Total Self-Funded Insurance Fund		\$ 2,824,213	\$ 2,861,963	\$ 2,695,040	\$ 3,585,149
752 - Fleet Management Fund					
3676	User Departments - Vehicle Replacement	\$ -	\$ -	\$ -	\$ 483,923
3801	Interest Earnings	1,668	(521)	-	-
3901	Sale of Assets	55,025	68,938	-	-
3909	Other Revenue	436,775	-	-	-
Total Fleet Management Fund		\$ 493,468	\$ 68,417	\$ -	\$ 483,923
753 - Information Systems Fund					
3669	User Departments - Information Systems	\$ -	\$ -	\$ -	\$ 1,877,612
Total Information Systems Fund		\$ -	\$ -	\$ -	\$ 1,877,612
754 - Building Maintenance & Operations Fund					
3670	User Departments - Building Main & Operations	\$ -	\$ -	\$ -	\$ 607,851
Total Building Maintenance & Operations Fund		\$ -	\$ -	\$ -	\$ 607,851

2014-2015 SCHEDULE OF REVENUE DETAIL BY FUND

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
970 - Successor Agency Fund				
3430 SA Administrative Allowance	\$ -	\$ 296,500	\$ 250,000	\$ 250,000
3431 SA RPTTF	2,888,824	6,152,970	3,716,210	2,864,333
3801 Interest Earnings	1,298	105,959	137,500	-
3802 Rents General	-	19,543	18,000	18,000
3908 Miscellaneous Reimbursements	-	8,272	-	-
3909 Other Revenue	(1,192,088)	563	-	-
Total Successor Agency Fund	\$ 1,698,034	\$ 6,583,807	\$ 4,121,710	\$ 3,132,333
9XX - Upland Community Redevelopment Agency Funds				
9XX Projects	1,819,306	-	-	-
9XX Low/Mod Income Housing	4,917,854	-	-	-
Total Upland CRA Funds	\$ 6,737,160	\$ -	\$ -	\$ -
Grand Total	\$ 93,827,765	\$ 91,727,414	\$ 89,097,060	\$ 100,108,591

2014-2015 SCHEDULE OF EXPENDITURES BY FUND

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
General Fund *	\$ 41,760,607	\$ 39,677,309	\$ 38,876,910	\$ 39,983,179
Housing	\$ 110,190	\$ 2,569,160	\$ 4,479,810	\$ 5,046,907
Public Safety Augmentation	660,308	727,475	713,750	725,000
Gas Tax	208,534	1,276,621	3,419,000	4,133,002
Measure I	690,176	1,108,826	1,656,580	2,195,000
HOME Investment Partnership Program	373,808	36,475	1,058,950	980,000
Community Development Block Grant	756,563	851,346	553,070	559,026
Parking Business Improvement Area	5,475	-	33,600	30,000
Air Quality Management District	65,392	41,301	84,280	150,507
Homeland Security Grants - PD	-	-	-	-
Prop 30	-	-	-	-
COPS	43,412	60,566	110,000	119,000
Other Grants	565,239	138,386	566,280	-
Office of Traffic Safety	114,617	110,040	115,000	-
Local Law Enforcement Block Grant	48,836	10,835	10,000	-
Asset Forfeiture	43,863	67,819	-	10,200
Homeland Security Grants - Fire	189,443	27,465	-	-
CalHOME	251,689	294,079	-	1,000,000
Total Special Revenue Funds	\$ 4,127,545	\$ 7,320,394	\$ 12,800,320	\$ 14,948,642
Public Financing Authority	\$ 265,625	\$ 261,830	\$ 262,140	\$ 266,675
Total Debt Service Fund	\$ 265,625	\$ 261,830	\$ 262,140	\$ 266,675
General Capital Improvements	\$ 650,565	\$ 1,841,617	\$ 1,065,560	\$ 754,718
Park Acquisition & Development	23,326	144,890	445,390	469,190
Storm Drain Development	447,153	813,875	341,260	459,770
Street & Traffic Facility Development	340	1,171,437	150,000	150,000
Total Capital Project Funds	\$ 1,121,384	\$ 3,971,819	\$ 2,002,210	\$ 1,833,678
Water Utility	\$ 19,638,751	\$ 17,915,617	\$ 26,119,500	\$ 26,861,121
Solid Waste Utility	9,359,154	9,254,261	9,563,710	10,050,526
Sewer Utility	5,534,944	5,791,387	8,505,290	9,106,282
Animal Services	996,517	915,499	895,540	956,002
Total Enterprise Funds	\$ 35,529,366	\$ 33,876,764	\$ 45,084,040	\$ 46,973,931
Self-Funded Insurance	\$ 6,099,878	\$ 4,502,192	\$ 3,403,420	\$ 3,585,149
Fleet Management	112,401	-	-	483,923
Information Systems	-	-	-	1,877,612
Building Maintenance & Operations	-	-	-	607,851
Total Internal Service Funds	\$ 6,212,279	\$ 4,502,192	\$ 3,403,420	\$ 6,554,535
Successor Agency	\$ -	\$ 2,425,982	\$ 3,807,220	\$ 3,860,344
Total Private Purpose Trust Fund	\$ -	\$ 2,425,982	\$ 3,807,220	\$ 3,860,344
Merged Project- Project & D/S	\$ 7,496,759	\$ -	\$ -	\$ -
Merged Project- LMI	9,244,092	-	-	-
Total Upland CRA Funds	\$ 16,740,851	\$ -	\$ -	\$ -
Grand Total	\$ 105,757,657	\$ 92,036,290	\$ 106,236,260	\$ 114,420,984

* Traffic Safety Fund activity was determined to not be special revenue, so the activity was combined with the General Fund.

2014-2015 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Total
General Fund	\$ 27,481,081	\$ 12,349,917	\$ 152,181	\$ 39,983,179
Housing	\$ 646,296	\$ 3,825,611	\$ 575,000	\$ 5,046,907
Public Safety Augmentation	725,000	-	-	725,000
Gas Tax	-	-	4,133,002	4,133,002
Measure I	-	-	2,195,000	2,195,000
HOME Investment Partnership Program	-	980,000	-	980,000
Community Development Block Grant	187,860	142,144	229,022	559,026
Parking Business Improvement Area	-	30,000	-	30,000
Air Quality Management District	10,197	30,310	110,000	150,507
Homeland Security Grants - PD	-	-	-	-
Prop 30	-	-	-	-
COPS	-	119,000	-	119,000
Other Grants	-	-	-	-
Office of Traffic Safety	-	-	-	-
Local Law Enforcement Block Grant	-	-	-	-
Asset Forfeiture	-	10,200	-	10,200
Homeland Security Grants - Fire	-	-	-	-
CalHOME	-	1,000,000	-	1,000,000
Total Special Revenue Funds	\$ 1,569,353	\$ 6,137,265	\$ 7,242,024	\$ 14,948,642
Public Financing Authority	\$ -	\$ 266,675	\$ -	\$ 266,675
Total Debt Service Fund	\$ -	\$ 266,675	\$ -	\$ 266,675
General Capital Improvements	\$ -	\$ -	\$ 754,718	\$ 754,718
Park Acquisition & Development	-	-	469,190	469,190
Storm Drain Development	-	-	459,770	459,770
Street & Traffic Facility Development	-	-	150,000	150,000
Total Capital Project Funds	\$ -	\$ -	\$ 1,833,678	\$ 1,833,678
Water Utility	\$ 2,830,783	\$ 16,993,724	\$ 7,036,614	\$ 26,861,121
Solid Waste Utility	369,386	9,681,140	-	10,050,526
Sewer Utility	1,028,100	6,312,182	1,766,000	9,106,282
Animal Services	583,763	372,239	-	956,002
Total Enterprise Funds	\$ 4,812,032	\$ 33,359,285	\$ 8,802,614	\$ 46,973,931
Self-Funded Insurance	\$ 149,085	\$ 3,436,064	\$ -	\$ 3,585,149
Fleet Management	306,338	177,585	-	483,923
Information Systems	269,810	483,802	1,124,000	1,877,612
Building Maintenance & Operations	306,425	301,426	-	607,851
Total Internal Service Funds	\$ 1,031,658	\$ 4,398,877	\$ 1,124,000	\$ 6,554,535
Successor Agency	\$ 207,266	\$ 3,653,078	\$ -	\$ 3,860,344
Total Private Purpose Trust Fund	\$ 207,266	\$ 3,653,078	\$ -	\$ 3,860,344
Grand Total	\$ 35,101,390	\$ 60,165,097	\$ 19,154,497	\$ 114,420,984

2014-2015 EXPENDITURES BY DEPARTMENT PROGRAM

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
General Government				
City Council	\$ 270,043	\$ 173,816	\$ 172,170	\$ 137,588
City Treasurer	13,997	13,613	15,320	15,355
Administration	308,694	509,571	502,010	524,668
Total General Government	\$ 592,734	\$ 697,000	\$ 689,500	\$ 677,611
Administrative Services				
Finance	\$ 839,236	\$ 1,544,274	\$ 1,638,300	\$ 2,495,009
Information Technology	155,005	161,518	143,180	1,877,612
Human Resources	589,717	504,202	629,500	639,001
Risk Management	6,099,878	4,502,192	3,403,420	3,585,149
City Attorney	1,877,002	133,310	350,000	350,000
City Clerk	358,284	452,734	425,950	502,313
Non-Departmental	1,299,084	1,206,429	1,056,020	-
Total Administrative Services	\$ 11,218,206	\$ 8,504,659	\$ 7,646,370	\$ 9,449,084
Development Services				
Building & Safety	\$ 538,169	\$ 678,131	\$ 765,260	\$ 666,368
Weed Abatement	52,176	29,351	42,640	45,481
Economic Development	-	-	-	62,000
Planning Commission	5,776	5,186	8,900	12,740
Planning	508,364	522,395	511,200	521,251
Code Enforcement	437,270	296,135	310,510	315,496
Housing	110,190	2,569,160	4,479,810	4,927,467
CBDG	756,563	851,346	553,070	559,026
HOME Program	373,808	36,475	847,550	980,000
CalHOME Program	251,689	294,079	211,400	1,000,000
PBIA	5,475	-	33,600	30,000
Successor Agency	-	2,425,982	3,807,220	3,860,344
Total Development Services	\$ 3,039,480	\$ 7,708,240	\$ 11,571,160	\$ 12,980,173
Fire				
Administration	\$ 1,092,305	\$ 1,046,720	\$ 2,105,040	\$ 2,596,422
Fire Reserves	4,085	3,494	250	250
Fire Station I	2,315,659	2,124,419	2,246,860	1,685,071
Fire Station II	2,234,531	1,675,959	1,452,810	1,546,941
Fire Station III	1,446,533	1,507,374	1,410,170	1,554,946
Fire Station IV	1,463,075	1,760,794	1,232,460	1,592,397
Emergency Medical Services	120,198	77,854	96,100	123,641
Special Operations	15,151	19,053	7,040	33,758
Air Ambulance	1,005,847	977,859	998,170	1,082,466
Historic Fire Station	4,160	4,338	5,080	16,972
Fire Prevention	221,226	218,888	241,360	258,782
Fire Training & Emergency	56,808	45,327	25,140	45,563
Fire Grants	189,443	41,096	-	-
Total Fire	\$ 10,169,021	\$ 9,503,175	\$ 9,820,480	\$ 10,537,209

2014-2015 EXPENDITURES BY DEPARTMENT PROGRAM

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Police				
Administration	\$ 3,305,768	\$ 3,138,462	\$ 3,056,600	\$ 3,573,078
Investigations	1,731,548	1,999,094	1,782,620	1,777,414
Community Relations	2,034	1,720	-	-
Patrol	11,750,713	11,378,662	10,551,630	11,076,538
SWAT	98,679	-	-	-
Police Special Events & Community Outreach	19,568	20,949	23,620	14,405
Police Reserves	9,029	1,786	11,610	3,626
Police Grants	192,070	212,259	167,910	129,200
Total Police	\$ 17,109,409	\$ 16,752,932	\$ 15,593,990	\$ 16,574,261
Public Works				
Public Works Administration	\$ 397,372	\$ 331,707	\$ 305,950	\$ 451,076
Engineering Administration	96,268	43,275	77,560	295,318
Development/Traffic Engineering	327,303	307,105	353,280	355,955
Street Maintenance	433,386	796,071	788,310	453,944
Street Sweeping	308,686	235,674	243,250	261,280
Sidewalk Maintenance	206,945	217,280	239,340	264,950
Street Lighting	783,244	803,686	811,500	862,353
Traffic Control	220,654	21,510	19,500	98,727
Traffic Facility Maintenance	173,579	164,753	203,000	206,000
Weed Abatement	58,243	24,213	24,510	31,525
Flood Control	11,510	7,462	9,920	18,985
Street Tree Maintenance	524,945	394,558	397,920	425,824
Public ROW Maintenance	502,143	569,957	566,440	538,128
Maintenance - Main Street	73,710	1,398	1,000	41,551
Maintenance - Metrolink	83,038	61,665	18,600	12,500
Damage to City Property	152,855	5,315	44,000	44,000
Park Maintenance	790,046	617,134	608,480	568,788
Sports Field Maintenance	115,189	137,498	128,150	218,058
Civic Center	534,952	410,082	477,190	192,288
Street Projects	898,710	2,385,447	5,075,580	6,328,002
General Capital Improvement	650,565	1,841,617	1,065,560	754,718
Park Acquisition & Development	23,326	144,890	445,390	469,190
Storm Drain Development	447,153	813,875	341,260	459,770
Street & Traffic Facility Development	340	1,171,437	150,000	150,000
Water Utility	19,638,751	17,915,617	26,119,500	26,408,146
Solid Waste Utility	9,368,672	9,265,695	9,611,090	9,812,806
Sewer Utility	5,534,944	5,791,387	8,505,290	8,910,518
Fleet Management	13,748	123,748	15,440	483,923
Building Maintenance & Operations	-	-	-	607,851
Total Public Works	\$ 42,370,277	\$ 44,604,056	\$ 56,647,010	\$ 59,726,174

2014-2015 EXPENDITURES BY DEPARTMENT PROGRAM

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Community Services				
Recreation Administration	\$ 715,205	\$ 789,698	\$ 765,060	\$ 639,547
Recreation Classes	173,043	172,816	176,250	221,500
Recreation Facilities	22,231	55,794	12,400	27,247
Youth Programs/Sports	65,485	53,375	69,350	73,840
Senior Center	234,299	163,615	156,890	252,071
Special Events	180,274	70,850	72,950	66,107
Community Outreach Services	17,683	19,635	20,430	31,725
ACCESS Program	463,934	463,962	518,900	490,683
Landecena Center	-	17,946	21,800	17,102
Library	1,547,592	1,452,842	1,457,350	1,575,416
Carnegie Library Operation	20,165	16,529	17,900	32,973
Library Literacy Program	81,251	73,667	82,930	87,379
Passports	-	-	-	10,317
Animal Services	996,517	915,499	895,540	950,565
Total Community Services	\$ 4,517,679	\$ 4,266,228	\$ 4,267,750	\$ 4,476,472
Grand Total	\$ 89,016,806	\$ 92,036,290	\$ 106,236,260	\$ 114,420,984

SUMMARY OF OPERATING TRANSFERS

Fund No.	Fund Name	Transfers In	Transfers Out
301	Public Financing Authority	\$ 266,675	
101	General Fund To fund debt service payment on Police Building bond issue.		\$ 266,675
647	Animal Services	450,000	
101	General Fund To fund Animal Services operations.		450,000
645	Sewer Utility	245,000	
641	Solid Waste Utility To transfer for landfill costs.		245,000
Total		\$ 961,675	\$ 961,675

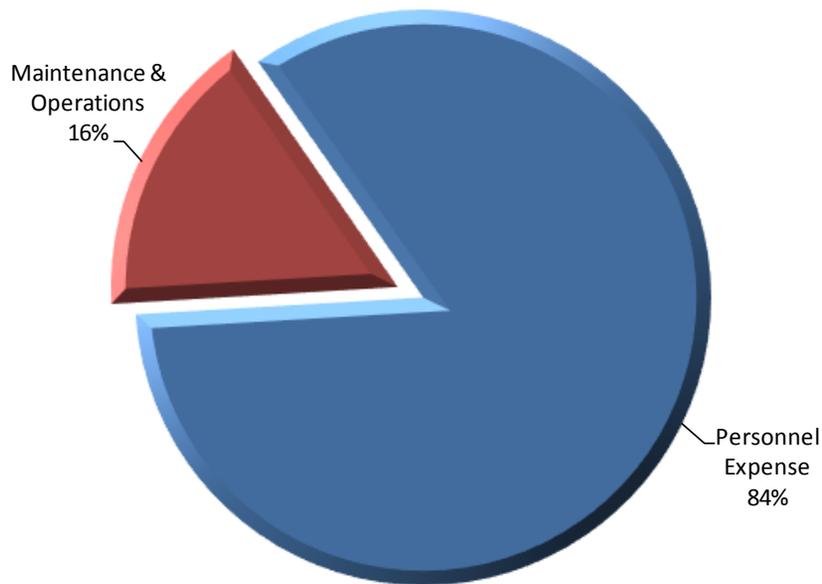
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GENERAL GOVERNMENT

MISSION STATEMENT

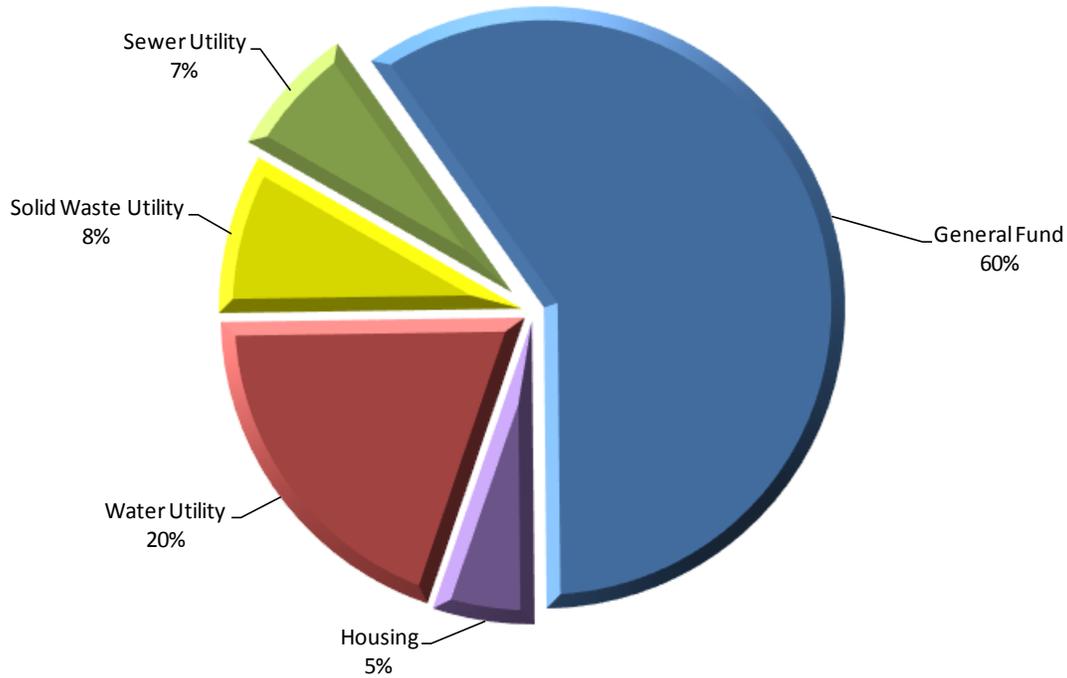
To provide accessible, proactive leadership and governance for the community through the establishment of policies that pursue City Council goals and directives, and to promote the best interest of the City locally and with other governmental agencies.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 343,007	\$ 614,498	\$ 589,470	\$ 567,754
MAINTENANCE & OPERATIONS	242,293	82,502	100,030	109,857
CAPITAL OUTLAY	7,434	-	-	-
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-
TOTAL BUDGET	\$ 592,734	\$ 697,000	\$ 689,500	\$ 677,611

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 592,734	\$ 697,000	\$ 689,500	\$ 403,688
HOUSING	-	-	-	36,155
WATER UTILITY	-	-	-	132,662
SOLID WASTE UTILITY	-	-	-	57,552
SEWER UTILITY	-	-	-	47,554
TOTAL FUNDING SOURCES	\$ 592,734	\$ 697,000	\$ 689,500	\$ 677,611

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

CITY COUNCIL

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

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

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

FY 2014-15 GOALS AND OBJECTIVES

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

CITY TREASURER

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

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 average monthly cash balances.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To maximize the City's return on its investments consistent with the requirements of state law and the need for safety, liquidity, and yield. No investment may be made unless it is in conformity with the City's Investment Policy.

CITY MANAGER

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

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

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

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
ADMINISTRATION				
CITY MANAGER	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT TO CITY MANAGER	2.00	2.00	2.00	2.00
TOTAL DEPARTMENT	3.00	3.00	3.00	3.00

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To be responsive to Upland’s citizens, organizations, City Council, and staff.
- ◆ To be accessible to citizens, the City Council, business owners and employees in a timely manner.
- ◆ To implement the goals set forth by the City Council, which include fiscal stabilization, economic development, infrastructure repair and replacement, and outstanding customer service.
- ◆ To provide outstanding Council relations by informing Councilmembers of relevant City affairs/business such that staff trust and integrity is maintained and promoted.
- ◆ To provide funding for City projects by pursuing federal and state earmarks for a variety of projects.
- ◆ To provide for outstanding City services by meeting regularly with the development community such that solid, financially viable projects are developed in Upland.

- ◆ To provide excellent fiscal stewardship by initiating the Fiscal Year 2015-2016 budget process in December 2014 ensuring that the Fiscal Year 2015-2016 City budget is adopted by the City Council prior to the close of Fiscal Year 2014-2015.
- ◆ To promote effective and efficient service delivery by analyzing City operations on a continual basis and making adjustments as needed.
- ◆ To continue to pursue measures to reduce operating costs.
- ◆ To improve City communication by continuing the Upland Today newsletter and implementing City website upgrades such that communication is found to be core in our service to Upland residents and business owners.
- ◆ To research and/or implement 22 of the 47 recommendations of the Fiscal Response Task Force.
- ◆ To renegotiate labor agreements with the City's seven bargaining groups.
- ◆ To continue to nurture and promote public communications and engagement by maintaining open government ideals and developing programs/projects that support constant pursuit of excellence in municipal services, as well as model public sector status.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Percentage of Agenda items reviewed and approved within two days	100%	100%	100%	100%
Percentage of calls referred to responsible employees and/or departments within the organization within 2 hours, and bring closure to citizens' concerns within 2 business days	100%	100%	100%	100%
Percentage of inquiries from various Department personnel responded within one day	100%	100%	100%	100%
Review incoming departmental correspondence and respond or disseminate as directed on same day	100%	100%	100%	100%
Percentage of Electronic Message Board Requests posted within 24 hours of receipt	100%	100%	100%	100%
Percentage of Euclid Avenue Median parking permits processed by electronic methods within 24 hours of receipt	100%	100%	100%	100%

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Continued work on the General Plan Update.
- ◆ Facilitate continued development in the Colonies Crossroads project.
- ◆ Facilitated continued Historic Downtown Upland revitalization efforts, including promoting the location to, and meeting with, potential developers.
- ◆ Continued successful teamwork and goal setting activities at the executive level.
- ◆ Initiated and facilitated the Fiscal Response Task Force.
- ◆ Began researching and implementing the measures recommended by the Fiscal Response Task Force.
- ◆ Explored various options for service delivery.
- ◆ Responded to hundreds of requests for service from citizens and City Councilmembers on behalf of citizens.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: GENERAL GOVERNMENT

OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 14,000
4111	Salaries - Full Time	158,071	347,459	358,010	358,839
4113	Overtime	500	-	-	-
4115	Compensated Absences	13,568	45,875	-	-
4116	Fringe Benefits	147,630	164,942	166,480	121,089
4117	Retirement Contributions	23,239	56,221	64,980	73,826
TOTAL SALARIES & BENEFITS		\$ 343,008	\$ 614,497	\$ 589,470	\$ 567,754
4211	Postage	\$ 3,844	\$ 4,043	\$ 4,300	\$ 4,580
4212	Advertising	5,000	1,200	6,110	600
4213	Dues & Subscriptions	32,678	34,408	33,500	49,375
4215	Training/Conferences/Meetings	18,573	7,149	10,900	9,500
4216	Office Supplies	2,200	1,191	2,200	1,900
4217	Other Supplies/Materials	16,186	2,466	3,200	3,200
4221	Mileage Reimbursement	1,930	1,134	5,000	1,600
4222	Print/Mail Charges	331	480	650	2,372
4223	Information Systems Charges	2,614	3,944	6,040	9,048
4233	Other Equipment (Under \$5,000)	12,827	-	250	225
4243	Utilities - Telephone	278	-	-	-
4252	Professional Services	63,897	1,137	900	(25)
4258	Other Services	71,221	14,808	18,200	18,000
4271	Insurance Premium	125	225	230	250
4273	Workers Compensation Charges	7,230	7,230	5,960	7,782
4274	Unemployment Charges	350	350	390	-
4275	Long-Term Disability Charges	470	470	300	-
4421	Lease Principal Expense	2,538	2,268	1,900	1,450
TOTAL MAINTENANCE & OPERATIONS		\$ 242,292	\$ 82,503	\$ 100,030	\$ 109,857
4530	Machinery & Equipment	\$ 7,434	\$ -	\$ -	\$ -
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ 7,434	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 592,734	\$ 697,000	\$ 689,500	\$ 677,611

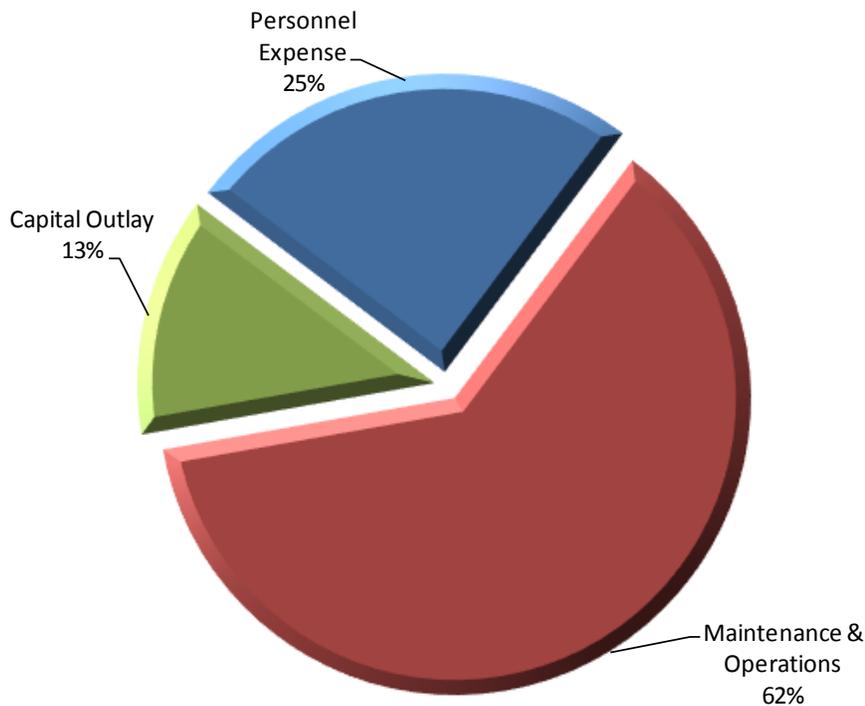
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ADMINISTRATIVE SERVICES

MISSION STATEMENT

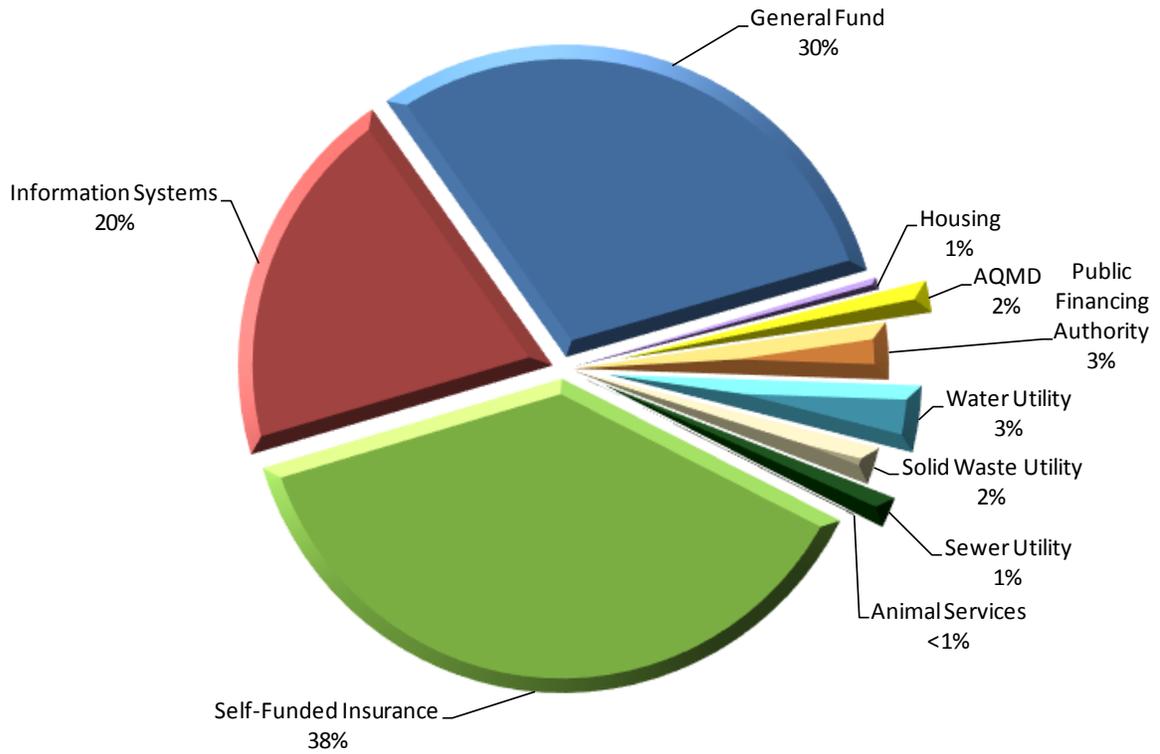
To manage the fiscal affairs of the City and to support City officials and all departmental operations through a variety of financial services and risk management; to administer top quality personnel services with the highest level of professionalism and integrity in order to attract, retain, train and develop a competent workforce; to provide accessible, proactive leadership for the community through the establishment of policies encouraging a high standard of governance; and to develop opportunities for the use of technology to improve and enhance services to the community.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 1,574,691	\$ 2,148,863	\$ 2,220,760	\$ 2,358,588
MAINTENANCE & OPERATIONS	9,643,515	6,355,796	5,376,110	5,856,496
CAPITAL OUTLAY	-	-	49,500	1,234,000
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-
TOTAL BUDGET	\$ 11,218,206	\$ 8,504,659	\$ 7,646,370	\$ 9,449,084

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 4,787,311	\$ 3,699,336	\$ 3,896,530	\$ 2,857,580
HOUSING	-	-	-	57,433
AQMD	65,392	41,301	84,280	150,507
PUBLIC FINANCING AUTHORITY	265,625	261,830	262,140	266,675
WATER UTILITY	-	-	-	320,313
SOLID WASTE UTILITY	-	-	-	180,168
SEWER UTILITY	-	-	-	148,210
ANIMAL SERVICES	-	-	-	5,437
SELF-FUNDED INSURANCE	6,099,878	4,502,192	3,403,420	3,585,149
INFORMATION SYSTEMS	-	-	-	1,877,612
TOTAL FUNDING SOURCES	\$ 11,218,206	\$ 8,504,659	\$ 7,646,370	\$ 9,449,084

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

CITY CLERK

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

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

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
CITY CLERK				
ADMINISTRATIVE SERVICES DIRECTOR	1.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	0.00	0.00	0.50	0.50
TOTAL DIVISION	2.00	2.00	2.50	2.50

FY 2014-15 GOALS AND OBJECTIVES

- ◆ Develop a plan to relocate City records storage to the new Records Center located in the former animal shelter located on 15th Street.
- ◆ Assist the Finance Division in reviewing payroll records in order to eliminate unnecessary retention of records.
- ◆ Implement electronic record keeping system for City-wide records management program.
- ◆ Conduct the biennial review of the City's Conflict of Interest Code.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Placement of agenda material on the website by Thursday prior to the Council meeting	95%	95%	95%	100%
Compliance with AB1234	100%	100%	100%	100%
Average time to finalize meeting minutes	1 week	1 week	3 days	2 days
Records requests handled by staff	165	244	255	200

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Based on the City’s Records Retention Schedule, staff coordinated two major records destruction projects with all City departments.
- ◆ Obtained nearly 100% compliance with FPPC requirements related to the filing of Form 700 for all code filers and designated filers identified in the Conflict of Interest Code.

CITY ATTORNEY

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

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

FY 2014-15 GOALS AND OBJECTIVES

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

FINANCE

The Finance Division provides a comprehensive financial accounting and reporting system that meets the information requirements of its users, and complies with all applicable laws and regulations, including Generally Accepted Accounting Principles (GAAP). In advising City officials on the City's financial position and condition, the Division provides timely financial information necessary for decision-making, and assists City staff in implementing and developing appropriate internal controls and financial systems.

The Division safeguards all City assets and promotes their efficient use while adhering to prescribed City Council and management policies. It provides the framework for the processing of all financial management services that include general ledger accounting, budget preparation and analysis, purchasing, payroll, accounts payable and receivable, cash receipting, utility billing, and animal licensing. Under the direction of the City Manager, the Division organizes, reviews, and prepares the annual budget document for the City. It also produces federal, state and other reports as required by law in conformance with municipal accounting regulations and standards.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
FINANCE				
ASSISTANT FINANCE DIRECTOR	1.00	0.00	0.00	0.00
FINANCE MANAGER	0.00	0.00	1.00	1.00
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00
ACCOUNTING SUPERVISOR	0.00	0.00	0.00	1.00
ACCOUNTANT	2.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	3.00	2.00	1.00	1.00
ACCOUNTING TECHNICIAN	1.00	2.00	3.00	3.00
REVENUE COORDINATOR	1.00	1.00	1.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	1.00	0.00	0.00	0.00
CUSTOMER SERVICE SPECIALIST II	4.00	5.00	5.00	3.00
CUSTOMER SERVICE SPECIALIST I	0.00	0.00	0.00	2.00
BUSINESS LICENSE INSPECTOR	1.00	1.00	1.00	0.00
BUDGET CLERK	0.00	0.00	0.00	1.00
TOTAL DIVISION	15.00	13.00	14.00	15.00

FY 2014-2015 GOALS AND OBJECTIVES

- ◆ Monitor the City budget and present the City Manager with monthly reviews.
- ◆ Adopt an updated and simplified Purchasing Policy and monitor City procurements for compliance to ensure fiscal control.

- ◆ Continue to meet regularly with the Finance and Economic Development Committee to thoroughly discuss and evaluate significant projects of financial impact to the City.
- ◆ Continue to provide monthly financial information to Departments, the City Council, and the public so that the City's financial position is continuously reviewed and evaluated.
- ◆ Prepare a Government Finance Officers Association award winning Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2014.
- ◆ Prepare the annual mid-year budget review for Fiscal Year 2014-15, and present budget recommendations to the City Council in February 2015.
- ◆ Provide good fiscal stewardship by initiating the Fiscal Year 2015-16 budget process in January 2015, ensuring that the Fiscal Year 2015-16 City budget is adopted by the City Council prior to the close of Fiscal Year 2014-15.
- ◆ Receive the Government Finance Officers Association Award for both Distinguished Budget Presentation and Excellence in Financial Reporting.
- ◆ Maintain the timeliness of revenue and expenditure report distribution.
- ◆ Continue to encourage utility customers to enroll in the online pay program.
- ◆ Reduce the number of days from fiscal year-end until the Comprehensive Annual Financial Report is issued.
- ◆ Complete an in-house fee study and present an updated Master Fee Schedule to City Council.
- ◆ Implement policies and procedures to reduce the number of utility accounts locked off annually.
- ◆ Continue to conduct regular staff meetings with Accounting and Customer Service.
- ◆ Implement a lien process for unpaid utility accounts.
- ◆ Develop and distribute welcome packets for new residents to the City.
- ◆ Assist in the selection and implementation of new enterprise resource planning (ERP) software.
- ◆ Enhance customer service through internal training.
- ◆ Assist with updating the Business License Ordinance.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Receive the Government Finance Officers Association Award for Excellence in Financial Reporting	YES	YES	YES	YES
Receive the Government Finance Officers Association Award for Distinguished Budget Presentation	YES	YES	YES	YES
Financial reports submitted to City Council on a monthly basis	92%	92%	75%	100%
Number of days from fiscal year-end until CAFR is issued	172	213	160	160
Percentage of utility accounts enrolled in the online pay program	18%	40%	43%	45%

FY 2013-2014 MAJOR ACCOMPLISHMENTS

- ◆ Prepared the City’s annual program-based budget for Fiscal Year 2014-15.
- ◆ Received the Government Finance Officers Association award for Distinguished Budget Presentation.
- ◆ Received the Government Finance Officers Association award for Excellence in Financial Reporting for fiscal year ending June 30, 2013.
- ◆ Implemented using administrative citations to bring unlicensed businesses into compliance.
- ◆ Prepared the annual mid-year budget review for Fiscal Year 2013-14, and presented budget recommendations to the City Council in March 2014.
- ◆ Contracted out the business license compliance and operations program to HdL Companies to provide high quality services in a cost efficient manner.
- ◆ Successfully completed the RFP process for audit services, which resulted in a cost savings.
- ◆ Successfully completed the RFP process for collection agency services which lowered the collection fee from 30% to 25%.
- ◆ Conducted regular staff meetings with Accounting and Customer Service.
- ◆ Implemented a new records management system which enabled us to identify and destroy obsolete records.

INFORMATION SYSTEMS

The Information Systems Division is responsible for ensuring the City’s information technology resources are effectively managed and used as key organizational tools in improving productivity, customer service, and public access to City information. This Division is also responsible for developing and implementing long-range goals, policies, and standards for acquiring, maintaining, and achieving full use of information technology resources; and, for providing ongoing support, maintenance, and training for computers and related peripherals.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
INFORMATION SYSTEMS				
IT MANAGER	1.00	1.00	1.00	1.00
IT TECHNICIAN	1.00	1.00	1.00	1.00
TOTAL DIVISION	2.00	2.00	2.00	2.00

FY 2014-2015 GOALS AND OBJECTIVES

- ◆ Finalize the IT Strategic Plan with in-house resources.
- ◆ Implement perimeter firewalls that are capable of doing deep packet analysis.
- ◆ Upgrade Utilities SCADA network communications.
- ◆ Select, acquire and install new City-wide enterprise software.
- ◆ Start phased conversion of telecommunications technology to latest VOIP.
- ◆ Redesign and upgrade the City’s website with the latest technology.
- ◆ Establish dual factor authentication for all computers and servers in the Police Department.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Percentage of information systems service requests resolved within 24 hours	95%	95%	95%	100%

FY 2013-2014 MAJOR ACCOMPLISHMENTS

- ◆ Successfully configured all traffic signals to communicate with the traffic server at City Hall.
- ◆ Successfully implemented the electronic transfer of Traffic Citations to Courts system.
- ◆ Implemented password and internet policies for Police Department users to comply with CALDOJ requirements.
- ◆ Successfully converted the Police Department's Mobile Computer communications from ATT to Verizon.
- ◆ Successfully completed the upgrade of all Police Department surveillance cameras and the Interview Room camera.
- ◆ Upgraded 85% of computers to Windows 7 with minimal cost to budget.
- ◆ Conducted a comprehensive inventory of telecommunications assets, which identified several unused circuits that were then disconnected, helping to cut costs on telecommunications charges.
- ◆ Working with a consultant, conducted a comprehensive re-evaluation of the City's copier costs, created an RFP, and signed a new contract that resulted in substantial savings on copier costs.
- ◆ Upgraded the Library's public computers and servers.
- ◆ Successfully negotiated a low price from Time Warner Cable and upgraded the point-to-point T1 between Recreation and City Hall to a 10 mbps point-to-point fiber without any cost increase.

HUMAN RESOURCES

The Human Resources Division is responsible for the recruitment and retention of the City's workforce, labor relations, employee benefits, training and development, classification and pay, affirmative action, safety, and transportation management programs. The Division also administers the self-funded insurance programs that include: workers' compensation, unemployment, long-term disability and liability.

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

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

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

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
HUMAN RESOURCES				
SENIOR HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
HUMAN RESOURCES SPECIALIST	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	0.75	0.75	0.75	0.75
TOTAL DIVISION	3.75	3.75	3.75	3.75

FY 2014-15 GOALS AND OBJECTIVES

- ◆ Continue to maintain compliance with the Affordable Health Care Act (ACA) requirements that took effect January 2014 for employers with 100 or more employees.

- ◆ Update the Employer-Employee Resolution to meet AB 646 requirements so that orderly and uniform procedures are provided in the administration of employer-employee relations between the City and its employee organizations by June 30, 2015.
- ◆ Enhance the performance evaluation system to obtain optimum performance from City employees while setting achievable goals and objectives by June 30, 2015.
- ◆ Continue to update the City’s Administrative Policies and Procedures to ensure compliance with State and Federal regulations by June 30, 2015.
- ◆ Update the City Merit Rules and Regulations to ensure consistency with applicable laws by June 30, 2015.
- ◆ Conduct an RFP process for the Liability & Loss Prevention Program to ensure competitive pricing and services provided by a third party administrator by June 30, 2015.
- ◆ Increase Rideshare participation 5% by June 30, 2015.
- ◆ Enhance the open enrollment process by implementing Keenan’s “Benefit Bridge” on-line system for City employees. The system will provide employees with 24/7 access to view all benefit options, make changes on-line during open enrollment, and the ability to compare coverage and cost of benefits offered by the City.
- ◆ Complete a Citywide Classification and Compensation Study to ensure the City attracts and retains the most qualified employees. Projected completion date is August 28, 2014.
- ◆ Negotiate with all seven labor groups for multi-year contracts due to expire June 30, 2015.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Number of recruitments concluded	24	45	56	40
Number of employees participating in the Rideshare program	60	35	43	45
Number of employee safety meetings	3	1	2	4
Number of applications processed	625	5,000	5,500	6,000
Percent of recruitments completed within 8-week timeline	95%	95%	90%	100%
Percent of claims processed within 45-day timeline	98%	95%	100%	100%

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Implemented Keenan's on-line safety training program for City Employees to view videos and webinars to meet training goals and requirements.
- ◆ Successfully offered 13 training workshops for employees at little or no cost to meet the City's training goals and objectives. Some of the highlighted topics included Supervisory Leadership Academy, Effectively Dealing with a Changing Workplace, Strengthening the Team, Building a Cohesive Inclusive Team, Understanding Your 457 Plan, Investing for a Lifetime, Importance of Financial Planning, Workers' Compensation 101, Supervisory Skills for the First Line Supervisor/Manager, Managing the Marginal Employee, Managing Performance Through Evaluation, Public Sector Employment Law Update, and Preventing Workplace Harassment, Discrimination and Retaliation.
- ◆ Successfully completed the RFP process for the Benefit Broker and completed a market survey of competitive pricing for benefit programs, which resulted in an overall rate drop of 7%.
- ◆ Continued the partnership agreement with the Universities of La Verne and Phoenix to offer employees a 10% discount towards tuition.
- ◆ Updated the New Hire Orientation Program by developing a more comprehensive and interactive program so that new employees become knowledgeable of the City's department functions, municipal government operations, and to better understand their employee benefits.
- ◆ Developed an on-line process for recruiting volunteers 24/7. Volunteers will assist departments with special projects or events, providing opportunity for interested volunteers to gain and/or maintain job skills.
- ◆ In partnership with local Universities, enhanced the current Internship Program to assist students increase and/or strengthen leadership skills required to help local government be more effective and efficient.

SELF-FUNDED INSURANCE

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

The City has coverage for incidents with an expense in excess of seven hundred and fifty thousand dollars (\$750,000) for workers compensation, and five hundred thousand dollars (\$500,000) for public liability claims.

MISSION STATEMENT

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

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To continue improving the health and welfare programs to include resources such as on-going health related webinars, newsletters and healthy tips to develop and maintain a balanced personal and work lifestyle for employees, thereby, increasing employees moral and productivity in the workplace.
- ◆ To continue exploring effective cost containment strategies by conducting a monthly review of claim payments, monitoring utilization review referrals, and conducting quarterly claim reviews so that best practices in workers' compensation claims handling is used and monetary savings are realized.
- ◆ To engage departments in the workers' compensation process such as providing on-going education to employees on minimizing injuries and proper safety precautions when performing job functions; providing on-going education to supervisors and managers on the interactive process for returning employees to work with restrictions; and implement a safe workplace campaign to promote employee participation in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ To continue to conduct employee training on mandated regulatory programs utilizing Keenan & Associates on-line training program, Keenan SafePersonnel, so that the City complies with OSHA requirements, minimizes employee injuries and employs best safety practices.
- ◆ To conduct an RFP process for the Liability Program to ensure the City obtains the most cost effective and efficient services by a third party administrator.

- ◆ To develop additional oversight strategies in litigation claims management, so that effective cost containment methods are used and a reduction in costs realized.
- ◆ To update the City’s Contractual Risk Protocols Manual and conduct departmental training by June 2015, so that the City’s liability in contractual matters with various vendors and contractors is minimized by transfer of risk.

PERFORMANCE MEASUREMENTS

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Achieve and maintain the acceptable standard by the Excess Insurance Authority for workers compensation	95%	96%	96%	100%

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Continued to conduct First Aid Safety training for Recreation Department staff and other City employees and the Public Works Department continued to use online training videos to conduct mandated OSHA training. This resulted in cost savings as training was able to be conducted in-house using resources available through the City’s third party administrator.
- ◆ Conducted three educational training sessions on Workers’ Compensation Reporting Procedures for supervisors and managers to obtain a clearer understanding of the workers compensation process and the role of the third party administrator (TPA).
- ◆ Reduced billing rate on bill review and other related services for claim processing by 10%.
- ◆ Coordinated Safety Committee Meetings and followed up with recommendations to avoid reoccurrences of unsafe incidents.
- ◆ Continued to monitor the procedures for handling general liability claims and lawsuits to ensure proper and timely handling by the third party administrator.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: ADMINISTRATIVE SERVICES

OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 26,000
4111	Salaries - Full Time	925,050	1,355,606	1,493,690	1,502,461
4112	Salaries - Temporary/Part Time	94,898	54,505	103,940	108,660
4113	Overtime	3,460	2,809	3,560	4,844
4115	Compensated Absences	146,950	168,866	-	-
4116	Fringe Benefits	203,227	295,798	302,040	329,775
4117	Retirement Contributions	182,306	250,773	317,530	340,814
4118	Other	18,800	17,806	-	46,034
4126	Fringe Benefits - Sworn Fire	-	2,179	-	-
4127	Retirement Contributions - Sworn Fire	-	322	-	-
4136	Fringe Benefits - Sworn Police	-	14	-	-
4137	Retirement Contributions - Sworn Police	-	185	-	-
TOTAL SALARIES & BENEFITS		\$ 1,574,691	\$ 2,148,863	\$ 2,220,760	\$ 2,358,588
4211	Postage	\$ 40,055	\$ 40,000	\$ 60,000	\$ 71,615
4212	Advertising	15,303	19,023	18,000	23,000
4213	Dues & Subscriptions	16,583	20,534	23,890	10,863
4215	Training/Conferences/Meetings	16,729	13,017	19,850	22,330
4216	Office Supplies	37,419	25,744	32,570	34,500
4217	Other Supplies/Materials	5,407	5,396	10,610	1,230
4220	Fuel Usage	1,672	4,100	1,540	2,200
4221	Mileage Reimbursement	629	232	600	600
4222	Print/Mail Charges	4,257	2,328	3,540	(109,090)
4223	Information Systems Charges	33,553	19,063	32,680	268,954
4224	Vehicle Charges	-	-	-	482
4232	Computer Equipment (Under \$5,000)	-	-	12,000	26,100
4241	Utilities - Electric	437	778	800	-
4243	Utilities - Telephone	116,325	112,736	119,120	115,020
4246	Maintenance - Equipment	61,305	36,417	42,000	-
4247	Maintenance - Vehicles	2,741	819	1,440	-
4248	Maintenance - Other	9,821	27,313	16,900	61,786
4251	Legal Services	2,508,475	1,441,033	911,000	911,000
4252	Professional Services	42,347	49,926	98,500	123,699
4254	Data Processing Services	185,764	63,875	126,500	257,211
4255	Banking Services	34,809	33,113	42,400	24,440
4258	Other Services	1,008,621	756,636	664,810	462,878
4271	Insurance Premium	906,944	823,378	910,100	896,754
4272	Claims Expense	4,311,137	2,233,145	1,818,000	1,808,000
4273	Workers Compensation Charges	37,540	28,100	32,270	42,114
4274	Unemployment Charges	1,800	1,010	2,100	-
4275	Long-Term Disability Charges	2,430	2,240	1,620	-
4292	Administrative Services Expense	-	129,818	-	-
4297	Other Expenses	19,747	1,630	-	-
4321	Employee Incentive	18,508	17,228	30,310	30,310
4322	Health Premiums - Retirees	423,631	441,849	459,600	450,000
4323	Pers Supplement	35,617	34,032	42,000	40,000
4421	Lease Principal Expense	68,189	61,287	90,070	17,325
4424	Bond Principal Payment	205,000	210,000	220,000	235,000
4425	Bond Interest Expense	57,306	48,530	38,640	28,175
4999	Department Allocation Charges	(586,586)	(348,534)	(507,350)	-
TOTAL MAINTENANCE & OPERATIONS		\$ 9,643,515	\$ 6,355,796	\$ 5,376,110	\$ 5,856,496
4530	Machinery & Equipment	\$ -	\$ -	\$ 49,500	\$ 1,124,000
4531	Vehicles	-	-	-	110,000
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ -	\$ -	\$ 49,500	\$ 1,234,000
TOTAL EXPENDITURES		\$ 11,218,206	\$ 8,504,659	\$ 7,646,370	\$ 9,449,084

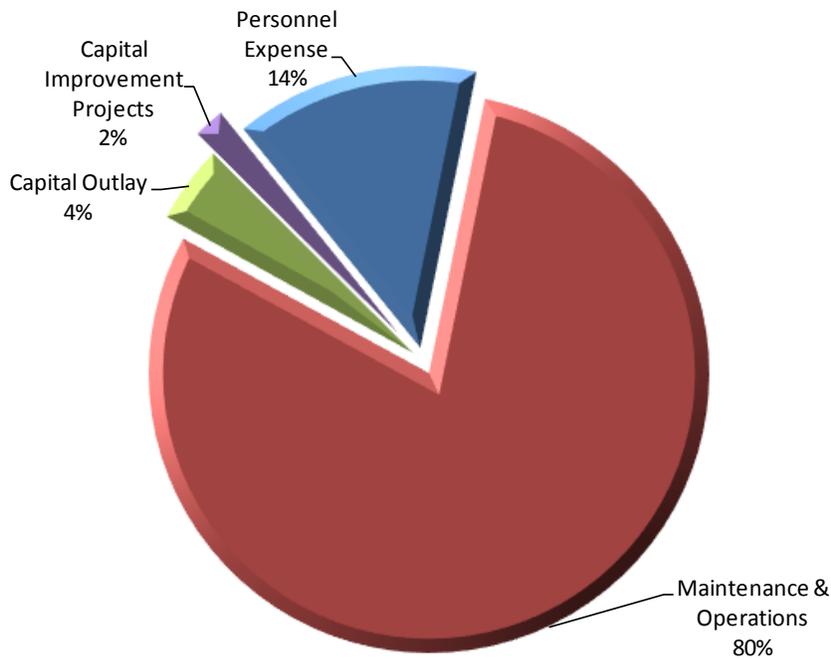
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DEVELOPMENT SERVICES

MISSION STATEMENT

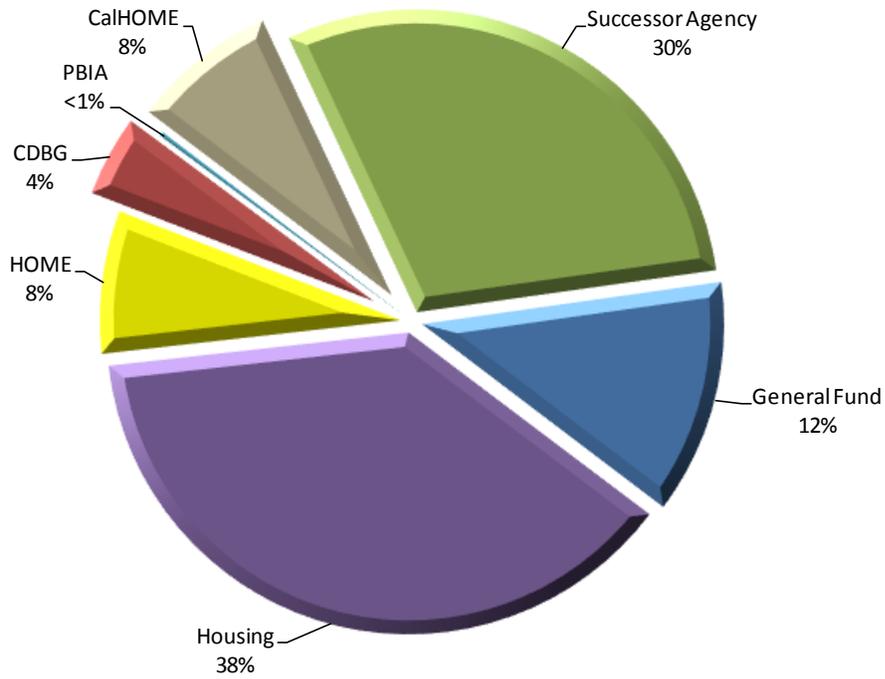
To guide development of a viable community, including both quality living environments and expanded economic opportunities, while protecting the public health, safety, and welfare of the residents and general community.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 1,366,666	\$ 1,647,735	\$ 1,766,380	\$ 1,821,575
MAINTENANCE & OPERATIONS	1,379,914	5,539,015	9,076,250	10,354,576
CAPITAL OUTLAY	26,152	472,829	575,000	575,000
CAPITAL IMPROVEMENT PROJECTS	266,748	48,661	153,530	229,022
TOTAL BUDGET	\$ 3,039,480	\$ 7,708,240	\$ 11,571,160	\$ 12,980,173

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 1,541,755	\$ 1,531,198	\$ 1,638,510	\$ 1,623,337
HOUSING	110,190	2,569,160	4,479,810	4,927,466
HOME	373,808	36,475	1,058,950	980,000
CDBG	756,563	851,346	553,070	559,026
PBI	5,475	-	33,600	30,000
CALHOME	251,689	294,079	-	1,000,000
SUCCESSOR AGENCY	-	2,425,982	3,807,220	3,860,344
TOTAL FUNDING SOURCES	\$ 3,039,480	\$ 7,708,240	\$ 11,571,160	\$ 12,980,173

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
BUILDING AND PLANNING				
DEVELOPMENT SERVICES				
DIRECTOR	1.00	1.00	1.00	1.00
DEVELOPMENT SERVICES MGR	1.00	1.00	1.00	1.00
DEVELOPMENT SPECIALIST	0.00	1.00	1.00	1.00
PLANNING MANAGER	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	2.00	2.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
BUILDING OFFICIAL	0.00	0.00	1.00	1.00
BUILDING INSPECTOR II	2.00	2.00	2.00	2.00
PLANS EXAMINER	1.00	1.00	1.00	1.00
COUNTER TECHNICIAN	0.00	0.00	1.00	1.00
CODE ENFORCEMENT				
CODE ENFORCEMENT OFFICER	3.00	3.00	3.00	3.00
TOTAL DIVISIONS	12.00	13.00	15.00	15.00

PLANNING

The Planning Division plays a critical role in achieving Upland's goals and objectives for the physical development of the community. By reviewing development proposals from developers, business owners and homeowners, the Division ensures that new development complements the community and is consistent with the City's policies and regulatory requirements. The Division also ensures conformance with the California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA), and the State Subdivision Map Act (SMA). Planning staff also provides support to Code Enforcement activities and prepares environmental documentation for Capital Improvement Projects.

To ensure projects are reviewed comprehensively, staff in the Planning Division act as project managers and coordinate the review of other City departments and outside agencies to ensure that development is consistent with their area of responsibility, requirements and operational duties as well. The Planning Division also coordinates and participates in the Administrative Committee and the Design Review Committee, supports and acts as the liaison to the Planning Commission and supports the City Council in all planning matters.

The Division also focuses on a variety of advance planning topics such as policy development related to development, historic preservation, land use compatibility with Cable Airport and regional planning efforts. During the past few years, the Division has been working on a comprehensive update to the City's major land use policies and regulations, including the General Plan, the Zoning Code and the Cable Airport Land Use Compatibility Plan, which is anticipated to be completed in 2014.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To present the General Plan Update, Cable Airport Land Use Compatibility Plan Update, Zoning Code Update, Climate Action Plan and associated Program Environmental Impact Report for public review and approval by the Planning Commission, Airport Land Use Committee and City Council.
- ◆ To initiate the General Plan Update implementation actions to achieve the community's vision over time and incorporate the goals, policies and actions articulated in the General Plan Update into the City's budgeting process.
- ◆ To implement the Blue Ribbon Committee's recommendations related to the development process.
- ◆ To participate in the planning committee for the purchase and implementation of a unified GIS-based permit system with modules for Planning, Engineering, Building, Fire, Code Enforcement and Business Licensing.
- ◆ To continue to process land use entitlements and provide plan review and inspection services in a timely manner.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
General Plan Amendments	0	0	1	1
Zone Change/Code Amendments	1	0	1	1
Specific Plan Reviews	1	0	1	0
Conditional Use Permits	10	13	15	15
Site Plan Reviews	12	15	18	24
Design Reviews	53	78	42*	42
Sign Design Reviews	NA	N/A	58*	62
Parcel Map/Tract Maps	0	3	6	10
Administrative Wireless Permits	2	16	18	16
Administrative Determinations	25	22	22	22
Environmental Impact Reports/Negative Declarations	7	5	5	5
Special Event Permits	87	102	106	110
Appeals	1	0	0	0

*Sign Design Reviews separated from Project Design Reviews in July 2013

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Participated in and coordinated the review of more than 198 current planning projects through the Administrative Committee, Design Review Committee, Planning Commission and City Council by April 2014.
- ◆ Completed the 2014-2021 Housing Element of the General Plan, which was adopted by the City Council in January 2014.
- ◆ Facilitated and participated in the Blue Ribbon Committee to identify and implement desirable changes to the development process to facilitate development. The final report and recommendations were presented to the City Council in February 2014.
- ◆ Continued work on the General Plan Update, including completing the draft General Plan, the Cable Airport Land Use Compatibility Plan, and Climate Action Plan, and making progress on the Zoning Code Update and administrative draft Program Environmental Impact Report.
- ◆ Worked with the Finance Division to implement a streamlined process for reviewing and approving zoning clearances for business license applications.
- ◆ Worked with Community Services to implement a streamlined process for reviewing Special Event Permits for City-sponsored events.
- ◆ Provided environmental review and assistance to Public Works on CIP projects.
- ◆ Provided support to Code Enforcement in interpreting and applying the requirements of the Upland Municipal Code for code enforcement cases.

BUILDING AND SAFETY

The Building Division is responsible for providing reasonable controls for construction, occupancy of buildings, and structures consistent with state and federal laws. Building enforces all building-related municipal codes. It also serves and protects the public with plan review services, permit issuance, record keeping, and routine and special inspections to assure City code compliance.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To provide the highest level of service to our customers.
- ◆ To continue to provide over-the-counter service for pools, patio covers, re-roofs, water heaters and other similar construction to facilitate our streamlined permit process.

- ◆ To assure that all construction meets local, state and federal guidelines and codes delivering safe new construction in our City.
- ◆ To provide options for Inspectors to learn plan review techniques as a method to cross train staff.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Inspections within 24 hours	98%	99%	99%	99%
Total number of inspections	7,612	4,225	6,000	6,000
Plan check turn-around time (business days)	2 – 4 weeks	2 – 4 weeks	2 – 4 weeks	2 – 4 weeks
Total number of plan checks	120	330	684	600
Total number of building permits issues	1,396	1,563	1,600	1,600
New commercial buildings	0	12	5	5
New residential buildings	15	78	172	172
New multi-family units	0	0	0	0

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Issued 1,291 building permits, performed approximately 860 plan reviews and performed 7,820 building inspections between July 1, 2013 and April 1, 2014.
- ◆ Issued permits and performed inspections for various single-family development projects such as Standard Pacific, Crestwood Communities, and Frontier Communities. In addition, continued to provide inspections for Colonies Crossings retail development for phase 19A and 19B, as well as various small commercial and industrial developments throughout the City.

CODE ENFORCEMENT

The Code Enforcement Division is responsible for maintaining the City's motto, "The City of Gracious Living." Code Enforcement is tasked with the responsibility of protecting property values and eliminating blight through the use of the City's Municipal Code.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To continue the administration of the graffiti removal abatement program.
- ◆ To expedite and improve the efficiency of the abatement process by implementing technological tools that will allow staff to focus on the community rather than paperwork.

- ◆ To continue to implement the administrative citation ordinance, thereby expediting compliance.
- ◆ In conjunction with the Planning and the Building Divisions, to begin development of a community education outreach program to foster a better understanding of the Municipal Code in the City.
- ◆ To continue to implement the temporary sign enforcement program.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Number of code enforcement cases resolved	750	750	800	600
Inspections	4,858	4,625	4,400	3,200
Notice of Vacate	30	28	35	25
Citations	23	33	100	75
Administrative Citations	N/A	N/A	50	100
Cases filed	22	23	20	5
Abatements	811	767	750	600
Tows	0	0	0	0
City Prosecutor Conferences	22	31	25	20
Court	59	48	40	5
Signs	3,653	3,722	3,700	2,500
Carts	384	542	500	350

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Performed 4,625 inspections.
- ◆ Issued 33 citations other than Administrative Citations.
- ◆ Closed 767 abatements.
- ◆ Removed 3,722 signs.
- ◆ Implemented the Administrative Citation Ordinance and prepared 50 citations.
- ◆ Extended the contract for graffiti removal services.
- ◆ Continued to implement the temporary sign enforcement program.

WEED ABATEMENT

The Weed Abatement Division is responsible for removing the potential for fire hazards, safety hazards, or public nuisance that may exist from extensive weed overgrowth and rubbish accumulations on public and private properties.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To continue the weed abatement program.
- ◆ To inspect 820 properties for possible violations.
- ◆ To lien 65 properties.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Properties Inspected	N/A	N/A	850	820
Properties Assessed/Liened	N/A	N/A	40	65

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Inspected 850 properties.
- ◆ Sent out 361 notices.
- ◆ Privately abated 48 properties.
- ◆ Abated 40 properties via the City (private contractor).
- ◆ Assessed and placed liens on 40 properties.

ECONOMIC DEVELOPMENT

The Economic Development Division is responsible for developing and administering fiscally sound programs designed to stimulate economic activity and enhance City revenues through business attraction, retention and expansion by promoting and assisting primary commercial districts within the City in a manner to benefit the residents and general community. Economic Development is also responsible for asset management and administration, which manages City-owned properties.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To continue to strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies to encourage economic growth by raising public awareness of existing business and employment resources and/or services to promote job creation and retention.
- ◆ To continue to seek outside financial resources (i.e., Federal, State or private grants/loans) to carry out economic development programs and/or activities.
- ◆ To continue to partner with the Upland Chamber of Commerce to promote essential business resources to the community.
- ◆ To continue to develop a citywide economic development marketing strategy that will focus on business attraction and retention.
- ◆ To seek financial support for the redesign of the City's website.
- ◆ To continue to provide training and business assistance services to businesses through Upland's Small Business Development Center.
- ◆ To continue to efficiently manage City-owned real estate assets including leasing of City-owned parcels.
- ◆ To continue to 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.
- ◆ To continue to encourage the development of sustainable revenue-generating commercial, office, residential and light industrial uses citywide to diversify the community's industrial base.
- ◆ To continue to support the Downtown Specific Plan, General Plan policies, College Heights Economic Development Strategy, and zoning code regulations that work to promote and encourage a mixture of pedestrian friendly retail, service and mixed-use lifestyle land uses.
- ◆ To evaluate opportunities to assist new and existing businesses related to permitting, land entitlement, and long-term business retention and development.

- ◆ To continue to support the City's efforts to develop a green and sustainable program intended to increase the conservation of resources and reduce environmental impacts with an emphasis on energy, water, air quality, solid waste, land use and transportation.
- ◆ To continue to assist SANBAG in marketing the PACE program.

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Provided training and business assistance services to businesses through Upland's Small Business Development Center.
- ◆ Participated in the General Plan Update meetings.
- ◆ Assisted in implementing the City's participation with SANBAG's PACE program.
- ◆ Prepared two Lease Amendments to two existing cell tower carriers.
- ◆ Approved equipment upgrades to three cell tower sites.
- ◆ Prepared a lease for a new cell tower facility.
- ◆ Continued to promote mixed-use development in Downtown.
- ◆ Continued to implement a rent reduction policy for City-owned property.
- ◆ Continued to efficiently manage City-owned real estate assets including leasing of City-owned parcels.
- ◆ Assisted with the disposition efforts for a vacant City lot located on Foothill Blvd.
- ◆ Assisted Public Works with the installation of 6 bicycle racks within the downtown area.
- ◆ Prepared and submitted the Possessory Interest Report to the County of San Bernardino's Assessor's Office by February 15, 2014.
- ◆ Prepared an RFP to lease 2 City-owned properties.
- ◆ Renegotiated the Pacific Wine Merchants lease (a non-profit group).
- ◆ Initiated discussions with Deborah Hagar for potential Economic Development projects.
- ◆ Administered the activities pursuant to the Memorandum of Understanding relative to Historic Downtown Upland, the Thursday Market Night, and Downtown activities.
- ◆ Reviewed five proposals from cell tower acquisition companies.

- ◆ Reviewed feasibility for updating downtown directory maps.
- ◆ Renegotiated the lease with Bank of America for the kiosk located within the Civic Center parking lot.
- ◆ Analyzed the potential for annexation along the west side of the City bordering with the City of Claremont.
- ◆ Reviewed lease rates within the downtown for office and retail space for renegotiating leases on City-owned property.
- ◆ Renegotiated the Contract Agreement with SBDC for a reduced annual cost.
- ◆ Coordinated adding retail vacancies on the City's website.

HOUSING

MISSION STATEMENT

To administer and implement the Low- and Moderate-Income (LMI) Housing program consistent with available resources, provide for the development and implementation of housing programs to increase, improve or preserve affordable housing within the City’s corporate limits for persons or families of low- to moderate-incomes.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
HOUSING				
HOUSING COORDINATOR	1.00	1.00	1.00	1.00
REDEVELOPMENT COORDINATOR	1.00	0.00	0.00	0.00
TOTAL DIVISION	2.00	1.00	1.00	1.00

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To acquire one (1) four-plex apartment building within the Diamond Court four-plex apartment neighborhood.
- ◆ To pursue the DDA with Upland Community Housing Inc. (“UCHI”), work cooperatively with UCHI for the construction of a 72-unit enhanced senior residential development (expansion of the “Coy Estes” senior housing apartments).
- ◆ To pursue the agreement with RPM Company, oversee and ensure the efficient management of the Sunset Ridge, Village and Magnolia Colony Apartments (255 units).
- ◆ To continue discussions to develop the Washington Avenue site and 3rd/ “C” Street site.
- ◆ To pursue the Emergency Repair Program (ERP), assist up to 25 very low-income families with small-scale emergent code repairs on their owner-occupied single-family homes or mobile homes.
- ◆ To subsidize financing of approximately 1 new Housing Improvement Program (HIP) single-family housing rehabilitation project loans.
- ◆ To continue to assist in marketing the County’s Home Weatherization Grant Program and the Neighborhood Stabilization Program, the Building Industry Association Housing Action Resource Trust Program and the California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ To continue to support the Homeless Stakeholders objectives.

- ◆ To prepare and submit the annual Housing Element activities report to HCD.
- ◆ To consider new unsolicited housing proposals as appropriate or necessary.
- ◆ To administer the “Five Star” Rental Housing Recognition Program.
- ◆ To prepare mid-year budget recommendations for FY14-15 and budget for FY15-16.
- ◆ To continue to discuss the Diamond Court apartment unit’s financial strategy.
- ◆ To administer the City’s Mobilehome Park Rent Control Ordinance.
- ◆ To prepare the year-end financial statement for the Housing Fund properties.

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Earned a net \$800,000 from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Completed 15 Agency-funded Emergency Repairs Program (ERP) small-scale rehabilitation projects.
- ◆ Continued discussions to create a financial strategy for the Housing rental properties.
- ◆ Administered the “5-Star” Rental Recognition Program through the recognition of five apartment complexes.
- ◆ Continued to implement UCHI’s loan agreement which will assist with the construction of a proposed 72 unit senior affordable housing development project.
- ◆ Assisted in marketing the County’s Home Weatherization Grant Program, the Building Industry Association Housing Action Resource Trust Program and the California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ Prepared and submitted the Annual Housing Element activities report to the Department of Housing and Community Development.
- ◆ Provided monitoring oversight to 306 affordable housing units.
- ◆ Coordinated and participated with the San Bernardino County Office of Homeless Services to conduct the HUD required “Point in Time Count” for the homeless population.
- ◆ Prepared an amendment to continue property management services with RPM.
- ◆ Prepared a statement of qualifications for Property Management Services.
- ◆ Administered the City’s Mobilehome Park Rent Control Ordinance.

- ◆ Prepared an amendment to contract for consulting services to assist with Housing activities.
- ◆ Prepared a mid-year budget for FY 13-14.
- ◆ Reconciled program loans related to the financial audit.
- ◆ Balanced the Housing Rent Revenue budget for FY 13-14.
- ◆ Assisted with the 2014-2021 Housing Element adoption.
- ◆ Received two loan payoffs for FY 2013-14.
- ◆ Assisted with the preparation of the new zoning ordinance.
- ◆ Reviewed the request for a bond payoff to Mountain Springs.

HOME INVESTMENT PARTNERSHIP PROGRAM

MISSION STATEMENT

To administer the City's State HOME/CalHOME Program consistent with applicable Federal and State rules and regulations, as well as City Council policies and directives in order to improve the City's housing stock and promote home ownership.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To implement the City's State HOME/CalHOME Program grant resources to finance approximately 6 new Housing Improvement Program (HIP) single-family housing rehabilitation project loans.
- ◆ To service the approximately \$11.675 million State HOME/CalHOME Program loan portfolio.
- ◆ To continue to implement the new green building standards to the Housing Improvement Program.
- ◆ To update program manuals, as needed.
- ◆ To enter into an Amendment to the Professional Services Agreement to provide consulting services for the State HOME Administrative and Program activities.
- ◆ To prepare and submit timely all State HOME/CalHOME Program HCD annual financial and performance reporting documents.
- ◆ To comply with all applicable HCD directives with respect to the operation of the State HOME/CalHOME Program.

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Completed 6 and processed 9 Housing Improvement Program (HIP) loan-funded large-scale rehabilitation projects.
- ◆ Completed one FTHB program loan with State HOME Program Income funds.
- ◆ Advertised both programs via a tag line on utility bills.
- ◆ Continued to update the Program manuals for the State HOME/CalHOME Program.
- ◆ Prepared and submitted quarterly reports to HCD for both the State HOME/CalHOME Program.
- ◆ Successfully completed HCD's annual review of both State HOME/CalHOME Program grant.

- ◆ Reconciled program loans relative to the City's financial audit.
- ◆ Completed 0 subordinations in FY 2013-14 and processed 4 subordination requests.
- ◆ Received 4 loan payoffs for FY 2013-14 and one principle only payment.
- ◆ Prepared and submitted a waiver for the Sales/Value limit (203b) to Housing and Community Development (HCD).

COMMUNITY DEVELOPMENT BLOCK GRANT

MISSION STATEMENT

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

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To implement the City's \$517,159 CDBG Program for FY 2014-15.
- ◆ To administer and monitor all sub-recipient CDBG contracts.
- ◆ To continue to provide Fair Housing services through the Inland Fair Housing and Mediation Board.
- ◆ To develop and file with HUD the annual CDBG Action Plan and e-con planning suite for FY 2015-16.
- ◆ To develop and file with HUD the new five year CDBG FY 2015-19 adopted Consolidated Plan. This will include at least two public hearings.
- ◆ To prepare and submit timely to HUD all annual financial and performance reporting documents.
- ◆ To comply with all applicable HUD directives with respect to the operation of the CDBG program.
- ◆ To continue to participate with HUD training opportunities.
- ◆ To implement an Emergency Repairs Program (ERP) to assist up to 25 very low-income owner-occupied households.
- ◆ To prepare an amendment to the Professional Services Agreement for consulting services.

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$646,507 CDBG Program for FY 2013-14.
- ◆ Prepared with the CDBG Committee and the City Council the adoption of the City's CDBG program for FY 2014-15.
- ◆ Administered and monitored all sub-recipient CDBG contracts.

- ◆ Entered into an amendment to the Professional Services Agreement to provide consulting services for the CDBG Program.
- ◆ Entered into a Professional Services Agreement to provide consulting services for the preparation of the CDBG FY 2015-19 Consolidated Plan and e-con planning suite.
- ◆ Continued to provide Fair Housing services through the Inland Fair Housing and Mediation Board.
- ◆ Prepared and filed with HUD all required financial and performance reporting documents.
- ◆ Prepared and submitted the year-end report (CAPER) for FY 2012-13 to HUD and received approval.
- ◆ Received HUD's favorable written approval with respect to the quality of the City's CDBG program operations.
- ◆ Reviewed and clarified the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.

SUCCESSOR AGENCY

MISSION STATEMENT

To provide for the administration and implementation of all wind-down activities related to the Successor Agency to the Upland Community Redevelopment Agency.

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To prepare the Recognized Obligation Payment Schedule (ROPS) when required and submit to the Department of Finance and the County Auditor-Controller Office.
- ◆ To prepare RFPs for the disposition of Successor Agency properties (private reuse properties).
- ◆ To review proposal submittals for the sale of Successor Agency properties and provide a recommendation to the Oversight Board.
- ◆ To prepare purchase and sale agreements for Successor Agency properties.
- ◆ To continue to provide staff support for the Oversight Board with oral and written communication and reports.

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Prepared two final ROPS which were reviewed and approved by the Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Prepared and received approval via the Oversight Board for the Long Range Property Management Plan.
- ◆ Conducted one Meet and Confer meeting (one conference call) with Department of Finance.
- ◆ Conducted and held six Oversight Board meetings.
- ◆ Reviewed loan agreements for continued term compliance.
- ◆ Renegotiated the payment terms for the Grove Theater loan.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: *DEVELOPMENT SERVICES*

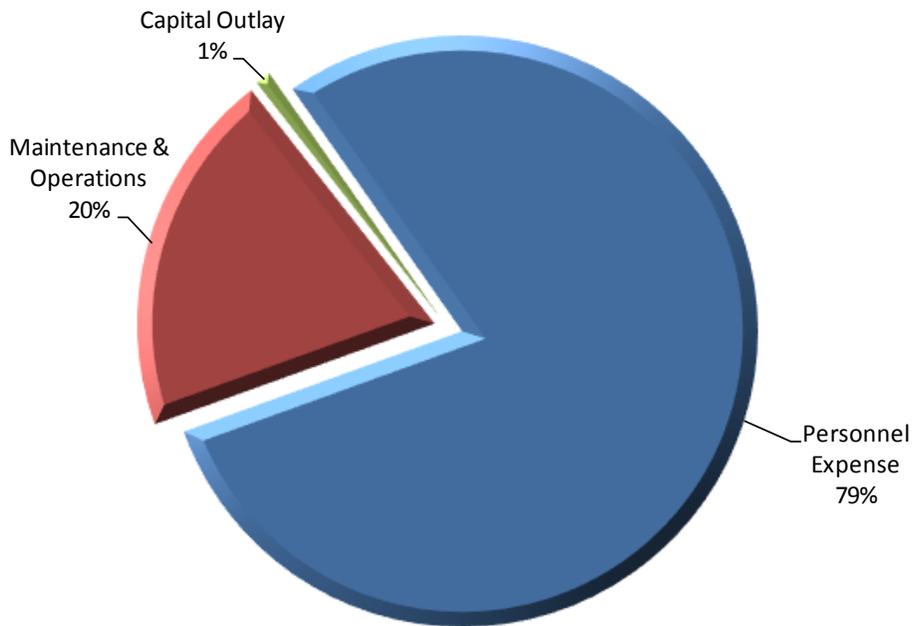
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 13,000
4111	Salaries - Full Time	660,202	977,637	1,194,930	1,211,207
4112	Salaries - Temporary/Part Time	132,362	108,046	74,000	69,523
4113	Overtime	2,543	2,104	2,830	12,800
4115	Compensated Absences	209,697	165,458	-	-
4116	Fringe Benefits	167,974	198,684	245,170	242,670
4117	Retirement Contributions	165,328	195,806	249,450	272,375
4131	Salaries - Sworn Police	13,529	-	-	-
4135	Compensated Absences - Sworn Police	7,041	-	-	-
4136	Fringe Benefits - Sworn Police	2,851	-	-	-
4137	Retirement Contributions - Sworn Police	5,139	-	-	-
TOTAL SALARIES & BENEFITS		\$ 1,366,666	\$ 1,647,735	\$ 1,766,380	\$ 1,821,575
4211	Postage	\$ 10	\$ 295	\$ 3,250	\$ 3,400
4212	Advertising	10,862	6,742	14,600	11,000
4213	Dues & Subscriptions	1,314	1,967	7,820	4,680
4215	Training/Conferences/Meetings	4,776	8,206	10,230	8,200
4216	Office Supplies	3,377	2,729	7,600	5,550
4217	Other Supplies/Materials	25,104	4,253	5,850	5,353
4218	Uniform Expense	888	281	2,000	1,600
4220	Fuel Usage	8,731	7,526	7,400	7,950
4221	Mileage Reimbursement	-	-	500	250
4222	Print/Mail Charges	3,593	3,053	3,920	16,600
4223	Information Systems Charges	28,316	24,996	40,390	294,755
4224	Vehicle Charges	-	-	-	6,243
4232	Computer Equipment (Under \$5,000)	-	-	1,000	-
4233	Other Equipment (Under \$5,000)	67,705	-	-	-
4241	Utilities - Electric	1,171	81	-	-
4243	Utilities - Telephone	5,603	5,275	5,530	5,130
4245	Maintenance - Buildings/Structures/Grounds	291	34,228	63,000	93,000
4247	Maintenance - Vehicles	13,040	7,021	9,410	-
4251	Legal Services	71,745	86,544	105,000	105,000
4252	Professional Services	110,334	387,894	323,720	909,680
4253	Contract Services	84,006	62,760	64,760	64,760
4254	Data Processing Services	298	175	150	-
4255	Banking Services	-	24,401	24,330	53,093
4258	Other Services	270,639	1,731,227	1,718,420	2,052,591
4271	Insurance Premium	-	-	30,000	-
4273	Workers Compensation Charges	42,390	42,800	46,190	60,275
4274	Unemployment Charges	2,070	1,700	3,000	-
4275	Long-Term Disability Charges	2,810	3,040	2,320	-
4276	Liability Charges	23,930	35,290	62,970	97,752
4277	Loss Prevention Charges	2,390	3,550	4,340	-
4296	RDA Pass-Through Expense	-	-	-	131,349
4297	Other Expenses	-	613,083	500,000	-
4302	Loans	478,141	315,405	702,650	1,545,347
4303	DDA/OPA	-	-	275,000	-
4304	Contributions	2,733	12,000	12,000	-
4305	Emergency Repairs Program	-	109,870	75,000	75,000
4308	Renu Program	-	81,875	-	-
4309	First Time Home Buyer Program	-	-	371,250	371,250
4313	Program Income	147,357	36,475	165,050	297,500
4324	Other Post-Employment Benefits	-	3,760	7,390	9,786
4421	Lease Principal Expense	21,453	31,565	31,500	12,900
4424	Bond Principal Payment	-	-	1,860,000	1,311,582
4425	Bond Interest Expense	(55,163)	1,848,948	2,508,710	2,793,000
TOTAL MAINTENANCE & OPERATIONS		\$ 1,379,914	\$ 5,539,015	\$ 9,076,250	\$ 10,354,576
4521	Land	\$ -	\$ -	\$ 575,000	\$ 575,000
4527	Buildings	-	434,516	-	-
4530	Machinery & Equipment	26,152	38,313	-	-
XXXX	Capital Improvement Projects	266,748	48,661	153,530	229,022
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ 292,900	\$ 521,490	\$ 728,530	\$ 804,022
TOTAL EXPENDITURES		\$ 3,039,480	\$ 7,708,240	\$ 11,571,160	\$ 12,980,173

FIRE DEPARTMENT

MISSION STATEMENT

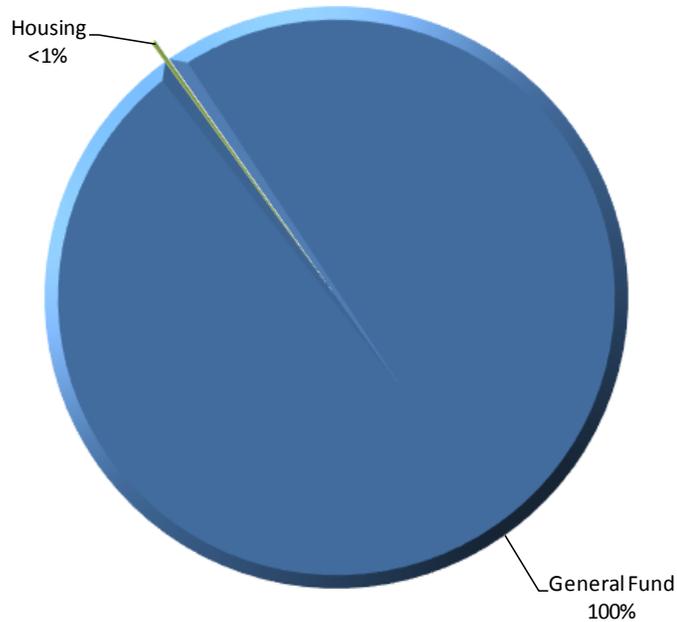
To provide an “all risk” level of emergency services for the community of Upland while protecting life, property, and the environment. Members will endeavor to Live in Truth and Strive for Excellence.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 8,263,457	\$ 8,039,506	\$ 8,145,950	\$ 8,346,149
MAINTENANCE & OPERATIONS	1,822,610	1,444,318	1,674,530	2,101,879
CAPITAL OUTLAY	82,954	19,351	-	89,181
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-
TOTAL BUDGET	\$ 10,169,021	\$ 9,503,175	\$ 9,820,480	\$ 10,537,209

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 9,979,578	\$ 9,462,079	\$ 9,820,480	\$ 10,511,356
HOUSING	-	-	-	25,853
OTHER GRANTS	-	21,930	-	-
HOMELAND SECURITY GRANTS - FIRE	189,443	19,166	-	-
TOTAL FUNDING SOURCES	\$ 10,169,021	\$ 9,503,175	\$ 9,820,480	\$ 10,537,209

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

ADMINISTRATION

Administration is responsible for establishing policy, planning operations, monitoring budgets, evaluating operational effectiveness and implementing improvements. This area continually focuses upon the Department's effectiveness in managing the City's fire protection system in order to minimize loss of life, property, personal injury and environmental damage from fire, accident, medical, and hazardous materials-related emergencies.

OPERATIONS AND EMERGENCY SERVICES

Operations and Emergency Services is responsible for responding to and effectively mitigating fire, medical, and accident emergencies. It is also responsible for evaluating its preparedness status, evaluating building and other emergency problems, and planning mitigation tactics.

FIRE PREVENTION

Fire Prevention is responsible for developing and implementing programs and requirements that prevent or reduce the magnitude of emergency occurrences, such as loss of life and property, personal injury, or environmental damage. It also includes the evaluation of emergency access, building evacuation, confinement of fires, and potential for hazardous materials releases.

EMERGENCY MEDICAL SERVICES

The Upland Fire Department has been a provider of emergency paramedic services for over a decade. The Fire Department continues to deliver the highest possible level of basic and advanced life support through its paramedic program, personnel, training, and delivery.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
FIRE				
FIRE CHIEF	1.00	1.00	1.00	1.00
DEPUTY FIRE CHIEF	0.00	0.00	0.00	2.00
BATTALION CHIEF	3.00	3.00	3.00	1.00
FIRE CAPTAIN	13.00	13.00	12.00	12.00
FIRE ENGINEER	12.00	12.00	12.00	12.00
FIRE FIGHTER	12.00	12.00	12.00	12.00
FLIGHT PARAMEDIC	2.00	2.00	2.00	2.00
NURSE	4.00	4.00	4.00	4.00
FIRE INSPECTOR/INVESTIGATOR	2.00	2.00	2.00	2.00
ADMINISTRATIVE ASSISTANT I	1.00	1.00	1.00	1.00
TOTAL DEPARTMENT	50.00	50.00	49.00	49.00

FY 2014-2015 GOALS AND OBJECTIVES

- ◆ To respond quickly and safely to emergency incidents, provide the highest level of service by maintaining safe staffing levels, assuring that fire stations remain open and fire apparatus are consistently in a state of good repair to minimize the loss of life, damage to property, and economic impact to the community.
- ◆ To provide the best emergency medical support system possible to the residents and visitors of Upland by providing the most up-to-date medical equipment and EMT/Paramedic training.
- ◆ To promote fire and life safety in the community by making fire and life safety educational presentations at public and private schools, businesses, community service group meetings and during fire station tours.
- ◆ To pursue grant opportunities in order to provide alternate funding.
- ◆ To recruit and train Reserve Firefighters in order to provide potential future hiring candidates.
- ◆ To provide paramedic bicycle response teams during special events for rapid response to and mitigation of emergency incidents.
- ◆ To continue training in Hazardous Materials, Technical Rescue, and Confined Space Rescue Operations in order to provide response levels appropriate with state and federal regulations.
- ◆ To promote the protection of life, property and the environment from the effects of fire and other hazardous events through education, engineering and enforcement, and to provide for the investigation of all fires, as well as investigative support to other departments and agencies.
- ◆ To provide air medical transport for trauma and critically ill patients.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Sponsor annual open house event	NO	NO	NO	YES
Percentage of fire and life safety inspections for new and tenant improvement construction within 2 days of request	100%	100%	100%	100%
Percentage of mutli-family apartment occupancies inspected annually	50%	50%	70%	80%
Percentage of elementary schools inspected annually	100%	100%	100%	100%
Average response time in minutes (EMS)	UNK	UNK	6	6
Average response time in minutes (Fire)	UNK	UNK	7	7

FY 2013-2014 MAJOR ACCOMPLISHMENTS

- ◆ Merged Fire Administration with Montclair Fire Department (24-month pilot program).
- ◆ Developed multi-family unit “Self-Inspection” program (12-month pilot program).
- ◆ Obtained grant monies to replace expiring Self Contained Breathing Apparatus.
- ◆ Highly involved in community activities through the Upland School District, Upland Leadership Academy, and non-profit organizations.
- ◆ No full-time personnel layoffs.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: FIRE

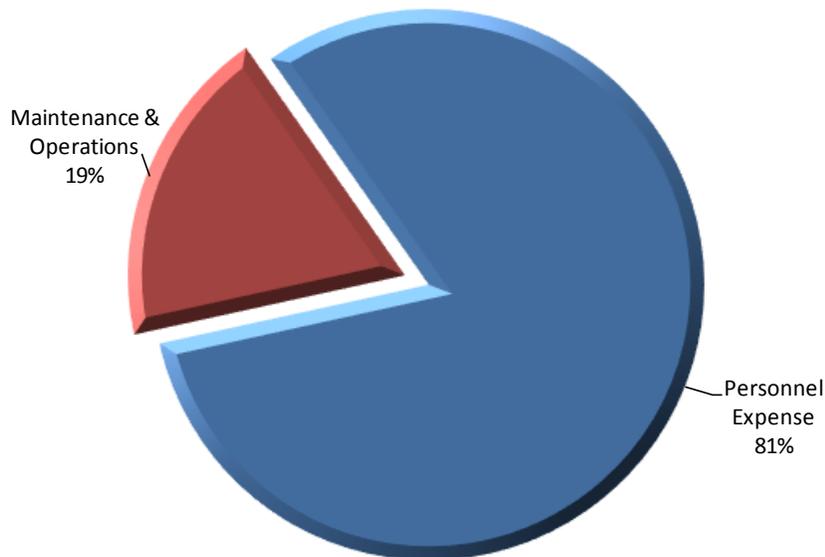
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 38,000
4111	Salaries - Full Time	553,572	524,643	706,470	675,718
4112	Salaries - Temporary/Part Time	87,851	111,494	164,370	105,505
4113	Overtime	180,488	244,820	45,000	185,302
4115	Compensated Absences	124,483	54,874	-	-
4116	Fringe Benefits	119,927	110,426	113,470	105,429
4117	Retirement Contributions	139,620	129,203	155,370	154,557
4121	Salaries - Sworn Fire	3,807,658	3,737,931	4,353,470	4,303,616
4123	Overtime - Sworn Fire	794,631	846,532	622,280	716,000
4125	Compensated Absences - Sworn Fire	581,061	420,833	-	-
4126	Fringe Benefits - Sworn Fire	548,493	512,780	543,020	546,413
4127	Retirement Contributions - Sworn Fire	1,325,673	1,345,970	1,442,500	1,515,609
TOTAL SALARIES & BENEFITS		\$ 8,263,457	\$ 8,039,506	\$ 8,145,950	\$ 8,346,149
4213	Dues & Subscriptions	\$ 36,822	\$ 4,697	\$ 22,840	\$ 98,675
4215	Training/Conferences/Meetings	19,381	20,378	28,900	38,122
4216	Office Supplies	5,781	3,136	4,410	9,728
4217	Other Supplies/Materials	96,495	73,681	42,330	74,747
4218	Uniform Expense	66,494	51,559	43,730	53,300
4220	Fuel Usage	35,265	65,774	35,290	39,387
4221	Mileage Reimbursement	78	-	-	-
4222	Print/Mail Charges	7,082	5,861	4,600	1,186
4223	Information Systems Charges	55,807	54,789	42,570	71,369
4224	Vehicle Charges	-	-	-	109,029
4225	Building Maintenance & Operations Charges	-	-	-	68,770
4232	Computer Equipment (Under \$5,000)	7,765	3,807	-	-
4233	Other Equipment (Under \$5,000)	113,338	7,809	8,910	11,500
4241	Utilities - Electric	43,729	60,586	43,720	71,520
4242	Utilities - Gas	10,314	9,724	6,330	9,823
4243	Utilities - Telephone	22,048	21,601	18,160	19,393
4245	Maintenance - Buildings/Structures/Grounds	8,606	4,565	5,080	-
4246	Maintenance - Equipment	40,511	43,829	40,350	40,914
4247	Maintenance - Vehicles	159,535	122,237	165,800	-
4248	Maintenance - Other	5,203	2,499	-	-
4252	Professional Services	17,044	960	411,220	18,476
4253	Contract Services	417,007	404,014	40,400	406,668
4258	Other Services	25,392	18,229	13,000	45,553
4273	Workers Compensation Charges	178,660	149,040	267,100	348,511
4274	Unemployment Charges	11,790	5,330	17,340	-
4275	Long-Term Disability Charges	15,990	11,880	13,390	-
4276	Liability Charges	254,210	258,780	351,270	557,278
4277	Loss Prevention Charges	25,430	25,090	32,460	-
4421	Lease Principal Expense	136,944	14,463	15,330	7,930
4422	Lease Interest Expense	5,889	-	-	-
TOTAL MAINTENANCE & OPERATIONS		\$ 1,822,610	\$ 1,444,318	\$ 1,674,530	\$ 2,101,879
4530	Machinery & Equipment	\$ 82,954	\$ 19,351	\$ -	\$ 89,181
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ 82,954	\$ 19,351	\$ -	\$ 89,181
TOTAL EXPENDITURES		\$ 10,169,021	\$ 9,503,175	\$ 9,820,480	\$ 10,537,209

POLICE DEPARTMENT

MISSION STATEMENT

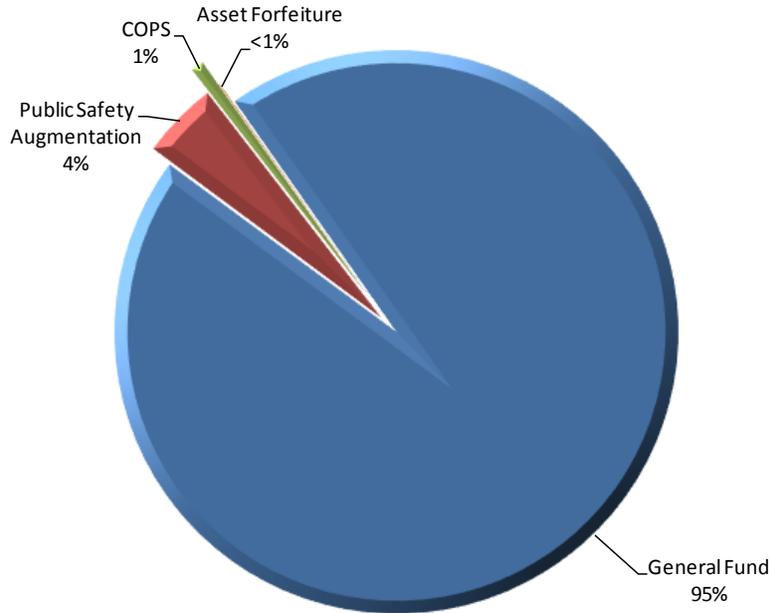
To maintain public order by following established ethical and constitutional guidelines in providing a safe and peaceful environment for the citizens of the community. To protect people and property through the effective and fiscally responsible use of police resources.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 14,450,682	\$ 14,404,115	\$ 13,018,440	\$ 13,474,231
MAINTENANCE & OPERATIONS	2,531,830	2,296,900	2,575,550	3,100,030
CAPITAL OUTLAY	126,897	51,917	-	-
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-
TOTAL BUDGET	\$ 17,109,409	\$ 16,752,932	\$ 15,593,990	\$ 16,574,261

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 16,085,972	\$ 15,767,898	\$ 14,645,240	\$ 15,720,061
PUBLIC SAFETY AUGMENTATION	660,308	727,475	713,750	725,000
COPS	43,412	60,566	110,000	119,000
OFFICE OF TRAFFIC SAFETY	114,617	110,040	115,000	-
LOCAL LAW ENFORCEMENT BLOCK GRANT	48,836	10,835	10,000	-
ASSET FORFEITURE	43,863	67,819	-	10,200
HOMELAND SECURITY GRANTS	-	8,299	-	-
FLEET MANAGEMENT	112,401	-	-	-
TOTAL FUNDING SOURCES	\$ 17,109,409	\$ 16,752,932	\$ 15,593,990	\$ 16,574,261

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

OPERATIONS DIVISION

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

ADMINISTRATIVE SERVICES

The Administrative Services Division oversees the administrative duties of the Department. This consists of the Records Division and Fiscal Services (Budget, Grants, Facilities Maintenance, Purchasing, Accounts Payable, False Alarm Program, Cadet Program, and Volunteers Program). The Backgrounds and Training Officer, assigned to handle recruitment, training, and background investigations of all police department employee candidates, is also assigned to this Division.

INVESTIGATIONS BUREAU

The Investigations Bureau, consisting of the Detective Unit, Narcotics, Forensics & Evidence, and the Impact Team, is tasked with investigating all major crimes, all crime requiring special attention and/or lengthy investigation, crime scene processing/photography and evidence storage. Criminal investigations concerning vice and narcotics are the responsibility of the Narcotics Task Force. The Investigations Bureau Commander also handles internal affairs investigations.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
POLICE				
CHIEF OF POLICE	1.00	1.00	1.00	1.00
POLICE CAPTAIN	2.00	1.00	1.00	2.00
POLICE LIEUTENANT	5.00	5.00	5.00	4.00
POLICE SERGEANT	10.00	8.00	8.00	8.00
POLICE DETECTIVE	9.00	9.00	9.00	9.00
POLICE OFFICER	49.00	46.00	46.00	46.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00
POLICE DISPATCHER II	12.00	12.00	12.00	12.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00
POLICE SERVICES COORDINATOR	1.00	0.00	0.00	0.00
POLICE SERVICES TECHNICIAN	3.00	0.00	0.00	0.00
PROPERTY & EVIDENCE CLERK	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	0.00	0.50	0.50	0.50
POLICE RECORDS SPECIALIST II	8.00	7.00	7.00	6.00
POLICE RECORDS SPECIALIST I	0.00	0.00	0.00	1.00
TOTAL DEPARTMENT	104.00	92.50	92.50	92.50

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To work with the community in identifying and solving problems.
- ◆ To utilize available grant funding to purchase advanced technology items, such as Automated License Plate Readers, with the goal of enhancing public safety service to the citizens of Upland.
- ◆ To evaluate the effectiveness of deployed resources on an on-going basis to ensure the most effective use of the resources provided by the Police Department.
- ◆ To protect the community from gang activity and graffiti through the efforts of Upland IMPACT and other members of the Department by participating in regional enforcement of gang and graffiti violations, the Graffiti Reward Program, a graffiti/tagger database, proactive gang enforcement, and by participating in countywide SMASH operations.
- ◆ To provide and utilize an effective and professional Reserve Police Officer program that supports the goals of the Department and community through service on patrol, at special events, and conducting holiday patrol.
- ◆ To 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 keep pace, through ongoing training, with the technological advances in computers (laptop and handheld) and telecommunication devices such as smart phones and PDA devices; to maintain the Computer Forensics Laboratory to sufficiently keep up with new technology.
- ◆ To engage the community in cooperative programs such as Volunteers In Police Service (VIPS), the Citizens Academy and the School Resource Officer (SRO).

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Percentage compliance with POST and STC requirements	100%	100%	100%	100%
Number of forensic computer and cell phone examinations (approx. 12 man hours per examination)	50	58	50	60
Number of total patrol calls	66,550	70,871	67,165	68,000
Number of injury traffic collisions	725	417	396	400
Number of Reserve volunteer hours	N/A	1742	1430	1250
Number of VIPS volunteer hours	N/A	3521	3045	3100
Number of Graffiti Reward Programs	15	3	9	10
Number of Intersections equipped with automated license plate readers	N/A	0	0	3

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Prepared applications and received awards for the following grants throughout the year:
 - \$ 11,041 - 2013 Justice Assistance Grant
 - \$ 65,290 - 2013 Sobriety Checkpoint Grant
 - \$ 49,070 - 2013 Selective Traffic Enforcement Program Grant
 - \$119,517 - FY14 State COPS Funding
 - \$ 15,499 - 2013 Homeland Security Grant

- ◆ Joined RAIDS on-line in September 2013. This on-line crime mapping and analysis website allows citizens to view a map and grid with all crimes in their area. Information includes the type of crime, location type, block-level address, date, and time.

- ◆ Joined the Southern California Internet Crimes Against Children Task Force in August 2013. This is a nationwide program funded by the U.S. Department of Justice and is one of 61 nationally coordinated task forces. This gives UPD Investigators access to free training, resources and support to investigate on-line sexual predators.

- ◆ Continued use of Volunteers in Police Service (VIPS) provided valuable assistance to the Patrol, Records, and Investigations Divisions by monitoring foreclosed homes and abandoned properties, conducting vacation checks on resident's homes, and filing records. VIPS donated over 3,000 hours to the Police Department.

- ◆ Participated in the National Night Out nationwide event in August.

- ◆ Participated in the Holiday Miracles program held at the Colonies Shopping Center. Holiday Miracles partnered with law enforcement agencies, charities, and local businesses providing approximately 200 local disadvantaged children with \$200 in new clothes and toys.
- ◆ The Upland Mobile Field Force Team participated in a countywide training exercise held in Devore that was funded by the Federal Homeland Security Grant Program.
- ◆ On-going outsourcing of the False Alarm Billing program with an outside vendor in a zero-cost revenue sharing program, which continues to result in efficient and effective revenue collections from resulting fines and maintains updated contact information for participating households and businesses.
- ◆ Participated in the DEA sponsored Got Drugs? National Prescription Drug Take-Back Initiative to safely dispose of surplus and unused prescription drugs.
- ◆ Participated in an on-line website auction to dispose of surplus City vehicles resulting in \$8,900, and over \$90,000 in cost recovery on lien sales of impounded vehicles.
- ◆ Administered a session of the Citizens Academy for over a dozen Upland residents. Several participants have applied to be either Police Officers or Volunteers with the department.
- ◆ Replaced the security video camera system for the Police facility utilizing Homeland Security Grant funding.
- ◆ Purchased Automated License Plate Readers (ALPR's) for three Upland intersections using a combination of grant and COPS funds. These will be installed either by the end of FY14 or early in FY15.
- ◆ Utilizing the Selective Traffic Enforcement Grant, conducted 7 DUI saturation patrols, 6 Traffic Enforcement operations, and 5 Distracted Driver operations resulting in 10 DUI arrests, 1 other criminal arrest, 24 citations for unlicensed/suspended drivers, 554 other citations, and 24 vehicles being impounded for 30 days.
- ◆ Utilizing the DUI Checkpoint Grant, conducted 5 DUI checkpoints which resulted in 13 DUI arrests, 6 other criminal arrests, 84 citations for unlicensed/suspended drivers and 43 vehicles being impounded for 30 days.
- ◆ Participated in the Avoid the 25 DUI grant program. Received funds for 6 DUI saturation patrols and 1 checkpoint resulting in 7 DUI driver arrests and 13 citations for unlicensed/suspended drivers and 13 vehicles being impounded for 30 days.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: POLICE

OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 84,000
4111	Salaries - Full Time	1,343,662	1,091,826	1,248,210	1,197,821
4112	Salaries - Temporary/Part Time	134,660	117,914	167,470	182,636
4113	Overtime	65,989	79,853	62,860	83,400
4115	Compensated Absences	267,403	252,192	-	-
4116	Fringe Benefits	350,629	295,051	285,060	282,634
4117	Retirement Contributions	279,671	236,100	274,130	272,691
4121	Salaries - Sworn Fire	117	-	-	-
4126	Fringe Benefits - Sworn Fire	16	-	-	-
4127	Retirement Contributions - Sworn Fire	38	-	-	-
4131	Salaries - Sworn Police	6,918,238	6,517,964	7,144,660	7,126,526
4133	Overtime - Sworn Police	568,703	707,742	382,450	643,000
4135	Compensated Absences - Sworn Police	1,270,305	1,503,317	-	-
4136	Fringe Benefits - Sworn Police	1,159,865	1,108,142	1,086,070	1,086,138
4137	Retirement Contributions - Sworn Police	2,091,386	2,494,014	2,367,530	2,515,385
TOTAL SALARIES & BENEFITS		\$ 14,450,682	\$ 14,404,115	\$ 13,018,440	\$ 13,474,231
4211	Postage	\$ 167	\$ 159	\$ 400	\$ 1,150
4213	Dues & Subscriptions	6,258	9,176	9,140	8,260
4214	Training - Post	31,056	51,643	40,000	40,000
4215	Training/Conferences/Meetings	6,235	6,570	15,260	15,510
4216	Office Supplies	10,517	10,270	12,500	12,900
4217	Other Supplies/Materials	35,733	88,883	37,270	45,940
4218	Uniform Expense	3,706	4,900	14,070	12,350
4220	Fuel Usage	209,570	181,564	195,830	194,000
4221	Mileage Reimbursement	291	-	-	-
4222	Print/Mail Charges	-	-	-	1,186
4223	Information Systems Charges	165,402	56,451	77,140	119,553
4224	Vehicle Charges	-	-	-	197,248
4225	Building Maintenance & Operations Charges	-	-	-	129,309
4231	Office Equipment (Under \$5,000)	2,451	-	115,000	250
4232	Computer Equipment (Under \$5,000)	33,136	3,808	-	119,000
4233	Other Equipment (Under \$5,000)	37,458	19,812	25,940	25,652
4241	Utilities - Electric	100,270	98,626	110,000	118,000
4242	Utilities - Gas	22,600	12,142	10,000	16,000
4243	Utilities - Telephone	101,239	98,055	92,500	75,000
4245	Maintenance - Buildings/Structures/Grounds	44,582	57,819	49,430	-
4246	Maintenance - Equipment	3,157	8,768	10,650	3,100
4247	Maintenance - Vehicles	323,956	221,387	215,850	-
4248	Maintenance - Other	763	103	-	-
4251	Legal Services	1,947	-	-	-
4252	Professional Services	11,986	-	-	10,720
4253	Contract Services	125,172	183,964	191,920	212,920
4254	Data Processing Services	76	-	-	-
4255	Banking Services	2,728	1,367	1,600	1,500
4258	Other Services	211,469	173,921	300,010	376,767
4273	Workers Compensation Charges	371,080	329,590	374,460	494,384
4274	Unemployment Charges	22,640	22,640	29,250	-
4275	Long-Term Disability Charges	24,030	24,030	18,780	-
4276	Liability Charges	429,820	429,820	543,050	854,731
4277	Loss Prevention Charges	52,810	52,810	45,500	-
4297	Other Expenses	66	3,000	-	-
4421	Lease Principal Expense	139,459	145,622	40,000	14,600
TOTAL MAINTENANCE & OPERATIONS		\$ 2,531,830	\$ 2,296,900	\$ 2,575,550	\$ 3,100,030
4530	Machinery & Equipment	\$ -	\$ 18,580	\$ -	\$ -
4531	Vehicles	126,897	33,337	-	-
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ 126,897	\$ 51,917	\$ -	\$ -
TOTAL EXPENDITURES		\$ 17,109,409	\$ 16,752,932	\$ 15,593,990	\$ 16,574,261

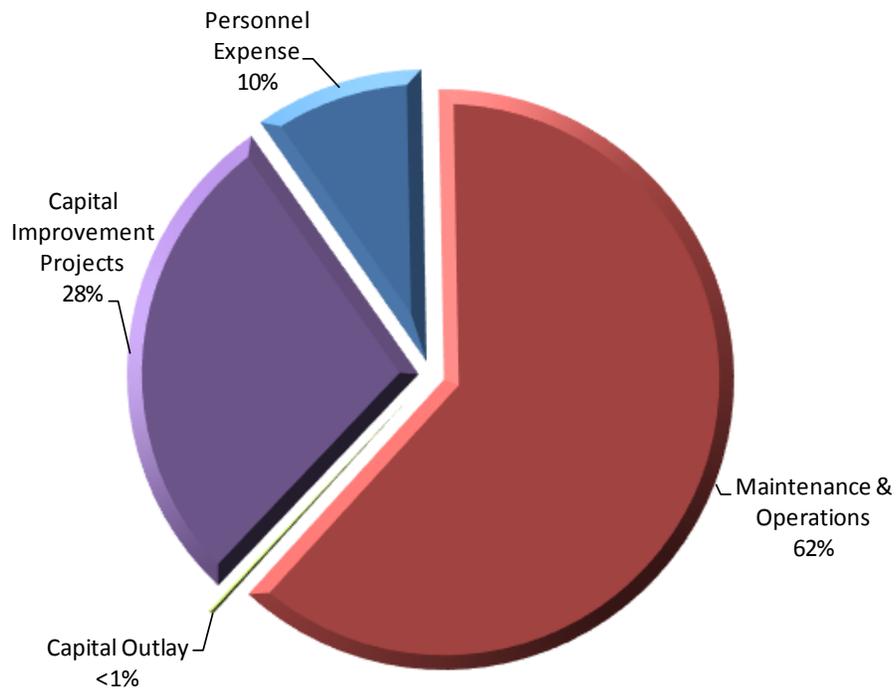
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PUBLIC WORKS

MISSION STATEMENT

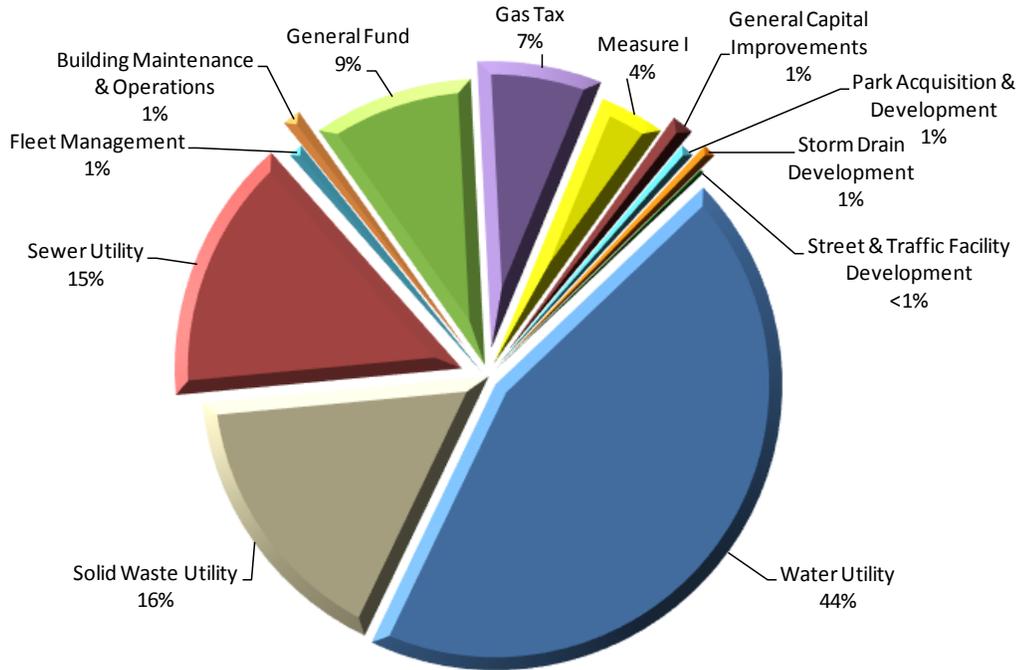
To preserve and enhance Upland’s resources for future generations; to be a responsible custodian of the community’s infrastructure; and to provide responsive, courteous, and cost-effective customer care.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 6,696,654	\$ 5,317,438	\$ 5,582,980	\$ 5,631,369
MAINTENANCE & OPERATIONS	29,940,262	29,882,696	32,900,860	37,067,511
CAPITAL OUTLAY	-	-	220,000	171,000
CAPITAL IMPROVEMENT PROJECTS	5,733,361	9,403,922	17,943,170	16,856,294
TOTAL BUDGET	\$ 42,370,277	\$ 44,604,056	\$ 56,647,010	\$ 59,726,174

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 5,807,815	\$ 5,274,091	\$ 5,333,340	\$ 5,341,250
GAS TAX	208,534	1,276,621	3,419,000	4,133,002
MEASURE I	690,176	1,108,826	1,656,580	2,195,000
OTHER GRANTS	9,519	11,434	47,380	-
GENERAL CAPITAL IMPROVEMENTS	650,565	1,841,617	1,065,560	754,718
PARK ACQUISITION & DEVELOPMENT	23,326	144,890	445,390	469,190
STORM DRAIN DEVELOPMENT	447,153	813,875	341,260	459,770
STREET & TRAFFIC FACILITY DEVELOPMENT	340	1,171,437	150,000	150,000
WATER UTILITY	19,638,751	17,915,617	26,119,500	26,408,146
SOLID WASTE UTILITY	9,359,154	9,254,261	9,563,710	9,812,806
SEWER UTILITY	5,534,944	5,791,387	8,505,290	8,910,518
FLEET MANAGEMENT	-	-	-	483,923
BUILDING MAINTENANCE & OPERATIONS	-	-	-	607,851
TOTAL FUNDING SOURCES	\$ 42,370,277	\$ 44,604,056	\$ 56,647,010	\$ 59,726,174

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

ENGINEERING - CAPITAL IMPROVEMENTS PROGRAM (CIP)

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

ENGINEERING - LAND DEVELOPMENT & TRANSPORTATION

The Land Development and Transportation Engineering Division is responsible for reviewing, placing development conditions of approval and overseeing the development of subdivision maps, public improvement plans, grading plans, and construction projects in accordance with the Upland Municipal Code, the Subdivision Map Act, San Bernardino County, and, state and federal requirements to ensure new development complement the community.

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

OPERATIONS

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

Street Maintenance

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

Sidewalk Repair/Maintenance

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

City Parkway Tree & Park Tree Maintenance

Operations contracts and manages a private landscape maintenance vendor to perform routine tree trimming on approximately 36,000 City trees. Parkway and median tree trimming is performed on a grid trimming schedule, which provides tree trimming on a 5 to 7 year cycle. This method of trimming provides both a cost effective and equitable method and is a systematic approach to addressing City trees in our community. Included in the routine maintenance program is the removal of dead and/or severely deteriorated trees and their subsequent replanting.

City Parkway, Median, and City Property Maintenance

Operations contracts and manages a private landscape maintenance vendor to perform routine landscape maintenance, weed abatement, and graffiti removal for City controlled properties. The City has 73.3 acres of parkway and median areas, and 25 acres of public trails that require routine maintenance. This program ensures these properties are maintained in an aesthetically suitable manner to preserve the appearance and quality of life in the community.

City Park Maintenance

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

Traffic Control Signage and Pavement Striping/Marking Maintenance

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

Public Building Facility Maintenance

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

Fleet Maintenance & City Vehicle Fueling Station

Operations provides for the procurement, maintenance and repair of City equipment and vehicles necessary for the efficient and effective delivery of community Public Works maintenance, Code Enforcement, Police and Fire Safety and other municipal services to the community. The Division is also responsible for regulatory compliance and management of the fuel procurement and delivery contract.

Street Sweeping

Operations contracts and manages a private vendor responsible for cleaning City streets and alleyways. These services currently provide cleaning of residential and arterial streets two times month, and the cleaning of alleyways once per month from February - October.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
PUBLIC WORKS - ADMINISTRATION				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
DEPUTY PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	2.00	2.00	2.00	2.00
PUBLIC WORKS – OPERATIONS				
FACILITIES & FLEET MAINTENANCE				
SUPERINTENDENT	1.00	1.00	1.00	0.00
FACILITIES SPECIALIST	2.00	2.00	2.00	2.00
CUSTODIAN	2.00	2.00	2.00	2.00
LEAD EQUIPMENT MECHANIC	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC II	2.00	2.00	2.00	2.00
INVENTORY SPECIALIST	1.00	1.00	1.00	1.00
OPERATIONS MAINTENANCE				
SUPERINTENDENT	1.00	1.00	1.00	1.00
MAINTENANCE CREW LEAD	3.00	3.00	3.00	3.00
MAINTENANCE WORKER II	10.00	10.00	10.00	10.00
PUBLIC WORKS – CAPITAL PROJECTS				
PRINCIPAL ENGINEER	1.00	1.00	1.00	1.00
SENIOR ENGINEER	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	0.50	0.50	0.00	0.00
SR PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	1.00
PUBLIC WORKS INSPECTOR II	0.00	0.00	0.00	1.00
WATER UTILITY INSPECTOR II	1.00	1.00	1.00	1.00
PUBLIC WORKS – TRAFFIC ENGINEERING				
PRINCIPAL ENGINEER	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	0.00	0.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	0.00
ENGINEERING TECHNICIAN	0.50	0.50	0.00	0.00
COUNTER TECHNICIAN	0.00	0.00	1.00	1.00
TOTAL DIVISIONS	36.00	36.00	36.00	35.00

FY 2014-15 GOALS AND OBJECTIVES

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

- ◆ To begin implementation of the Cal-Fire Grant of \$56,000 Replanting Project of approximately 500 trees and distribute tree care education for newly planted trees to residents.
- ◆ To maintain the Metrolink Station and parking lots to ensure a safe clean environment for passengers.
- ◆ To maintain and preserve the City’s streets utilizing cost-effective pavement rehabilitation methods.
- ◆ To develop project conditions to meet regulatory requirements and mitigate project impacts protecting and preserving community values and quality of life.
- ◆ To provide quality plan check review to ensure conformance with City requirements and standards.
- ◆ To meet and/or exceed the development review time schedules.
- ◆ To provide flexibility without compromising the development quality standards and requirements.
- ◆ To maintain proper operation of the City Traffic Signal system in a safe and reliable manner.
- ◆ To develop an inventory of all regulatory, advisory and directional traffic control signage.
- ◆ To develop and commence the implementation plan to replace any regulatory, warning and post-mounted guide (excluding street name) signs to meet the minimum retroreflectivity levels in accordance with regulatory requirements.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Potholes repaired	2,800	2,800	3,300	3,300
Number of street miles swept twice per month	14,170	14,170	14,170	14,170
Street light bulbs replaced	110	108	100	125
New and replaced street signs	475	900	400	500
Flood control drains cleaned	820	820	820	820
Trees trimmed	7,300	7,263	3,000	7,000
Trees planted	150	150	300	400
Manholes inspected and cleaned	2,075	1,850	1,487	1,850
Miles of sewer lines cleaned	140	114	90	120

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Sewer laterals repaired	18	129	242	100
Automotive repairs	1,000	1,100	1,100	1,200
Development Conditions	14	22	26	30
Plan Checks Reviewed	172	203	218	225
Parcel Maps/Tract Maps	3	3	5	6
Agreements	3	5	6	8
Easements	3	5	6	7
Encroachment Permits Issued	19	61	65	75
Over Load Permits	93	85	95	110
Traffic Control Permits	142	195	250	280
Traffic Studies			1	1
Utility Permits	181	169	220	245

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Applied for Proposition 84 and 1E grants from the Department of Water Resources and the Santa Ana Water Project Authority for storm water quality infrastructure construction or improvement projects and received a grant award of \$0.5 million.
- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all federal, state and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Maintained compliance with the federal requirements for the Energy Efficiency Community Block Grant, the primary funding source for the City's shade structure solar system construction.
- ◆ Celebrated Public Works Week with a Public Works Day open house for Upland residents.
- ◆ Participated in regional efforts to encourage oil recycling.

- ◆ Participated in City events including the Lemon Festival, Arbor Day, Community Clean-Up Day and Upland Fun Day.
- ◆ Crestwood Communities Tracts (TM16989, TM 16416 & TM 18889).
- ◆ Time Warner Hot Spot Wi-Fi Citywide deployment project.
- ◆ Colonies - Commercial Center Site Build Out Construction (PA-19).
- ◆ Colonies - Frontier 97 unit Residential Development Entitlement & Construction (PA-15).
- ◆ Two 7-Eleven Sites Construction.
- ◆ Completed 10 percent of the sign inventory GIS database.
- ◆ Completed the 17th Street traffic circulation evaluation.

WATER ENTERPRISE FUND

MISSION STATEMENT

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

WATER

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

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

The passage of the Water Conservation Act of 2009 (SBX7-7) requires all urban water suppliers to reduce their water usage 20% by 2020. The Water Division is responsible for meeting this goal and is actively pursuing programs, projects and educational opportunities to ensure compliance. Compliance is measured in Gallons per Capita per Day (GPCD) which accounts for population and all water uses including landscaping, cleaning, cooking and personal needs. The City’s benchmark for measuring its water use reduction was set at 273 GPCD based on historical water production records. Although the City has experienced several dry years, progress has been made with a water use reduction of approximately 4 percent to 262 as of December 2013.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
PUBLIC WORKS - WATER				
WATER/UTILITIES OPERATIONS MANAGER	1.00	1.00	1.00	1.00
WATER CONSERVATION SPECIALIST	1.00	1.00	1.00	1.00
WATER DISTRIBUTION SUPERVISOR	0.00	1.00	1.00	1.00
GIS/CADD TECHNICIAN	1.00	1.00	1.00	1.00
WATER SYSTEMS OPERATOR CHIEF	1.00	1.00	1.00	1.00
WATER SYSTEMS OPERATOR IV	4.00	4.00	4.00	2.00
WATER SYSTEMS OPERATOR II	0.00	0.00	0.00	1.00
WATER SYSTEMS OPERATOR I	0.00	0.00	0.00	1.00
LEAD WATER UTILITY WORKER V	1.00	1.00	1.00	1.00
LEAD WATER UTILITY WORKER III	1.00	1.00	1.00	1.00

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
WATER UTILITY WORKER V	0.00	0.00	0.00	1.00
WATER UTILITY WORKER IV	1.00	1.00	1.00	1.00
WATER UTILITY WORKER III	1.00	1.00	1.00	0.00
WATER UTILITY WORKER II	4.00	4.00	4.00	4.00
MAINTENANCE WORKER II	4.00	4.00	4.00	4.00
SENIOR WATER METER TECHNICIAN	1.00	1.00	1.00	1.00
WATER METER TECHNICIAN	2.00	2.00	2.00	2.00
TOTAL DIVISION	23.00	24.00	24.00	24.00

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To maintain water quality that meets all State and Federal Drinking Water Standards.
- ◆ To provide high quality, courteous, and prompt customer service.
- ◆ To provide reliable water service at an affordable rate.
- ◆ To enhance water quality by flushing all fire hydrants on a continuous basis.
- ◆ To further develop and expand the recycled water system in a cost-effective manner.
- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively, renewed, replaced, and maintained.
- ◆ To continue maintenance operations to improve reliability.
- ◆ To increase water conservation awareness through public outreach and conservation programs.
- ◆ To accelerate the City's valve replacement program to ensure compliance with the Department of Public Health recommendations.
- ◆ To further reduce water waste to ensure the City meets its State mandated 20% by 2020 water conservation goals.

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

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Water production, acre feet (WFA, SAWCO, WE, & City wells)	21,882	23,431	23,500	23,500
Water samples taken	2,740	2,740	3,000	3,000
Customer inquires (meter leaks, check reads, quality, high consumption, meter lids, general)	2,471	1,950	2000	2,500
Meter installations (new service & replacements)	292	299	1,117	1,000
Service maintenance (meter boxes, service leaks, s/c repairs, etc.)	787	635	780	775
Main leaks repaired	40	101	85	100
Fire hydrant damages repaired	6	8	12	12
Fire hydrants maintained	115	137	150	150
Flush-outs inspected/maintained	829	720	750	750
Number of exercised valves	1,822	2,450	2,500	2,500
Valve replacement	34	55	60	60
USA tickets received and marked	2,491	1,394	2,430	3,000
Service “turn-on” and “turn-off”	1,822	1,399	1,700	1,700
Water conservation contacts	550	335	500	500
Educational events	12	10	12	12
Water efficient landscape classes	4	5	6	4
New water pipelines and appurtenances installed (linear feet)	9,684	1,650	3,940	2,000
Manholes inspected and cleaned	1,850	1,850	1850	1,850
Miles of sewer lines cleaned	114	120	130	130
Sewer laterals repaired (back-ups)	129	302	375	200

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Maintained public infrastructure including potable water lines and valves, sewer lines, manholes, flood control drains, utility pavement repairs, and tree root maintenance.
- ◆ Water-use reduced by approximately 4 percent from 273 GPCD to 262 GPCD.
- ◆ Maintained compliance with weekly, quarterly, and annual Water Quality Monitoring Reports.
- ◆ Completed the Curiosity Quest video on Upland's Water Resources and Supply system.
- ◆ Participated in several regional conservation programs including the Landscape Retrofit Program, the Inland Empire Landscape Transformation Program, Free Sprinkler Nozzles, a Rain Barrel Rebate Program and a Garden in Every School.
- ◆ Completed the 2013 Emergency Business Contingency Plan, the Consumer Confidence Report, the California Department of Public Health Annual Report, the Department of Water Resources Annual Report and the State Water Resources Control Board Sanitary Sewer Master Plan Update. The Unregulated Contaminant Monitoring Rule 3 Sampling Plan was adopted by the CA Department of Public Health and was implemented in November of 2013.
- ◆ Implemented a meter exchange program to replace outdated and worn meters.
- ◆ Implemented a service line replacement program to exchange outdated galvanized steel pipe with copper.
- ◆ Replaced the electrical switchgear gear at Plant 7 and replaced the booster pump at Plant 3.
- ◆ Rehabilitated West End Consolidated Water Company Well No. 3.
- ◆ Completed upgrades to City Well No. 17.

SOLID WASTE FUND

MISSION STATEMENT

The Solid Waste Division is responsible for providing Upland residents with quality refuse collection, disposal, recycling, green waste, sharps and household hazardous waste service in the most efficient manner at the lowest possible cost. The Division is also in charge of the State's regulatory and reporting requirements to meet solid waste diversion objectives including preparation for mandated commercial/multi-family recycling rates.

SOLID WASTE

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

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

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To provide courteous prompt customer service for all Solid Waste Programs.
- ◆ To complete the renovation of the Household Hazardous Waste Facility.
- ◆ To implement a recycling program for City facilities.
- ◆ To provide prompt and accurate reporting of solid waste programs and diversion statistics for compliance with State regulatory agencies.
- ◆ To provide used oil and beverage container diversion programs pursuant to State grant objectives; to provide prompt and accurate reporting of grant expenditures for compliance with State regulatory agencies.

- ◆ To reduce the solid waste disposal rate complying with the State’s “Not to exceed 5.2 lbs/person/day disposal target” for the City of Upland (SB 1016). The goals of SB 1016 are synonymous with those of State mandated AB 939, necessitating the development of new recycling programs and outreach/educational opportunities to achieve diversion. Additionally, AB 341 mandates commercial and multi-family recycling for those entities that produce four cubic yards or more of refuse per week.
- ◆ To continue recycling programming that will increase diversion which will reduce the City’s solid waste disposal rate.
- ◆ To provide on-going recycling, composting, and Sharps education to residents and businesses, and to continue to encourage proper disposal of all waste materials and recycling.
- ◆ To increase the amount of commercial and multi-family recycling.
- ◆ To provide a safe and convenient facility to the public for the proper disposal of Household Hazardous Waste and Sharps.
- ◆ To educate the community to increase residential green and food waste recycling through composting.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Disposal rate* (pounds per person per day)	3.6	3.6	3.6	3.6
Number of household hazardous waste participants	3,283	4,150	5,591	5,550
Household hazardous waste volume (lbs)	217,400	293,793	310,000	300,000
Number of Solid Waste educational events	4	6	6	6

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

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Utilized grant funding to provide community outreach on different recycling topics via the City's website and Time Warner cable channel 3 or Verizon FIOS channel 26.
- ◆ Continued newsletters for residential, commercial and multi-family customers.
- ◆ Increased the amount of commercial/multi-family recycling accounts.
- ◆ Received two grants to provide Sharps containers free of charge.
- ◆ Provided two composting classes to residents.
- ◆ Instituted "check-in" procedures for the HHW facility.
- ◆ Completion of Sharps and Hazwoper training for HHW personnel.
- ◆ Participated in City events including the Lemon Festival, July 4th Celebration, Community Clean-Up Day and Upland Fun Day.

SEWER FUND

MISSION STATEMENT

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

SEWER

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

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

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

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

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

discharge to the Santa Ana River. If left uncontrolled, runoff of pollutions can result in destruction of aquatic life habitats and threats to public health. The NPDES Program has mechanisms designed to prevent harmful contaminants from being washed by runoff into local channels. To fulfill that objective, Division staff inspects certain sites, of private and public businesses, including construction locations, and participates in a variety of storm water pollution activities, including source control, comprehensive bacteria reduction, watershed action and public education.

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

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
PUBLIC WORKS - SEWER				
ENVIRONMENTAL QUALITY ADMINISTRATOR	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00
ASSISTANT ENGINEER	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR II	1.00	0.00	0.00	0.00
SR ENVIR CONTROL TECHNICIAN	1.00	1.00	1.00	1.00
TOTAL DIVISION	5.00	4.00	4.00	4.00

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To comply with all regulatory requirements in wastewater collection, treatment, discharge services, and environmental mitigation issues, including the National Pollutant Discharge Elimination System (NPDES) and Sewer System Management Plan (SSMP).
- ◆ To ensure City compliance with SSMP requirements by developing relevant guidelines/procedures for appropriate updates to the adopted SSMP document.
- ◆ To perform, construct, implement, or continue the following projects:
 - Recycled Water Program implementation
 - Storm Water Drainage Master Plan
 - Sewer rehabilitation and relief projects
 - Sewer System Master Plan Update
 - Grant funding applications for City projects
- ◆ To develop and implement a fair and equitable service fee schedule for sewer and recycled water services by regulating and applying the ‘user-pay’ principle.

- ◆ To manage the post-closure of the Upland Landfill by monitoring, testing, and reporting in accordance with all regulatory requirements.
- ◆ To ensure City compliance with federal and state regulations pertaining to storm water and the area-wide NPDES permit.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Permitted dischargers or active permits	191	191	210	210
Trunk Line wastewater samples collected	8	5	2	2
Permitted businesses inspected	216	214	220	220
New sewer connections processed	21	29	30	30
Permit violation letters issued (due to discharge limits and reporting requirements)	203	134	140	140
Interior and perimeter Gas Well Collection System readings obtained	59	59	59	59
Landfill probe readings	63	63	63	63
Landfill interior and perimeter gas groundwater samples taken	36	36	36	36
Storm water inspections	227	253	343	310
Mandated countywide storm water protection meetings attended	8	9	12	9
Development plan checks	95	153	240	125
Recycled water retrofit plans submitted and approved by Department of Public Health	16	4	2	3
Retrofitted sites/new connections	0	10	9	5

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Performed hydrology and hydraulic evaluations, with storm drain designs and land development scenarios, for the Parkview Promenade development.
- ◆ Evaluated sewer services fee to propose necessary adjustments for adequate reserve and revenue being generated to cover the sewer services' expense.
- ◆ Re-lined 5,320 linear feet of sewer main line.

- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, the California Integrated Waste Management Board, the Regional Water Quality Control Board and the County of San Bernardino.
- ◆ Maintained compliance with all federal, state and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Maintained compliance with federal reporting requirements for the Energy Efficiency Community Block Grant, the primary funding source for the City's shade structure solar system construction.
- ◆ Continued to implement the City's Recycled Water Program for irrigation and groundwater recharge by connecting new users to recycled water supply mains and continuing to plan/explore opportunities to convey recycled water to basins capable of recharge.
- ◆ Continued to pursue grants available through Proposition 84 and Proposition 1E from the Department of Water Resources and the Santa Ana Water Project Authority for storm water quality infrastructure improvement and recharge projects (in addition to \$0.5 million grant award last fiscal year).
- ◆ Fulfilled the mandated annual National Pollutant Discharge Elimination System (NPDES) requirements without a full-time NPDES inspector position.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: PUBLIC WORKS

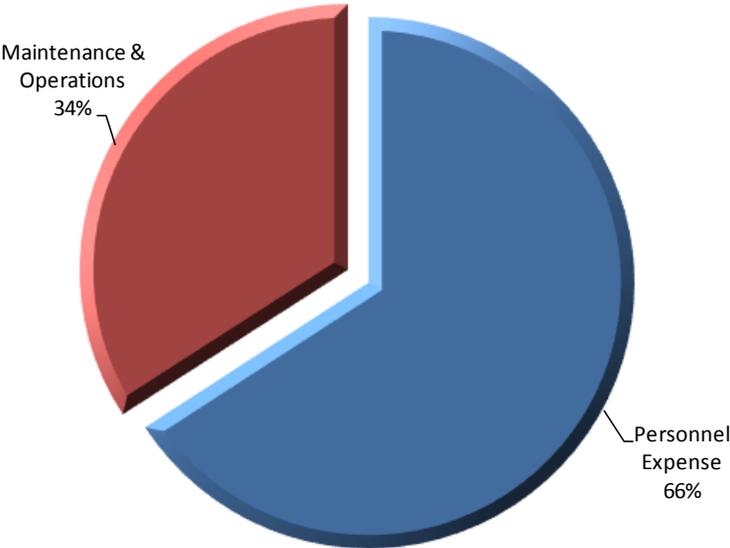
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 45,000
4111	Salaries - Full Time	3,971,889	3,169,979	3,578,560	3,555,306
4112	Salaries - Temporary/Part Time	255,496	185,043	293,570	315,213
4113	Overtime	156,854	67,342	137,170	109,000
4115	Compensated Absences	665,935	491,539	-	-
4116	Fringe Benefits	858,647	715,888	794,450	795,107
4117	Retirement Contributions	787,833	687,647	779,230	811,743
TOTAL SALARIES & BENEFITS		\$ 6,696,654	\$ 5,317,438	\$ 5,582,980	\$ 5,631,369
4211	Postage	\$ 11,205	\$ 9,161	\$ 27,090	\$ 28,900
4212	Advertising	12,659	11,707	21,300	22,900
4213	Dues & Subscriptions	1,960	2,467	5,530	9,580
4214	Training - Post	(494)	-	-	-
4215	Training/Conferences/Meetings	9,334	13,367	50,330	38,775
4216	Office Supplies	15,823	5,499	16,250	14,550
4217	Other Supplies/Materials	678,746	558,360	879,780	968,270
4218	Uniform Expense	23,774	20,118	23,580	27,504
4219	Registration Permits/Licenses	169,964	204,043	236,700	244,050
4220	Fuel Usage	213,505	136,630	156,720	161,620
4221	Mileage Reimbursement	-	-	100	100
4222	Print/Mail Charges	16,549	12,937	19,230	64,032
4223	Information Systems Charges	151,619	127,349	201,230	956,573
4224	Vehicle Charges	-	-	-	162,360
4225	Building Maintenance & Operations Charges	-	-	-	215,870
4227	Vehicle Parts/Materials	101,757	69,011	90,000	90,000
4231	Office Equipment (Under \$5,000)	-	4,434	7,020	1,000
4232	Computer Equipment (Under \$5,000)	1,570	3,459	7,600	-
4241	Utilities - Electric	1,868,793	2,239,531	2,510,500	2,805,000
4242	Utilities - Gas	9,517	12,511	13,600	11,200
4243	Utilities - Telephone	34,562	35,736	46,420	27,759
4244	Utilities - Water	8,397,712	8,069,186	8,880,530	9,578,264
4245	Maintenance - Buildings/Structures/Grounds	44,855	177,392	142,100	301,426
4246	Maintenance - Equipment	3,053	2,797	7,450	7,500
4247	Maintenance - Vehicles	246,750	184,290	199,510	-
4248	Maintenance - Other	44,650	24,594	43,100	43,100
4249	Other Maintenance	27,833	40,056	51,500	52,500
4251	Legal Services	15,320	60,149	185,000	240,000
4252	Professional Services	56,175	54,003	124,000	181,320
4253	Contract Services	1,134,752	1,142,257	1,216,100	1,255,100
4254	Data Processing Services	29,181	2,050	24,200	-
4255	Banking Services	131,943	116,367	120,960	141,200
4256	Solid Waste Services	8,413,427	8,552,516	8,900,000	8,900,000
4257	Sewer Treatment Disposal Services	3,615,683	4,051,701	4,454,950	4,779,360
4258	Other Services	1,842,100	1,296,392	1,668,000	1,616,410
4259	Recycled Water Purchase	-	2,375	161,250	825,000
4273	Workers Compensation Charges	201,400	179,830	240,840	314,272
4274	Unemployment Charges	8,480	8,070	15,640	-
4275	Long-Term Disability Charges	13,710	9,820	12,090	-
4276	Liability Charges	375,770	373,890	388,740	604,998
4277	Loss Prevention Charges	28,880	21,850	27,850	-
4291	Bad Debts Expense	88,779	69,645	500	-
4292	Administrative Services Expense	1,290,891	1,272,135	1,307,130	1,387,430
4295	Pump/Diesal Taxes	1,322	2,316	3,500	3,500
4324	Other Post-Employment Benefits	-	66,050	66,430	64,030
4421	Lease Principal Expense	15,633	19,455	16,500	8,450
4424	Bond Principal Payment	407,516	407,969	506,090	430,470
4425	Bond Interest Expense	792,297	651,263	430,480	483,138
4428	Other Financing Uses	52,829	-	-	-
4999	Department Allocation Charges	(661,522)	(442,042)	(606,560)	-
TOTAL MAINTENANCE & OPERATIONS		\$ 29,940,262	\$ 29,882,696	\$ 32,900,860	\$ 37,067,511
4531	Vehicles	\$ -	\$ -	\$ 220,000	\$ 171,000
XXXX	Capital Improvement Projects	5,733,361	9,403,922	17,943,170	16,856,294
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ 5,733,361	\$ 9,403,922	\$ 18,163,170	\$ 17,027,294
TOTAL EXPENDITURES		\$ 42,370,277	\$ 44,604,056	\$ 56,647,010	\$ 59,726,174

COMMUNITY SERVICES

MISSION STATEMENTS

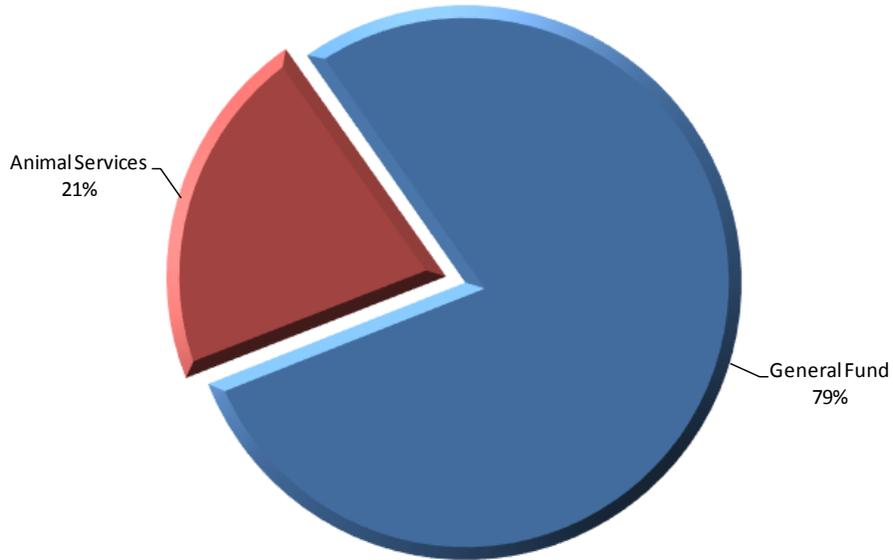
The Community Services Department is committed to providing the citizens of Upland with quality library services, recreational programs and well maintained parks. The department also serves as a resource to other City Departments and community organizations. We strive to consistently be a model, well-run, efficient department.

Expenditures by Category



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 2,979,477	\$ 2,930,802	\$ 2,950,620	\$ 2,947,762
MAINTENANCE & OPERATIONS	1,538,202	1,335,426	1,317,130	1,528,710
CAPITAL OUTLAY	-	-	-	-
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-
TOTAL BUDGET	\$ 4,517,679	\$ 4,266,228	\$ 4,267,750	\$ 4,476,472

Expenditures by Funding Source



	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
FUNDING SOURCES*				
GENERAL FUND	\$ 2,965,442	\$ 3,245,707	\$ 2,853,310	\$ 3,525,907
OTHER GRANTS	555,720	105,022	518,900	-
ANIMAL SERVICES	996,517	915,499	895,540	950,565
TOTAL FUNDING SOURCES	\$ 4,517,679	\$ 4,266,228	\$ 4,267,750	\$ 4,476,472

*Starting FY 14/15, salaries and benefits were recorded in the fund to eliminate transfers.

RECREATION

The Recreation Division encompasses community outreach activities, leisure classes, and cultural and community events. The Recreation Division maintains a program of activities for all age groups and encourages residents of the City to enjoy a better quality of life through the media of parks, recreation and community services. The Division provides and supervises classes, sports programs, trips, and senior citizen programs. Classes are conducted in a variety of recreational and educational settings. The Division is also responsible for facility, park, and sports field rentals.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
RECREATION AND COMMUNITY SERVICES				
COMMUNITY SERVICES DIRECTOR	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	3.00	3.00	3.00	3.00
ADMINISTRATIVE ASSISTANT III	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	1.00	1.00	1.00	1.00
CUSTODIAN	1.50	1.50	1.50	1.50
TOTAL DIVISION	7.50	7.50	7.50	7.50

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To reduce costs and increase revenue by operating in a more efficient manner by: utilizing volunteers more effectively; developing a proactive approach to project assignments; increasing sponsorships for programs; working with interest/community groups to share costs for programs and facility maintenance; practicing preventative maintenance techniques; and enhancing program advertising.
- ◆ To enrich the lives of residents by expanding and enhancing the recreational and community services programs offered, including: Healthy Upland programs which promote the benefits of exercise, good nutrition and stress reduction in maintaining a healthy body for the entire family; host workshops on topics of interest to seniors, families with children, young adults, etc.; expand class offerings at the Magnolia Recreation Center and Gibson Senior Center; offer community outreach programs at the Landecena Community Center; and partner with other City departments and outside agencies to offer programs.
- ◆ To foster a positive image of the City by creating opportunities to promote the City as being a safe place to live with staff who are concerned about the well-being of its residents by actively participating in community events, attending community meetings and/or meeting with concerned citizens, providing professional looking advertising for services offered, emphasizing good customer service by providing staff with training and development opportunities, and working closely with large groups wishing to utilize City parks and facilities to hold events.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Classes held	1,357	1,256	1,100	1,000
Special events held	37	55	49	50
Volunteer hours provided	8162	11,763	12,800	12,000
Revenue received from sponsorships	\$20,453	\$28,451	\$25,000	\$29,000
Community events attended	20	45	59	50

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Expanded the community-based programs offered by the Division.
- ◆ Coordinated projects for 12 Boy Scouts working on their Eagle Scout designation.
- ◆ Coordinated the ACCESS afterschool program offered to 600 students at four elementary schools and one junior high school site.
- ◆ Coordinated Vic’s Place After-School Programs offered in three neighborhoods, serving over 80 students.
- ◆ Hosted the 2013 Christmas Parade in Downtown Upland.
- ◆ Partnered with the Upland Community Service Council on the Upland Community Clean-Up and Beautification Day.
- ◆ Hosted Get Fit Upland campaign programs including: 5k Turkey Trot on Thanksgiving morning with over 422 participants and spectators; Biggest Loser Challenge featuring 120 participants dedicated to getting in better shape; Crunch Fitness offered a 10-week membership and a session with a trainer; San Antonio Hospital provided a registered dietician to present a nutritional PowerPoint.
- ◆ Hosted the Healthy Upland Initiative community resource event to make citizens aware of the recently adopted health element goals of the Draft General Plan.
- ◆ Participated in a fellowship program with the Partners for Better Health and the Lewis Family Foundation to offer internship opportunities for Loma Linda University and Claremont Graduate College students.
- ◆ Partnered with the Upland Unified School District and San Antonio Hospital on a citywide health initiative.

LIBRARY

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

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

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

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
LIBRARY				
PRINCIPAL LIBRARIAN	2.00	2.00	2.00	2.00
SENIOR LIBRARIAN	1.00	1.00	1.00	0.50
LITERACY COORDINATOR	1.00	1.00	1.00	1.00
SENIOR LIBRARY ASSISTANT	2.00	2.00	2.00	2.00
LIBRARY TECHNICIAN	2.00	2.00	2.00	2.00
LIBRARY ASSISTANT	0.75	0.75	0.75	0.75
SENIOR LIBRARY CLERK	1.50	1.50	1.50	1.50
LIBRARY CLERK	1.25	1.25	1.25	1.25
LIBRARY MONITOR	0.75	0.75	0.75	0.75
SENIOR ADMINISTRATIVE ASST	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III	0.00	0.00	0.00	0.00
TOTAL DIVISION	13.25	13.25	13.25	12.75

FY 2014-15 GOALS AND OBJECTIVES

- ◆ Continue to provide, improve, and expand successful adult, teen, and children's programs.
- ◆ Finalize and implement goals set forth in the Library's strategic plan.
- ◆ Encourage joint use of library resources and facilities with public and private agencies at locations such as schools and community centers.
- ◆ Continue the use of the bookmobile as a public library service.
- ◆ Partner with City agencies to assist with their targeted research needs.
- ◆ Make presentations at classroom and school assemblies.

- ◆ Develop a Common Core library resources workshop for school staff and parents.
- ◆ Develop an online database workshop for small business owners, entrepreneurs, and Upland Chamber of Commerce members.
- ◆ Continue and expand the UPL Discovery Series program on existing and newly acquired databases and online resources.
- ◆ Develop and implement a technology and outreach training program for staff in order to continue to provide excellent customer service and meet patrons' needs.
- ◆ Promote public awareness of library programs, services, and collections through community outreach and partnerships.
- ◆ Continue to market library services and programs.
- ◆ Use retail techniques to increase visibility of collections.
- ◆ Continue to explore grants, sponsorships and other methods of financing the collections, programs, and expansion needs and upgrades to the existing Public Library.
- ◆ Work with special interest groups/community partners to share costs for programs.
- ◆ Use volunteers and interns to support program expansion.
- ◆ Develop a local business recognition program to fund new materials.
- ◆ Employ greater use of cross-trained staff and other library management techniques such as roving reference to better serve the community.
- ◆ Encourage the Friends of the Upland Public Library to explore other forms of fundraising.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Library programs provided to the community	60	58	60	50
Library requests filled during the year	75,508	47,501	71,250	73,000
Adult literacy students	78	55	70	70
Presentations about Upland and the Inland Empire's history	4	4	4	4
Sites visited by the book mobile	6	2	2	2
Book mobile visits to afterschool sites	60	n/a	n/a	32
Schools visited	14	14	14	14
Online database users	3,321	2,420	3,600	3,500
Online database transfers	11,769	8,202	12,000	12,000
Website users	517,111	353,565	520,000	530,000
Internet use by patrons	24,266	15,514	23,500	25,000
Grants requested	6	9	9	10
Grants approved	2	3	5	6
Total grant money approved	\$22,600	\$10,000	\$20,000	\$25,000
Long-term volunteers/interns	113	110	115	115

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Children, teenagers, and adults enjoyed the food, nutrition, and gardening themes of the “Reading is So Delicious!” summer reading program of 2013. In all, total registrations for the summer reading program included 1,144 children (338 completed the game), 213 teens, and 278 adults picked up a Book Bingo or Book Review form.
- ◆ Supported by a 2012 LSTA grant from the California State Library, in July the Library completed its Food For Thought program. In total, over 1,000 children received 1,165 new books to call their own at 5 sessions of the free summer lunch program.
- ◆ Staff worked with Eagle Scout Nicolas Sanchez, Public Works water conservation staff, community organizations, and local gardeners to install new planters as part of a Library Demonstration Garden project in the east courtyard area, outside the Multipurpose Room and staff/delivery entrance.

- ◆ The Library expanded its bibliographic instructional services by bringing back the eBooks @ UPL workshops on using computers and mobile devices to borrow digital library books.
- ◆ The Upland Interfaith Council continued its partnership with staff to support the monthly “Conversations About God” series with knowledgeable speakers.
- ◆ To answer popular demand, the Library added a second morning session to the One-derful Storytime for one-year-olds in January 2014.
- ◆ Six CSD employees retained certification as Passport Acceptance Agents.
- ◆ Bandwidth for the Library’s public workstations was expanded from 3 mbps to 10 mbps.

Alternate sources of funding received by the Library:

◆ GRANTS:

- Received a \$10,000 Future Force grant from the State that allowed staff to receive training in program planning, technology and other 21st century skills, so that they can better serve library patrons.
- Received LSTA grants allowing Library and Cooper Museum staff to attend training sessions on grant writing and program planning.
- Qualified for an additional \$16,000 in state funding for the adult literacy program based on participation numbers.

◆ DONATIONS:

- Received over \$24,000 from private donors to support library services and programs.

ANIMAL SERVICES

The Animal Services Division of the Community Development Department is responsible for animal control, animal sheltering, and providing State-mandated services such as licensing and at-cost rabies vaccinations. Animal control functions include enforcing animal-related regulations, impounding stray and homeless cats and dogs found abandoned or lost within the local community, and handling wildlife. Animal sheltering includes caring for sheltered animals and working with the community to give homeless pets every opportunity to be reclaimed by their owner, adopted, or rescued. In conducting these responsibilities, the Division supports responsible pet ownership and the humane treatment of animals.

MISSION STATEMENT

To promote animal welfare and public safety in the community; increase the number of lost animals returned to their owners; and improve the adoption rates of animals that come through the facility.

PERSONNEL				
PERMANENT POSITIONS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ADOPTED	2014-15 ADOPTED
ANIMAL SERVICES				
ANIMAL SERVICES SUPERVISOR	1.00	1.00	1.00	1.00
ANIMAL CONTROL OFFICER	3.00	3.00	3.00	3.00
ANIMAL SHELTER ATTENDANT II	3.00	3.00	3.00	2.00
ANIMAL SHELTER ATTENDANT I	0.00	0.00	0.75	1.00
TOTAL DIVISION	7.00	7.00	7.75	7.00

FY 2014-15 GOALS AND OBJECTIVES

- ◆ To continue the life saving work of reducing the number of stray animals entering the Upland Animal Shelter. The focus will be on coordinating a program with Friends of Upland Animal Shelter to continue the spaying/neutering of free roaming cats in the City.
- ◆ To increase adoptions through the expansion of our adoption partners and continue to participate in regional adoption events.
- ◆ To increase revenues through continuation of the canvassing program.
- ◆ Assist Friends of Upland Animal Shelter with opening a Thrift Store.

PERFORMANCE MEASUREMENTS	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
Animals adopted	60%	60%	60%	60%
Animals returned to owner	14%	15%	15%	15%
Animals euthanized	17%	16%	16%	16%
Endowment	\$105,691	\$110,000	\$105,691	\$110,000

FY 2013-14 MAJOR ACCOMPLISHMENTS

- ◆ Introduced an amnesty program that increased License revenue from \$23,940 in January and February of 2012 to \$73,390 during the same period in 2013.
- ◆ Initiated a 3-month canvassing campaign that resulted in an increase of revenue from \$33,290 in April, May, and June of 2012 to \$60,300 during the same period in 2013.
- ◆ Lowered the costs of spay and neutering through partnership with Western University. Spayed/neutered 257 dogs and 256 cats, saving the shelter \$44 per cat and \$64 per dog for a total savings of \$27,712.

2014-2015 EXPENDITURE SUMMARY BY OBJECT CODE

DEPARTMENT: *COMMUNITY SERVICES*

OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 ACTUAL EXPENSE	2013-14 ADOPTED BUDGET	2014-15 ADOPTED BUDGET
4110	Buy Backs	\$ -	\$ -	\$ -	\$ 26,000
4111	Salaries - Full Time	1,416,621	1,416,776	1,553,200	1,533,193
4112	Salaries - Temporary/Part Time	638,095	601,094	668,050	673,160
4113	Overtime	14,682	16,087	6,830	2,100
4115	Compensated Absences	205,074	211,316	-	-
4116	Fringe Benefits	384,408	369,341	382,630	368,781
4117	Retirement Contributions	316,586	309,717	335,210	344,528
4123	Overtime - Sworn Fire	2,882	4,609	4,000	-
4126	Fringe Benefits - Sworn Fire	336	490	-	-
4127	Retirement Contributions - Sworn Fire	793	1,372	-	-
4133	Overtime - Sworn Police	-	-	700	-
TOTAL SALARIES & BENEFITS		\$ 2,979,477	\$ 2,930,802	\$ 2,950,620	\$ 2,947,762
4211	Postage	\$ 4,085	\$ 4,193	\$ 8,630	\$ 6,780
4212	Advertising	1,466	820	1,700	300
4213	Dues & Subscriptions	3,929	4,109	4,740	5,035
4215	Training/Conferences/Meetings	3,127	5,398	11,640	12,090
4216	Office Supplies	22,818	19,035	9,700	9,163
4217	Other Supplies/Materials	179,056	175,003	124,870	115,345
4218	Uniform Expense	960	1,157	930	940
4220	Fuel Usage	10,666	9,916	11,000	10,600
4221	Mileage Reimbursement	242	52	650	650
4222	Print/Mail Charges	6,693	4,170	8,520	23,716
4223	Information Systems Charges	71,238	47,248	78,770	157,360
4224	Vehicle Charges	-	-	-	8,565
4225	Building Maintenance & Operations Charges	-	-	-	193,902
4232	Computer Equipment (Under \$5,000)	-	5,318	-	-
4241	Utilities - Electric	169,871	173,869	190,000	199,400
4242	Utilities - Gas	20,628	15,923	16,000	14,700
4243	Utilities - Telephone	23,906	23,677	26,600	26,786
4245	Maintenance - Buildings/Structures/Grounds	71,554	43,608	68,800	-
4247	Maintenance - Vehicles	31,265	9,587	13,020	-
4248	Maintenance - Other	6,728	7,298	9,000	9,000
4252	Professional Services	-	-	-	7,205
4253	Contract Services	216,327	215,563	235,970	209,290
4254	Data Processing Services	21,048	6,206	7,700	-
4255	Banking Services	10,565	7,077	8,740	8,150
4258	Other Services	319,005	255,428	210,470	199,213
4261	Books & Digital Materials	95,997	56,091	23,060	69,160
4262	Library Books - Children	-	-	13,720	-
4263	Reference Materials	-	-	18,080	-
4265	Audio/Visual	-	-	6,970	-
4273	Workers Compensation Charges	92,760	92,760	74,020	96,585
4274	Unemployment Charges	3,800	3,800	4,800	-
4275	Long-Term Disability Charges	4,010	4,010	3,720	-
4276	Liability Charges	67,160	67,160	64,310	106,465
4277	Loss Prevention Charges	23,420	23,420	9,000	-
4291	Bad Debts Expense	-	(1,063)	-	-
4421	Lease Principal Expense	55,878	54,593	52,000	38,310
TOTAL MAINTENANCE & OPERATIONS		\$ 1,538,202	\$ 1,335,426	\$ 1,317,130	\$ 1,528,710
TOTAL CAPITAL PROJECTS & EQUIPMENT		\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 4,517,679	\$ 4,266,228	\$ 4,267,750	\$ 4,476,472

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CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2014-15 proposed Capital Improvement Program (CIP) budget provides \$5.9 million for new projects and \$12.8 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 2014-15 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 2013-14 or prior years and were not completed as of June 30, 2014. Therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2014-15 budget and beyond, if necessary.

The proposed FY 2014-15 CIP budget, summarized by categories, is provided below:

FY 2014-15	
BUILDINGS AND FACILITIES	602,576
GENERAL PLAN UPDATE	152,142
PARK ACQUISITION & DEVELOPMENT	469,190
STORM DRAIN	459,770
STREET AND TRAFFIC FACILITIES	6,707,024
WATER UTILITY	6,984,614
SEWER UTILITY	1,710,000
TOTAL CIP	\$17,085,316

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

CIP DEFINED

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

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

BENEFITS OF THE CIP

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

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

CIP PROGRAMS AND FUNDING SOURCES

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

Building and Facilities

The Buildings and Facilities program includes expenditures for Departments that are not described in other areas of the CIP. Most of these projects are funded by the General Fund (Fund 101) by recording a transfer to the General Capital Improvements Fund (Fund 420).

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 Associated Governments, the County's regional transportation planning organization and designated Measure "I" Program Administrator.

Capital expenditures for these projects are budgeted in the Gas Tax Fund (Fund 204), Measure I Fund (Fund 205), CDBG Fund (Fund 209), General Capital Improvements (Fund 420), and the Street and Traffic Facilities Development (Fund 423).

Water

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

Sewer

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

2014-2015 Capital Improvement Projects

Fund	Project No.	Project Name	2013-14 Amended Budget	2013-14 Projected Expenses	Return to Fund Balance	2014-15 New Approp.	2014-15 Adopted Budget
204	ST-7003	Pavement Management System	\$ 21,855	\$ (3,500)	\$ -	\$ 11,645	\$ 30,000
204	ST-7031	Traffic Safety Projects - Annual	30,000	(2,000)	-	2,000	30,000
204	ST-7036	Citywide Signs/Striping Repl. 2012-2013	50,000	-	(50,000)	-	-
204	ST-7040	Mountain Ave. Overlay (9th to Foothill)	749,926	-	-	-	749,926
204	ST-7041	Citywide Crack Seal/Slurry Seal 2011/12	12,065	(12,065)	-	-	-
204	ST-7044	Citywide Crack Seal/Slurry Seal 2012/13	320,000	(17,500)	(302,500)	-	-
204	ST-7045	Citywide Concrete Repairs 2012/2013	292,935	(1,000)	(291,935)	-	-
204	ST-7046	Citywide Striping Repl. 2013/14	100,000	(1,100)	(98,900)	-	-
204	ST-7047	Citywide Crack Seal/Slurry Seal - 2013/14	400,000	(5,400)	(394,600)	-	-
204	ST-7048	Citywide Concrete Repairs - 2013/2014	350,000	(60,000)	(290,000)	-	-
204	ST-7049	16th St. Rehab (Euclid to Campus)	500,000	-	-	85,000	585,000
204	ST-7050	16th St. Rehab (San Antonio to Mountain)	500,000	-	-	85,000	585,000
204	ST-8024	Foothill Blvd. Rehabilitation (Monte Vista to Central)	271,254	(253,178)	-	-	18,076
204	ST-7051	Citywide Crack Seal/Slurry Seal/Rubberized Overlay - 2014/15	-	-	-	400,000	400,000
204	ST-7052	Citywide Concrete Repairs - 2014/2015	-	-	-	300,000	300,000
204	ST-7053	Citywide Striping Repl. 2014/2015	-	-	-	85,000	85,000
204	ST-7054	Foothill Blvd. Rehab. (Campus to Grove)	-	-	-	800,000	800,000
204	ST-7055	16th St. Rehab (San Antonio to Euclid)	-	-	-	500,000	500,000
204	ST-7056	Arrow Hwy. (Mountain to San Antonio)	-	-	-	50,000	50,000
		Total Amounts	\$ 3,598,035	\$ (355,743)	\$ (1,427,935)	\$ 2,318,645	\$ 4,133,002
205	ST-7319	Pine Street Reconstruction	\$ 11,580	\$ (9,000)	\$ (2,580)	\$ -	\$ -
205	ST-7320	17th Street (Mountain to San Antonio)	500,000	(425,000)	-	-	75,000
205	ST-7328	Annual Traffic Census 2013/14	10,000	-	(10,000)	-	-
205	ST-7329	Citywide Pavement Maint. 2013/14	185,000	-	-	-	185,000
205	ST-7330	Mountain Avenue (16th to 18th)	850,000	-	-	-	850,000
205	ST-8024	Foothill Blvd. Rehabilitation	50,000	-	(50,000)	-	-
205	ST-7331	Annual Traffic Census 2014/15	-	-	-	10,000	10,000
205	ST-7332	Citywide Pavement Maint. 2014/15	-	-	-	185,000	185,000
205	ST-7333	Mountain Ave. Rehab. (Foothill to 14th St.)	-	-	-	400,000	400,000
205	ST-9115	14th Street Rehab. (Euclid to Campus)	-	-	-	490,000	490,000
		Total Amounts	\$ 1,606,580	\$ (434,000)	\$ (62,580)	\$ 1,085,000	\$ 2,195,000
209	ST-7607	CDBG Concrete Improvements 2013-14	\$ 190,180	\$ (160,000)	\$ -	\$ -	\$ 30,180
209	ST-7608	CDBG Concrete Improvements 2014-15	-	-	-	198,842	198,842
		Total Amounts	\$ 190,180	\$ (160,000)	\$ -	\$ 198,842	\$ 229,022
420	CV-8015	General Plan	\$ 252,142	\$ (100,000)	\$ -	\$ -	\$ 152,142
420	CV-8027	Solar Panel System	9,104	(9,104)	-	-	-
420	CV-8030	Fire Station #3 (Roof Repair)	119,851	-	-	-	119,851
420	CV-8032	Citywide Records Center Remodel	10,000	-	-	-	10,000
420	CV-8033	Magnolia Rec. Center (Roof Repair)	53,550	-	-	26,450	80,000
420	CV-8034	Police Dept. Parking Lot Seal Coat and Striping	-	-	-	10,000	10,000
420	CV-8036	S.C.B.A. Replacement (Fire)	-	-	-	356,725	356,725
420	CV-8037	Solar Panel System Phase II	-	-	-	26,000	26,000
		Total Amounts	\$ 444,647	\$ (109,104)	\$ -	\$ 419,175	\$ 754,718
421	PK-8203	Sports Park	\$ 280,000	\$ (200)	\$ -	\$ -	\$ 279,800
421	PK-8208	Memorial Park Ph. 4 - SB Field & Plaza	50,000	(1,000)	-	-	49,000
421	PK-8209	Magnolia Restroom ADA Compliance	23,400	-	-	-	23,400
421	PK-8214	Playground Safety Surfacing Restoration	30,000	(28,032)	-	28,032	30,000
421	PK-8226	Musco Controllers for Park Sites	16,990	-	-	-	16,990
421	PK-8231	Memorial Park Rotary Field Backstop and Safety Netting	45,000	-	-	-	45,000
421	PK-8232	Misc. Park Improvements	-	-	-	25,000	25,000
		Total Amounts	\$ 445,390	\$ (29,232)	\$ -	\$ 53,032	\$ 469,190
422	SD-8402	Misc. Storm Drain Repl. - Annual	\$ 42,810	\$ (2,150)	\$ -	\$ 9,340	\$ 50,000
422	SD-8403	Storm Drain across SCE ROW s/o 16th	10,000	-	-	-	10,000
422	SD-8405	Euclid Ave. Storm Drain	100,000	-	-	-	100,000
422	SD-8408	Storm Drain Master Plan Improvements - Phase 1	100,000	(230)	-	-	99,770
422	SD-8409	Foothill Blvd. Storm Drain (Airport Drive to 700' west)	32,520	(27,000)	(5,520)	-	-
422	SD-8410	Storm Drain w/o Benson crossing 16th St.	50,000	(120)	-	150,120	200,000
		Total Amounts	\$ 335,330	\$ (29,500)	\$ (5,520)	\$ 159,460	\$ 459,770

2014-2015 Capital Improvement Projects

Fund	Project No.	Project Name	2013-14 Amended Budget	2013-14 Projected Expenses	Return to Fund Balance	2014-15 New Approp.	2014-15 Adopted Budget
423	TS-8024	Foothill Blvd. Widening (Monte Vista to Central)	\$ 227,805	\$ (181,888)	\$ (45,917)	\$ -	\$ -
423	TS-8617	Arrow Rte. Widening (Monte Vista to Central)	100,000	-	-	-	100,000
423	TS-8621	Traffic Signal Upgrades	-	-	-	50,000	50,000
		Total Amounts	\$ 327,805	\$ (181,888)	\$ (45,917)	\$ 50,000	\$ 150,000
640	WT-7320	17th St. Water Main Repl. (Mountain to San Antonio)	\$ 535,000	\$ (500,000)	\$ -	\$ -	\$ 35,000
640	WT-8024	Foothill Blvd. Potable & Recycled Water Main	178,970	(31,582)	(147,388)	-	-
640	WT-9048	Reservoir 16 Structural Evaluation	180,850	-	-	-	180,850
640	WT-9049	Citywide Lateral Repl. - Annual	68,396	(65)	-	21,669	90,000
640	WT-9050	Citywide Hydrant Repl. - Annual	20,000	-	-	-	20,000
640	WT-9052	Waste to Drain Discharge Lines	99,850	-	-	-	99,850
640	WT-9057	SCADA Integration with SAWCO	31,136	-	(31,136)	-	-
640	WT-9058	Recycled Water Implementation	-	(10,839)	-	10,839	-
640	WT-9065	Retrofit Designs for Phase 1 Recycled Water Users	108,406	(90,000)	-	81,594	100,000
640	WT-9071	Water Rate Study	22,271	(6,500)	-	-	15,771
640	WT-9073	Generator (Tow Behind)	250,000	-	(250,000)	-	-
640	WT-9079	Mountain Ave. Water Main Repl. (9th St. to Foothill)	996,756	-	-	3,244	1,000,000
640	WT-9080	Local Main Replacement Program 2013/14	500,000	-	(500,000)	300,000	300,000
640	WT-9081	Reservoir 16 Repairs	1,000,000	-	(1,000,000)	75,000	75,000
640	WT-9082	Onsite Disinfection Generation (Plant 6 & 7)	750,000	-	-	-	750,000
640	WT-9083	Switchgear Replacement (Plant 7)	170,000	(142,000)	(28,000)	-	-
640	WT-9084	Plant 3 Booster Upgrades	110,000	-	-	-	110,000
640	WT-9086	Mt. View 4 SCADA	55,000	-	-	-	55,000
640	WT-9087	PRV Stations - Zones 5/4 & Zone 4/3	249,043	-	-	-	249,043
640	WT-9088	Well Maintenance - Annual	78,252	(4,517)	-	226,265	300,000
640	WT-9089	Booster & Motor Maintenance	150,000	-	-	-	150,000
640	WT-9090	Reservoir Recoating (#7 & #14)	400,000	-	-	-	400,000
640	WT-9091	Water Facility Building Maintenance	80,000	-	-	-	80,000
640	WT-9093	Citywide Alley Water Main Replacements 2012/2013	5,000	-	(5,000)	-	-
640	WT-9094	Greentree Road Water Main	400,000	(200)	(300,000)	-	99,800
640	WT-9095	7th Street Water Main	400,000	(200)	-	-	399,800
640	WT-9097	Citywide Alley Water Main Replacements 2013/14	200,000	-	(200,000)	-	-
640	WT-9098	14th Street Water Recharge	200,000	-	-	-	200,000
640	WT-9099	Mountain Avenue Water Main Repl. (16th to 19th)	1,000,000	-	-	-	1,000,000
640	WT-9100	Onsite Disinfection Generation (Plant 5 & 13)	250,000	-	-	-	250,000
640	WT-9665	Well #5 Rehab	125,000	(500)	-	-	124,500
640	WT-9115	14th Street Main Repl. (Euclid to Campus)	-	-	-	500,000	500,000
640	WT-9116	Water Telemetry System Software Upgrade	-	-	-	150,000	150,000
640	WT-9117	Highland Ct. Main Repl. (Campus to 11th Ave.)	-	-	-	250,000	250,000
		Total Amounts	\$ 8,613,930	\$ (786,403)	\$ (2,461,524)	\$ 1,618,611	\$ 6,984,614

2014-2015 Capital Improvement Projects

Fund	Project No.	Project Name	2013-14 Amended Budget	2013-14 Projected Expenses	Return to Fund Balance	2014-15 New Approp.	2014-15 Adopted Budget
645	SW-9301	Upland Landfill Post-Closure Plan	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
645	SW-9305	Update Sewer Model	50,000	-	-	-	50,000
645	SW-9319	Foothill Blvd. Sewer Improvements	144,261	(1,620)	(142,641)	-	-
645	SW-9320	Citywide Sewer Main Replacements 2013/14 (Hydraulic Deficiencies)	350,000	-	(350,000)	-	-
645	SW-9321	Citywide Sewer Main Replacements 2013/14 (Root/Debris Obstructions)	350,000	-	(350,000)	-	-
645	SW-9322	Citywide Trenchless Sewer Rehab & CCTV 2012/13	368,905	(300,000)	(68,905)	-	-
645	SW-9323	Citywide Trenchless Sewer Rehab & CCTV 2013/14	492,000	(3,000)	(239,000)	-	250,000
645	SW-9324	Upland Landfill Flare Supplemental Gas Line Installation	300,000	-	(300,000)	300,000	300,000
645	SW-9325	Citywide Sewer Main Replacements 2014/15 (Hydraulic Deficiencies)	-	-	-	300,000	300,000
645	SW-9326	Citywide Sewer Main Replacements 2014/15 (Root/Debris Obstructions)	-	-	-	300,000	300,000
645	SW-9327	Citywide Trenchless Sewer Rehab & CCTV 2014/15	-	-	-	500,000	500,000
Total Amounts			\$ 2,065,166	\$ (304,620)	\$ (1,450,546)	\$ 1,400,000	\$ 1,710,000

Totals: \$ 17,627,063 \$ (2,390,490) \$ (5,454,022) \$ 7,302,765 \$ 17,085,316

Totals by Fund

204	Gas Tax	\$ 3,598,035	\$ (355,743)	\$ (1,427,935)	\$ 2,318,645	\$ 4,133,002
205	Measure I	1,606,580	(434,000)	(62,580)	1,085,000	2,195,000
209	CDBG	190,180	(160,000)	-	198,842	229,022
420	General Capital Improvements	444,647	(109,104)	-	419,175	754,718
421	Park Acquisition & Development	445,390	(29,232)	-	53,032	469,190
422	Storm Drain Development	335,330	(29,500)	(5,520)	159,460	459,770
423	Street & Traffic Facilities Development	327,805	(181,888)	(45,917)	50,000	150,000
640	Water Utility	8,613,930	(786,403)	(2,461,524)	1,618,611	6,984,614
645	Sewer Utility	2,065,166	(304,620)	(1,450,546)	1,400,000	1,710,000

Totals: \$ 17,627,063 \$ (2,390,490) \$ (5,454,022) \$ 7,302,765 \$ 17,085,316

2014-2015 Capital Improvement Project Descriptions

Fund	Project No.	Project Name	Project Description
204	ST-7003	Pavement Management System	Computer program utilized by the Engineering Division to record historical asphalt roadway repairs/treatments, and to analyze the most cost-effective treatments given current pavement conditions. Annual project also used to respond to public inquiries regarding pavement evaluations and conditions.
204	ST-7031	Traffic Safety Projects - Annual	Recurring project as necessary to mitigate traffic safety hazards, upgrade traffic control devices, etc.
204	ST-7040	Mountain Ave. Overlay (9th to Foothill)	Project will provide for the construction of a 2-inch ARHM overlay. Also funded under 640 for water main replacements.
204	ST-7049	16th St. Rehab (Euclid to Campus)	Project will provide for a 2" rubberized AC overlay on 16th Street, from Euclid Avenue to Campus Avenue.
204	ST-7050	16th St. Rehab (San Antonio to Mountain)	Project will provide for a 2" rubberized AC overlay on 16th Street, from Mountain Avenue to San Antonio Avenue.
204	ST-8024	Foothill Blvd. Rehabilitation (Monte Vista to Central)	Roadway and bridge widening project along Foothill Boulevard, between Central Avenue and Monte Vista Avenue. Specific improvements include roadway and bridge widening over the San Antonio Channel; installation of potable and recycled water mains; reconstruction of asphalt concrete pavement; installation of curbs, gutters, and pedestrian sidewalks; placement of City furnished twin nostalgic street lights; installation of a raised landscaped median; installation of parkway landscaping; traffic signal upgrades; and, replacement of obliterated pavement markings.
204	ST-7051	Citywide Crack Seal/Slurry Seal/Rubberized Overlay - 2014/15	Recurring project to crack seal and slurry seal various roadway segments throughout the City.
204	ST-7052	Citywide Concrete Repairs - 2014/2015	Recurring project to provide concrete repairs to curbs, gutters, curb ramps, spandrels, sidewalks, driveway approaches, and cross gutters throughout the City.
204	ST-7053	Citywide Striping Repl. 2014/2015	Recurring project as necessary to replace weathered/damaged signs and pavement striping.
204	ST-7054	Foothill Blvd. Rehab. (Campus to Grove)	Project will provide for a 2" rubberized AC overlay on Foothill Boulevard, from Campus Avenue to Grove Avenue.
204	ST-7055	16th St. Rehab (San Antonio to Euclid)	Project will provide for a 2" rubberized AC overlay on 16th Street, from San Antonio Avenue to Euclid Avenue.
204	ST-7056	Arrow Hwy. (Mountain to San Antonio)	Engineering design to rehabilitate/reconstruct the street infrastructure on Arrow Highway, from Mountain Avenue to San Antonio Avenue.
205	ST-7320	17th Street (Mountain to San Antonio)	Project will provide for the reconstruction of 17th Street, from Mountain Avenue to San Antonio Avenue. Specific improvements include installation of a new water main and services; reconstruction of asphalt/concrete pavement; reconstruction of concrete curbs, gutters, sidewalks, and curb ramps; and, replacement of pavement markings and striping.
205	ST-7329	Citywide Pavement Maint. 2013/14	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City.
205	ST-7330	Mountain Avenue (16th to 18th)	Project will provide for a 2" rubberized AC overlay on Mountain Avenue, from 16th Street to 18th Street. Also funded under 640 for water main replacement.
205	ST-8024	Foothill Blvd. Rehabilitation	Same as 204-8024, but different source of funding (Measure I).
205	ST-7331	Annual Traffic Census 2014/15	Funding source for SANBAG's traffic census studies.
205	ST-7332	Citywide Pavement Maint. 2014/15	Project provides for asphalt pavement rehabilitation to various roadway segments throughout the City.
205	ST-7333	Mountain Ave. Rehab. (Foothill to 14th St.)	Project will provide for a 2" rubberized AC overlay on Mountain Avenue, from Foothill Boulevard to 14th Street.
205	ST-9115	14th Street Rehab. (Euclid to Campus)	Project provides for the reconstruction of asphalt pavement and displaced/damaged concrete improvements (i.e. curb & gutter, sidewalks, driveway approaches, handicap ramps, etc.) Also funded under 640 for water main replacement.
209	ST-7607	CDBG Concrete Improvements 2013-14	Project to provide various concrete infrastructure repairs within CDBG eligible areas.
209	ST-7608	CDBG Concrete Improvements 2014-15	Project to provide various concrete infrastructure repairs within CDBG eligible areas.
420	CV-8015	General Plan	Project is identified by Development Services Planning Division to update the City's General Plan document.
420	CV-8030	Fire Station #3 (Roof Repair)	Project will provide for the replacement of the roof at Fire Station #3.
420	CV-8032	Citywide Records Center Remodel	Project will convert the Old Animal Shelter Facility into a records center for the City Clerk's office. Project to be implemented in stages due to budget constraints.
420	CV-8033	Magnolia Rec. Center (Roof Repair)	Project will provide for the repair and/or replacement of the roof at the Magnolia Recreation Center.
420	CV-8034	Police Dept. Parking Lot Seal Coat and Striping	Project to crack seal, seal coat, and re-stripe the parking lot at the Police Department.
420	CV-8036	S.C.B.A. Replacement (Fire)	Full replacement of the fire department's Self-Contained Breathing Apparatus (SCBA) inventory.
420	CV-8037	Solar Panel System Phase II	Project consists of evaluating a detailed scope and set of design build construction documents for roof mounted solar panels and solar mounted shade structures (car ports) as part of a regional consortium project to reduce greenhouse gas generation through the reduction of conventional electrical energy sources.

2014-2015 Capital Improvement Project Descriptions

421	PK-8203	Sports Park	Project consists of designing construction documents to construct a sports park consisting of soccer and ball fields, restroom, concession stand, sports field lighting, parking lots, underground utility infrastructure, etc.
421	PK-8208	Memorial Park Ph. 4 - SB Field & Plaza	Project will provide for a snack bar, restrooms, batting cages, lighting, parking lots, concrete plaza, etc. Staff providing assistance to Little League and volunteers should the League wish to move portions of the project forward.
421	PK-8209	Magnolia Restroom ADA Compliance	Project will provide ADA upgrades to an existing restroom facility at Magnolia Park.
421	PK-8214	Playground Safety Surfacing Restoration	Project provides for the replacement of decomposed wood chips as needed in all parks.
421	PK-8226	Musco Controllers for Park Sites	Project provides for the installation of Musco light controllers for park sites.
421	PK-8231	Memorial Park Rotary Field Backstop and Safety Netting	Project provides for fencing and netting improvements to ball field backstop. Public Works seeking supplemental funding sources.
421	PK-8232	Misc. Park Improvements	Project provides for the installation/replacement of public park amenities (i.e. drinking fountains; picnic tables; trash receptacles, etc.)
422	SD-8402	Misc. Storm Drain Repl. - Annual	Project provides for miscellaneous storm drain design work, replacement of catch basins, replacement of broken pipelines, installation of dry wells, etc.
422	SD-8403	Storm Drain across SCE ROW s/o 16th	Project would convert an open channel storm drain to an underground pipe system.
422	SD-8405	Euclid Ave. Storm Drain	Project consists of designing construction documents for a large master planned storm drain system under Euclid Avenue.
422	SD-8408	Storm Drain Master Plan Improvements - Phase 1	Project consists of flood control, water quality, and groundwater recharge enhancements on the west side of the City, including storm water modeling, etc.
422	SD-8409	Foothill Blvd. Storm Drain (Airport Drive to 700' west)	See Foothill Blvd. 204-8024.
422	SD-8410	Storm Drain w/o Benson crossing 16th St.	Project will provide for the installation of a RCP storm drain pipe across 16th Street (Baseline Rd.), west of Benson Avenue. Storm drain will convey flow from Pit #3 (future sports park) on north side of 16th Street, to the Holliday Pit on the south side of 16th Street.
423	TS-8024	Foothill Blvd. Widening (Monte Vista to Central)	Same as 204-8024, but different source of funding (Street & Traffic Facilities Development).
423	TS-8617	Arrow Rte. Widening (Monte Vista to Central)	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.
423	TS-8621	Traffic Signal Upgrades	Project provides for traffic signal equipment installations/upgrades (i.e. video detection equipment, signal controllers, interconnect conduit, pedestrian push buttons, etc.) in conjunction with CIP projects, or as stand-alone upgrades.
640	WT-7320	17th St. Water Main Repl. (Mountain to San Antonio)	Same as 205-7320, but different source of funding (Water Utility).
640	WT-8024	Foothill Blvd. Potable & Recycled Water Main	Same as 204-8024, but different source of funding (Water Utility).
640	WT-9048	Reservoir 16 Structural Evaluation	Project to determine the structural integrity of the reservoir. See also Project 640-9081.
640	WT-9049	Citywide Lateral Repl. - Annual	Project provides for water service lateral replacements in conjunction with CIP projects, or as stand-alone repairs.
640	WT-9050	Citywide Hydrant Repl. - Annual	Project provides for fire hydrant upgrading/replacements in conjunction with CIP projects, or as stand-alone repairs.
640	WT-9052	Waste to Drain Discharge Lines	Project provides for the installation of discharge pipelines at City Wells 3, 8, and 7A.
640	WT-9057	SCADA Integration with SAWCO	Telemetry upgrades for enhanced communication with San Antonio Water Company.
640	WT-9058	Recycled Water Implementation	Project consists of the construction of on-site conversion of irrigation systems from potable to recycled use.
640	WT-9065	Retrofit Designs for Phase 1 Recycled Water Users.	Project consists of the construction of on-site conversion of irrigation systems from potable to recycled use.
640	WT-9071	Water Rate Study	Study to evaluate water rates vs. cost of service.
640	WT-9073	Generator (Tow Behind)	Purchase of a portable back-up generator to power various well sites in the event of power failure.
640	WT-9079	Mountain Ave. Water Main Repl. (9th St. to Foothill)	Project consists of replacing water mains and services on Mountain Avenue, from 9th Street to Foothill Blvd. Also funded under 204 for street improvements.
640	WT-9080	Local Main Replacement Program 2013/14	Various water main replacements within specified limits.
640	WT-9081	Reservoir 16 Repairs	Structural repairs of spalling concrete within the reservoir.
640	WT-9082	Onsite Disinfection Generation (Plant 6 & 7)	Design of on-site chlorination systems.
640	WT-9083	Switchgear Replacement (Plant 7)	Replacement of electrical equipment at various well sites.
640	WT-9084	Plant 3 Booster Upgrades	Modernization of booster station.
640	WT-9086	Mt. View 4 SCADA	Incorporation of well Mt. View 4 into City SCADA system.
640	WT-9087	PRV Stations - Zones 5/4 & Zone 4/3	Construction of inter-zone pressure reducing stations in the water system. Project will allow for water movement during Reservoir 16 structural repairs.
640	WT-9088	Well Maintenance - Annual	Project is for on-going maintenance at City well sites as necessary.
640	WT-9089	Booster & Motor Maintenance	Project is for on-going maintenance at City well sites as necessary.
640	WT-9090	Reservoir Recoating (#7 & #14)	Project is for repainting reservoir interiors as indicated.

2014-2015 Capital Improvement Project Descriptions

640	WT-9091	Water Facility Building Maintenance	Project is for on-going maintenance at City water facilities as necessary. (i.e. roof replacement, broken window replacement, etc.)
640	WT-9094	Greentree Road Water Main	Aged water main replacement in Greentree Road, from 7th Street to 8th Street. Possible Cooperative Agreement with the City of Ontario or stand-alone project.
640	WT-9095	7th Street Water Main	Aged water main replacement in 7th Street, from San Antonio Avenue to Greentree Road. Possible Cooperative Agreement with the City of Ontario or stand-alone project.
640	WT-9098	14th Street Water Recharge	Project will provide for basin construction and groundwater recharge w/o 14th Street n/o Public Works. Design will be used to seek grant opportunities for construction funding.
640	WT-9099	Mountain Avenue Water Main Repl. (16th to	Project consists of replacing the aged water main in conjunction with the CIP project.
640	WT-9100	Onsite Disinfection Generation (Plant 5 & 13)	Project consists of new on-site chlorination systems.
640	WT-9665	Well #5 Rehab	Project consists of brushing and bailing the well, air bursting the perforations, video taping, and installation of a new pump.
640	WT-9115	14th Street Main Repl. (Euclid to Campus)	Aged water main and service lateral replacements in 14th Street, from Euclid Avenue to Campus Avenue. Also funded under 205 for street improvements.
640	WT-9116	Water Telemetry System Software Upgrade	Project provides for software upgrades enabling enhanced communications between water facilities and the water control center at Public Works along with compatibility for Windows 7.
640	WT-9117	Highland Ct. Main Repl. (Campus to 11th Ave.)	Aged water main and service lateral replacements in Highland Court, from Campus Avenue to 11th Avenue.
645	SW-9301	Upland Landfill Post-Closure Plan	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.
645	SW-9305	Update Sewer Model	Project identified to update the City's sewer model.
645	SW-9319	Foothill Blvd. Sewer Improvements	See Project 204-8024.
645	SW-9323	Citywide Trenchless Sewer Rehab & CCTV 2013/14	Project consists of high pressure flushing and CCTV inspections on existing sewer mains followed by the utilization of cured-in-place pipe (CIPP) technology to line existing sewer mains to ensure safe and reliable sewer collection services in accordance with the sanitary sewer upgrade/maintenance improvement program.
645	SW-9324	Upland Landfill Flare Supplemental Gas Line Installation	Project will consists of the construction of a small diameter gas line to provide supplemental natural gas in order to augment low gas quality at the existing flare inlet.
645	SW-9325	Citywide Sewer Main Replacements 2014/15 (Hydraulic Deficiencies)	Project consists of constructing various sewer mains that have been identified through sewer modeling to contain hydraulic deficiencies.
645	SW-9326	Citywide Sewer Main Replacements 2014/15 (Root/Debris Obstructions)	Project consists of constructing various sewer mains that have been identified through CCTV to contain obstructions inhibiting flow (i.e. tree roots, concrete, rocks, debris, etc).
645	SW-9327	Citywide Trenchless Sewer Rehab & CCTV 2014/15	Project consists of high pressure flushing and CCTV inspections on existing sewer mains followed by the utilization of cured-in-place pipe (CIPP) technology to line existing sewer mains to ensure safe and reliable sewer collection services in accordance with the sanitary sewer upgrade/maintenance improvement program.

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2014-2015 SCHEDULE OF POSITIONS

	Labor Group	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
<u>GENERAL GOVERNMENT</u>					
<u>ELECTED/APPOINTED</u>					
MAYOR	ELEC	1.00	1.00	1.00	1.00
COUNCIL	ELEC	4.00	4.00	4.00	4.00
TREASURER	ELEC	1.00	1.00	1.00	1.00
		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>ADMINISTRATION</u>					
CITY MANAGER	EXEC	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT TO CITY MANAGER	MMGT	2.00	2.00	2.00	2.00
		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
		<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
<u>GENERAL GOVERNMENT-TOTAL</u>					
<u>ADMINISTRATIVE SERVICES</u>					
<u>CITY CLERK</u>					
ADMINISTRATIVE SERVICES DIRECTOR	EXEC	1.00	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.00	0.50	0.50	0.50
		<u>2.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
<u>FINANCE</u>					
ASSISTANT FINANCE DIRECTOR	MMGT	1.00	0.00	0.00	0.00
FINANCE MANAGER	MMGT	0.00	1.00	1.00	1.00
ACCOUNTING SUPERVISOR	MMGT	0.00	0.00	0.00	1.00
SENIOR ACCOUNTANT	GENL	1.00	1.00	1.00	1.00
ACCOUNTANT	GENL	2.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	GENL	3.00	3.00	3.00	1.00
ACCOUNTING TECHNICIAN	GENL	1.00	1.00	1.00	3.00
REVENUE COORDINATOR	GENL	1.00	1.00	1.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	GENL	1.00	1.00	1.00	0.00
CUSTOMER SERVICE SPECIALIST II	GENL	4.00	4.00	4.00	3.00
CUSTOMER SERVICE SPECIALIST I	GENL	0.00	0.00	0.00	2.00
BUSINESS LICENSE INSPECTOR	GENL	1.00	1.00	1.00	0.00
BUDGET CLERK	GENL	0.00	0.00	0.00	1.00
		<u>15.00</u>	<u>14.00</u>	<u>14.00</u>	<u>15.00</u>
<u>INFORMATION TECHNOLOGY</u>					
IT MANAGER	MMGT	1.00	1.00	1.00	1.00
IT TECHNICIAN	GENL	1.00	1.00	1.00	1.00
		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>HUMAN RESOURCES</u>					
SENIOR HR ANALYST	MMGT	1.00	1.00	1.00	1.00
HR ANALYST	MMGT	1.00	1.00	1.00	1.00
HR SPECIALIST	GENL	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.75	0.75	0.75	0.75
		<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>
		<u>22.75</u>	<u>22.25</u>	<u>22.25</u>	<u>23.25</u>
<u>ADMINISTRATIVE SERVICES-TOTAL</u>					

2014-2015 SCHEDULE OF POSITIONS

	Labor Group	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
<u>DEVELOPMENT SERVICES</u>					
<u>BUILDING AND PLANNING</u>					
DEVELOPMENT SERVICES DIRECTOR	EXEC	1.00	1.00	1.00	1.00
DEVELOPMENT SERVICES MANAGER	MMGT	1.00	1.00	1.00	1.00
DEVELOPMENT SPECIALIST	GENL	0.00	1.00	1.00	1.00
PLANNING MANAGER	MMGT	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	MMGT	2.00	2.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	1.00
BUILDING OFFICIAL	MMGT	0.00	0.00	1.00	1.00
BUILDING INSPECTOR II	GENL	2.00	2.00	2.00	2.00
PLANS EXAMINER	GENL	1.00	1.00	1.00	1.00
COUNTER TECHNICIAN	GENL	0.00	0.00	1.00	1.00
		<u>9.00</u>	<u>10.00</u>	<u>12.00</u>	<u>12.00</u>
<u>CODE ENFORCEMENT</u>					
CODE ENFORCEMENT OFFICER	GENL	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>HOUSING / SUCCESSOR AGENCY</u>					
HOUSING COORDINATOR	GENL	1.00	1.00	1.00	1.00
REDEVELOPMENT COORDINATOR	GENL	1.00	0.00	0.00	0.00
		<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>DEVELOPMENT SERVICES-TOTAL</u>		<u>14.00</u>	<u>14.00</u>	<u>16.00</u>	<u>16.00</u>
<u>PUBLIC WORKS</u>					
<u>PUBLIC WORKS - ADMINISTRATION</u>					
PUBLIC WORKS DIRECTOR	EXEC	1.00	1.00	1.00	1.00
DEPUTY PW DIRECTOR	MMGT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	2.00	2.00	2.00	2.00
		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>PUBLIC WORKS - OPERATIONS</u>					
FACILITIES & FLEET MAINT. SUPERINTENDENT	MMGT	1.00	1.00	1.00	0.00
FACILITIES SPECIALIST	GENL	2.00	2.00	2.00	2.00
CUSTODIAN	GENL	2.00	2.00	2.00	2.00
LEAD EQUIPMENT MECHANIC	GENL	1.00	1.00	1.00	1.00
EQUIPMENT MECHANIC II	GENL	2.00	2.00	2.00	2.00
INVENTORY SPECIALIST	GENL	1.00	1.00	1.00	1.00
OPERATIONS MAINT. SUPERINTENDENT	MMGT	1.00	1.00	1.00	1.00
MAINTENANCE CREW LEAD	GENL	3.00	3.00	3.00	3.00
MAINTENANCE WORKER II	GENL	10.00	10.00	10.00	10.00
		<u>23.00</u>	<u>23.00</u>	<u>23.00</u>	<u>22.00</u>
<u>PUBLIC WORKS - CAPITAL PROJECTS</u>					
PRINCIPAL ENGINEER	MMGT	1.00	1.00	1.00	1.00
SENIOR ENGINEER	MMGT	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	GENL	0.50	0.50	0.00	0.00
SR PUBLIC WORKS INSPECTOR	GENL	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR II	GENL	1.00	1.00	1.00	1.00
WATER UTILITY INSPECTOR II	GENL	1.00	1.00	1.00	1.00
		<u>6.50</u>	<u>6.50</u>	<u>6.00</u>	<u>6.00</u>

2014-2015 SCHEDULE OF POSITIONS

	Labor Group	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
<u>PUBLIC WORKS-CON'T</u>					
<u>TRAFFIC ENGINEERING</u>					
PRINCIPAL ENGINEER	MMGT	1.00	1.00	0.00	1.00
ASSISTANT ENGINEER	MMGT	0.00	0.00	1.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00	1.00	0.00
ENGINEERING TECHNICIAN	GENL	0.50	0.50	0.00	0.00
COUNTER TECHNICIAN	GENL	0.00	0.00	1.00	1.00
		<u>2.50</u>	<u>2.50</u>	<u>3.00</u>	<u>3.00</u>
<u>PUBLIC WORKS - SEWER</u>					
ENVIRONMENTAL QUALITY ADMINISTRATOR	MMGT	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00	1.00	1.00
ASSISTANT ENGINEER	MMGT	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR II	GENL	1.00	0.00	0.00	0.00
SR ENVIRONMENTAL CONTROL TECHNICIAN	GENL	1.00	1.00	1.00	1.00
		<u>5.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>PUBLIC WORKS - WATER</u>					
UTILITIES OPERATIONS MANAGER	MMGT	1.00	1.00	1.00	1.00
WATER CONSERVATION SPECIALIST	GENL	1.00	1.00	1.00	1.00
WATER DISTRIBUTION SUPERVISOR	MMGT	0.00	1.00	1.00	1.00
GIS/CADD TECHNICIAN	GENL	1.00	1.00	1.00	1.00
WATER SYSTEMS OPERATOR CHIEF	GENL	1.00	1.00	1.00	1.00
WATER SYSTEMS OPERATOR IV	GENL	4.00	4.00	4.00	2.00
WATER SYSTEMS OPERATOR II	GENL	0.00	0.00	0.00	1.00
WATER SYSTEMS OPERATOR I	GENL	0.00	0.00	0.00	1.00
LEAD WATER UTILITY WORKER V	GENL	1.00	1.00	1.00	1.00
LEAD WATER UTILITY WORKER III	GENL	1.00	1.00	1.00	1.00
WATER UTILITY WORKER V	GENL	0.00	0.00	0.00	1.00
WATER UTILITY WORKER IV	GENL	1.00	1.00	1.00	1.00
WATER UTILITY WORKER III	GENL	1.00	1.00	1.00	0.00
WATER UTILITY WORKER II	GENL	4.00	4.00	4.00	4.00
MAINTENANCE WORKER II	GENL	4.00	4.00	4.00	4.00
SENIOR WATER METER TECHNICIAN	GENL	1.00	1.00	1.00	1.00
WATER METER TECHNICIAN	GENL	2.00	2.00	2.00	2.00
		<u>23.00</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>
<u>PUBLIC WORKS-TOTAL</u>		<u>64.00</u>	<u>64.00</u>	<u>64.00</u>	<u>63.00</u>
<u>FIRE</u>					
FIRE CHIEF	EXEC	1.00	1.00	1.00	1.00
DEPUTY FIRE CHIEF	FRMG	0.00	0.00	0.00	2.00
BATTALION CHIEF	FRMG	3.00	3.00	3.00	1.00
FIRE CAPTAIN	FRSW	13.00	13.00	12.00	12.00
FIRE ENGINEER	FRSW	12.00	12.00	12.00	12.00
FIRE FIGHTER	FRSW	12.00	12.00	12.00	12.00
FLIGHT PARAMEDIC	GENL	2.00	2.00	2.00	2.00
NURSE	GENL	4.00	4.00	4.00	4.00
FIRE INSPECTOR/INVESTIGATOR	GENL	2.00	2.00	2.00	2.00
ADMINISTRATIVE ASSISTANT I	GENL	1.00	1.00	1.00	1.00
<u>FIRE-TOTAL</u>		<u>50.00</u>	<u>50.00</u>	<u>49.00</u>	<u>49.00</u>

2014-2015 SCHEDULE OF POSITIONS

	Labor Group	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
<u>POLICE</u>					
CHIEF OF POLICE	EXEC	1.00	1.00	1.00	1.00
POLICE CAPTAIN	PDCP	2.00	1.00	1.00	2.00
POLICE LIEUTENANT	PD - MMGT	5.00	5.00	5.00	4.00
POLICE SERGEANT	PD - MMGT	10.00	8.00	8.00	8.00
POLICE DETECTIVE	PDSW	9.00	9.00	9.00	9.00
POLICE OFFICER	PDSW	49.00	46.00	46.00	46.00
POLICE DISPATCH SUPERVISOR	MMGT	1.00	1.00	1.00	1.00
POLICE DISPATCHER II	GENL	12.00	12.00	12.00	12.00
FORENSIC SPECIALIST	GENL	1.00	1.00	1.00	1.00
POLICE SERVICES COORDINATOR	GENL	1.00	0.00	0.00	0.00
POLICE SERVICES TECHNICIAN	GENL	3.00	0.00	0.00	0.00
PROPERTY & EVIDENCE CLERK	GENL	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.00	0.50	0.50	0.50
POLICE RECORDS SPECIALIST II	GENL	8.00	7.00	7.00	6.00
POLICE RECORDS SPECIALIST I	GENL	0.00	0.00	0.00	1.00
	<u>POLICE-TOTAL</u>	<u>104.00</u>	<u>92.50</u>	<u>92.50</u>	<u>92.50</u>
<u>COMMUNITY SERVICES</u>					
<u>LIBRARY</u>					
PRINCIPAL LIBRARIAN	MMGT	2.00	2.00	2.00	2.00
SENIOR LIBRARIAN	MMGT	1.00	1.00	1.00	0.50
LITERACY COORDINATOR	GENL	1.00	1.00	1.00	1.00
SENIOR LIBRARY ASSISTANT	GENL	2.00	2.00	2.00	2.00
LIBRARY TECHNICIAN	GENL	2.00	2.00	2.00	2.00
LIBRARY ASSISTANT	GENL	0.75	0.75	0.75	0.75
SENIOR LIBRARY CLERK	GENL	1.50	1.50	1.50	1.50
LIBRARY CLERK	GENL	1.25	1.25	1.25	1.25
LIBRARY MONITOR	GENL	0.75	0.75	0.75	0.75
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00	1.00	1.00
		<u>13.25</u>	<u>13.25</u>	<u>13.25</u>	<u>12.75</u>
<u>RECREATION AND COMMUNITY SERVICES</u>					
COMMUNITY SERVICES DIRECTOR	EXEC	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	GENL	3.00	3.00	3.00	3.00
ADMINISTRATIVE ASSISTANT III	GENL	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	1.00	1.00	1.00
CUSTODIAN	GENL	1.50	1.50	1.50	1.50
		<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>
<u>ANIMAL SERVICES</u>					
ANIMAL SERVICES SUPERVISOR	MMGT	1.00	1.00	1.00	1.00
ANIMAL CONTROL OFFICER	GENL	3.00	3.00	3.00	3.00
ANIMAL SHELTER ATTENDANT II	GENL	3.00	3.00	3.00	2.00
ANIMAL SHELTER ATTENDANT I	GENL	0.00	0.00	0.75	1.00
		<u>7.00</u>	<u>7.00</u>	<u>7.75</u>	<u>7.00</u>
	<u>COMMUNITY SERVICES-TOTAL</u>	<u>27.75</u>	<u>27.75</u>	<u>28.50</u>	<u>27.25</u>
	<u>GRAND TOTAL</u>	<u>291.50</u>	<u>279.50</u>	<u>281.25</u>	<u>280.00</u>

CHART OF ACCOUNTS

Fund No.	Fund Name
101	General Fund
201	Housing
203	Public Safety Augmentation
204	Gas Tax
205	Measure I
208	HOME Investment Partnership Program
209	Community Development Block Grant (CDBG)
210	Parking Business Improvement Area (PBIA)
211	Air Quality Management District (AQMD)
214	Homeland Security Grants - PD
215	Prop 30
216	COPS
217	Other Grants
218	Office of Traffic Safety
219	Local Law Enforcement Block Grant
220	Asset Forfeiture
221	Homeland Security Grants - Fire
222	CalHOME
301	Public Financing Authority
420	General Capital Improvements
421	Park Acquisition & Development
422	Storm Drain Development
423	Street & Traffic Facility Development
640	Water Utility
641	Solid Waste Utility
645	Sewer Utility
647	Animal Services
751	Self-Funded Insurance
752	Fleet Management
753	Information Systems
754	Building Maintenance & Operations
970	Successor Agency

CHART OF ACCOUNTS

Division No.	Division Name
1101	City Council
1104	City Treasurer
1201	City Administration
1301	Finance
1302	Mail/Printing Services
1351	Debt Service
1401	Information Systems
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
2206	Code Enforcement
2301	CDBG Administration
2302	Rec Class
2303	Code Enforcement
2305	Graffiti Removal
2306	Healthy Start
2308	Diamond Court
2309	Fair Housing
2311	Food - St. Joseph
2312	Homeless Services
2314	Housing Mediation
2319	CDBG Library Literacy
2325	Hope Partners - Food Security
2330	CDBG - Solar Affordable Housing
2332	CDBG - Pacific Lifeline Womens' Program
2334	Consolidated Plan FY 2015-2019
2335	CDBG - Emergency Repair Program FY 2014-15

CHART OF ACCOUNTS

Division No.	Division Name
2342	IVRS
2402	Home Improvement Program
2404	FTHB Program
2406	TBRA Program
2501	PBIA
2502	AQMD
2901	Successor Agency Administration
2931	Housing Administration
3201	Police Administration
3202	Police Investigations
3206	Police Admin Support
3210	Patrol Support
3211	Police Patrol
3231	Special Events & Comm Outreach
3232	Police Reserves
3256	COPS Allocation
3304	Asset Forfeiture - Federal
3414	Asset Forfeiture - State
3423	Asset Forfeiture - 15%
3501	Fire Administration
3502	Fire Volunteers
3503	Fire Reserves
3511	Fire Station I
3512	Fire Station II
3513	Fire Station III
3514	Fire Station IV
3515	Emergency Medical Services
3516	Special Operations
3517	Air Ambulance
3518	Historic Fire Station
3521	Fire Prevention
3522	Fire Training
4201	Recreation Administration
4202	Recreation Classes
4203	Recreation Facilities
4204	Youth Programs/Sports
4205	Senior Center
4206	Special Events

CHART OF ACCOUNTS

Division No.	Division Name
4207	Community Outreach Services
4208	ACCESS Program
4210	Landecena Center
4401	Library
4402	Carnegie Library
4403	Library Literacy Program
4409	Passports
5201	Public Works Administration
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
5416	Damage To City Property
5420	Park Maintenance
5421	Sports Field Maintenance
5601	City Hall
5602	Building Maintenance & Operations
6201	Water Administration
6202	Customer Service
6203	Meter Services
6204	Damage To City Property
6205	Production/Storage
6206	Transmission & Distribution
6207	WECWC Management Control
6208	Conservation
6209	Water Treatment Plant
6210	Debt Service

CHART OF ACCOUNTS

Division No.	Division Name
6211	Storm Water Management & Recharge
6212	PVPA
6301	Solid Waste
6302	Household Hazardous Waste
6303	SHARPS Program
6311	Used Oil Recycling Grant
6312	Beverage Recycling Grant
6315	Beverage Recycling Grant FY 2010-11
6316	Beverage Recycling Grant FY 2011-12
6317	Beverage Recycling Grant FY 2012-13
6318	Beverage Recycling Grant FY 2013-14
6321	Used Oil Block Grant OPP 1
6322	Used Oil Block Grant OPP 2
6323	Used Oil Block Grant OPP 3
6324	Used Oil Block Grant OPP 4
6401	Landfill Site Maintenance
6402	Sewer Maintenance & Operations
6403	Sewer - Residential
6404	Sewer - Non Residential
6501	Animal Services - Administration

CHART OF ACCOUNTS

Object No.	Object Name
4110	Buy Backs
4111	Salaries - Full Time
4112	Salaries - Temporary/Part Time
4113	Overtime
4116	Fringe Benefits
4117	Retirement Contributions
4118	Other
4121	Salaries - Sworn Fire
4123	Overtime - Sworn Fire
4126	Fringe Benefits - Sworn Fire
4127	Retirement Contributions/Sworn
4131	Salaries - Sworn Police
4133	Overtime - Sworn Police
4136	Fringe Benefits - Sworn Police
4137	Retirement Contributions - Sworn Police
4211	Postage
4212	Advertising
4213	Dues & Subscriptions
4214	Training - POST
4215	Training/Conferences/Meetings
4216	Office Supplies
4217	Other Supplies/Materials
4218	Uniform Expense
4219	Registration Permits/Licenses
4220	Fuel Usage
4221	Mileage Reimbursement
4222	Print/Mail Charges
4223	Information Systems Charges
4224	Vehicle Charges
4225	Building Maintenance & Operations Charges
4227	Vehicle Parts/Materials
4231	Office Equipment (Under \$5,000)
4232	Computer Equipment (Under \$5,000)
4233	Other Equipment (Under \$5,000)
4241	Utilities - Electric
4242	Utilities - Gas
4243	Utilities - Telephone
4244	Utilities - Water

CHART OF ACCOUNTS

Object No.	Object Name
4245	Maintenance - Buildings/Structures/Grounds
4246	Maintenance - Equipment
4247	Maintenance - Vehicles
4248	Maintenance - Other
4249	Other Maintenance
4251	Legal Services
4252	Professional Services
4253	Contract Services
4254	Data Processing Services
4255	Banking Services
4256	Solid Waste Services
4257	Sewer Treatment Disposal Services
4258	Other Services
4259	Recycled Water Purchase
4261	Books & Digital Materials
4271	Insurance Premium
4272	Claims Expense
4273	Workers Compensation Charges
4276	Liability Charges
4292	Administrative Services Expense
4295	Pump/Diesel Taxes
4296	RDA Pass-Through Expense
4302	Loans
4305	Emergency Repairs Program
4309	First Time Home Buyer Program
4313	Program Income
4321	Employee Incentive
4322	Health Premiums - Retirees
4323	PERS Supplement
4324	Other Post-Employment Benefits
4421	Lease Principal Expense
4424	Bond Principal Payment
4425	Bond Interest Expense
4521	Land
4530	Machinery & Equipment
4531	Vehicles

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Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fiscal Year- A twelve-month period of time to which the budget applies. For the City of Upland, it is July1 through June 30.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

List of Acronyms

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

ALS- Advanced Life Support.

AQMD- Air Quality Management District.

BLS- Basic Life Support.

CAFR- The Comprehensive Annual Financial Report is prepared in conformity with Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

CALTRANS- State of California Department of Transportation.

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

CEQA- California Environmental Quality Act.

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

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

CNG- Compressed Natural Gas.

COPS- Community Oriented Policing Services.

DDA- Disposition Development Agreement.

DIF- Developer Impact Fee.

EIR- Environmental Impact Report.

EOC- Emergency Operations Center.

EMS- Emergency Medical Response.

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

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

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

GAAP- Generally Accepted Accounting Principles.

GASB- Governmental Accounting Standards Board.

GIS- Geographic Information System.

HAZMAT- Hazardous Materials.

HOME- Home Investment Partnership Program.

HVAC- Heating, Ventilation, and Air Conditioning system.

HUD- Housing and Urban Development.

IEUA- Inland Empire Utilities Agency.

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

LAIF- Local Agency Investment Fund.

LMI- Low-Moderate Income – Affordable Housing programs.

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

NPDES- National Pollutant Discharge Elimination System.

OSHA- Occupational Safety and Health Administration.

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

ROPS- Recognized Obligation Payment Schedule.

SANBAG- San Bernardino Associated Governments. SANBAG is the clearinghouse for the intergovernmental agency review of capital facilities and other local government activities.

TPA- Third Party Administrator.

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