

A large, reddish-brown stone statue of a woman in a bonnet and long dress, holding a baby in her arms. A young child stands at her feet, holding her hand. The statue is set on a tiered stone base. The background shows green trees and a clear blue sky.

*City of
Upland
Annual Budget
2013 - 2014*

MADONNA OF THE TRAIL

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CITY MANAGER'S OFFICE
Telephone (909) 931-4106
Facsimile (909) 931-4107

July 17, 2013

Honorable Mayor, Council Members and Citizens of Upland:

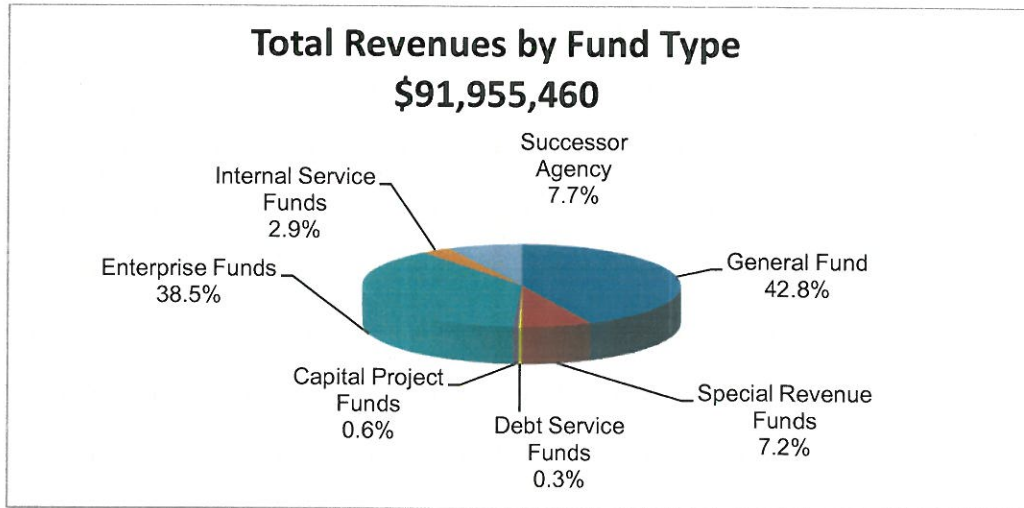
It is my honor to present the Fiscal Year (FY) 2013-14 budget document for your review and consideration. The proposed budget is the City's comprehensive financial plan that serves to fund all City programs and services. This year's budget reports a balanced operating budget in the General Fund. However, due to continued flat revenue projections as well as increased costs, the budget maintains the same service levels as the prior year budget while providing a little additional funding to improve customer services at the development counter.

This budget does not provide any additional funding for pension obligations and/or other post-employment benefits beyond the annual required contribution. In addition, the General Fund portion of this budget does not have additional funds programmed to eliminate deficit balances in other funds nor to restore its operating reserves to the City Council policy amount of ten percent (10%) of budgeted expenditures.

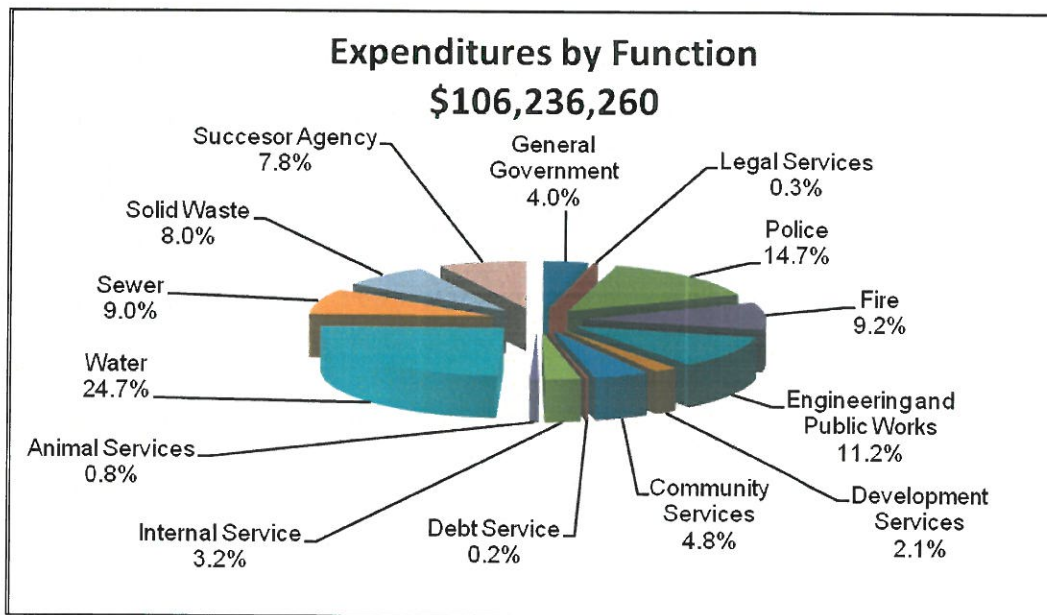
This budget is based upon the following premises:

- City expenditures have been evaluated on their own merits, based on sound, functional decisions related to the staffing and programming needs of Upland;
- Very little improvement in the economy is expected and, as a result, revenues are projected conservatively compared to the prior years.

Total City revenues are projected to be \$91,955,460, a decrease of \$3.9 million compared to the prior year. The funds with the highest revenues are as follows: General Fund (\$39,389,000), Water Utility Fund (\$17,855,120), Solid Waste Utility (\$9,700,860), and Environmental Enterprise Fund (\$6,901,950). The net decrease of \$3.9 million is a result of lower revenues in a variety of areas: General Fund (\$0.5 million), Special Revenue Funds \$0.3 million, Capital Improvement Projects (\$1.0 million), Enterprise Funds (\$0.8 million), Internal Service Funds (\$0.6 million) and Successor Agency (\$1.3 million). The chart below illustrates the total revenue budget by fund type:



The FY 2013-14 operating expenditure budget totals \$106,236,260, 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 \$38,595,150, or 36.4% of the organization's total. Other major fund expenditures include the Water Utility Fund (\$26,119,500), Solid Waste Utility Fund (\$9,563,710), Environmental Enterprise Fund (\$8,505,290) and Successor Agency (\$8,287,030). In sum, appropriations reflect a total decrease of approximately \$5.8 million or 5.2% from the prior year. The chart below illustrates the total budget by expenditure function:



Personnel costs inclusive of all City funds are increasing by \$465,390 from \$33.9 million to \$34.4 million. These costs include over a million dollars in savings from the new labor agreements approved in February 2013 offset by increased labor costs for scheduled merit increases, retirement contractual obligations, overtime, and special revenue funding of almost \$1 million that was mistakenly deducted twice in last year's budget. This budget increases the total number of authorized positions from 278.5 to 280.25. From the adopted FY 2012-13 budget approximately four new positions were added to Development Services and one to Animal Services, but we also eliminated three other positions.

Maintenance and operations appropriations are increasing by \$502,860 from \$52.4 million to \$52.9 million. Most of this increase is due to HOME Investment Partnership program expenditures of \$.9 million, increased Water operations costs of \$1.1 million and increased sewer treatment disposal services of \$.4 million. These increases are offset by decreases in the General Fund legal costs of \$1.1 million resulting from the dismissal of the County Flood Control District lawsuit and for contractual obligations in the Successor Agency of \$1.8 million.

Capital Outlay appropriations are decreasing by \$6.7 million from \$25.7 million to \$18.9 million. This decrease is primarily due to projects having been completed and others being postponed, thus reducing the funds available for General Funded Capital Improvement Projects by \$3.4 million. In addition, the Water Fund projects budget decreased by \$2.1 million due to the completion of FY 2012-13 projects and others are being postponed. Measure I funded projects decreased by \$.5 million and Successor Agency funded projects decreased by \$.7 million.

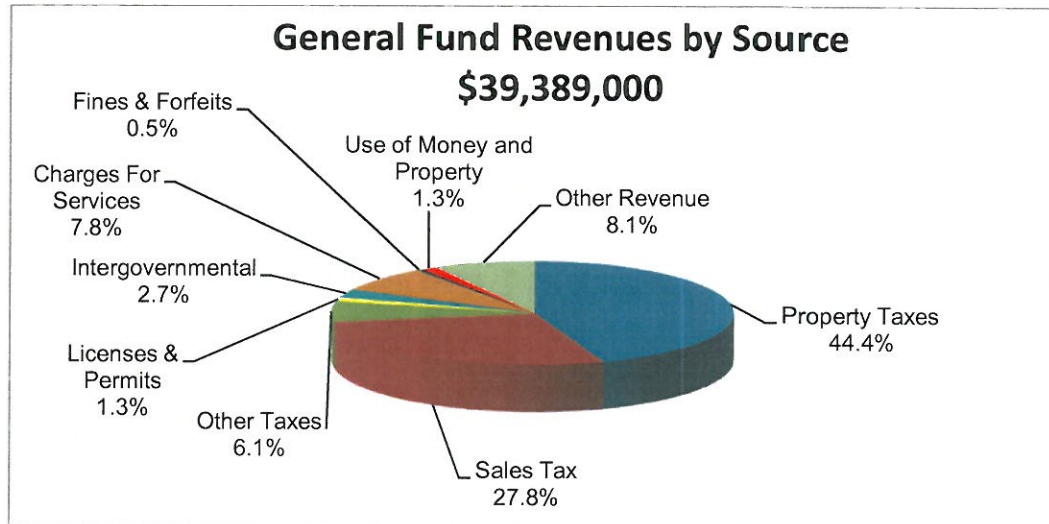
GENERAL FUND

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 \$975,240, which is below the reserve policy limit of 10% of operating expenditures by \$2.9 million. A summary of the General Fund balance is illustrated below:

General Fund - Fund Balance		
Beginning Fund Balance		\$943,290
Operating:		
Revenues	37,581,150	
Expenditures	(38,595,150)	
Non-Operating:		
Transfers In	1,807,850	
Transfers Out	(761,900)	
Net Change		31,950
Ending Fund Balance		\$975,240

General Fund Revenues:

Total General Fund revenues are projected to be \$39,389,000, a slight decrease of \$0.5 million or 1% from the prior year budget. In the prior year, the General Fund received a one-time loan from the Water fund for legal costs, which has not been budgeted for in the current year. The decrease was offset by an anticipated increase in property and sales tax revenues. The chart below illustrates the distribution of revenue sources in the General Fund.



- Property Taxes

Property tax revenues are projected to be \$17,472,420. However, of this amount, \$5,864,320 is the Property Tax In-Lieu that backfills the reduction of motor vehicle license fees. After adjusting for this revenue source, property tax revenue is projected to be \$11,608,100 reflecting an overall increase of \$351,800 over the prior year budget.

- Sales Tax

Staff is projecting sales tax revenues of \$8,236,020, an increase of \$418,240 from the prior year budget.

- Motor Vehicle In-lieu Fees

State Motor Vehicle In-Lieu fees, also known as Vehicle License Fees, are projected to be \$0.

- Charges for Services

Overall, this revenue source will total \$3,083,500, a decrease of \$93,530 from the prior year budget. This decrease is mostly due to less revenue anticipated for Public Safety related service charges.

- Investment Earnings

Interest rates have remained at an all time low. Low rates combined with declining General Fund cash balances, has resulted in a significant decrease in interest earnings. For FY 2013-14, interest earnings revenue has not been included in the proposed budget.

- Other Revenue

Other revenue totals \$1,371,240, a slight decrease of \$0.4 million from the prior year. This decrease is due to less anticipated reimbursements from other agencies.

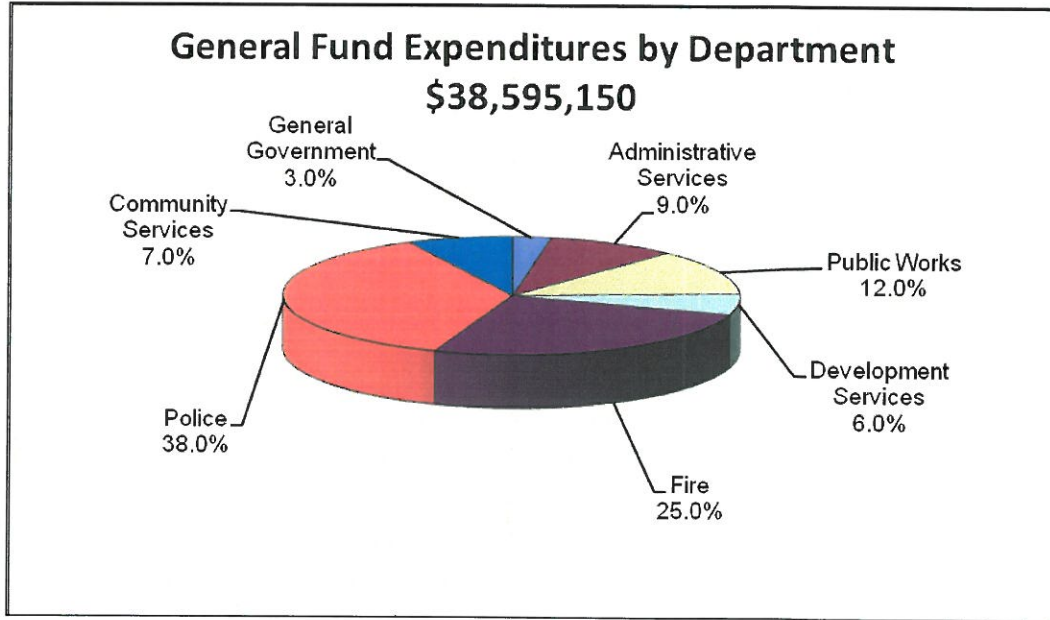
- Transfers In

The General Fund will receive transfers in from other City funds totaling \$1.8 million. The total employee salaries will be allocated in home divisions instead of budgeting percentage of salaries in multiple accounts.

General Fund Expenditures:

General Fund operating expenditures are projected to be \$38,595,150, which is \$0.4 million less than the prior year budget. The change is due to decreased legal costs and employees now paying their share of PERS costs.

The majority of General Fund expenditures are appropriated for public safety services (63%), followed by public works (12%), and administrative services (9%). The chart below illustrates General Fund Expenditures by Department.



- Personnel

General Fund personnel costs are projected to total \$28.5 million, an increase of \$0.4 million from the prior year budget. The change reflects an increase in PERS rates and an increase in the total number of authorized positions from 277.5 to 279.25.

- Maintenance and Operations (M&O)

The FY 2013-14 maintenance and operations budget is \$10,010,780, which is a decrease of \$0.9 million from the prior year. This decrease is due to lower legal expenses resulting from the dismissal of the County Flood Control District lawsuit.

- Capital Outlay

The FY 2013-14 budget for capital outlay is \$49,500. There was no budget for capital outlay in FY 2012-13.

- Transfers Out

For FY 2013-14, the General Fund will make transfers out to other funds in the amount of \$0.8 million. The transfers will fund bond principal and interest payments, and costs pertaining to the operations of Animal Services.

SPECIAL REVENUE FUNDS

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 2013-14, the total budget for street improvement projects from these sources is \$5.1 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), 17th Street (Mountain to San Antonio) and Mountain Avenue (16th to 18th).

HOME INVESTMENT PARTNERSHIP PROGRAM

The Home Investment Partnership Program budget appropriated \$1,058,950. These funds are received from the U.S. Housing and Urban Development Department 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 \$553,070. 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 \$91,900, and total revenues are \$91,300.

OFFICE OF TRAFFIC SAFETY

Periodically, there are grants available for use by Police Departments for technology, community oriented policing, and resource officers in schools. These grants are based on availability and, as a result, only amounts that have been received are expended. Appropriations for these grants total \$115,000.

OTHER GRANTS

Like police grants, periodically there are special purpose grants available for use by other City Departments. These grants are based on availability, and because of this, only amounts that have been received are expended. The total appropriation for Other Grants is \$566,280. Any additional grants available will be brought to the City Council separate from this document.

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 \$262,140 is for annual principal and interest due on the bonds. Revenues and transfers in are projected at \$262,300.

CAPITAL PROJECT FUNDS

Capital Project Funds include: General Capital Improvements, Park Acquisition and Development, Storm Drain Development, and Street & Traffic Facility Development. For FY 2013-14, the total budget is \$2,002,210; this includes \$1,887,210 in FY 2012-13 carry-over projects. Projects of interest are as follows: the City's General Plan, Fire Station #3 Roof Repair, Sports Park, Euclid Storm Drain, Storm Drain Improvements and Arrow Rte. Widening. Total revenues of \$527,960 are mostly derived from development impact fees.

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 \$26,806,330, a decrease of \$1.8 million or 6.3% from the prior year budget mostly due to the completion of capital improvement projects. Proposed capital improvement projects of interest for FY 2013-14 include: Mountain Ave. Water Main Replacement (9th St to Foothill) and (16th to 19th) and Reservoir 16 Repairs. Revenues are projected at \$17,855,120. The Water Utility fund balance is projected to be \$196,810.

SOLID WASTE FUND

The Solid Waste Fund budget includes the cost of providing refuse service to City customers. Revenues are projected at \$9,700,860 and appropriations are \$10,105,950. The Solid Waste fund balance is projected to be (\$471,590).

ENVIRONMENTAL ENTERPRISE FUND

The Environmental Enterprise Fund operating budget includes the cost of providing sewer services to City customers and to maintain the system. Total appropriations are \$8,631,750, an increase of \$0.4 million from the prior year due to increased sewer treatment disposal costs. Revenues and transfers in are projected to be \$6,901,950. The Environmental Enterprise fund balance is projected to be \$4,589,600.

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 \$415,750, transfers in at \$499,760 and appropriations are estimated to be \$915,510.

INTERNAL SERVICE FUNDS

SELF-FUNDED LIABILITY FUND

This fund is used to collect cost allocations among each Department, and uses these funds to pay for insurance costs that include: legal services, workers compensation, long-term disability, unemployment and general liability. Revenues are projected to be \$2,695,040 and appropriations are projected to be \$3,522,310.

SUCCESSOR AGENCY

With the dissolution of the Redevelopment Agency, the Successor Agency to the Upland Community Redevelopment Agency was established to ensure payment of identified obligations. For FY 2013-14 appropriations total \$8,860,790, a decrease of \$2.4 million or 21.4% of the prior year budget. This decrease is due to the dissolution of the Redevelopment Agency. The appropriations fund the City's Housing Program and payment of outstanding debt. The dissolution of the Redevelopment Agency resulted in the loss of funds for capital improvement projects. Revenues are projected to be \$7,097,100, mostly comprised of property tax increment and rent revenues. The Successor Agency projected fund balance for debt service is \$1,823,610 and for Housing is \$1,272,760.

ECONOMIC OUTLOOK

The United States economy is showing signs of life with housing sales increasing, jobs being created and the unemployment rate dropping. The State's economy also shows improvement and California has balanced their budget at the ballot box through imposing additional taxes. This makes the fiscal situation at the State much better.

The Inland Empire economy is also showing the same signs of life. The local real estate market is very active and, like at the state and national levels, there are new jobs being created leading to a lower unemployment rate. These actions go a long way towards economic recovery.

The economy in Upland appears to be getting better as can be seen in the new activity at the Colonies Crossroads development and by the increased amount of activity at our development counter. Unfortunately, the City's reserves are significantly lower than what is desired and there is very little room for error. Because of this situation, this budget is very conservative. Staff will wait until there are solid, actual signs of economic improvement within the City before those improvements are reflected in the budget.

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 2013-14.

Respectfully submitted,



Stephen Dunn

City Manager

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 and faith-based organizations, 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 receive 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 basin 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 the Fiscal Year 2013-14 goals and objectives, as they relate to the City's long-term strategic goals.

Responsive Leadership

- ◆ Provide a more efficient and effective local government operation by producing a comprehensive Legislative Program ensuring that the City's needs/positions are heard in Sacramento and in Washington, DC.
- ◆ Continue managing the City's resources in a conservative, fiscally responsible manner while striving to achieve 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 Community Visioning Study in 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, at businesses, at community service group meetings, and during the annual Fire Department open house event.
- ◆ 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 (laptop and handheld), servers and telecommunications devices such as smart phones and PDA devices.
- ◆ Operate the new 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 the residents and visitors of Upland by providing the most up to date medical equipment and training so that morbidity and mortality may be reduced, including new 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 newly adopted 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 advancing the development of the Sports Park.
- ◆ To maintain the established asset protection and management plan that ensures infrastructure is effectively, renewed, replaced, and maintained.
- ◆ To ensure City compliance with the 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. Foothill Boulevard Roadway & Utility Improvements (Monte Vista Avenue to Central Avenue).
 2. Mountain Avenue Water Main Replacements (9th Street to Foothill Blvd.)
 3. Mountain Avenue Water Main Replacements (16th Street to 19th Street)
 4. 17th Street Reconstruction and Water Main Replacement (Mountain Avenue to San Antonio Avenue)
 5. 16th Street Rehabilitation (San Antonio Avenue to Mountain Avenue)
 6. 16th Street Rehabilitation (Euclid Avenue to Campus Avenue)
 7. Pressure Reduction Valves Stations for Zones 5/4 and 4/3
 8. Citywide and CDBG Concrete Repairs
 9. Citywide Trenchless Sewer Rehabilitation & CCTV Inspection

Officials of the City of Upland

Elected Officials

Ray Musser, Mayor

Debbie Stone

Brendan Brandt

Gino Filippi

Glenn Bozar

Mayor Pro Tem

Council Member

Council Member

Council Member

Dan Morgan

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

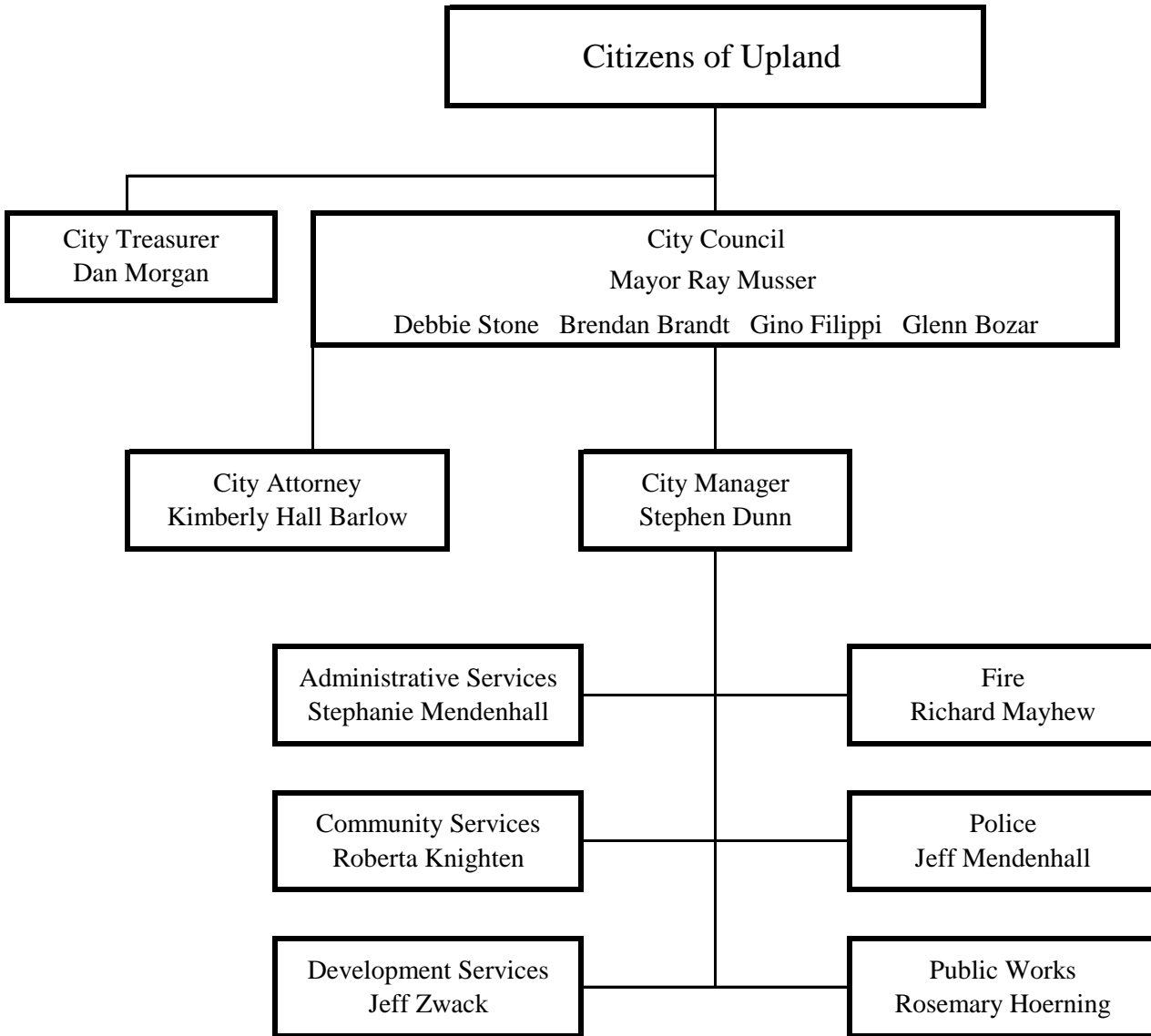
Public Works Director

Police Chief

Fire Chief

City Attorney

**City of Upland
Organizational Chart
Fiscal Year 2013-14**



Government Finance Officers Association Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Upland for its annual budget for the fiscal year beginning July 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operation guide, as a financial plan, and as a communication device.

For the past six years, the City's budget document has been recognized for meeting the award program criteria and received this prestigious national award. This award is valid for a period of one year. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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 the 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 75,209 as of 2012.

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
Solid Waste
Environmental Quality (Sewer)
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	75,209		
		Police Protection	
Number of City Employees	279.25	Patrol Units	24
		Motorcycles	5
Employees per capita	1 per 269 residents	Sworn Officers	70
		Total Police Department Employees	92
Area in Square Miles	15.3		
		Library	
Average Elevation	1,328 feet	Facilities	1
		Volumes	154,463
Average Temperature	62.4 F	Current Periodical & Serial Subscriptions	267
Average Rainfall	24.5 inches	Audio-visual items	8,341
		Registered patrons	59,350
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	240.00		

City of Upland
Top 25 Sales Tax Producers

<u>Business Name</u>	<u>Business Category</u>
Albertsons	Grocery Stores Liquor
Bed Bath & Beyond	Home Furnishings
Chevron Gas Station	Service Stations
Circle K	Service Stations
CVS Pharmacy	Drug Stores
Dick's Sporting Goods	Sporting Goods/Bike Stores
Euclid Arco	Service Stations
Ford of Upland	New Motor Vehicle Dealers
Holliday Rock	Contractors
Home Depot	Lumber/Building Materials
Kohls	Department Stores
Lowe's	Lumber/Building Materials
Marshalls	Family Apparel
Mountain View Chevrolet	New Motor Vehicle Dealers
Petsmart	Specialty Stores
R F White	Service Stations
Shell	Service Stations
Stater Bros	Grocery Store Liquor
Target	Discount Dept Stores
Tesoro Refining & Marketing	Service Stations
Union 76	Service Stations
Vons	Service Stations
Vons	Grocery Stores Liquor
Walmart	Discount Dept Stores
7 Eleven	Service Stations

City of Upland
Principal Property Taxpayers

For the Fiscal Year ending June 30, 2012

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
College Park Apartment Homes LP	\$ 46,784,287	1	0.7%
Granite Sr Woodlane LLC	42,956,901	2	0.6%
Colonies-Pacific LLC	39,994,984	3	0.6%
Rancho Monte Vista Apartment Homes	39,274,544	4	0.6%
Koll Per College Business Park LLC	38,782,851	5	0.6%
CT Retail Properties Finance II LLC	37,460,857	6	0.5%
Mountain Springs	34,270,284	7	0.5%
Bill and Mary Matreyek Trust	30,938,763	8	0.4%
Nu-168 Apartments LLC	30,592,271	9	0.4%
GE 2005-C4 Mountain Grv Op Reo	26,330,623	10	0.4%
Totals	<u>\$ 367,386,365</u>		<u>5.3%</u>

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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. As required by generally accepted accounting principles, the City’s financial statements present the City of Upland (the City) and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities, are a part of the Government’s operation and so data from these units is combined.

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.

All governmental funds are budgeted and accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The primary revenue sources susceptible to accrual are property and sales taxes, investment income, federal grants, motor vehicle fees and gas tax subventions. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. 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

Traffic Safety Fund

This fund accounts for monies received from traffic fines that are to be used for traffic safety purposes. All revenue is normally transferred to the General Fund.

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

Gas Tax Fund - 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.

Sanitary Sewer Facility Development Fund - This fund accounts for revenue collected to expand both the City's and the region's sanitary sewage facilities to accommodate current and future growth. This activity is financed by a permit fee for each new structure in the City.

Community Development Block Grant Fund - 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.

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.

Air Quality Pollution Reduction - 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).

Home Investment Partnership Program - This fund accounts for housing rehab grants from the State 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.

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

Debt Service Funds

Upland Public Financing Authority - The Upland Public Financing Authority is a joint exercise of powers authority under the laws of the State of California, authorized to issue bonds under the Mark-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 2600.1 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 6592.0 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 6592.0 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 6592.0 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 - 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 - 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.

Environmental Quality - 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.

Vehicle Replacement - This fund accounts for the purchase and replacement of vehicles. City Departments are charged for the services provided or benefits received from this fund.

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 (7) and 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 below the reserve policy limit of 10% of operating expenditures by \$2.9 million.

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.

Capital Assets at June 30th
(net of Depreciation, in Millions)

	<u>Governmental</u> <u>Activities</u>		<u>Business-type</u> <u>Activities</u>		<u>Total</u>	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
Land and rights of way	\$103.4	\$109.4	\$2.0	\$2.0	\$105.4	\$111.4
Construction in progress	3.2	6.4	1.3	1.2	4.5	7.4
Other capital assets	191.5	189.1	83.7	82.5	275.2	271.8
Totals	<u>\$298.1</u>	<u>\$304.9</u>	<u>\$87.0</u>	<u>\$85.7</u>	<u>\$385.1</u>	<u>\$390.6</u>

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 percent of total assessed valuation for purposes of City taxation for all the real and personal property within the city.

BUDGET PROCESS

Purpose of the Budget Document

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

The Budget:

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

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

The Relationship Between the Operating Budget and Capital Improvement Program

The Budget document comprises 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 generation of users.

Guide to the Budget

The City of Upland's fiscal year begins each July 1 and concludes on June 30. 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, the Finance staff, and all Department Heads attend. The City Manager briefs the participants on policy directives and general budgeting guidelines. The 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 Administrative Services Director presents the proposed budget at a special meeting of the Finance/Economic Development Committee. Following the Committee review, the Administrative Services Director 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 2013-14 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.

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.

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.

Budget Summaries

The budget summaries section is the nuts and bolts of the Budget. It provides the following information:

- ◆ City Fund Balances
- ◆ Expenditure Summaries
- ◆ Revenue Summary

Department Summaries

The Department Summaries contain detailed budget information for the basic organizational units of the City, its departments. Each department summary presents the following information:

- ◆ Mission Statement - Each department has formulated a mission statement that presents the “what, for whom, and why” the department exists.
- ◆ Budget Summary - This table provides comparative information on budgeted expenditures for three fiscal years organized by the following categories: personnel, maintenance and operations, and capital outlay.
- ◆ Goals and Objectives - Departments are comprised of smaller organizational units that allow the department to attain its mission.
- ◆ Performance Measures - Each department has established performance measurements 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.
- ◆ Budgetary line-item detail. Each department is represented by line-item budgetary detail for its operations.

Capital Improvement Program

This section looks at the City's five-year capital improvement program, funding sources, project highlights, and the specific projects for which funds are allocated for the budget year. A more in-depth Capital Improvement Program document is available from the City's Public Works Department.

Personnel Summaries

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

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 2013-14**

Date	Responsibility	Action
February 12, 2013	Administrative Services Director and City Manager	Budget kickoff meeting with City Manager and Department Heads.
February 19, 2013	Finance	Finance completes salary and benefit splits. Detailed worksheets are distributed to Department Heads for review.
February 28, 2013	Departments	Departments submit salary and benefit splits with revisions to Finance. Justification for new positions and/or reclassifications submitted to Human Resources for review.
March 4, 2013	Departments	Departments submit revenue projections to Finance (Schedule J). Excel worksheets will be available on the All Personnel Drive for Departments to start budget entry
March 4, 2013	Departments	Excel worksheets will be available on the All Personnel Drive for Departments to start budget entry
March 14, 2013	Departments	Departments complete budget entry on Excel worksheets, and submit expenditure budget forms (Schedule A - I).
March 28, 2013	Public Works	Public Works Department submits Capital Improvement Project requests (City-wide).
Mar 28 - April 18, 2013	Finance	Finance prepares first draft budget document.
April 18, 2013	Finance	First draft budget document is available on the All Personnel drive (I:) for Departments to view.
April 22 - May 21, 2013	City Manager and Departments	City Manager, Administrative Services Director, and staff members assigned with budget preparation meet with Departments to review revenues, operating and capital improvement project budgets, goals and objectives, and performance measures.
April 29, 2013	Departments	Departments submit narratives, goals and objectives, and performance measures. Human Resources submits recommendations to Finance on Department requests for new positions and/or reclassifications.
June 20, 2013	Departments	Departments submit final budget revisions to Finance.
June 24 - July 8, 2013	Finance	Finance completes proposed budget document and appropriation limit.
July 29, 2013	Finance	Proposed budget document presented to the Finance Committee.
August 12, 2013	City Council	Proposed budget document presented to the City Council, formal adoption of the Annual Budget and Appropriation Limit.

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City of Upland
Summary of Sources and Uses
Fiscal Year 2013-14

Fund No.	Fund Name	Fund Balance 7/1/13	Operating Revenue	Transfers In	Total Available Sources	Operating Expenditures	Transfers Out	Total Uses	Fund Balance 6/30/14
101	General Fund *	\$943,290	37,581,150	\$1,807,850	\$40,332,290	\$38,595,150	\$761,900	\$39,357,050	\$975,240
202	Traffic Safety*	370	281,390	-	281,760	281,760	-	281,760	-
203	Public Safety Tax	440	713,310	-	713,750	713,750	-	713,750	-
204	Gas Tax	2,140,490	2,226,260	-	4,366,750	3,419,000	-	3,419,000	947,750
205	Measure I	840,070	1,045,490	-	1,885,560	1,656,580	-	1,656,580	228,980
208	HOME Investment Partnership Program	169,320	930,200	-	1,099,520	1,058,950	-	1,058,950	40,570
209	Community Development Block Grant	56,310	509,760	-	566,070	553,070	-	553,070	13,000
210	Parking Business Improvement Area	13,970	36,710	-	50,680	33,600	-	33,600	17,080
211	Air Quality Management District	36,030	91,300	-	127,330	84,280	7,620	91,900	35,430
216	Police Grants	(39,970)	110,000	-	70,030	110,000	-	110,000	(39,970)
217	Other Grants	65,340	540,500	-	605,840	566,280	-	566,280	39,560
218	Office of Traffic Safety*	(12,160)	115,000	-	102,840	115,000	-	115,000	(12,160)
219	Local Law Enforcement Block Grant	38,580	10,000	-	48,580	10,000	-	10,000	38,580
220	Asset Forfeiture	62,740	700	-	63,440	-	-	-	63,440
221	Homeland Security Grants	(100,520)	-	-	(100,520)	-	-	-	(100,520)
	Total Special Revenue Funds	3,271,010	6,610,620	-	9,881,630	8,602,270	7,620	8,609,890	1,271,740
301	Public Financing Authority	268,870	160	262,140	531,170	262,140	-	262,140	269,030
	Total Debt Service Funds	268,870	160	262,140	531,170	262,140	-	262,140	269,030
420	General Capital Improvements	(44,510)	59,110	-	14,600	1,065,560	-	1,065,560	(1,050,960)
421	Park Acquisition & Development	871,700	177,700	-	1,049,400	445,390	-	445,390	604,010
422	Storm Drain Development	1,549,840	126,040	-	1,675,880	341,260	-	341,260	1,334,620
423	Street & Traffic Facility Development	1,328,900	165,110	-	1,494,010	150,000	-	150,000	1,344,010
	Total Capital Project Funds	3,705,930	527,960	-	4,233,890	2,002,210	-	2,002,210	2,231,680
640	Water Utility	9,148,020	17,832,200	22,920	27,003,140	26,119,500	686,830	26,806,330	196,810
641	Solid Waste Utility	(66,500)	9,700,860	-	9,634,360	9,563,710	542,240	10,105,950	(471,590)
645	Environmental Enterprise	6,319,400	6,656,950	245,000	13,221,350	8,505,290	126,460	8,631,750	4,589,600
647	Animal Services	(1,183,980)	415,750	499,760	(268,470)	895,540	19,970	915,510	(1,183,980)
	Total Enterprise Funds	14,216,940	34,605,760	767,680	49,590,380	45,084,040	1,375,500	46,459,540	3,130,840
751	Self-Funded Liability Insurance	(4,471,300)	2,695,040	-	(1,776,260)	3,403,420	118,890	3,522,310	(5,298,570)
752	Vehicle Replacement Fund	194,800	-	-	194,800	-	-	-	194,800
	Total Internal Service Fund	(4,276,500)	2,695,040	-	(1,581,460)	3,403,420	118,890	3,522,310	(5,103,770)
970	Successor Agency Administration	1,698,030	4,121,710	-	5,819,740	3,807,220	188,910	3,996,130	1,823,610
971	Successor Agency Housing	3,162,030	2,975,390	-	6,137,420	4,479,810	384,850	4,864,660	1,272,760
	Total Successor Agency	4,860,060	7,097,100	-	11,957,160	8,287,030	573,760	8,860,790	3,096,370
	Total For All Funds	\$22,989,600	\$89,117,790	\$2,837,670	\$114,945,060	\$106,236,260	\$2,837,670	\$109,073,930	\$5,871,130

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City of Upland
Comparative Expenditures
Fiscal Year 2013-14

Fund No.	Department/Division	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
101	General Fund				
	General Government	\$ 681,340	\$ 852,740	\$ 735,900	\$ 689,500
	Legal Services	1,877,000	1,500,000	1,000,000	350,000
	Administrative Services	2,821,590	3,414,780	3,267,340	3,546,530
	Community Services	2,965,380	2,820,460	2,760,920	2,853,310
	Public Works	5,306,930	4,690,530	4,702,400	4,777,060
	Development Services	2,042,640	2,091,040	1,982,370	2,194,790
	Fire	9,979,580	9,592,000	9,249,280	9,820,480
	Police	15,754,580	15,029,760	15,167,060	14,363,480
	Total General Fund	41,429,040	39,991,310	38,865,270	38,595,150
	Special Revenue Funds				
202	Traffic Safety	331,560	274,100	232,920	281,760
203	Public Safety Tax	660,310	706,200	699,210	713,750
204	Gas Tax	208,530	4,377,180	2,325,100	3,419,000
205	Measure I	690,180	2,074,870	1,321,780	1,656,580
208	HOME Investment Partnership	625,500	165,270	248,890	1,058,950
209	Community Development Block Grant	756,570	838,690	817,230	553,070
210	Parking Business Improvement Area	5,470	43,230	43,230	33,600
211	Air Quality Management District	65,390	84,280	61,930	84,280
216	Police Grants	43,410	-	110,000	110,000
217	Other Grants	565,230	547,940	497,460	566,280
218	Office of Traffic Safety	114,620	72,100	59,650	115,000
219	Local Law Enforcement Block Grant	48,830	-	-	10,000
220	Asset Forfeiture	43,860	79,020	130,820	-
221	Homeland Security Grants	189,440	-	-	-
	Total Special Revenue Funds	4,348,900	9,262,880	6,548,220	8,602,270
	Debt Service Funds				
301	Public Financing Authority	265,610	262,030	262,030	262,140
	Total Debt Service Funds	265,610	262,030	262,030	262,140
	Capital Project Funds				
420	General Capital Improvements	650,570	2,408,870	179,500	1,065,560
421	Park Acquisition & Development	23,330	652,230	143,390	445,390
422	Storm Drain Development	447,150	1,129,950	582,570	341,260
423	Street & Traffic Facility Development	340	1,300,000	1,150,000	150,000
	Total Capital Project Funds	1,121,390	5,491,050	2,055,460	2,002,210
	Enterprise Funds				
640	Water Utility	21,465,560	27,492,700	17,546,710	26,119,500
641	Solid Waste Utility	9,360,420	9,487,080	9,467,070	9,563,710
645	Environmental Enterprise	6,024,620	7,844,790	5,814,200	8,505,290
647	Animal Services	1,163,150	968,110	868,860	895,540
	Total Enterprise Funds	38,013,750	45,792,680	33,696,840	45,084,040
	Internal Service Funds				
751	Self-Funded Liability Insurance	6,099,880	3,145,700	3,339,000	3,403,420
752	Vehicle Replacement Fund	790,720	91,120	290,180	-
	Total Internal Service Funds	6,890,600	3,236,820	3,629,180	3,403,420
	Successor Agency				
970	Successor Agency	-	5,051,090	5,007,310	3,807,220
971	Successor Agency-Housing	110,190	5,829,190	5,649,410	4,479,810
	Total Successor Agency	110,190	10,880,280	10,656,720	8,287,030
	Upland Community Redevelopment Agency				
9XX	Merged Project- Project & D/S Funds	9,070,340	-	-	-
9XX	Merged Project- LMI Funds	7,669,670	-	-	-
	Total Successor Agency	16,740,010	-	-	-
	Total for All Funds	\$ 108,919,490	\$ 114,917,050	\$ 95,713,720	\$ 106,236,260

City of Upland
Expenditure Summary by Department
Fiscal Year 2013-14

DEPARTMENT	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET	%
					CHANGE
General Government					
Personnel	\$ 343,010	\$ 617,330	\$ 599,870	\$ 589,470	-1.7%
Maintenance & Operations	2,207,900	1,735,410	1,136,030	450,030	-60.4%
Capital Outlay	7,430	-	-	-	-
Total General Government	\$ 2,558,340	\$ 2,352,740	\$ 1,735,900	\$ 1,039,500	-40.1%
Administrative Services					
Personnel	\$ 1,329,480	\$ 2,170,630	\$ 2,067,170	\$ 2,220,760	7.4%
Maintenance & Operations	1,492,110	1,244,150	1,200,170	1,276,270	6.3%
Capital Outlay	-	-	-	49,500	-
Total Administrative Services	\$ 2,821,590	\$ 3,414,780	\$ 3,267,340	\$ 3,546,530	8.5%
Community Services					
Personnel	\$ 2,401,020	\$ 2,301,230	\$ 2,259,460	\$ 2,382,760	5.5%
Maintenance & Operations	1,120,090	1,026,000	951,750	989,450	4.0%
Capital Outlay	-	-	-	-	-
Total Community Services	\$ 3,521,110	\$ 3,327,230	\$ 3,211,210	\$ 3,372,210	5.0%
Public Works					
Personnel	\$ 2,239,040	\$ 2,059,300	\$ 1,947,520	\$ 2,139,280	9.8%
Maintenance & Operations	2,949,160	2,500,690	2,631,770	2,489,890	-5.4%
Capital Outlay	118,730	130,540	123,110	147,890	20.1%
Total Public Works	\$ 5,306,930	\$ 4,690,530	\$ 4,702,400	\$ 4,777,060	1.6%
Development Services					
Personnel	\$ 1,372,420	\$ 1,483,070	\$ 1,403,890	\$ 1,577,520	12.4%
Maintenance & Operations	670,220	607,970	578,480	617,270	6.7%
Capital Outlay	-	-	-	-	-
Total Development Services	\$ 2,042,640	\$ 2,091,040	\$ 1,982,370	\$ 2,194,790	10.7%
Fire					
Personnel	\$ 8,263,420	\$ 8,111,790	\$ 7,846,490	\$ 8,145,950	3.8%
Maintenance & Operations	1,716,160	1,480,210	1,402,790	1,674,530	19.4%
Capital Outlay	189,440	-	-	-	-
Total Fire	\$ 10,169,020	\$ 9,592,000	\$ 9,249,280	\$ 9,820,480	6.2%
Police					
Personnel	\$ 14,410,670	\$ 13,799,980	\$ 14,248,880	\$ 13,018,440	-8.6%
Maintenance & Operations	2,557,870	2,282,180	2,019,960	2,575,550	27.5%
Capital Outlay	28,630	79,020	130,820	-	-100.0%
Total Police	\$ 16,997,170	\$ 16,161,180	\$ 16,399,660	\$ 15,593,990	-4.9%
Home Investment Partnership					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	625,500	165,270	248,890	1,058,950	325.5%
Capital Outlay	-	-	-	-	-
Total Home Investment Partnership	\$ 625,500	\$ 165,270	\$ 248,890	\$ 1,058,950	325.5%
Community Development Block Grant					
Personnel	\$ 301,630	\$ 189,310	\$ 209,470	\$ 208,020	-0.7%
Maintenance & Operations	162,050	196,480	178,010	191,520	7.6%
Capital Outlay	26,150	384,520	384,520	-	-100.0%
Capital Improvement Projects	266,740	68,380	45,230	153,530	239.4%
Total Community Development Block Grant	\$ 756,570	\$ 838,690	\$ 817,230	\$ 553,070	-32.3%

City of Upland
Expenditure Summary by Department
Fiscal Year 2013-14

DEPARTMENT	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET	%
					CHANGE
Parking Business Improvement Area					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	5,470	43,230	43,230	33,600	-22.3%
Capital Outlay	-	-	-	-	-
Total Parking Business Improvement Area	<u>\$ 5,470</u>	<u>\$ 43,230</u>	<u>\$ 43,230</u>	<u>\$ 33,600</u>	<u>-22.3%</u>
Air Quality Management District					
Personnel	\$ 4,650	\$ -	\$ 4,940	\$ -	-100.0%
Maintenance & Operations	60,740	84,280	56,990	84,280	47.9%
Capital Outlay	-	-	-	-	-
Total Air Quality Management District	<u>\$ 65,390</u>	<u>\$ 84,280</u>	<u>\$ 61,930</u>	<u>\$ 84,280</u>	<u>36.1%</u>
DEBT SERVICE FUNDS					
Financing Authority					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	265,610	262,030	262,030	262,140	0.0%
Capital Outlay	-	-	-	-	-
Total Financing Authority	<u>\$ 265,610</u>	<u>\$ 262,030</u>	<u>\$ 262,030</u>	<u>\$ 262,140</u>	<u>0.0%</u>
ENTERPRISE FUNDS					
Water Utility					
Personnel	\$ 2,703,520	\$ 2,168,380	\$ 2,130,730	\$ 2,243,390	5.3%
Maintenance & Operations	15,191,290	13,776,280	13,737,880	14,896,440	8.4%
Capital Outlay	-	45,000	-	220,000	-
Capital Improvement Projects	3,570,750	11,503,040	1,678,100	8,759,670	422.0%
Total Water Utility	<u>\$ 21,465,560</u>	<u>\$ 27,492,700</u>	<u>\$ 17,546,710</u>	<u>\$ 26,119,500</u>	<u>48.9%</u>
Solid Waste Utility					
Personnel	\$ 385,440	\$ 112,550	\$ 123,170	\$ 87,820	-28.7%
Maintenance & Operations	8,984,500	9,415,700	9,391,070	9,523,270	1.4%
Capital Outlay	-	-	-	-	-
Total Solid Waste Utility	<u>\$ 9,369,940</u>	<u>\$ 9,528,250</u>	<u>\$ 9,514,240</u>	<u>\$ 9,611,090</u>	<u>1.0%</u>
Environmental Enterprise					
Personnel	\$ 1,061,270	\$ 827,030	\$ 577,170	\$ 813,130	40.9%
Maintenance & Operations	4,820,830	4,852,110	4,789,690	5,586,450	16.6%
Capital Outlay	-	32,000	32,000	-	-100.0%
Capital Improvement Projects	142,520	2,133,650	415,340	2,105,710	407.0%
Total Environmental Enterprise	<u>\$ 6,024,620</u>	<u>\$ 7,844,790</u>	<u>\$ 5,814,200</u>	<u>\$ 8,505,290</u>	<u>46.3%</u>
Animal Services					
Personnel	\$ 578,370	\$ 599,750	\$ 537,790	\$ 567,860	5.6%
Maintenance & Operations	584,780	368,360	331,070	327,680	-1.0%
Capital Outlay	-	-	-	-	-
Total Animal Services	<u>\$ 1,163,150</u>	<u>\$ 968,110</u>	<u>\$ 868,860</u>	<u>\$ 895,540</u>	<u>3.1%</u>
INTERNAL SERVICE FUNDS					
Self-Funded Liability Insurance					
Personnel	\$ 240,560	\$ -	\$ 16,050	\$ -	-100.0%
Maintenance & Operations	5,859,330	3,145,700	3,322,950	3,403,420	2.4%
Capital Outlay	-	-	-	-	-
Total Self-Funded Liability Insurance	<u>\$ 6,099,890</u>	<u>\$ 3,145,700</u>	<u>\$ 3,339,000</u>	<u>\$ 3,403,420</u>	<u>1.9%</u>

City of Upland
Expenditure Summary by Department
Fiscal Year 2013-14

DEPARTMENT	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET	%
					CHANGE
Vehicle Replacement					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	692,460	-	-	-	-
Capital Outlay	98,260	91,120	290,180	-	-100.0%
Total Vehicle Replacement	\$ 790,720	\$ 91,120	\$ 290,180	\$ -	-100.0%
 <i>SUCCESSOR AGENCY FUNDS</i>					
SUCCESSOR AGENCY					
Personnel	\$ -	\$ 22,030	\$ 23,760	\$ 22,590	-4.9%
Maintenance & Operations	-	5,029,060	4,983,550	3,784,630	-24.1%
Capital Outlay	-	-	-	-	-
Total Successor Agency	\$ -	\$ 5,051,090	\$ 5,007,310	\$ 3,807,220	-24.0%
 SUCCESSOR AGENCY HOUSING					
Personnel	\$ -	\$ 269,040	\$ 270,500	\$ 257,610	-4.8%
Maintenance & Operations	110,190	4,985,150	4,803,910	3,647,200	-24.1%
Capital Outlay	-	575,000	575,000	575,000	-
Total Successor Housing	\$ 110,190	\$ 5,829,190	\$ 5,649,410	\$ 4,479,810	-20.7%
 UPLAND COMMUNITY REDEVELOPMENT AGENCY					
Personnel	\$ 1,203,870	\$ -	\$ -	\$ -	-
Maintenance & Operations	15,536,140	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Upland Community Redevelopment Agency	\$ 16,740,010	\$ -	\$ -	\$ -	-
 <i>CAPITAL IMPROVEMENT PROJECTS</i>					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Projects	2,020,100	11,943,100	5,702,340	7,077,790	24.1%
Total Capital Improvement Projects	\$ 2,020,100	\$ 11,943,100	\$ 5,702,340	\$ 7,077,790	24.1%
 TOTAL CITY ANNUAL BUDGET					
Personnel	\$ 36,838,340	\$ 34,731,420	\$ 34,266,860	\$ 34,274,600	0.0%
Maintenance & Operations	65,612,400	53,200,260	52,070,220	52,872,570	1.5%
Capital Outlay	468,640	1,337,200	1,535,630	992,390	-35.4%
Capital Improvement Projects	6,000,110	25,648,170	7,841,010	18,096,700	130.8%
Total City Annual Budget	\$ 108,919,490	\$ 114,917,050	\$ 95,713,720	\$ 106,236,260	11.0%

City of Upland
Expenditures by Category
Fiscal Year 2013-14

Fund No.	Department	Personnel Expense	Maintenance & Operations	Capital Outlay	Approved Budget FY 2013-14
101	General Fund				
	General Government	\$ 589,470	\$ 450,030	\$ -	\$ 1,039,500
	Administrative Services	2,220,760	1,276,270	49,500	3,546,530
	Community Services	1,953,960	899,350	-	2,853,310
	Public Works	2,139,280	2,637,780	-	4,777,060
	Development Services	1,577,520	617,270	-	2,194,790
	Fire	8,145,950	1,674,530	-	9,820,480
	Police	11,907,930	2,455,550	-	14,363,480
	Total General Fund	28,534,870	10,010,780	49,500	38,595,150
	Special Revenue Funds				
202	Traffic Safety	281,760	-	-	281,760
203	Public Safety Tax	713,750	-	-	713,750
204	Gas Tax	-	-	3,419,000	3,419,000
205	Measure I	-	-	1,656,580	1,656,580
208	HOME Investment Partnership	-	1,058,950	-	1,058,950
209	Community Development Block Grant	208,020	191,520	153,530	553,070
210	Parking Business Improvement Area	-	33,600	-	33,600
211	Air Quality Management District	84,280	-	-	84,280
217	Other Grants	428,800	137,480	-	566,280
21X	Police Grants	115,000	120,000	-	235,000
221	Homeland Security Grants	-	-	-	-
	Total Special Revenue Funds	1,831,610	1,541,550	5,229,110	8,602,270
	Debt Service Funds				
301	Public Financing Authority	-	262,140	-	262,140
	Total Debt Service Funds	-	262,140	-	262,140
	Capital Project Funds				
420	General Capital Improvements	-	-	1,065,560	1,065,560
421	Park Acquisition & Development	-	-	445,390	445,390
422	Storm Drain Development	-	-	341,260	341,260
423	Street & Traffic Facility Development	-	-	150,000	150,000
	Total Capital Project Funds	-	-	2,002,210	2,002,210
	Enterprise Funds				
640	Water Utility	2,243,390	14,896,440	8,979,670	26,119,500
641	Solid Waste Utility	82,540	9,481,170	-	9,563,710
645	Environmental Enterprise	813,130	5,586,450	2,105,710	8,505,290
647	Animal Services	567,860	327,680	-	895,540
	Total Enterprise Funds	3,706,920	30,291,740	11,085,380	45,084,040
	Internal Service Funds				
751	Self-Funded Liability Insurance	-	3,403,420	-	3,403,420
752	Vehicle Replacement Fund	-	-	-	-
	Total Internal Service Funds	-	3,403,420	-	3,403,420
	Successor Agency				
970	Successor Agency	22,590	3,784,630	-	3,807,220
971	Successor Agency-Housing	257,610	3,647,200	575,000	4,479,810
	Total Successor Agency	280,200	7,431,830	575,000	8,287,030
	Total for All Funds	\$ 34,353,600	\$ 52,941,460	\$ 18,941,200	\$ 106,236,260

City of Upland
 Summary of Operating Transfers
 Fiscal Year 2013-14

Fund No.	Fund Name	Transfers In	Transfers Out
301	Financing Authority	\$ 262,140	
101	General Fund		\$ 262,140
	To fund debt service payment on Police Building bond issue.		
647	Animal Services	499,760	
101	General Fund		499,760
	To fund Animal Services operations.		
101	General Fund	1,781,850	
211	AQMD		7,620
640	Water	22,920	686,830
641	Solid Waste		297,240
645	Environmental		126,460
647	Animal Services		19,970
751	Self Funded Liability		118,890
970	Successor Agency		188,910
971	Successor Agency-Housing		358,850
	To reimburse for personnel cost.		
645	Environmental	245,000	
641	Solid Waste		245,000
	To transfer for landfill costs.		
101	General Fund	26,000	
971	Successor Agency-Housing		26,000
	To transfer for fire inspections		
Total		\$ 2,837,670	\$ 2,837,670

City of Upland
Fiscal Year 2013-14
Revenue Summary by Fund

2012-13 Amended Budget	Fund Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget
101	General Fund	\$ 36,957,770	\$ 40,001,460	\$ 39,930,640	\$ 39,389,000
202	Traffic Safety	331,710	274,610	243,670	281,390
203	Public Safety Tax	660,500	706,200	699,330	713,310
204	Gas Tax	2,129,220	2,247,390	1,769,550	2,226,260
205	Measure I	1,026,090	1,104,920	1,081,620	1,045,490
208	HOME Investment Partnership Program	966,430	522,780	155,690	718,800
209	Community Development Block Grant	773,750	536,590	939,490	509,760
210	Parking Business Improvement Area	37,090	45,500	36,220	36,710
211	Air Quality Management District	93,110	85,800	85,800	91,300
216	Police Grants	369,460	120,000	111,140	110,000
217	Other Grants	636,520	558,670	601,960	540,500
218	Office of Traffic Safety	106,770	72,100	53,600	115,000
219	Local Law Enforcement Block Grant	48,930	60	12,800	10,000
220	Asset Forfeiture	107,480	4,020	680	700
221	Homeland Security Grants	292,090	-	-	-
222	CalHome	691,270	-	234,040	211,400
	Total Special Revenue Funds	8,270,420	6,278,640	6,025,590	6,610,620
301	Public Financing Authority	265,730	261,000	261,010	262,300
	Total Debt Service Funds	265,730	261,000	261,010	262,300
420	General Capital Improvements	314,760	1,311,620	1,062,470	59,110
421	Park Acquisition & Development	260,630	106,930	156,040	177,700
422	Storm Drain Development	555,930	127,800	477,070	126,040
423	Street & Traffic Facility Development	38,730	40,400	264,550	165,110
	Total Capital Project Funds	1,170,050	1,586,750	1,960,130	527,960
640	Water Utility	17,893,780	18,582,010	17,967,370	17,855,120
641	Solid Waste Utility	9,422,350	9,911,400	9,631,050	9,700,860
645	Environmental Utility	6,520,630	6,734,500	6,553,340	6,901,950
647	Animal Services	438,750	1,003,940	868,860	915,510
	Total Enterprise Funds	34,275,510	36,231,850	35,020,620	35,373,440
751	Self-Funded Liability Insurance	2,824,210	3,252,390	2,831,780	2,695,040
752	Vehicle Replacement Fund	743,980	-	16,080	-
	Total Internal Service Funds	3,568,190	3,252,390	2,847,860	2,695,040
970	Successor Agency Administration	2,890,130	5,390,140	5,425,400	4,121,710
	Total Successor Agency Administration	2,890,130	5,390,140	5,425,400	4,121,710
971	Successor Agency Housing	3,694,500	3,061,170	3,223,920	2,975,390
	Total Successor Agency Housing	3,694,500	3,061,170	3,223,920	2,975,390
9XX	Projects	1,825,740	-	-	-
9XX	Low/Mod Income Housing	4,911,420	-	-	-
	Total Upland RDA	6,737,160	-	-	-
	Total Revenues- All Funds	\$ 97,829,460	\$ 96,063,400	\$ 94,695,170	\$ 91,955,460

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City of Upland
Fiscal Year 2013-14
Revenue Detail

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
101- GENERAL FUND						
<u>Property Taxes</u>						
3001	Current Secured Tax	9,139,770	10,200,310	10,498,640	10,450,010	2.4%
3001	Property Tax (In-Lieu)	5,725,550	5,725,540	5,851,360	5,864,320	2.4%
3002	Current Unsecured Tax	403,700	433,500	430,400	439,010	1.3%
3003	Aircraft Taxes	46,450	46,270	49,800	60,040	29.8%
3004	Prior Year Collections	635,780	700,000	613,900	643,030	-8.1%
3005	Current Supplemental	2,730	-	-	-	0.0%
3009	Weed Abatement Assessment	10,430	15,000	15,700	16,010	6.7%
TOTAL - PROPERTY TAXES		15,964,410	17,120,620	17,459,800	17,472,420	2.1%
<u>Other Taxes</u>						
3101	Sales and Use Tax	7,524,710	7,817,780	7,894,900	8,236,020	5.3%
3101	Sales and Use Tax (In-Lieu)	2,468,060	2,595,130	2,573,100	2,732,100	5.3%
3102	Business License Tax	783,090	810,000	778,400	792,940	-2.1%
3103	Rock Extraction Tax	182,990	110,520	172,200	120,000	8.6%
3104	Transient Occupancy Tax	77,950	83,500	109,280	109,280	30.9%
3105	Real Property Transfer Tax	231,630	224,880	214,500	218,790	-2.7%
3110	Disability Access Fee	-	-	2,600	4,900	0.0%
3121	Franchises	1,358,900	1,170,710	1,229,800	1,168,340	-0.2%
TOTAL - OTHER TAXES		12,627,330	12,812,520	12,974,780	13,382,370	4.4%
<u>Licenses & Permits</u>						
3201	Building Permits	259,560	285,000	246,800	245,000	-14.0%
3202	Plumbing Permits	50,020	43,950	50,700	45,820	4.3%
3203	Electrical Permits	68,740	58,750	61,600	61,250	4.3%
3204	Heating & Cooling Permits	38,540	51,230	44,300	53,410	4.3%
3205	Public Works Construction Permits	44,050	56,100	65,500	35,700	-36.4%
3206	Grading Permits	2,930	2,690	4,100	2,690	0.0%
3207	Permit Fees	18,540	17,630	13,500	18,380	4.3%
3208	Roofing Permits	74,090	43,950	43,900	45,820	4.3%
3215	Other Permits	15,560	11,750	10,100	12,250	4.3%
3216	Bicycle Licenses	50	40	40	60	50.0%
TOTAL - LICENSES & PERMITS		572,080	571,090	540,540	520,380	-8.9%
<u>Intergovernmental Revenue</u>						
3006	Homeowner Property Tax Relief	140,550	140,000	140,000	142,800	2.0%
3401	Trailer Coach in Lieu Tax	102,360	101,000	131,900	114,450	13.3%
3402	State Mandated Costs	38,110	13,730	38,900	38,900	183.3%
3403	Motor Vehicle in Lieu Tax	39,010	-	-	-	0.0%
3421	Police Officer Standard Training	3,080	82,710	126,180	40,000	-51.6%
3429	AB 26 Reimbursements	384,650	629,970	712,540	700,000	11.1%
3483	Library-Literacy Grants	-	-	-	10,000	0.0%
TOTAL - INTERGOVERNMENTAL REVENUE		707,760	967,410	1,149,520	1,046,150	8.1%

City of Upland
Fiscal Year 2013-14
Revenue Detail

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>Charges For Services</u>						
3601	Finance Department Fees	28,160	30,000	30,280	30,000	0.0%
3602	City Clerk Fees	7,480	10,000	1,200	1,200	-88.0%
3603	Damage to City Property	23,950	15,000	9,400	15,000	0.0%
3611	Planning - Land Use Fees	138,720	95,000	99,000	75,000	-21.1%
3612	Planning - Map & Plan Check Fees	1,880	12,000	9,100	12,000	0.0%
3613	Planning - Department Fees	3,860	9,900	9,700	5,000	-49.5%
3614	Building - Plan Check Fees	120,680	149,500	134,000	122,500	-18.1%
3615	Building - Department Fees	2,430	710	3,130	740	4.2%
3616	Building - Special Inspection Fees	660	7,290	900	1,000	-86.3%
3621	Police - Booking Fee Reimbursement	110	640	-	-	-100.0%
3622	Police - Department Fees	125,410	150,000	97,200	100,110	-33.3%
3623	Police - Special Service Fees	17,950	40,000	27,300	20,000	-50.0%
3626	Police - 30 Day Vehicle Impound Fee	401,540	480,000	260,550	300,000	-37.5%
3627	Police - School Resources Officer	56,060	62,420	62,420	-	-100.0%
3628	Police - Emergency Response	8,520	12,000	3,700	5,000	-58.3%
3635	Fire - Department Fees	92,600	55,500	111,350	75,000	35.1%
3638	Fire - Emergency Response	54,190	72,430	54,600	56,000	-22.7%
3640	Fire - Permit Fees	99,330	110,500	103,700	114,750	3.8%
3641	Fire - Air Ambulance	1,031,070	1,021,000	1,041,000	1,382,000	35.4%
3645	Public Works - Department Fees	51,990	60,500	207,800	94,450	56.1%
3646	Public Works - Engr Map & Plan Check Fees	155,230	225,390	135,900	134,150	-40.5%
3655	Recreation - Recreation Program Fees	5,120	7,500	11,600	11,000	46.7%
3656	Recreation - Youth Sports	74,360	69,000	84,200	83,000	20.3%
3657	Recreation - User Fees	270,640	275,000	285,000	270,000	-1.8%
3658	Recreation - Special Events	201,020	41,020	115,700	47,000	14.6%
3659	Senior Center Program Fees	7,170	7,000	8,500	7,000	0.0%
3660	Youth Partnership Program	20,390	20,000	11,100	11,500	-42.5%
3665	Library - Photocopy Revenue	6,400	6,300	6,900	6,500	3.2%
3666	Library - Audio/Visual Fees	11,230	10,700	6,900	9,500	-11.2%
3667	Landecena - Program Fees	-	-	100	5,000	0.0%
3679	Library - Passport Services	8,440	16,000	15,900	16,000	0.0%
3680	User Dept- OPEB	57,310	146,080	89,750	73,100	-50.0%
TOTAL - CHARGES FOR SERVICES		3,083,900	3,218,380	3,037,880	3,083,500	-4.2%
<u>Fines & Forfeits</u>						
3701	Non-Vehicle Code Fines	1,010	1,000	2,100	2,000	100.0%
3702	Vehicle Code Fines	-	-	8,790	8,000	100.0%
3704	Muni Code - Code Enforcement Fines	-	2,250	400	2,000	-11.1%
3706	Muni Code - Citation Fines	40,460	50,000	57,000	50,000	0.0%
3707	Muni Code - Business License Fines	46,810	45,000	42,200	45,000	0.0%
3708	Muni Code - False Alarm Fines	66,550	70,000	64,500	60,000	-14.3%
3709	Muni Code - Library Fines	38,280	40,500	29,700	33,000	-18.5%
TOTAL - FINES & FORFEITS		193,110	208,750	204,690	200,000	-4.2%

City of Upland
Fiscal Year 2013-14
Revenue Detail

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>Use of Money and Property</u>						
3801	Interest Earnings	140	21,700	-	-	-100.0%
3802	Rents - General	383,960	435,320	392,300	448,690	3.1%
3803	Rents - Recreation	27,120	28,000	23,700	27,000	-3.6%
3804	Rents - Park Sites	50,530	25,000	39,700	29,000	16.0%
3814	City Stop Sales	820	600	400	400	-33.3%
TOTAL - USE OF MONEY AND PROPERTY		462,570	510,620	456,100	505,090	-1.1%
<u>Other Revenue</u>						
3901	Sale of Assets	9,680	50,000	-	-	-100.0%
3902	Lease Proceeds	183,170	17,340	8,500	-	-100.0%
3904	Donations - General	132,830	16,700	8,400	8,500	-49.1%
3905	Donation - Police	290	-	-	-	0.0%
3906	Donation - Library/Literacy	-	3,450	-	16,000	363.8%
3907	Jury Duty Reimbursement	380	100	800	500	400.0%
3908	Miscellaneous Reimbursements	380,180	189,920	173,500	32,500	-82.9%
3909	Other Revenue	83,020	100,620	85,160	6,200	-93.8%
3910	Water - Administrative Service Fee	833,850	1,000,000	808,420	832,050	-16.8%
3911	Solid Waste - Administrative Service Fee	301,520	308,560	306,540	310,430	0.6%
3912	Environmental - Administrative Service Fee	155,510	146,340	144,970	164,960	12.7%
3913	Cash- Over/ Short	120	100	100	100	0.0%
3970	Transfers In	1,266,060	2,758,940	2,570,940	1,807,850	-34.5%
TOTAL - OTHER REVENUE		3,346,610	4,592,070	4,107,330	3,179,090	-30.8%
<i>Total General Fund</i>		36,957,770	40,001,460	39,930,640	39,389,000	-1.5%

**City of Upland
Fiscal Year 2013-14
Revenue Detail**

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<i>SPECIAL REVENUE FUNDS</i>						
<u>202- TRAFFIC SAFETY</u>						
3702	Vehicle Code Fines	317,680	265,000	232,920	272,240	2.7%
3703	Red Light Code Fines	13,920	9,100	10,700	9,100	0.0%
3801	Interest Earnings	110	510	50	50	-90.2%
<i>Total Traffic Safety</i>		331,710	274,610	243,670	281,390	2.5%
<u>203- PUBLIC SAFETY TAX</u>						
3106	Sales Tax- Prop 172	660,500	705,530	699,210	713,190	1.1%
3801	Interest Earnings	-	670	120	120	-82.1%
<i>Total Public Safety Tax</i>		660,500	706,200	699,330	713,310	1.0%
<u>204- GAS TAX</u>						
3450	Gas Tax Apportionment - 2107.5	7,500	7,500	7,500	7,500	0.0%
3451	Gas Tax Apportionment - 2106	238,670	275,920	222,780	240,490	-12.8%
3452	Gas Tax Apportionment - 2107	497,030	580,710	504,660	529,530	-8.8%
3453	Gas Tax Apportionment - 2105	346,280	404,650	305,940	355,530	-12.1%
3456	Gas Tax Apportionment - 2103	1,023,410	826,100	627,300	1,077,210	30.4%
3801	Interest Earnings	16,170	4,470	21,370	16,000	257.9%
3908	Miscellaneous Reimbursements	-	148,040	80,000	-	-100.0%
3909	Other Revenue	160	-	-	-	0.0%
<i>Total Gas Tax</i>		2,129,220	2,247,390	1,769,550	2,226,260	-0.9%
<u>205- MEASURE I</u>						
3501	Measure I Apportionment	1,024,010	1,098,500	1,080,580	1,044,490	-4.9%
3801	Interest Earnings	1,370	6,420	1,040	1,000	-84.4%
3909	Other Revenue	710	-	-	-	0.0%
<i>Total Measure I</i>		1,026,090	1,104,920	1,081,620	1,045,490	-5.4%
<u>208- HOME Investment Partnership Program</u>						
3311	HOME Program Apportionment	481,360	-	-	682,500	100.0%
3313	CAL HOME Program	-	75,400	80	-	-100.0%
3314	CAL HOME- St Proj Reim	-	439,000	-	-	-100.0%
3801	Interest Earnings	-	-	420	-	0.0%
3909	Other Revenue	168,810	-	139,670	33,000	100.0%
3921	Program Income- Admin 10%	26,160	8,380	15,520	3,300	-60.6%
3970	Transfers In	290,100	-	-	-	0.0%
<i>Total HOME Investment Partnership Program</i>		966,430	522,780	155,690	718,800	37.5%
<u>209- COMMUNITY DEVELOPMENT BLOCK GRANT</u>						
3310	CDBG Apportionment	756,560	536,590	939,490	509,760	-5.0%
3909	Other Revenue	17,190	-	-	-	0.0%
<i>Total Community Development Block Grant</i>		773,750	536,590	939,490	509,760	-5.0%

**City of Upland
Fiscal Year 2013-14
Revenue Detail**

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>210- PARKING BUSINESS IMPROVEMENT AREA</u>						
3108	Park & Bus Imp Tax- Zone A	23,740	40,000	29,380	26,560	-33.6%
3109	Park & Bus Imp Tax- Zone B	10,610	5,500	6,690	8,650	57.3%
3801	Interest Earnings	60	-	150	160	100.0%
3909	Other Revenue	2,680	-	-	1,340	100.0%
Total Parking Business Improvement Area		37,090	45,500	36,220	36,710	-19.3%
<u>211- AIR QUALITY MANAGEMENT DISTRICT</u>						
3502	Motor Vehicle AB2766 Fees	93,080	85,800	85,800	91,300	6.4%
3801	Interest Earnings	30	-	-	-	0.0%
Total Air Quality Management District		93,110	85,800	85,800	91,300	6.4%
<u>216- POLICE GRANTS</u>						
3322	COPS in School Grant	-	-	-	-	0.0%
3423	COPS Grant	2,440	120,000	110,840	100,000	-16.7%
3427	Homeland Security Grants- PD	36,110	-	-	10,000	100.0%
3428	911 Grant	329,810	-	-	-	0.0%
3801	Interest Earnings	1,100	-	300	-	0.0%
3970	Transfers In	-	-	-	-	100.0%
Total Police Grants		369,460	120,000	111,140	110,000	-8.3%
<u>217- OTHER GRANTS</u>						
3351	Beverage Recycling Grant	1,120	19,630	19,630	19,500	-0.7%
3352	Used Oil Block Grant	8,400	21,740	21,740	21,000	-3.4%
3481	Public Library Funding	12,380	-	-	-	0.0%
3483	Donations - Literacy	11,080	5,300	3,000	-	-100.0%
3661	ACCESS Program	546,700	500,000	525,000	500,000	0.0%
3801	Interest Earnings	130	-	370	-	0.0%
3906	Donations - Library	15,400	10,000	8,950	-	-100.0%
3908	Miscellaneous Reimbursements	340	-	-	-	0.0%
3909	Other Revenue	40,970	2,000	23,270	-	-100.0%
Total Other Grants		636,520	558,670	601,960	540,500	-3.3%
<u>218- OFFICE OF TRAFFIC SAFETY</u>						
3424	OTS-TOP Local Revenue	58,600	72,100	38,700	40,000	-44.5%
3426	OTS-Other Grants	48,170	-	14,900	75,000	100.0%
3970	Transfers In	-	-	-	-	100.0%
Total Office of Traffic Safety		106,770	72,100	53,600	115,000	59.5%
<u>219- LOCAL LAW ENFORCEMENT BLOCK GRANT</u>						
3302	Bryne Justice Asst Grant 2009	17,530	-	-	-	0.0%
3322	Local Law Enforcement Block Grant	31,150	-	12,800	-	0.0%
33xx	Justice Assistance Grant	-	-	-	10,000	100.0%
3801	Interest Earnings	250	60	-	-	-100.0%
Total Local Law Enforcement Block Grant		48,930	60	12,800	10,000	16566.7%

**City of Upland
Fiscal Year 2013-14
Revenue Detail**

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>220- ASSET FORFEITURE</u>						
3321	H&S Police Forfeiture	105,090	-	-	-	0.0%
3801	Interest Earnings	2,390	4,020	680	700	-82.6%
Total Asset Forfeiture		107,480	4,020	680	700	-82.6%
<u>221- HOMELAND SECURITY GRANTS</u>						
3324	Assistance to Firefighters GRA	24,020	-	-	-	0.0%
3425	St Homeland Security Grant Program	254,380	-	-	-	0.0%
3427	Homeland Security Grants - PD	2,110	-	-	-	0.0%
3503	Emergency Management Program	11,580	-	-	-	0.0%
3970	Transfer In	-	-	-	-	100.0%
Total Homeland Security Grants		292,090	-	-	-	100.0%
<u>222 - CALHOME</u>						
3314	Calhome - State Project Reimbursement	319,100	-	230,040	211,400	0.0%
3801	Calhome - Interest Earnings	-	-	4,000	-	0.0%
3970	Transfer In	372,170	-	-	-	0.0%
Total Calhome		691,270	-	234,040	211,400	0.0%
Total Special Revenue Funds		8,270,420	6,278,640	6,025,590	6,610,620	5.3%
DEBT SERVICE FUNDS						
<u>301- PUBLIC FINANCING AUTHORITY</u>						
3801	Interest Earnings	130	150	160	160	6.7%
3970	Transfers In	265,600	260,850	260,850	262,140	0.5%
Total Public Financing Authority		265,730	261,000	261,010	262,300	0.5%
Total Debt Service Funds		265,730	261,000	261,010	262,300	0.5%
CAPITAL PROJECT FUNDS						
<u>420- GENERAL CAPITAL IMPROVEMENTS</u>						
3219	General Capital Impact Fee	13,920	14,000	12,170	15,890	13.5%
3220	Fire Capital Impact Fee	7,620	7,500	7,940	8,060	7.5%
3221	Police Capital Impact Fee	12,640	8,000	11,060	14,430	80.4%
3801	Interest Earnings	2,550	820	-	-	-100.0%
3908	Miscellaneous Reimbursements	154,690	1,250,000	1,000,000	-	-100.0%
3909	Other Revenue	3,340	-	-	-	0.0%
3970	Transfers In	120,000	31,300	31,300	20,730	-33.8%
Total General Capital Improvements		314,760	1,311,620	1,062,470	59,110	-95.5%
<u>421- PARK ACQUISITION & DEVELOPMENT</u>						
3107	Construction Tax	253,210	100,000	149,540	171,200	71.2%
3801	Interest Earnings	7,150	6,930	6,500	6,500	-6.2%
Total Park Acquisition & Development		260,630	106,930	156,040	177,700	66.2%

City of Upland
Fiscal Year 2013-14
Revenue Detail

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>422- STORM DRAIN DEVELOPMENT</u>						
3211	Storm Drain Permits	453,950	50,000	216,320	45,700	-8.6%
3801	Interest Earnings	14,970	17,200	17,600	17,630	2.5%
3902	Lease Proceeds	87,010	60,600	31,650	62,710	3.5%
3908	Miscellaneous Reimbursements	-	-	211,500	-	0.0%
<i>Total Storm Drain Development</i>		555,930	127,800	477,070	126,040	-1.4%
<u>423- STREET & TRAFFIC FACILITY DEVELOPMENT</u>						
3212	Street & Traffic Facility Permits	27,090	25,000	75,240	153,610	514.4%
3801	Interest Earnings	11,640	15,400	11,500	11,500	-25.3%
3908	Miscellaneous Reimbursements	-	-	177,810	-	0.0%
<i>Total Street & Traffic Facility Development</i>		38,730	40,400	264,550	165,110	308.7%
<i>Total Capital Project Funds</i>		1,170,050	1,586,750	1,960,130	527,960	-66.7%
ENTERPRISE FUNDS						
<u>640- WATER UTILITY</u>						
3214	Water Construction Permits	135,610	26,070	84,970	58,030	122.6%
3681	Water Sales - Metered	15,120,350	16,104,730	16,686,690	15,120,000	-6.1%
3682	Water Sales - Flat Rate	344,850	33,800	434,670	202,320	498.6%
3690	Water Connection Fee	6,700	7,500	66,010	7,500	0.0%
3691	Water Meter Installation	-	5,560	32,120	32,080	477.0%
3710	Municipal Code - Late Charges	191,220	210,570	226,780	231,980	10.2%
3801	Interest Earnings	106,750	140,960	105,000	105,000	-25.5%
3901	Sale of Assets	17,250	-	-	-	0.0%
3908	Miscellaneous Reimbursements	1,019,820	24,830	24,990	28,080	13.1%
3909	Other Revenue	951,230	2,027,990	306,140	2,047,210	0.9%
3970	Transfers In	-	-	-	22,920	100.0%
<i>Total Water Utility</i>		17,893,780	18,582,010	17,967,370	17,855,120	-3.9%
<u>641- SOLID WASTE UTILITY</u>						
3685	Solid Waste - Residential	3,956,470	4,051,180	4,050,710	4,100,000	1.2%
3686	Solid Waste - Non-Residential	5,463,700	5,851,750	5,528,730	5,600,000	-4.3%
3801	Interest Earnings	990	8,470	860	860	-89.8%
3909	Other Revenue	1,190	-	750	-	0.0%
3970	Transfers In	-	-	50,000	-	0.0%
<i>Total Solid Waste Utility</i>		9,422,350	9,911,400	9,631,050	9,700,860	-2.1%

**City of Upland
Fiscal Year 2013-14
Revenue Detail**

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<u>645- ENVIRONMENTAL ENTERPRISE</u>						
3210	Sanitary Sewer Permits- City	428,460	182,700	50,860	40,810	-77.7%
3213	Wastewater Permits	55,740	82,000	81,200	71,000	-13.4%
3683	Sewer Collection Charges	2,034,690	2,051,970	2,063,030	2,044,640	-0.4%
3684	Sewer Treatment- IEUA	3,591,930	3,968,270	3,951,880	4,338,780	9.3%
3687	Sewer Connection Fees	18,410	14,140	33,730	16,000	13.2%
3694	Sewer - Pass-Thru - Montclair	560	-	520	700	100.0%
3695	Sewer- Pass-Thru- Ontario	38,660	102,570	38,020	55,900	-45.5%
3696	Sewer-Pass-Thru-La County	11,920	-	12,020	12,030	100.0%
3801	Interest Earnings	78,580	87,850	77,080	77,090	-12.2%
3901	Sale of Assets	3,100	-	-	-	0.0%
3909	Other Revenue	13,580	-	-	-	0.0%
3970	Transfers In	245,000	245,000	245,000	245,000	0.0%
<i>Total Environmental Enterprise</i>		6,520,630	6,734,500	6,553,340	6,901,950	2.5%
<u>647- ANIMAL SERVICES</u>						
3217	Animal Licenses	133,620	131,300	205,650	190,000	44.7%
3624	Animal Services - Animal Impounds	22,070	23,150	23,680	23,000	-0.6%
3625	Animal Services - Animal Adoptions	47,620	44,500	41,240	41,000	-7.9%
3629	Animal Services - Spay/Neuter Fees	108,460	114,000	68,790	91,900	-19.4%
3630	Animal Services - Animal Control Fees	4,470	4,230	2,790	3,300	-22.0%
3631	Animal Services - Store Sales	3,740	4,500	3,110	3,200	-28.9%
3705	Muni Code - Animal Fines	17,590	16,400	14,400	26,900	64.0%
3904	Donations - General	98,340	62,210	43,410	30,000	-51.8%
3908	Miscellaneous Reimbursements	2,840	-	6,470	6,450	100.0%
3909	Other Revenue	-	12,000	-	-	-100.0%
3970	Transfers In	-	591,650	459,320	499,760	-15.5%
<i>Total Animal Services</i>		438,750	1,003,940	868,860	915,510	-8.8%
<i>Total Enterprise Funds</i>		34,275,510	36,231,850	35,020,620	35,373,440	-2.4%

**City of Upland
Fiscal Year 2013-14
Revenue Detail**

Account Number	Account Name	2011-12 Actual Collected	2012-13 Amended Budget	2012-13 Projected Budget	2013-14 Approved Budget	% Change Amended/ Approved
<i>INTERNAL SERVICE FUNDS</i>						
<u>751- SELF-FUNDED LIABILITY INSURANCE</u>						
3603	Damage to City Property	-	1,000	-	-	-100.0%
3671	User Departments - Workers Compensation	974,730	1,168,230	829,350	1,040,860	-10.9%
3672	User Departments - Unemployment	53,020	74,890	42,900	72,510	-3.2%
3673	User Departments - Long-term Disability	66,280	58,760	55,490	52,190	-11.2%
3674	User Departments - Liability	1,213,030	1,573,180	1,164,950	1,410,340	-10.4%
3675	User Departments - Loss Prevention	139,150	125,830	126,710	119,140	-5.3%
3908	Miscellaneous Reimbursements	377,500	250,500	605,310	-	-100.0%
3909	Other Revenue	500	-	7,070	-	0.0%
<i>Total Self-Funded Liability Insurance</i>		2,824,210	3,252,390	2,831,780	2,695,040	-17.1%
<u>752- VEHICLE REPLACEMENT FUND</u>						
3801	Interest Earnings	1,670	-	-	-	0.0%
3901	Sale of Assets	55,020	-	16,080	-	0.0%
3909	Other Revenue	436,780	-	-	-	0.0%
3970	Transfer In	250,510	-	-	-	0.0%
<i>Total Vehicle Replacement Fund</i>		743,980	-	16,080	-	0.0%
<i>Total Internal Service Funds</i>		3,568,190	3,252,390	2,847,860	2,695,040	-17.1%
<u>970- SUCCESSOR AGENCY ADMINISTRATION</u>						
3429	Fair Share Allocation	2,888,830	-	-	-	0.0%
3430	SA Administrative Allowance	-	250,000	250,000	250,000	0.0%
3431	SA RPTTF	-	5,037,950	5,037,950	3,716,210	-26.2%
3801	Interest Earnings	1,300	102,190	137,450	137,500	34.6%
3802	Rents General	-	-	-	18,000	100.0%
<i>Total Successor Agency Administration</i>		2,890,130	5,390,140	5,425,400	4,121,710	-23.5%
<u>971- SUCCESSOR AGENCY HOUSING</u>						
3801	Interest Earnings	-	-	2,570	2,570	0.0%
3805	Rents- Apartment	465,000	3,050,390	3,172,500	2,967,780	-2.7%
3908	Miscellaneous Reimbursements	-	3,240	-	3,240	0.0%
3909	Other Revenue	3,229,500	7,540	48,850	1,800	-76.1%
<i>Total Successor Agency Housing</i>		3,694,500	3,061,170	3,223,920	2,975,390	-2.8%
<u>9XX- UPLAND COMMUNITY REDEVELOPMENT AGENCY</u>						
9XX	Projects	1,825,740	-	-	-	0.0%
9XX	Low/Mod Income Housing	4,911,420	-	-	-	0.0%
<i>Total Upland Community Redevelopment Agency</i>		6,737,160	-	-	-	0.0%
<i>Total All Funds</i>		97,829,460	96,063,400	94,695,170	91,955,460	-4.3%

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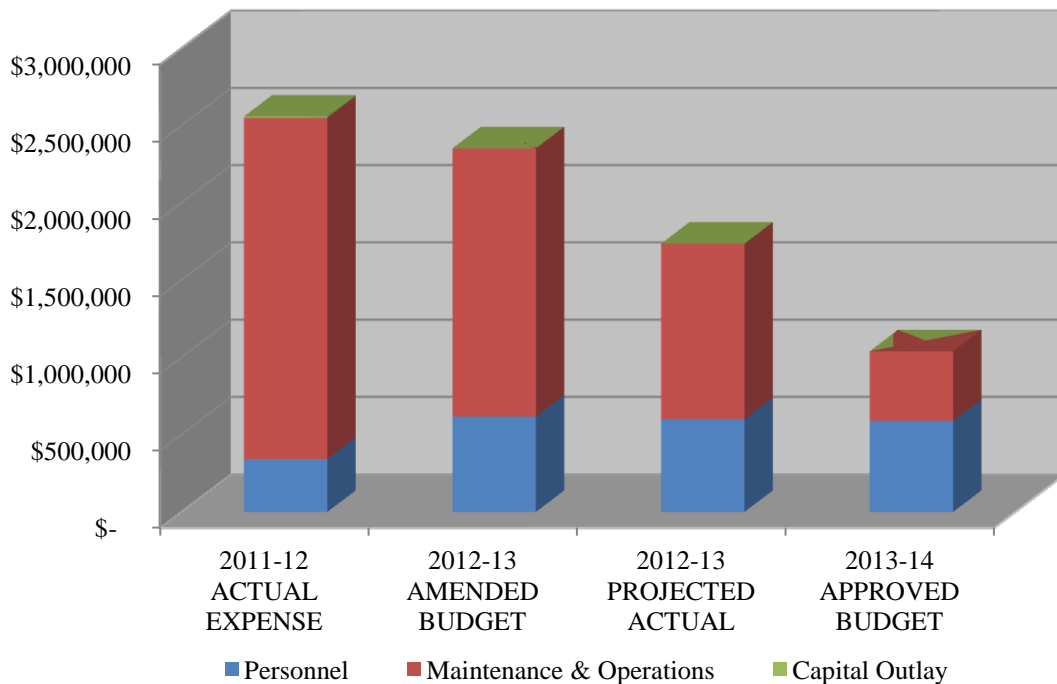
GENERAL GOVERNMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 343,010	\$ 617,330	\$ 599,870	\$ 589,470
MAINTENANCE & OPERATIONS	2,207,900	1,735,410	1,136,030	450,030
CAPITAL OUTLAY	7,430	-	-	-
TOTAL BUDGET	\$ 2,558,340	\$ 2,352,740	\$ 1,735,900	\$ 1,039,500
FUNDING SOURCES				
GENERAL FUND	\$ 2,558,340	\$ 2,352,740	\$ 1,735,900	\$ 1,039,500
TOTAL FUNDING SOURCES	\$ 2,558,340	\$ 2,352,740	\$ 1,735,900	\$ 1,039,500

GENERAL GOVERNMENT



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 Council members each serve four-year terms with elections every other year; therefore, three Council members are elected at one election and the Mayor and one Council member 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 2013-14 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 possible 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 the various funds based on the average monthly cash balances.

FY 2013-14 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 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, 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 2013-14 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.

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	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
ADMINISTRATION				
CITY MANAGER	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	1.00	0.00	0.00	0.00
EXECUTIVE ASSISTANT TO CITY MANAGER	1.00	2.00	2.00	2.00
TOTAL DEPARTMENT	3.00	3.00	3.00	3.00

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To be responsive to Upland’s citizens, organizations, City Council, and staff.
- ◆ To be accessible to the citizens, City Council, business owners and employees in a timely manner.
- ◆ Implement the goals set forth by the City Council, which include fiscal stabilization, economic development, infrastructure repair and replacement, and outstanding customer service.
- ◆ To provide outstanding Council relations by informing Council members 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 2014-15 budget process in December 2013 ensuring that the Fiscal Year 2014-2015 City budget is adopted by the City Council prior to the close of Fiscal Year 2013-14.
- ◆ 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 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	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
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 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Completed the Historic Downtown Upland Specific Plan.
- ◆ 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.
- ◆ Brought closure to all the City's major lawsuits that were pending at the beginning of the Fiscal Year.
- ◆ Successfully obtained new labor agreements with the City's seven bargaining groups.

- ◆ Enhance staff development programs by offering training on-line, webinars, and use of social media to connect City Employees with available training opportunities by July 31, 2013.
- ◆ Develop an on-line process for recruiting volunteers 24/7. Volunteers will assist departments with special projects/events and provide opportunity for interested volunteers to gain and/or maintain job skills by December 1, 2013.
- ◆ Develop strategies and steps for implementation of a succession plan, so that the organization can identify, train, and prepare exceptional employees to assume positions of leadership, as the organization experiences retirements and a reduced workforce due to dwindling budget resources by June 30, 2014.
- ◆ Enhance the current Internship Program in partnership with local Universities to assist students increase and/or strengthen their leadership skills required to help local government be more effective and efficient by May 31, 2014.
- ◆ Update the City’s Administrative Policies and Procedures to ensure compliance with State and Federal regulations by June 30, 2014.
- ◆ Update the City Merit Rules and Regulations to ensure consistency with applicable laws by June 30, 2014.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Number of recruitments concluded	29	24	45	35
Number of employees participating in the Rideshare program	50	60	35	40
Number of employee safety meetings	4	3	1	4
Number of applications processed	913	625	5,500	5,000
Percent of recruitments completed within 8-week timeline	95%	95%	95%	95%
Percent of claims processed within 45-day timeline	95%	98%	95%	100%

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Successfully implemented an on-line applicant tracking program called “NEOGov” for employees and members of the community may access detailed job vacancy information, current job descriptions with salary details and the ability to apply for jobs on-line 24/7.
- ◆ Staff conducted First Aid Safety training for Recreation department staff and conducted training on Blood borne Pathogen for City employees. The Public Works Department continues to use the on-line training videos to conduct mandated OSHA training. This has resulted in cost savings as training is able to be conducted in-house using resources available through the City’s Risk Pool.
- ◆ Successfully offered over 20 training workshops for employees at low or no-cost to meet the City’s training goals and objectives. Some of the highlighted topics included Effectively Dealing with a Changing Workplace, Generational Diversity, Legal Issues Regarding Hiring, Difficult Conversations, Embracing Diversity, Sexual Harassment Training, Confined Space, Renovating Playground, Creating Leaders with Confidence, Courage and Capacity, Improving Communications Skills for Managers, Dealing with Conflict, Coaching and Development Techniques, Addressing Performance Concerns and several Financial Planning workshops conducted by ICMA.
- ◆ Successfully updated 150 jobs specifications by reviewing and meeting with City Staff to make the necessary changes to ensure that all job duties and qualifications are accurately reflected for recruitment and classification purposes.
- ◆ Successfully negotiated with the Mid-Management and General Employees Associations to extend their labor agreements to June 30, 2015 which included members picking up their CalPERS employee contributions of 8% within the two year agreement beginning in July 2013.
- ◆ Successfully negotiated a successor labor agreement with POA, Police Management, and Police Captains which will expire on June 30, 2015. The agreement also includes the members picking up their CalPERS employee contributions of 9% beginning in July 2013.
- ◆ Successfully negotiated a successor labor agreement with the Fire Fighter Management Association which both agreements will expire on June 30, 2015. The agreements also include the Fire Management members picking up their CalPERS employee contributions of 9% and the Firefighter members will increase their cost sharing contributions to 9% beginning July 1, 2013.
- ◆ Successfully negotiated with all associations the CalPERS “new member” formula and contribution rate for miscellaneous and safety employees pursuant to the California Public Employee’s Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013.
- ◆ Successfully completed the RFP process for Broker Services which will assist the City with ensuring competitive pricing for its self funded programs. Also, staff completed an RFP for

a new TPA for workers' compensation to ensure the City maintains the highest level of services for injured employees while maintaining program cost.

- ◆ Successfully completed the Injury Illness Prevention Plan (IIPP) to ensure compliance with CalOSHA regulations.
- ◆ Successfully completed a partnership agreement with the University of La Verne and Phoenix to offer employees a 10% discount towards tuition. The agreement also provides an opportunity for members of the community to attend classes offered at the City of Upland.
- ◆ Successfully completed the RFP process for city attorney services, which resulted in a significant cost savings.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>GENERAL GOVERNMENT</u>					
1101 CITY COUNCIL					
Personnel	\$ 147,800	\$ 155,000	\$ 131,670	\$ 122,650	-7%
Maintenance & Operations	114,810	62,520	41,520	49,520	19%
Capital Outlay	7,430	-	-	-	-
TOTAL CITY COUNCIL	\$ 270,040	\$ 217,520	\$ 173,190	\$ 172,170	-1%
1103 ELECTIONS					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	88,610	120,000	50,000	-	-100%
Capital Outlay	-	-	-	-	-
TOTAL ELECTIONS	\$ 88,610	\$ 120,000	\$ 50,000	\$ -	-
1104 CITY TREASURER					
Personnel	\$ 13,540	\$ 15,030	\$ 10,510	\$ 14,990	43%
Maintenance & Operations	470	330	330	330	-
Capital Outlay	-	-	-	-	-
TOTAL CITY TREASURER	\$ 14,010	\$ 15,360	\$ 10,840	\$ 15,320	41%
1105 CITY ATTORNEY					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	1,877,000	1,500,000	1,000,000	350,000	-65%
Capital Outlay	-	-	-	-	-
TOTAL CITY ATTORNEY	\$ 1,877,000	\$ 1,500,000	\$ 1,000,000	\$ 350,000	-65%
1201 ADMINISTRATION					
Personnel	\$ 181,020	\$ 447,300	\$ 457,690	\$ 451,830	-1%
Maintenance & Operations	105,500	32,080	25,700	29,690	16%
Capital Outlay	-	-	-	-	-
TOTAL ADMINISTRATION	\$ 286,520	\$ 479,380	\$ 483,390	\$ 481,520	0%
1202 PUBLIC INFORMATION OFFICE					
Personnel	\$ 650	\$ -	\$ -	\$ -	-
Maintenance & Operations	21,510	20,480	18,480	20,490	11%
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC INFORMATION OFFICE	\$ 22,160	\$ 20,480	\$ 18,480	\$ 20,490	11%
TOTAL GENERAL GOVERNMENT					
Personnel	\$ 343,010	\$ 617,330	\$ 599,870	\$ 589,470	-2%
Maintenance & Operations	2,207,900	1,735,410	1,136,030	450,030	-60%
Capital Outlay	7,430	-	-	-	-
TOTAL GENERAL GOVERNMENT	\$ 2,558,340	\$ 2,352,740	\$ 1,735,900	\$ 1,039,500	-40%

CITY OF UPLAND
 FY 2013-14 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

DEPARTMENT: GENERAL GOVERNMENT		FUND: 101 GENERAL FUND			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	171,650	361,700	384,650	358,010
4113	Overtime	500	-	-	-
4116	Fringe Benefits	147,630	255,630	161,930	166,480
4117	Retirement Contributions	23,230	-	53,290	64,980
	TOTAL PERSONNEL EXPENSES	343,010	617,330	599,870	589,470
	MAINTENANCE & OPERATIONS				
4211	Postage	3,840	4,080	3,430	4,300
4212	Advertising	5,120	5,200	4,650	6,110
4213	Dues & Subscriptions	32,680	34,100	35,070	33,500
4215	Training/ Conferences/ Meetings	18,600	11,000	7,050	10,900
4216	Office Supplies	2,200	1,700	1,450	2,200
4217	Other Supplies/Materials	16,180	3,450	1,600	3,200
4220	Fuel Usage	-	1,700	-	-
4221	Mileage Reimbursement	1,930	18,000	750	5,000
4222	Central Duplicating Charges	330	520	520	650
4223	Information Systems Charges	2,610	5,750	5,750	6,040
4233	Other Equipment	12,830	5,775	-	250
4243	Utilities- Telephone	280	-	-	-
4248	Maintenance- Other	-	50	-	-
4251	Legal Services	1,877,000	1,500,000	1,000,000	350,000
4252	Professional Services	63,890	870	1,000	900
4258	Other Services	159,690	133,200	64,550	18,200
4273	Workers Compensation Charges	7,230	7,230	7,230	5,960
4274	Unemployment Charges	350	350	350	390
4275	Long-term Disability Charges	470	470	470	300
4271	Insurance Premium	130	230	300	230
4421	Lease Principal Expense	2,540	1,735	1,860	1,900
	TOTAL MAINTENANCE & OPERATIONS	2,207,900	1,735,410	1,136,030	450,030
	CAPITAL OUTLAY				
4530	Machinery & Equipment	7,430	-	-	-
	TOTAL CAPITAL OUTLAY	7,430	-	-	-
	TOTAL DEPARTMENT	2,558,340	2,352,740	1,735,900	1,039,500

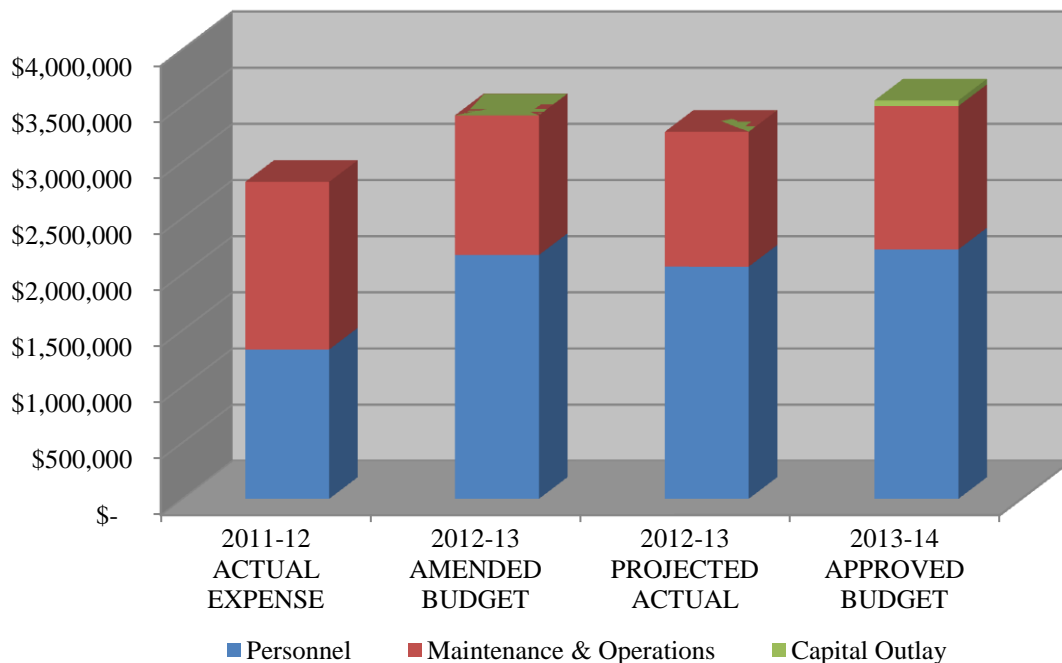
ADMINISTRATIVE SERVICES

MISSION STATEMENT

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

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 1,329,480	\$ 2,170,630	\$ 2,067,170	\$ 2,220,760
MAINTENANCE & OPERATIONS	1,492,110	1,244,150	1,200,170	1,276,270
CAPITAL OUTLAY	-	-	-	49,500
TOTAL BUDGET	\$ 2,821,590	\$ 3,414,780	\$ 3,267,340	\$ 3,546,530
FUNDING SOURCES				
GENERAL FUND	\$ 2,821,590	\$ 3,414,780	\$ 3,267,340	\$ 3,546,530
TOTAL FUNDING SOURCES	\$ 2,821,590	\$ 3,414,780	\$ 3,267,340	\$ 3,546,530

ADMINISTRATIVE SERVICES



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 the State mandated deadlines, legal notices, and the cooperation of several outside agencies, which are all coordinated by the City Clerk.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
CITY CLERK				
ADMINISTRATIVE SERVICES	0.00	1.00	1.00	1.00
DIRECTOR				
CITY CLERK	1.00	0.00	0.00	0.00
DEPUTY CITY CLERK	1.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	1.00	0.00	0.50	0.50
TOTAL DIVISION	5.00	2.00	2.50	2.50

FY 2013-14 GOALS AND OBJECTIVES

- ◆ Complete the Records Retention Schedule.
- ◆ Develop a plan to relocate City records storage to 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.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Placement of agenda material on the website by Thursday prior to the Council meeting	96%	96%	100%	100%
Compliance with AB1234	94%	100%	100%	100%
Average time to finalize meeting minutes	1 week	1 week	1 week	1 week
Records requests handled by staff	140	165	272	300

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Based on the City's Records Retention Schedule staff coordinated the destruction of obsolete records with all city departments.

FINANCE

The Finance Division provides a comprehensive financial accounting and reporting system that meets the information requirements of its users, and that 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, it provides timely financial information necessary for decision-making, and assists City staff to implement and develop 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, animal licensing, and business 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	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
FINANCE				
FINANCE DIRECTOR	1.00	0.00	0.00	0.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	0.00	0.00
FINANCE MANAGER	0.00	0.00	1.00	1.00
SENIOR ACCOUNTANT	0.50	1.00	1.00	1.00
ACCOUNTANT	2.00	2.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	2.00	3.00	3.00	3.00
ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00
REVENUE COORDINATOR	1.00	1.00	1.00	1.00
SENIOR CUSTOMER SERVICE SPECIALIST	1.00	1.00	1.00	1.00
CUSTOMER SERVICE SPECIALIST II	4.00	4.00	4.00	4.00
BUSINESS LICENSE INSPECTOR	0.00	1.00	1.00	1.00
GOVERNMENT BUILDINGS				
FACILITIES MAINTENANCE SUPERINTENDENT	1.00	0.00	0.00	0.00
FACILITIES SPECIALIST	2.00	0.00	0.00	0.00
CUSTODIAN	2.00	0.00	0.00	0.00
TOTAL DIVISION	18.50	15.00	14.00	14.00

FY 2013-2014 GOALS AND OBJECTIVES

- ◆ Monitor the City budget and present the City Manager with monthly reviews.
- ◆ Monitor City procurements for compliance with the adopted purchasing policy and improved fiscal control.
- ◆ Provide education to all city departments regarding the utilization of the Finance software system to generate departmental reports and stream line budget, purchase order and accounts payable procedures.
- ◆ Continue to provide administrative services to the Finance and Economic Development Committee so that significant projects of financial impact will be thoroughly discussed and evaluated.
- ◆ Continue to provide monthly financial information to Departments, 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, 2013.
- ◆ Prepare the annual mid-year budget review for Fiscal Year 2013-14, and present budget recommendations to the City Council in February 2014.

- ◆ Provide good fiscal stewardship by initiating the Fiscal Year 2014-15 budget process in January 2013, ensuring that the Fiscal Year 2014-15 City budget is adopted by the City Council prior to the close of Fiscal Year 2013-14.
- ◆ 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.
- ◆ Conduct regular staff meetings and quarterly operational staff meetings between Accounting and Customer Service.
- ◆ Enhance customer service through internal training.
- ◆ Initiate paperless process for journal entries and budget adjustments.
- ◆ Assess existing computer systems to ensure accurate reporting; make recommendations for upgrading system.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
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
Percentage of revenue and expenditure reports distributed within three weeks of month-closing	92%	92%	100%	100%
Number of days from fiscal year-end until CAFR is issued	169	163	160	160
Percentage of information systems service requests resolved within 24 hours	95%	95%	95%	95%
Percentage of utility accounts enrolled in the online pay program	33%	18%	25%	25%

FY 2012-2013 MAJOR ACCOMPLISHMENTS

- ◆ Completed the transition of converting banks for Workman’s Compensation from Bank of America to J.P. Morgan Chase Bank.
- ◆ Prepared the City’s annual performance-based budget for Fiscal Year 2013-14.
- ◆ Received the Government Finance Officers Association award for Distinguished Budget Presentation.
- ◆ Received the Government Finance Officers Association award for Excellence in Financial Reporting for the fiscal year ended June 30, 2012.
- ◆ Issued 2,644 tags in conjunction with the animal shelter in the months of January and February during the animal amnesty program. This is a 197% increase over the number of tags issued the prior year during the same period.
- ◆ Implemented sending delinquent business license accounts to collections for payment processing saving the City costly attorney fees.
- ◆ Conducted an audit of over 200 PBID accounts’ identified and followed up on 8 additional accounts that need to be assessed charges.
- ◆ Implemented paperless distribution of paycheck stubs to employees.

INFORMATION TECHNOLOGY

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 to provide ongoing support, maintenance, and training for computers and related peripherals.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
INFORMATION TECHNOLOGY				
IT MANAGER	1.00	1.00	1.00	1.00
IT TECHNICIAN	2.00	1.00	1.00	1.00
MEDIA TECHNICIAN	1.00	0.00	0.00	0.00
TOTAL DIVISION	4.00	2.00	2.00	2.00

FY 2013-2014 GOALS AND OBJECTIVES

- ◆ Create an IT strategic plan for the City.
- ◆ Select, acquire and install a new permits, building, and code enforcement software for development services staff.
- ◆ Find ways to improve the telecommunications technology.
- ◆ Establish dual factor authentication for all computers and servers in PD using biometric.
- ◆ Upgrade all Security Camera's and its recording software in PD.
- ◆ Comply with all DOJ Security policies for PD.

FY 2012-2013 MAJOR ACCOMPLISHMENTS

- ◆ Installed and configured Wi-Fi access for public in the library using the library card for authentication.
- ◆ Successfully negotiated a low price from TWC and upgraded the 3 Mbps point to point T1 between PD and City Hall to a 50 mbps point to point fiber.
- ◆ Successfully negotiated a low price from TWC and upgraded the 3 Mbps point to point T1 between Public Work and City Hall to a 50 mbps point to point fiber.
- ◆ Migrated several mobile phones from T-Mobile to Verizon iPhones with significant cost savings.
- ◆ Tested and migrated Finance software to new hardware without any down time.

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 the merit system rules and employment practices. The Division also manages the recruitment and certification of employees, creates employee job descriptions, 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 the group health, life, dental and vision insurance programs for City employees, administers the deferred compensation program, Employee Assistance Program, the City's service awards program, employees' newsletter, 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. The Division also 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	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
HUMAN RESOURCES				
HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR	1.00	0.00	0.00	0.00
SENIOR HUMAN RESOURCES ANALYST	1.00	1.00	1.00	1.00
HUMAN RESOURCES ANALYST	2.00	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	5.75	3.75	3.75	3.75

FY 2013-14 GOALS AND OBJECTIVES

- ◆ Ensure compliance with the Affordable Health Care Act requirements by January 2014 including offering 95% of regular employees working (30) thirty hours or more affordable health care coverage.
- ◆ Update the New Hire Orientation Program by developing a more comprehensive and interactive program, so that new employees become knowledgeable of City departments functions, municipal government operations, and better understand their employee benefits.
- ◆ Update the Employer-Employee Resolution to meet the AB 646 requirements by June 30, 2014, so that orderly and uniform procedures are provided for in the administration of employer-employee relations between the City and its employee organizations.
- ◆ Enhance the performance evaluation system to obtain optimum performance from City employees while setting achievable goals and objectives by June 30, 2014.

- ◆ Enhance staff development programs by offering training on-line, webinars, and use of social media to connect City Employees with available training opportunities by July 31, 2013.
- ◆ Develop an on-line process for recruiting volunteers 24/7. Volunteers will assist departments with special projects/events and provide opportunity for interested volunteers to gain and/or maintain job skills by December 1, 2013.
- ◆ Develop strategies and steps for implementation of a succession plan, so that the organization can identify, train, and prepare exceptional employees to assume positions of leadership, as the organization experiences retirements and a reduced workforce due to dwindling budget resources by June 30, 2014.
- ◆ Enhance the current Internship Program in partnership with local Universities to assist students increase and/or strengthen their leadership skills required to help local government be more effective and efficient by May 31, 2014.
- ◆ Update the City's Administrative Policies and Procedures to ensure compliance with State and Federal regulations by June 30, 2014.
- ◆ Update the City Merit Rules and Regulations to ensure consistency with applicable laws by June 30, 2014.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Number of recruitments concluded	29	24	45	35
Number of employees participating in the Rideshare program	50	60	35	40
Number of employee safety meetings	4	3	1	4
Number of applications processed	913	625	5,500	5,000
Percent of recruitments completed within 8-week timeline	95%	95%	95%	95%
Percent of claims processed within 45-day timeline	95%	98%	95%	100%

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Successfully implemented an on-line applicant tracking program called “NEOGov” for employees and members of the community may access detailed job vacancy information, current job descriptions with salary details and the ability to apply for jobs on-line 24/7.
- ◆ Staff conducted First Aid Safety training for Recreation department staff and conducted training on Blood borne Pathogen for City employees. The Public Works Department continues to use the on-line training videos to conduct mandated OSHA training. This has resulted in cost savings as training is able to be conducted in-house using resources available through the City’s Risk Pool.
- ◆ Successfully offered over 20 training workshops for employees at low or no-cost to meet the City’s training goals and objectives. Some of the highlighted topics included Effectively Dealing with a Changing Workplace, Generational Diversity, Legal Issues Regarding Hiring, Difficult Conversations, Embracing Diversity, Sexual Harassment Training, Confined Space, Renovating Playground, Creating Leaders with Confidence, Courage and Capacity, Improving Communications Skills for Managers, Dealing with Conflict, Coaching and Development Techniques, Addressing Performance Concerns and several Financial Planning workshops conducted by ICMA.
- ◆ Successfully updated 150 jobs specifications by reviewing and meeting with City Staff to make the necessary changes to ensure that all job duties and qualifications are accurately reflected for recruitment and classification purposes.
- ◆ Successfully negotiated with the Mid-Management and General Employees Associations to extend their labor agreements to June 30, 2015 which included members picking up their CalPERS employee contributions of 8% within the two year agreement beginning in July 2013.
- ◆ Successfully negotiated a successor labor agreement with POA, Police Management, and Police Captains which will expire on June 30, 2015. The agreement also includes the members picking up their CalPERS employee contributions of 9% beginning in July 2013.
- ◆ Successfully negotiated a successor labor agreement with the Fire Fighter Management Association which both agreements will expire on June 30, 2015. The agreements also include the Fire Management members picking up their CalPERS employee contributions of 9% and the Firefighter members will increase their cost sharing contributions to 9% beginning July 1, 2013.
- ◆ Successfully negotiated with all associations the CalPERS “new member” formula and contribution rate for miscellaneous and safety employees pursuant to the California Public Employee’s Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013.
- ◆ Successfully completed the RFP process for Broker Services which will assist the City with ensuring competitive pricing for its self funded programs. Also, staff completed an RFP for

a new TPA for workers' compensation to ensure the City maintains the highest level of services for injured employees while maintaining program cost.

- ◆ Successfully completed the Injury Illness Prevention Plan (IIPP) to ensure compliance with CalOSHA regulations.
- ◆ Successfully completed a partnership agreement with the University of La Verne and Phoenix to offer employees a 10% discount towards tuition. The agreement also provides an opportunity for members of the community to attend classes offered at the City of Upland.
- ◆ Successfully completed the RFP process for city attorney services, which resulted in a significant cost savings.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>ADMINISTRATIVE SERVICES</u>					
1102 CITY CLERK					
Personnel	\$ 207,330	\$ 378,450	\$ 360,260	\$ 384,850	7%
Maintenance & Operations	62,370	42,390	36,160	41,100	14%
Capital Outlay	-	-	-	-	-
TOTAL CITY CLERK	\$ 269,700	\$ 420,840	\$ 396,420	\$ 425,950	7%
1301 FINANCE					
Personnel	\$ 435,450	\$ 1,157,780	\$ 1,102,740	\$ 1,197,040	9%
Maintenance & Operations	89,520	102,310	103,070	108,290	5%
Capital Outlay	-	-	-	-	-
TOTAL FINANCE	\$ 524,970	\$ 1,260,090	\$ 1,205,810	\$ 1,305,330	8%
1401 INFORMATION SYSTEMS					
Personnel	\$ 319,640	\$ 234,740	\$ 207,950	\$ 239,150	15%
Maintenance & Operations	(261,230)	(196,240)	(165,730)	(248,950)	50%
Capital Outlay	-	-	-	49,500	-
TOTAL INFORMATION SYSTEMS	\$ 58,410	\$ 38,500	\$ 42,220	\$ 39,700	-6%
1402 TELECOMMUNICATIONS					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	96,610	98,200	123,670	103,480	-16%
Capital Outlay	-	-	-	-	-
TOTAL TELECOMMUNICATIONS	\$96,610	\$98,200	\$123,670	\$103,480	-16%
1502 MAIL SERVICES					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	48,620	68,980	70,450	70,830	1%
Capital Outlay	-	-	-	-	-
TOTAL MAIL SERVICES	\$48,620	\$68,980	\$70,450	\$70,830	1%
1504 NON-DEPARTMENTAL					
Personnel	\$ 43,200	\$ 31,800	\$ 37,290	\$ 36,300	-3%
Maintenance & Operations	1,255,750	936,420	928,900	1,019,720	10%
Capital Outlay	-	-	-	-	-
TOTAL NON-DEPARTMENTAL	\$1,298,950	\$968,220	\$966,190	\$1,056,020	9%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	% <u>CHANGE</u>
<u>ADMINISTRATIVE SERVICES</u>					
1601 HUMAN RESOURCES					
Personnel	\$ 277,740	\$ 367,860	\$ 358,930	\$ 363,420	1%
Maintenance & Operations	188,690	178,090	88,560	166,300	88%
Capital Outlay	-	-	-	-	-
TOTAL HUMAN RESOURCES	\$ 466,430	\$ 545,950	\$ 447,490	\$ 529,720	18%
1602 DEVELOPMENT & TRAINING					
Personnel	\$ 46,120	\$ -	\$ -	\$ -	-
Maintenance & Operations	11,780	14,000	15,090	15,500	3%
Capital Outlay	-	-	-	-	-
TOTAL DEVELOPMENT & TRAINING	\$ 57,900	\$ 14,000	\$ 15,090	\$ 15,500	3%
TOTAL FINANCE					
Personnel	\$ 478,650	\$ 1,189,580	\$ 1,140,030	\$ 1,233,340	8%
Maintenance & Operations	1,490,500	1,205,910	1,226,090	1,302,320	6%
Capital Outlay	-	-	-	-	-
TOTAL FINANCE	\$ 1,969,150	\$ 2,395,490	\$ 2,366,120	\$ 2,535,660	7%
TOTAL HUMAN RESOURCES					
Personnel	\$ 323,860	\$ 367,860	\$ 358,930	\$ 363,420	1%
Maintenance & Operations	200,470	192,090	103,650	181,800	75%
Capital Outlay	-	-	-	-	-
TOTAL HUMAN RESOURCES	\$ 524,330	\$ 559,950	\$ 462,580	\$ 545,220	18%
TOTAL ADMINISTRATIVE SERVICES					
Personnel	\$ 1,329,480	\$ 2,170,630	\$ 2,067,170	\$ 2,220,760	7%
Maintenance & Operations	1,492,110	1,244,150	1,200,170	1,276,270	6%
Capital Outlay	-	-	-	49,500	-
TOTAL ADMINISTRATIVE SERVICES	\$ 2,821,590	\$ 3,414,780	\$ 3,267,340	\$ 3,546,530	9%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: ADMINISTRATIVE SERVICES		FUND: 101 GENERAL FUND			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	899,050	1,446,980	1,482,430	1,493,690
4112	Salaries- Temporary/ Part Time	94,900	92,000	57,340	103,940
4113	Overtime	3,460	-	2,940	3,560
4116	Fringe Benefits	173,590	631,650	282,050	302,040
4117	Retirement Contributions	158,480	-	242,410	317,530
	TOTAL PERSONNEL EXPENSES	1,329,480	2,170,630	2,067,170	2,220,760
	MAINTENANCE & OPERATIONS				
4211	Postage	40,050	60,000	60,000	60,000
4212	Advertising	15,190	18,000	22,290	18,000
4213	Dues & Subscriptions	15,810	21,750	24,220	20,160
4215	Training/Conferences/Meetings	14,820	15,600	15,070	15,450
4216	Office Supplies	31,420	28,690	23,110	26,070
4217	Other Supplies/Materials	5,400	7,390	5,810	7,810
4220	Fuel Usage	1,670	1,290	1,290	1,290
4221	Mileage Reimbursement	630	450	150	850
4222	Central Duplicating Charges	4,250	2,540	2,540	3,540
4223	Information Systems Charges	33,560	27,810	27,810	32,680
4232	Computer Equipment	-	-	-	12,000
4241	Utilities- Electric	440	780	790	800
4243	Utilities-Telephone	115,990	135,470	123,170	118,730
4246	Maintenance- Equipment	61,300	65,000	65,000	42,000
4247	Maintenance- Vehicle Charges	2,740	710	950	1,440
4248	Maintenance- Other	9,820	11,000	33,940	16,900
4251	Legal Services	125,570	120,000	26,760	61,000
4252	Professional Services	38,620	41,500	49,620	91,500
4254	Data Processing Services	185,770	154,800	166,500	126,500
4255	Banking Services	31,490	38,100	30,040	38,900
4258	Other Services	774,020	470,890	463,750	497,810
4271	Insurance Premiums	90	190	90	100
4273	Workers Compensation Charges	37,540	28,100	28,100	32,270
4274	Unemployment Charges	1,800	1,010	1,010	2,100
4275	Long-term Disability Charges	2,430	2,240	2,180	1,620
4297	Other Expenses	19,610	-	-	-
4322	Health Premiums- Retirees	423,630	409,580	409,580	459,600
4323	PERS Supplement	35,620	42,000	43,610	42,000
4421	Lease Principal Expense	49,410	48,000	50,330	52,500
4999	Department Allocation Charges	(586,580)	(508,740)	(477,540)	(507,350)
	TOTAL MAINTENANCE & OPERATIONS	1,492,110	1,244,150	1,200,170	1,276,270
	CAPITAL OUTLAY				
4530	Machinery & Equipment	-	-	-	49,500
	TOTAL CAPITAL OUTLAY	-	-	-	49,500
	TOTAL DEPARTMENT	2,821,590	3,414,780	3,267,340	3,546,530

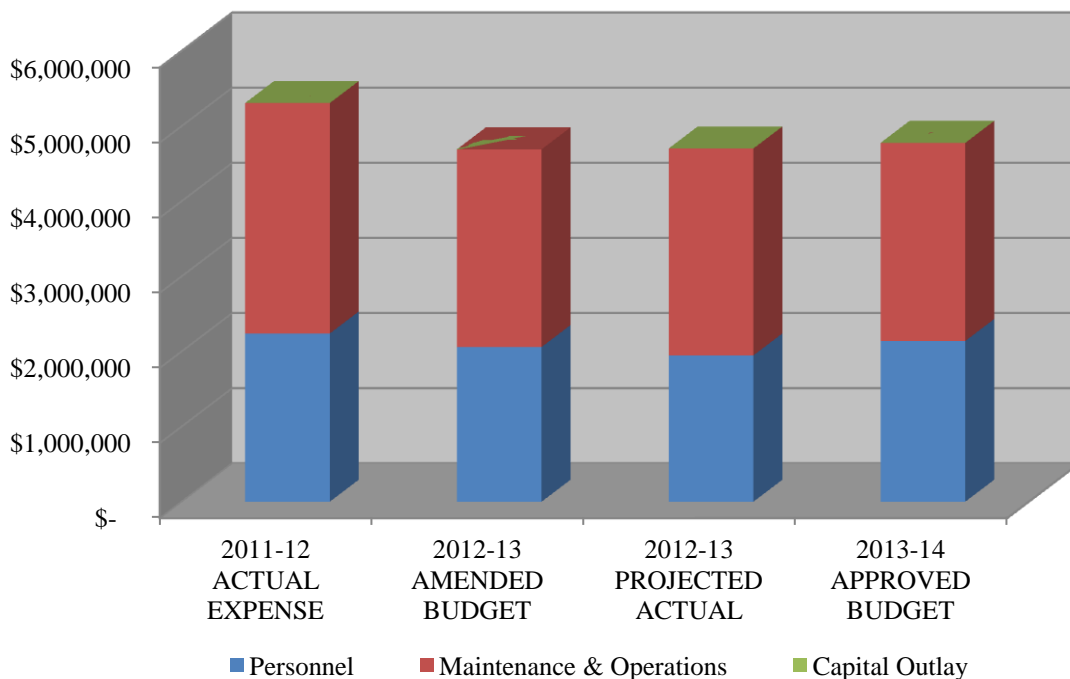
PUBLIC WORKS

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 2,239,040	\$ 2,059,300	\$ 1,947,520	\$ 2,139,280
MAINTENANCE & OPERATIONS	3,067,890	2,631,230	2,754,880	2,637,780
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 5,306,930	\$ 4,690,530	\$ 4,702,400	\$ 4,777,060
FUNDING SOURCES				
GENERAL FUND	\$ 5,306,930	\$ 4,690,530	\$ 4,702,400	\$ 4,777,060
TOTAL FUNDING SOURCES	\$ 5,306,930	\$ 4,690,530	\$ 4,702,400	\$ 4,777,060

PUBLIC WORKS



ENGINEERING

The Engineering Division provides engineering, contract administration, and project management for all City capital improvement projects. The division also serves as the liaison between the City and other agencies on construction and engineering matters.

OPERATIONS

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

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
PUBLIC WORKS - ADMINISTRATION				
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
ASSISTANT PUBLIC WORKS DIRECTOR	1.00	0.00	0.00	0.00
DEPUTY PUBLIC WORKS DIRECTOR	2.00	1.00	1.00	1.00
SENIOR MANAGEMENT ANALYST	2.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT II	2.00	2.00	2.00	2.00
PUBLIC WORKS – CAPITAL PROJECTS				
PRINCIPAL ENGINEER	2.00	1.00	1.00	1.00
SENIOR ENGINEER	1.00	1.00	1.00	1.00
SENIOR PUBLIC WORKS INSPECTOR	2.00	2.00	2.00	2.00
ASSOCIATE ENGINEER	3.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	1.00	0.50	0.50	0.00
PROJECT COORDINATOR	3.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT III	1.00	0.00	0.00	0.00
PUBLIC WORKS – OPERATIONS				
OPERATIONS MAINTENANCE SUPERINTENDENT	1.00	1.00	1.00	1.00
EQUIPMENT OPERATOR	1.00	0.00	0.00	0.00
MAINTENANCE CREW LEAD	6.00	3.00	3.00	3.00
MAINTENANCE WORKER II	7.00	10.00	10.00	10.00
EQUIPMENT MAINTENANCE SUPERINTENDENT	1.00	0.00	0.00	0.00
SR/LEAD EQUIPMENT MECHANIC	2.00	1.00	1.00	1.00
EQUIPMENT MECHANIC II	2.00	2.00	2.00	2.00
FACILITIES MAINTENANCE SUPERINTENDENT	0.00	1.00	1.00	1.00
FACILITIES SPECIALIST	0.00	2.00	2.00	2.00
CUSTODIAN	0.00	2.00	2.00	2.00
INVENTORY SPECIALIST	1.00	1.00	1.00	1.00
TOTAL DIVISIONS	43.00	32.50	32.50	32.00

FY 2013-14 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.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
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
Sewer laterals repaired	18	129	242	100
Automotive repairs	1,000	1,100	1,100	1,200

FY 2012-13 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.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>PUBLIC WORKS</u>					
1503 CIVIC CENTER					
Personnel	\$ 416,220	\$ 298,960	\$ 238,930	\$ 329,300	38%
Maintenance & Operations	-	-	-	-	-
Capital Outlay	118,730	130,540	123,110	147,890	20%
TOTAL CIVIC CENTER	\$ 534,950	\$ 429,500	\$ 362,040	\$ 477,190	32%
4301 PARK TREE MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	22,380	42,440	21,330	36,600	72%
Capital Outlay	-	-	-	-	-
TOTAL PARK TREE MAINTENANCE	\$ 22,380	\$ 42,440	\$ 21,330	\$ 36,600	72%
4302 PARK MAINTENANCE					
Personnel	\$ 299,360	\$ 186,820	\$ 163,760	\$ 173,630	6%
Maintenance & Operations	468,310	396,510	393,850	398,250	1%
Capital Outlay	-	-	-	-	-
TOTAL PARK MAINTENANCE	\$ 767,670	\$ 583,330	\$ 557,610	\$ 571,880	3%
4303 SPORTS FIELD MAINTENANCE					
Personnel	\$ 12,600	\$ -	\$ -	\$ -	-
Maintenance & Operations	102,590	124,650	113,260	128,150	13%
Capital Outlay	-	-	-	-	-
TOTAL SPORTS FIELD MAINTENANCE	\$ 115,190	\$ 124,650	\$ 113,260	\$ 128,150	13%
5201 PUBLIC WORKS ADMINISTRATION					
Personnel	\$ 71,620	\$ -	\$ 17,670	\$ 31,190	77%
Maintenance & Operations	325,750	317,060	330,160	274,760	-17%
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 397,370	\$ 317,060	\$ 347,830	\$ 305,950	-12%
5301 ENGINEERING ADMINISTRATION					
Personnel	\$ 62,470	\$ -	\$ 6,990	\$ 25,510	265%
Maintenance & Operations	29,210	29,180	15,760	52,050	230%
Capital Outlay	-	-	-	-	-
TOTAL ENGINEERING ADMINISTRATION	\$ 91,680	\$ 29,180	\$ 22,750	\$ 77,560	241%
5304 GRADING & CONSTRUCTION INSPECTION					
Personnel	\$ 4,590	\$ -	\$ 13,840	\$ -	-100%
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL GRADING & CONSTRUCTION INSPECTION	\$ 4,590	\$ -	\$ 13,840	\$ -	-100%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>PUBLIC WORKS</u>					
5401 STREET MAINTENANCE					
Personnel	\$ 337,920	\$ 647,100	\$ 649,980	\$ 677,530	4%
Maintenance & Operations	95,450	50,810	72,520	110,780	53%
Capital Outlay	-	-	-	-	-
TOTAL STREET MAINTENANCE	\$ 433,370	\$ 697,910	\$ 722,500	\$ 788,310	9%
5402 STREET SWEEPING					
Personnel	\$ 32,980	\$ -	\$ -	\$ -	-
Maintenance & Operations	275,700	243,250	243,250	243,250	-
Capital Outlay	-	-	-	-	-
TOTAL STREET SWEEPING	\$ 308,680	\$ 243,250	\$ 243,250	\$ 243,250	-
5403 SIDEWALK MAINTENANCE					
Personnel	\$ 185,620	\$ 210,780	\$ 207,450	\$ 212,630	2%
Maintenance & Operations	21,330	16,790	11,680	26,710	129%
Capital Outlay	-	-	-	-	-
TOTAL SIDEWALK MAINTENANCE	\$ 206,950	\$ 227,570	\$ 219,130	\$ 239,340	9%
5404 STREET LIGHTING					
Personnel	\$ 19,620	\$ -	\$ -	\$ -	-
Maintenance & Operations	763,630	808,500	806,920	811,500	1%
Capital Outlay	-	-	-	-	-
TOTAL STREET LIGHTING	\$ 783,250	\$ 808,500	\$ 806,920	\$ 811,500	1%
5405 TRAFFIC CONTROL					
Personnel	\$ 165,630	\$ -	\$ 7,970	\$ -	-100%
Maintenance & Operations	55,030	19,560	15,660	19,500	25%
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC CONTROL	\$ 220,660	\$ 19,560	\$ 23,630	\$ 19,500	-17%
5407 WEED ABATEMENT					
Personnel	\$ 5,170	\$ -	\$ -	\$ -	-
Maintenance & Operations	53,070	24,540	18,270	24,510	34%
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 58,240	\$ 24,540	\$ 18,270	\$ 24,510	34%
5408 FLOOD CONTROL					
Personnel	\$ 810	\$ -	\$ 1,320	\$ -	-100%
Maintenance & Operations	10,700	5,630	5,220	9,920	90%
Capital Outlay	-	-	-	-	-
TOTAL FLOOD CONTROL	\$ 11,510	\$ 5,630	\$ 6,540	\$ 9,920	52%
5409 STREET TREE MAINTENANCE					
Personnel	\$ 24,340	\$ -	\$ 2,580	\$ -	-100%
Maintenance & Operations	500,610	398,550	550,530	397,920	-28%
Capital Outlay	-	-	-	-	-
TOTAL STREET TREE MAINTENANCE	\$ 524,950	\$ 398,550	\$ 553,110	\$ 397,920	-28%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>PUBLIC WORKS</u>					
5410 PUBLIC ROW MAINTENANCE					
Personnel	\$ 69,510	\$ 157,780	\$ 121,230	\$ 153,900	27%
Maintenance & Operations	361,280	340,060	340,280	340,430	0%
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC ROW MAINTENANCE	\$ 430,790	\$ 497,840	\$ 461,510	\$ 494,330	7%
5411 MAINTENANCE - GENERAL					
Personnel	\$ 69,460	\$ 69,030	\$ 68,470	\$ 70,010	2%
Maintenance & Operations	1,210	1,100	1,000	1,100	10%
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - GENERAL	\$ 70,670	\$ 70,130	\$ 69,470	\$ 71,110	2%
5412 MAINTENANCE - MAIN STREET					
Personnel	\$ 50,640	\$ -	\$ -	\$ -	-
Maintenance & Operations	23,070	1,000	2,400	1,000	-58%
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - MAIN STREET	\$ 73,710	\$ 1,000	\$ 2,400	\$ 1,000	-58%
5413 MAINTENANCE - METROLINK STATION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	83,040	84,100	121,610	18,600	-85%
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE - METROLINK STATION	\$ 83,040	\$ 84,100	\$ 121,610	\$ 18,600	-85%
5414 FLEET MAINTENANCE					
Personnel	\$ 378,250	\$ 488,830	\$ 447,280	\$ 465,580	4%
Maintenance & Operations	(364,500)	(474,520)	(433,560)	(450,140)	4%
Capital Outlay	-	-	-	-	-
TOTAL FLEET MAINTENANCE	\$ 13,750	\$ 14,310	\$ 13,720	\$ 15,440	13%
5415 GRAFFITI REMOVAL					
Personnel	\$ 530	\$ -	\$ -	\$ -	-
Maintenance & Operations	150	1,000	230	1,000	335%
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI REMOVAL	\$ 680	\$ 1,000	\$ 230	\$ 1,000	335%
5416 DAMAGE TO CITY PROPERTY					
Personnel	\$ 31,700	\$ -	\$ 50	\$ -	-100%
Maintenance & Operations	121,150	70,480	1,400	44,000	3043%
Capital Outlay	-	-	-	-	-
TOTAL DAMAGE TO CITY PROPERTY	\$ 152,850	\$ 70,480	\$ 1,450	\$ 44,000	2934%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>PUBLIC WORKS</u>					
TOTAL PUBLIC WORKS					
Personnel	\$ 2,239,040	\$ 2,059,300	\$ 1,947,520	\$ 2,139,280	10%
Maintenance & Operations	2,949,160	2,500,690	2,631,770	2,489,890	-5%
Capital Outlay	118,730	130,540	123,110	147,890	20%
TOTAL PUBLIC WORKS	\$ 5,306,930	\$ 4,690,530	\$ 4,702,400	\$ 4,777,060	2%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: PUBLIC WORKS		FUND: GENERAL FUND			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	1,487,020	1,322,380	1,331,680	1,345,890
4112	Salaries- Part Time	115,340	87,220	63,420	149,020
4113	Overtime	47,050	-	15,560	24,840
4116	Fringe Benefits	309,000	649,700	290,950	325,430
4117	Retirement Contributions	280,630	-	245,910	294,100
	TOTAL PERSONNEL EXPENSES	2,239,040	2,059,300	1,947,520	2,139,280
	MAINTENANCE & OPERATIONS				
4211	Postage	-	200	-	200
4212	Advertising	-	-	-	2,500
4213	Dues & Subscriptions	1,750	1,800	2,160	1,880
4215	Training/Conferences/Meetings	2,100	7,200	900	9,100
4216	Office Supplies	4,630	5,500	1,080	6,300
4217	Other Supplies/Materials	216,720	132,770	114,350	168,770
4218	Uniform Expense	16,870	13,570	12,000	14,230
4219	Registration Permits/Licenses	1,440	2,250	1,250	2,000
4220	Fuel Usage	136,130	60,340	57,570	63,520
4221	Mileage Reimbursement	-	100	-	100
4222	Central Duplicating Charge	3,800	2,220	2,220	2,930
4223	Information Systems Charges	43,060	37,720	37,720	41,820
4227	Vehicle Parts	101,760	90,000	82,610	90,000
4232	Computer Equip. (under \$5000)	-	3,000	340	2,100
4241	Utilities- Electric	922,070	990,840	1,027,150	991,000
4242	Utilities- Gas	8,430	5,800	6,850	10,500
4243	Utilities- Telephone	13,010	12,750	13,500	13,070
4244	Utilities - Water	900	-	-	-
4245	Maint- Buildings/Structures/Grounds	39,840	54,600	50,870	58,900
4246	Maintenance- Equipment	-	500	-	500
4247	Maintenance- Vehicle Charges	134,040	92,410	58,590	105,150
4248	Maintenance- Other	1,790	4,000	680	3,500
4252	Professional Services	3,830	-	-	14,000
4253	Contract Services	870,930	1,020,100	928,890	922,100
4254	Data Processing Services	1,500	-	-	-
4257	Sewer Treatment Disposal Servs	460	-	-	-
4258	Other Services	951,080	479,250	672,680	517,450
4273	Workers Compensation Charges	55,030	55,030	55,030	73,460
4274	Unemployment Charges	1,490	1,490	1,490	4,770
4275	Long Term Disability Charges	4,230	4,230	4,230	3,690
4276	Liability Charges	167,520	167,520	167,520	93,290
4277	Loss Prevention Liability	8,050	8,050	8,040	7,510
4295	Pump/Diesel Taxes	1,320	2,000	1,320	3,500
4421	Lease Principal Expense	15,630	16,200	12,960	16,500
4999	Department Allocation Charges	(661,520)	(640,210)	(567,120)	(606,560)
	TOTAL MAINTENANCE & OPERATIONS	3,067,890	2,631,230	2,754,880	2,637,780
	TOTAL DEPARTMENT	5,306,930	4,690,530	4,702,400	4,777,060

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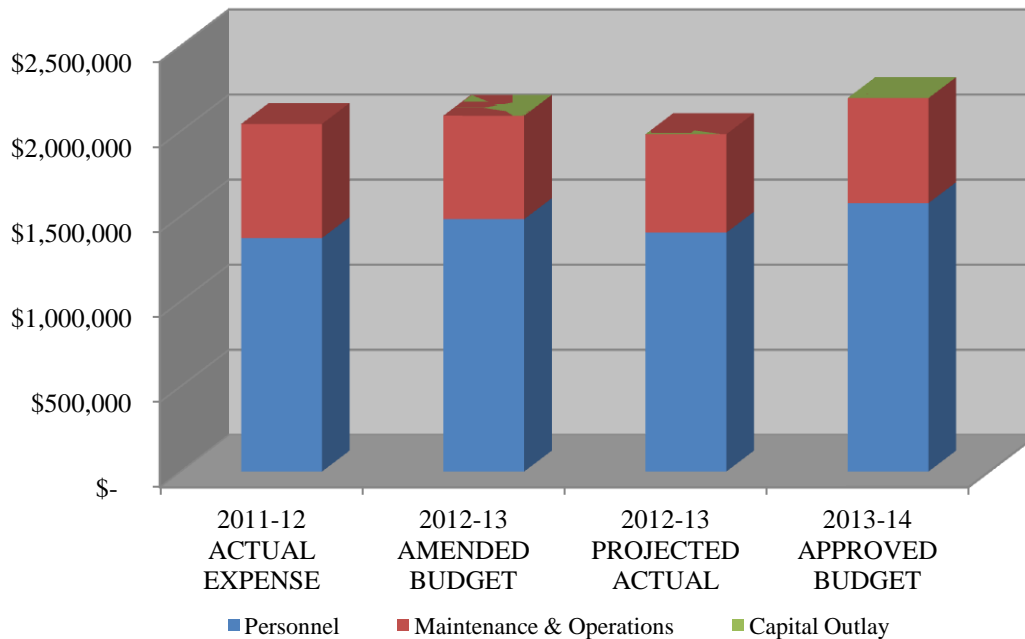
DEVELOPMENT SERVICES

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 1,372,420	\$ 1,483,070	\$ 1,403,890	\$ 1,577,520
MAINTENANCE & OPERATIONS	670,220	607,970	578,480	617,270
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 2,042,640	\$ 2,091,040	\$ 1,982,370	\$ 2,194,790
FUNDING SOURCES				
GENERAL FUND	\$ 2,042,640	\$ 2,091,040	\$ 1,982,370	\$ 2,194,790
TOTAL FUNDING SOURCES	\$ 2,042,640	\$ 2,091,040	\$ 1,982,370	\$ 2,194,790

DEVELOPMENT SERVICES



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. To ensure a comprehensive review, 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 Division also focuses on a variety of special topics such as historic preservation, land use compatibility with Cable Airport, and regional planning efforts. At times, the Division prepares code amendments to address changing conditions in the community. This Division ensures conformance with the California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA), and the State Subdivision Map Act (SMA). Staff coordinates and participates in the Administrative Review Committee and Design Review Committee, offers support to Code Enforcement activities, prepares environmental documentation for Capital Improvement Projects, and supports the Planning Commission and the City Council in all planning matters.

BUILDING AND SAFETY

The Building Division is responsible for providing reasonable controls for construction and 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.

DEVELOPMENT/TRAFFIC ENGINEERING

The Development/Traffic Engineering Division is responsible for providing professional and technical services that support the development of a balanced community, the preservation of existing neighborhoods, and the creation of new development in an expeditious and responsible manner. Additionally, Development/Traffic Engineering is responsible for traffic related maintenance and planning, as well as providing for safe and efficient traffic movement for vehicles, bicycles, and pedestrians.

CODE ENFORCEMENT

The Code Enforcement Division is responsible for maintaining the City's motto of "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.

WEED ABATEMENT

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

ECONOMIC DEVELOPMENT

The Economic Development Division is responsible for developing and administering fiscally sound programs 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.

Development Services is also responsible for the following divisions (listed separately in the budget document):

Housing Division

Successor Agency Administration

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
BUILDING AND PLANNING				
COMMUNITY DEVELOPMENT DIRECTOR	1.00	0.00	0.00	0.00
DEVELOPMENT SERVICES DIRECTOR	0.00	1.00	1.00	1.00
DEVELOPMENT SERVICES MGR	0.00	1.00	1.00	1.00
DEVELOPMENT SPECIALIST	0.00	0.00	1.00	1.00
PLANNING MANAGER	1.00	1.00	1.00	1.00
SENIOR PLANNER	2.00	0.00	0.00	0.00
ASSISTANT PLANNER	2.00	2.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III	1.00	0.00	0.00	0.00
BUILDING OFFICIAL	1.00	0.00	0.00	1.00
SUPERVISING BUILDING INSPECTOR/BUILDING OFFICIAL	1.00	0.00	0.00	0.00
BUILDING INSPECTOR II	2.00	2.00	2.00	2.00
PLANS EXAMINER	1.00	1.00	1.00	1.00
SENIOR COUNTER TECHNICIAN	1.00	0.00	0.00	0.00
COUNTER TECHNICIAN	0.00	0.00	0.00	1.00
ANIMAL SERVICES				
ANIMAL SERVICES SUPERVISOR	1.00	0.00	0.00	0.00
ANIMAL SERVICES OFFICER	3.00	0.00	0.00	0.00
ANIMAL CARE TECHNICIAN	2.00	0.00	0.00	0.00
ANIMAL SHELTER ATTENDANT II	1.00	0.00	0.00	0.00
CODE ENFORCEMENT				
CODE ENFORCEMENT OFFICER	0.00	3.00	3.00	3.00
TRAFFIC ENGINEERING				
PRINCIPAL ENGINEER	0.00	1.00	1.00	0.00
ASSISTANT ENGINEER	0.00	0.00	0.00	1.00
ASSOCIATE ENGINEER	0.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN	0.00	0.50	0.50	0.00
COUNTER TECHNICIAN	0.00	0.00	0.00	1.00
TOTAL DIVISIONS	21.00	14.50	15.50	18.00

FY 2013-14 GOALS AND OBJECTIVES

PLANNING

- ◆ To present the General Plan Update, Cable Airport Land Use Compatibility Plan and Zoning Code Update for 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 incorporate the College Heights Land Use and Economic Development Strategy into the General Plan Update and implement recommended action items to facilitate economic development within the City.
- ◆ To adopt an updated Housing Element of the General Plan to comply with the requirements of State law.
- ◆ To participate in the Blue Ribbon Committee and identify and implement desirable changes to the development process to facilitate development.
- ◆ To implement a streamlined process for reviewing and approving business license applications.
- ◆ To implement a streamlined process for reviewing and approving Special Event Permits.
- ◆ To continue to process land use entitlements and provide plan review and inspection services in a timely manner.

BUILDING AND SAFETY

- ◆ To continue to maintain an over-the-counter plan review policy for small room additions, pools, patio covers, re-roofs, water heater change-outs, and other similar construction to facilitate the city's streamlined permit process.
- ◆ To cross train a Building Inspector to provide plan review service as needed.

DEVELOPMENT/TRAFFIC ENGINEERING

- ◆ To assist the citizens of our community by providing information regarding the City's infrastructure and roadways as it relates to their needs and concerns.
- ◆ To continue to provide technical analysis and support in the preparation of the City's General Plan update.
- ◆ To refine the Land Development Handbook to be responsive to the development community.
- ◆ To update the City's Standard Drawings.
- ◆ To update the City's traffic count database, providing vital information to the regional transportation agencies and providing the required data for fair-share transportation funding.

- ◆ To continue to improve development review to ensure structural locations, infrastructure, design, public improvements, easements and right-of-way locations, grading, landscaping and various other features conform to City, state and federal regulations.
- ◆ To continue to efficiently manage developments from conception to completion in a professional, responsive and courteous manner.
- ◆ To improve the department's web page to assist the public and developers with permits and the development process.

CODE ENFORCEMENT

- ◆ To continue the administration of the graffiti removal abatement program.
- ◆ To expedite the abatement process by implementing technological tools to bring efficiency, allowing staff to focus on the community rather than paperwork.
- ◆ To implement an administrative citation ordinance and implement its use, thereby expediting compliance.
- ◆ To begin the development of a community education outreach, in conjunction with the Planning and Building Divisions, to foster a better understanding of the Municipal Code in the City.
- ◆ To continue to implement the temporary sign enforcement program.

ECONOMIC DEVELOPMENT

- ◆ To continue to strengthen relationships with the County of San Bernardino Economic Development Agency and other regional agencies to encourage economic growth by raising public awareness of existing business and employment resources and/or services 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 City-wide 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 assist SANBAG in marketing the PACE program.

FY 2012-13 MAJOR ACCOMPLISHMENTS

PLANNING

- ◆ Participated in and coordinated the review of more than 147 new projects through the Administrative Committee, Design Review Committee, Planning Commission and City Council, in addition to on-going projects that were initiated prior to the current fiscal year, by April 2013.
- ◆ Completed the Land Use and Economic Development Strategy for College Heights to be included in the General Plan Update, which was funded by a SCAG Blueprint/Compass grant for consultant services equaling approximately \$150,000.
- ◆ Completed the Healthy Community Element to be included in the General Plan Update, which was funded by a \$25,000 grant from the County of San Bernardino.
- ◆ Provided environmental review and assistance to Public Works for several CIP projects.

- ◆ Participated in Code Enforcement task force meetings and provided support to Code Enforcement in interpreting and applying the requirements of the Upland Municipal Code for code enforcement cases.
- ◆ Continued to provide zoning clearance for all City business licenses.

BUILDING AND SAFETY

- ◆ Issued 1,096 building permits, performed approximately 800 plan reviews, and performed 7,280 building inspections as of May 6, 2013.
- ◆ Continued to issue permits and perform inspections for the Standard Pacific College Park project. Now ongoing with 49 units left until total build out.

DEVELOPMENT/TRAFFIC ENGINEERING

- ◆ Provided Administrative Committee review for 36 projects as of April 2013.
- ◆ Updated traffic accident database and utilized information to process citizen service requests and public records requests.
- ◆ Processed 413 street closure, oversized load and construction permits as of April 2013.
- ◆ Completed building permit approvals and plan reviews for 337 projects.
- ◆ Completed plan reviews and issued permits for 88 office, industrial and commercial developments which includes Colonies Planning Area 19-A at the Colonies Crossroads and Arco Gas Station.
- ◆ Completed plan reviews and issued permits for residential development projects consisting of 37 single family residences and a 2 acre park.
- ◆ Completed phase 1 of 4 of the City Wide Traffic Counts.
- ◆ Lead efforts to improve the current and future development process, including construction permit application, development booklet, fees, and tracking processes.
- ◆ Successfully coordinated traffic issues with major construction projects in the City including the Foothill Boulevard Street Improvements and the Euclid Avenue Resurfacing and Striping.

CODE ENFORCEMENT

- ◆ Performed 4,400 Inspections
- ◆ Issued 30 Citations
- ◆ Closed 760 Abatements
- ◆ Removed 3,650 Signs
- ◆ Prepared an Administrative Citation Ordinance and received City Council approval.
- ◆ Completed a request for proposal process and entered into a contract for graffiti removal services.
- ◆ Developed and implemented a temporary sign enforcement campaign.

ECONOMIC DEVELOPMENT

- ◆ Provided training and business assistance services to businesses through Upland's Small Business Development Center.
- ◆ Provided essential information to other City departments regarding the management of the 16th annual Upland Lemon Festival in April 2013.
- ◆ Participated with the development of the 4th annual regional job fair.
- ◆ Participated in the General Plan Update meetings.
- ◆ Continued administration of the weekly Saturday Morning Farmer's market, which was closed as of December 20, 2012.
- ◆ Assisted in implementing the City's participation with SANBAG's PACE program.
- ◆ Approved equipment upgrades to three cell tower sites.
- ◆ 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 preparation of the RFP for a vacant City lot located on Foothill Blvd as well as clean up efforts.

- ◆ Administered the activities pursuant to the memorandum of understanding relative to Historic downtown Upland and the Thursday Market Night and Downtown activities.
- ◆ Negotiated with a potential new tenant for City-owned property located at 220 E. A Street.
- ◆ Reviewed three proposals from cell tower acquisition companies.
- ◆ Prepared the YMCA lease agreement.
- ◆ Brought legal action which resulted in the removal of a non-paying tenant located at 220 E. A Street.
- ◆ Renegotiated Bank of America Lease.

PLANNING

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
General Plan Amendments	N/A	0	0	0
Zone Change/Code Amendments	N/A	1	0	0
Specific Plan Reviews	N/A	1	0	0
Conditional Use Permits	N/A	10	13	15
Site Plan Reviews	N/A	12	15	18
Design Reviews	N/A	53	78	80
Parcel Map/Tract Maps	N/A	0	3	6
Administrative Wireless Permits	N/A	2	16	8
Administrative Determinations	N/A	25	22	25
Environmental Impact Reports/Negative Declarations	5	7	5	5
Special Event Permits	N/A	87	102	90
Appeals	N/A	1	0	0

BUILDING AND SAFETY

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Inspections within 24 hours	98%	98%	99%	99%
Total number of inspections	7,111	7,612	9,000	9,000
Plan check turn-around time – business days	14 days	2-4 weeks	2-4 weeks	2-4 weeks
Total number of plan checks	80	120	250	250
Total number of building permits issued	1,142	1,396	1,500	1,500
New commercial buildings	0	0	8	8
New residential buildings	58	15	50	50
New multi-family units	53	0	0	0

DEVELOPMENT/TRAFFIC ENGINEERING

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Construction permits issued	245	212	220	230
Plan checks processed	246	172	188	195
Street closure permits issued	180	142	170	185
Oversize load permits issued	92	71	110	120

CODE ENFORCEMENT

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Number of code enforcement cases resolved	1,033	750	800	800
Inspections	5,680	4,858	4,400	4,400
Notice of Vacate	15	30	303	35
Citations	80	23	30	100
Cases filed	23	22	24	20
Abatements	1,033	811	760	750
Tows	1	0	0	0
City Prosecutor Conferences	11	22	30	25
Court	66	59	54	40
Signs	2,904	3,653	3,650	3,700
Carts	517	384	533	500

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>DEVELOPMENT SERVICES</u>					
2101 PLANNING COMMISSION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	5,780	10,100	5,300	8,900	68%
Capital Outlay	-	-	-	-	-
TOTAL PLANNING COMMISSION	\$ 5,780	\$ 10,100	\$ 5,300	\$ 8,900	68%
2102 PLANNING					
Personnel	\$ 372,010	\$ 458,060	\$ 405,770	\$ 456,520	13%
Maintenance & Operations	136,360	86,150	77,170	54,680	-29%
Capital Outlay	-	-	-	-	-
TOTAL PLANNING	\$ 508,370	\$ 544,210	\$ 482,940	\$ 511,200	6%
2201 BUILDING AND SAFETY					
Personnel	\$ 417,750	\$ 550,200	\$ 539,930	\$ 658,010	22%
Maintenance & Operations	120,380	105,870	102,970	107,250	4%
Capital Outlay	-	-	-	-	-
TOTAL BUILDING AND SAFETY	\$ 538,130	\$ 656,070	\$ 642,900	\$ 765,260	19%
2202 WEED ABATEMENT					
Personnel	\$ 23,490	\$ 20,800	\$ 20,800	\$ 22,640	9%
Maintenance & Operations	28,690	17,500	20,100	20,000	-0.5%
Capital Outlay	-	-	-	-	-
TOTAL WEED ABATEMENT	\$ 52,180	\$ 38,300	\$ 40,900	\$ 42,640	4%
3233 CODE ENFORCEMENT					
Personnel	\$ 251,780	\$ 156,330	\$ 145,100	\$ 140,990	-3%
Maintenance & Operations	185,500	143,880	141,510	169,520	20%
Capital Outlay	-	-	-	-	-
TOTAL CODE ENFORCEMENT	\$ 437,280	\$ 300,210	\$ 286,610	\$ 310,510	8%
5302 MAP & PLAN CHECK					
Personnel	\$ 95,320	\$ 297,680	\$ 292,290	\$ 299,360	2%
Maintenance & Operations	7,230	41,470	30,530	53,920	77%
Capital Outlay	-	-	-	-	-
TOTAL MAP & PLAN CHECK	\$ 102,550	\$ 339,150	\$ 322,820	\$ 353,280	9%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>DEVELOPMENT SERVICES</u>					
5303 DEVELOPMENT/TRAFFIC ENGINEERING					
Personnel	\$ 212,070	\$ -	\$ -	\$ -	-
Maintenance & Operations	12,700	-	400	-	-100%
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC ENGINEERING	\$ 224,770	\$ -	\$ 400	\$ -	-100%
5406 TRAFFIC FACILITY MAINTENANCE					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	173,580	203,000	200,500	203,000	1%
Capital Outlay	-	-	-	-	-
TOTAL TRAFFIC FACILITY MAINTENANCE	\$ 173,580	\$ 203,000	\$ 200,500	\$ 203,000	1%
TOTAL DEVELOPMENT SERVICES					
Personnel	\$ 1,372,420	\$ 1,483,070	\$ 1,403,890	\$ 1,577,520	12%
Maintenance & Operations	670,220	607,970	578,480	617,270	7%
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT	\$ 2,042,640	\$ 2,091,040	\$ 1,982,370	\$ 2,194,790	11%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: DEVELOPMENT SERVICES		FUND: 101		GENERAL FUND	
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	879,150	952,200	951,820	1,048,330
4112	Salaries- Temporary/Part Time	153,760	103,830	113,990	82,600
4113	Overtime	2,540	4,950	1,530	2,830
4116	Fringe Benefits	166,550	422,090	170,540	220,650
4117	Retirement Contributions	170,420	-	166,010	223,110
TOTAL PERSONNEL EXPENSES		1,372,420	1,483,070	1,403,890	1,577,520
MAINTENANCE & OPERATIONS					
4211	Postage	40	650	100	550
4212	Advertising	8,740	4,000	2,750	4,000
4213	Dues & Subscriptions	1,450	4,020	1,190	4,120
4215	Training/Conferences/Meetings	4,410	10,180	5,840	8,060
4216	Office Supplies	3,740	4,150	2,280	3,750
4217	Other Supplies/Materials	3,150	2,250	1,030	2,250
4218	Uniform Expense	890	1,000	480	2,000
4220	Fuel Usage	9,140	8,200	6,820	7,650
4222	Central Duplicating Charges	3,820	2,290	2,290	2,810
4223	Information Systems Charge	37,770	32,190	32,190	34,610
4231	Office Equipment	-	5,000	4,000	4,820
4241	Utilities- Electric	51,860	53,000	50,500	53,000
4243	Utilities- Telephone	5,870	6,180	6,040	5,280
4245	Maint- Buildings/Structures/Grounds	290	0	0	0
4247	Maintenance- Vehicle Charges	13,680	8,330	4,650	7,980
4251	Legal Services	71,740	55,000	56,000	60,000
4252	Professional Services	117,830	93,020	85,430	88,770
4253	Contract Services	84,010	62,760	62,760	64,760
4254	Data Processing Services	300	0	0	0
4258	Other Services	156,430	178,100	176,180	181,100
4273	Workers Compensation Charges	42,390	32,340	32,340	26,520
4274	Unemployment Charges	2,070	1,150	1,150	1,720
4275	Long-term Disability Charges	2,810	2,570	2,570	1,330
4276	Liability Charges	23,930	18,000	18,000	28,240
4277	Loss Prevention Charges	2,400	2,390	2,390	1,950
4421	Lease Principle Expense	21,460	21,200	21,500	22,000
TOTAL MAINTENANCE & OPERATIONS		670,220	607,970	578,480	617,270
TOTAL DEPARTMENT		2,042,640	2,091,040	1,982,370	2,194,790

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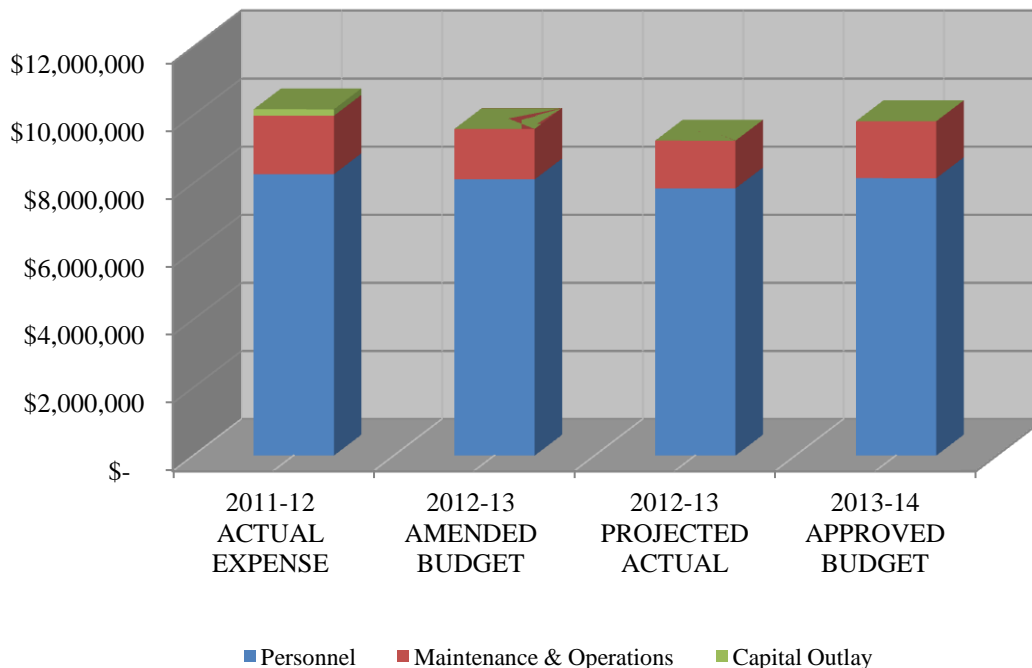
FIRE DEPARTMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 8,263,420	\$ 8,111,790	\$ 7,846,490	\$ 8,145,950
MAINTENANCE & OPERATIONS	1,716,160	1,480,210	1,402,790	1,674,530
CAPITAL OUTLAY	189,440	-	-	-
TOTAL BUDGET	\$ 10,169,020	\$ 9,592,000	\$ 9,249,280	\$ 9,820,480
FUNDING SOURCES				
GENERAL FUND	\$ 9,979,580	\$ 9,592,000	\$ 9,249,280	\$ 9,820,480
HOMELAND SECURITY GRANTS	189,440	-	-	-
TOTAL FUNDING SOURCES	\$ 10,169,020	\$ 9,592,000	\$ 9,249,280	\$ 9,820,480

FIRE



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 are 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 since December 2002. 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	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
FIRE				
FIRE CHIEF	1.00	1.00	1.00	1.00
FIRE DIVISION CHIEF	2.00	0.00	0.00	0.00
BATTALION CHIEF	3.00	3.00	3.00	3.00
FIRE CAPTAIN	12.00	13.00	13.00	12.00
FIRE ENGINEER	12.00	12.00	12.00	12.00
FIRE FIGHTER	12.00	12.00	12.00	12.00
FLIGHT PARAMEDIC	1.00	2.00	2.00	2.00
NURSE	4.00	4.00	4.00	4.00
DEPUTY FIRE MARSHAL	1.00	0.00	0.00	0.00
EMS COORDINATOR	1.00	0.00	0.00	0.00
FIRE INSPECTOR/INVESTIGATOR	1.00	2.00	2.00	2.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT I	1.00	1.00	1.00	1.00
TOTAL DEPARTMENT	52.00	50.00	50.00	49.00

FY 2013-2014 GOALS AND OBJECTIVES

- ◆ To respond quickly and safely to emergency incidents, to provide the highest level of service by maintaining ample staffing, assuring that fire stations and fire apparatus are consistently in a state of good repair so as 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 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 fire station tours.
- ◆ To pursue grant opportunities in order to provide alternate funding.
- ◆ To recruit and train Reserve Firefighters in order to provide augmentation to current firefighting forces and to provide potential future hiring candidates.
- ◆ To maintain hazardous materials and paramedic bicycle response teams for rapid response to and mitigation of emergency incidents.
- ◆ To provide training in 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	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Sponsor annual open house event	YES	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%	50%	50%
Percentage of elementary schools inspected annually	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Number of events in which the Bike Medic Team is deployed	4	3	2	3
Average response time in minutes	7	7	7	7
Percentage of calls on scene within 5 minutes or less	80%	80%	80%	80%

FY 2012-2013 MAJOR ACCOMPLISHMENTS

- ◆ Retained Upland Fire Department.
- ◆ No full-time personnel layoffs.
- ◆ All four fire stations remained open without “Brown-outs”.
- ◆ Negotiated Air Ambulance contract to offset operating costs.
- ◆ Obtained grant monies to implement electronic patient care and reporting.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> EXPENSE	2012-13 <u>AMENDED</u> BUDGET	2012-13 <u>PROJECTED</u> ACTUAL	2013-14 <u>APPROVED</u> BUDGET	%
					CHANGE
<u>FIRE</u>					
3501 ADMINISTRATION					
Personnel	\$ 853,520	\$ 950,260	\$ 873,700	\$ 1,502,270	72%
Maintenance & Operations	191,220	85,680	76,680	598,960	681%
Capital Outlay	-	-	-	-	-
TOTAL ADMINISTRATION	\$ 1,044,740	\$ 1,035,940	\$ 950,380	\$ 2,101,230	121%
3503 FIRE RESERVES					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	4,090	3,750	2,000	250	-88%
Capital Outlay	-	-	-	-	-
TOTAL FIRE RESERVES	\$ 4,090	\$ 3,750	\$ 2,000	\$ 250	-88%
3511 FIRE STATION I					
Personnel	\$ 1,420,840	\$ 1,697,800	\$ 1,406,980	\$ 1,451,540	3%
Maintenance & Operations	893,010	717,710	690,060	795,320	15%
Capital Outlay	-	-	-	-	-
TOTAL FIRE STATION I	\$2,313,850	\$2,415,510	\$2,097,040	\$2,246,860	7%
3512 FIRE STATION II					
Personnel	\$ 2,100,430	\$ 1,399,250	\$ 1,568,000	\$ 1,412,440	-10%
Maintenance & Operations	134,100	145,710	134,760	40,370	-70%
Capital Outlay	-	-	-	-	-
TOTAL FIRE STATION II	\$ 2,234,530	\$ 1,544,960	\$ 1,702,760	\$ 1,452,810	-15%
3513 FIRE STATION III					
Personnel	\$ 1,308,120	\$ 1,494,950	\$ 1,355,980	\$ 1,369,030	1%
Maintenance & Operations	138,400	146,480	164,170	41,140	-75%
Capital Outlay	-	-	-	-	-
TOTAL FIRE STATION III	\$ 1,446,520	\$ 1,641,430	\$ 1,520,150	\$ 1,410,170	-7%
3514 FIRE STATION IV					
Personnel	\$ 1,339,100	\$ 1,363,040	\$ 1,502,510	\$ 1,215,350	-19%
Maintenance & Operations	123,970	140,180	133,490	17,110	-87%
Capital Outlay	-	-	-	-	-
TOTAL FIRE STATION IV	\$ 1,463,070	\$ 1,503,220	\$ 1,636,000	\$ 1,232,460	-25%
3515 EMERGENCY MEDICAL SERVICES					
Personnel	\$ 55,210	\$ 41,480	\$ 35,570	\$ 47,990	35%
Maintenance & Operations	64,970	63,250	55,710	48,110	-14%
Capital Outlay	-	-	-	-	-
TOTAL EMERGENCY MEDICAL SERVICES	\$ 120,180	\$ 104,730	\$ 91,280	\$ 96,100	5%
3516 SPECIAL OPERATIONS					
Personnel	\$ 8,890	\$ 21,900	\$ 6,510	\$ -	-100%
Maintenance & Operations	6,270	8,640	7,860	7,040	-10%
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL OPERATIONS	\$ 15,160	\$ 30,540	\$ 14,370	\$ 7,040	-51%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> EXPENSE	2012-13 <u>AMENDED</u> BUDGET	2012-13 <u>PROJECTED</u> ACTUAL	2013-14 <u>APPROVED</u> BUDGET	%
					CHANGE
<u>FIRE</u>					
3517 AIR AMBULANCE					
Personnel	\$ 928,920	\$ 923,600	\$ 864,340	\$ 925,930	7%
Maintenance & Operations	76,910	78,500	64,990	72,240	11%
Capital Outlay	-	-	-	-	-
TOTAL AIR AMBULANCE	\$ 1,005,830	\$ 1,002,100	\$ 929,330	\$ 998,170	7%
3518 HISTORIC FIRE STATION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	4,160	-	6,170	5,080	-18%
Capital Outlay	-	-	-	-	-
TOTAL HISTORIC FIRE STATION	\$ 4,160	\$ -	\$ 6,170	\$ 5,080	-18%
3521 FIRE PREVENTION					
Personnel	\$ 190,660	\$ 204,470	\$ 195,080	\$ 221,400	13%
Maintenance & Operations	30,580	35,440	26,570	19,960	-25%
Capital Outlay	-	-	-	-	-
TOTAL FIRE PREVENTION	\$ 221,240	\$ 239,910	\$ 221,650	\$ 241,360	9%
3522 FIRE TRAINING & EMERGENCY					
Personnel	\$ 29,370	\$ 15,040	\$ 37,820	\$ -	-100%
Maintenance & Operations	27,430	50,920	36,390	25,140	-31%
Capital Outlay	-	-	-	-	-
TOTAL FIRE TRAINING & EMERGENCY	\$ 56,800	\$ 65,960	\$ 74,210	\$ 25,140	-66%
3531 DISASTER PREPAREDNESS					
Personnel	\$ 28,360	\$ -	\$ -	\$ -	-
Maintenance & Operations	21,050	3,950	3,940	3,810	-3%
Capital Outlay	-	-	-	-	-
TOTAL DISASTER PREPAREDNESS	\$ 49,410	\$ 3,950	\$ 3,940	\$ 3,810	-3%
221X HOMELAND SECURITY GRANTS					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	-	-	-	-
Capital Outlay	189,440	-	-	-	-
TOTAL HOMELAND SECURITY GRANTS	\$ 189,440	\$ -	\$ -	\$ -	-
TOTAL FIRE					
Personnel	\$ 8,263,420	\$ 8,111,790	\$ 7,846,490	\$ 8,145,950	4%
Maintenance & Operations	1,716,160	1,480,210	1,402,790	1,674,530	19%
Capital Outlay	189,440	-	-	-	-
TOTAL FIRE	\$ 10,169,020	\$ 9,592,000	\$ 9,249,280	\$ 9,820,480	6%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: FIRE		FUND: 101 GENERAL FUND			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	678,050	692,350	567,510	706,470
4112	Salaries- Temporary/ Part Time	87,850	89,550	188,540	164,370
4113	Overtime	180,490	42,370	222,200	45,000
4116	Fringe Benefits	119,920	289,780	109,930	113,470
4117	Retirement Contributions	139,620	-	126,590	155,370
4121	Salaries- Sworn Fire	4,388,710	4,232,440	3,963,840	4,353,470
4123	Overtime- Sworn Fire	794,620	671,990	907,000	622,280
4126	Fringe Benefits- Sworn Fire	548,490	2,093,310	484,290	543,020
4127	Retirement Contributions-Sworn	1,325,670	-	1,276,590	1,442,500
TOTAL PERSONNEL EXPENSES		8,263,420	8,111,790	7,846,490	8,145,950
MAINTENANCE & OPERATIONS					
4213	Dues & Subscriptions	36,840	29,880	22,850	22,840
4215	Training/ Conferences/ Meetings	19,380	42,430	28,900	28,900
4216	Office Supplies	5,790	12,850	4,410	4,410
4217	Other Supplies Materials	70,060	65,730	42,330	42,330
4218	Uniform Expense	66,500	63,430	43,730	43,730
4220	Fuel Usage	35,290	40,820	40,340	35,290
4221	Mileage Reimbursement	80	-	-	-
4222	Central Duplicating Charges	7,080	6,380	6,380	4,600
4223	Information Systems Charges	55,810	47,620	47,620	42,570
4232	Computer Equipment (Under \$5,000)	-	7,610	6,340	-
4233	Other Equipment	41,040	39,800	7,400	8,910
4241	Utilities- Electric	43,720	58,110	72,890	43,720
4242	Utilities- Gas	10,320	11,300	6,330	6,330
4243	Utilities- Telephone	22,040	23,750	18,160	18,160
4245	Maint- Buildings/Structures/Grounds	8,610	-	6,300	5,080
4246	Maintenance- Equipment	40,520	40,350	44,570	40,350
4247	Maintenance- Vehicle Charges	159,520	79,450	98,250	165,800
4248	Maintenance- Other	5,210	-	1,110	-
4252	Professional Services	17,040	14,950	14,950	40,400
4253	Contract Services	327,000	406,000	406,000	411,220
4258	Other Services	115,400	13,000	19,600	13,000
4273	Workers Compensation Charges	178,660	149,040	149,040	267,100
4274	Unemployment Charges	11,790	5,330	5,330	17,340
4275	Long-term Disability Charges	15,990	11,880	11,880	13,390
4276	Liability Charges	254,210	258,780	258,780	351,270
4277	Loss Prevention Liability	25,430	25,090	25,090	32,460
4421	Lease Principal Expense	136,940	26,630	14,210	15,330
4422	Lease Interest Expense	5,890	-	-	-
TOTAL MAINTENANCE & OPERATIONS		1,716,160	1,480,210	1,402,790	1,674,530
CAPITAL OUTLAY					
4530	Machinery & Equipment	189,440	-	-	-
TOTAL CAPITAL OUTLAY		189,440	-	-	-
TOTAL DEPARTMENT		10,169,020	9,592,000	9,249,280	9,820,480

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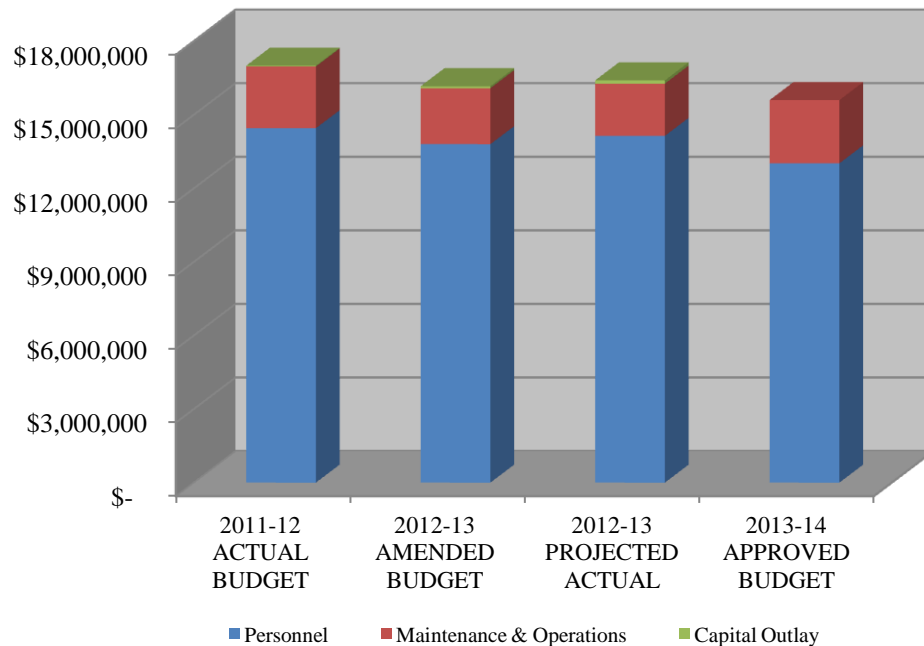
POLICE DEPARTMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 14,450,680	\$ 13,799,980	\$ 14,138,880	\$ 13,018,440
MAINTENANCE & OPERATIONS	2,517,860	2,282,180	2,129,960	2,575,550
CAPITAL OUTLAY	28,630	79,020	130,820	-
TOTAL BUDGET	\$ 16,997,170	\$ 16,161,180	\$ 16,399,660	\$ 15,593,990
FUNDING SOURCES				
GENERAL FUND	\$ 15,754,580	\$ 15,029,760	\$ 15,167,060	\$ 14,363,480
TRAFFIC SAFETY FUND	331,560	274,100	232,920	281,760
PUBLIC SAFETY TAX	660,310	706,200	699,210	713,750
POLICE GRANTS	43,410	-	110,000	110,000
LOCAL LAW ENFORCEMENT BLOCK GRANTS	48,830	-	-	10,000
OFFICE OF TRAFFIC SAFETY FUND	114,620	72,100	59,650	115,000
ASSET FORFEITURE FUND	43,860	79,020	130,820	-
TOTAL FUNDING SOURCES	\$ 16,997,170	\$ 16,161,180	\$ 16,399,660	\$ 15,593,990

POLICE DEPARTMENT



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.

ADMINISTRATION SERVICES

The Administrative Services Division oversees the administrative duties of the Department. This consists of the Records Division, 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.

PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division is tasked with Internal Affairs investigations as well as recruitment, training, and background investigations of all Police Department employee candidates.

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	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
POLICE				
CHIEF OF POLICE	1.00	1.00	1.00	1.00
POLICE CAPTAIN	3.00	2.00	1.00	1.00
POLICE LIEUTENANT	5.00	5.00	5.00	5.00
POLICE SERGEANT	10.00	10.00	8.00	8.00

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
POLICE DETECTIVE	9.00	9.00	9.00	9.00
POLICE OFFICER	57.00	49.00	46.00	46.00
SENIOR MANAGEMENT ANALYST	0.00	0.00	0.00	0.00
POLICE DISPATCH SUPERVISOR	1.00	1.00	1.00	1.00
POLICE DISPATCHER II	11.00	12.00	12.00	12.00
POLICE DISPATCHER I	1.00	0.00	0.00	0.00
CODE ENFORCEMENT OFFICER	4.00	0.00	0.00	0.00
BUSINESS LICENSE INSPECTOR	1.00	0.00	0.00	0.00
FORENSIC SPECIALIST	1.00	1.00	1.00	1.00
POLICE SERVICES COORDINATOR	1.00	1.00	0.00	0.00
CRIME PREVENTION OFFICER	1.00	0.00	0.00	0.00
POLICE SERVICES TECHNICIAN	5.00	3.00	0.00	0.00
PROPERTY & EVIDENCE CLERK	1.00	1.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II	1.00	0.00	0.50	0.50
POLICE RECORDS SPECIALIST II	11.00	8.00	7.00	7.00
POLICE RECORDS SPECIALIST I	2.00	0.00	0.00	0.00
TOTAL DEPARTMENT	127.00	104.00	92.50	92.50

FY 2013-14 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 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) and the Citizens Academy.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
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	71,000	71,000
Number of injury traffic collisions	725	417	420	400
Number of Reserve volunteer hours	N/A	1742	1,800	1,500
Number of VIPS volunteer hours	N/A	3521	3,400	3,500
Number of Graffiti Reward Program	15	3	10	10
Number of Intersections equipped with automated license plate readers	N/A	0	0	2

FY 2012-13 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
 - \$140,800 – 2012 State COPS Grant
 - \$15,499 – 2013 Homeland Security Grant
 - \$15,745– 2010 Supplemental Homeland Security Grant
- ◆ Participated in a countywide gun “buy back” program as host for the West End cities; one of six locations throughout the county. 317 guns were turned in at the Upland site alone.

- ◆ Continued use of Volunteers in Police Service (VIPS) provided valuable assistance to the Patrol, Records, and Investigations Division by monitoring foreclosed homes and abandoned properties, conducting vacation checks on resident's homes, and filing records. VIPS donated over 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 \$250 in new clothes and toys.
- ◆ Upland Mobile Field Force Team participated in a countywide training exercise held in Victorville and a local training exercise in Chino. Both were 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, continues to result in efficient and effective revenue collections from resulting fines and maintains updated contact information for participating households and businesses.
- ◆ Participated in on-line website auction to dispose of surplus city vehicles and property resulting in \$60,000 in revenue.
- ◆ Conducted 4 DUI checkpoints and 6 DUI saturation patrols resulting in 23 DUI arrests, 4 other criminal arrests, 60 citations for unlicensed/suspended drivers, 11 other citations, and 32 vehicles being impounded for 30 days using grant funding.
- ◆ Conducted 6 Traffic Enforcement Operations using grant funding resulting in 291 citations.
- ◆ Conducted 1 grant funded Distracted Driving Operation resulting in 29 citations.
- ◆ Participated in the Avoid the 25 grant program. Received funds for 6 DUI saturation patrols and 2 checkpoints resulting in 7 DUI driver arrests, 2 other arrests, and 8 suspended license tickets.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
POLICE					
3201 POLICE ADMINISTRATION					
Personnel	\$ 1,473,440	\$ 1,505,270	\$ 1,487,720	\$ 1,214,460	-18%
Maintenance & Operations	1,737,400	1,613,650	1,492,010	1,752,140	17%
Capital Outlay	-	-	-	-	-
TOTAL POLICE ADMINISTRATION	\$ 3,210,840	\$ 3,118,920	\$ 2,979,730	\$ 2,966,600	0%
3202 POLICE INVESTIGATIONS					
Personnel	\$ 1,693,020	\$ 1,781,650	\$ 1,875,810	\$ 1,661,200	-11%
Maintenance & Operations	38,530	115,410	110,980	121,420	9%
Capital Outlay	-	-	-	-	-
TOTAL POLICE INVESTIGATIONS	\$ 1,731,550	\$ 1,897,060	\$ 1,986,790	\$ 1,782,620	-10%
3203 COMMUNITY RELATIONS					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	2,040	1,170	970	-	-100%
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY RELATIONS	\$ 2,040	\$ 1,170	\$ 970	\$ -	-100%
3204 VEHICLE IMPOUND					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	95,090	150,000	82,000	90,000	10%
Capital Outlay	-	-	-	-	-
TOTAL VEHICLE IMPOUND	\$ 95,090	\$ 150,000	\$ 82,000	\$ 90,000	10%
3211 POLICE PATROL					
Personnel	\$ 11,037,140	\$ 10,440,260	\$ 10,696,560	\$ 10,003,410	-6%
Maintenance & Operations	542,520	389,310	327,200	481,130	47%
Capital Outlay	-	-	-	-	-
TOTAL POLICE PATROL	\$ 11,579,660	\$ 10,829,570	\$ 11,023,760	\$ 10,484,540	-5%
3212 SWAT					
Personnel	\$ 70,610	\$ -	\$ -	\$ -	-
Maintenance & Operations	28,060	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL SWAT	\$ 98,670	\$ -	\$ -	\$ -	-
3231 POLICE SPECIAL SERVICES					
Personnel	\$ 19,560	\$ -	\$ 18,930	\$ 23,620	25%
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL POLICE SPECIAL SERVICES	\$ 19,560	\$ -	\$ 18,930	\$ 23,620	25%
3232 POLICE RESERVES					
Personnel	\$ 2,280	\$ 700	\$ 210	\$ 750	257%
Maintenance & Operations	6,760	12,640	6,800	10,860	60%
Capital Outlay	-	-	-	-	-
TOTAL POLICE RESERVES	\$ 9,040	\$ 13,340	\$ 7,010	\$ 11,610	66%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>POLICE</u>					
33xx GRANTS					
Personnel	\$ 114,620	\$ 72,100	\$ 169,650	\$ 115,000	-32%
Maintenance & Operations	107,470	-	-	120,000	-
Capital Outlay	28,630	79,020	130,820	-	-
TOTAL GRANTS	\$ 250,720	\$ 151,120	\$ 300,470	\$ 235,000	-22%
<u>TOTAL POLICE</u>					
Personnel	\$ 14,410,670	\$ 13,799,980	\$ 14,248,880	\$ 13,018,440	-9%
Maintenance & Operations	2,557,870	2,282,180	2,019,960	2,575,550	28%
Capital Outlay	28,630	79,020	130,820	-	-100%
TOTAL POLICE	\$ 16,997,170	\$ 16,161,180	\$ 16,399,660	\$ 15,593,990	-5%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: POLICE		FUND: GENERAL FUND AND PD GRANT FUNDS			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	1,611,070	1,412,700	1,333,710	1,248,210
4112	Salaries- Temporary/ Part Time	134,660	112,920	103,670	167,470
4113	Overtime	65,990	61,000	46,700	62,860
4116	Fringe Benefits	350,630	684,280	289,610	285,060
4117	Retirement Contributions	279,670	-	228,060	274,130
4121	Salaries-Sworn	120	-	-	-
4126	Fringe Benefits - Sworn Fire	20	-	-	-
4127	Retirement Contributions / Sworn	30	-	-	-
4131	Salaries- Sworn Police	8,188,550	7,044,470	8,203,500	7,144,660
4133	Overtime- Sworn Police	568,700	346,380	494,110	382,450
4136	Fringe Benefits- Sworn Police	1,159,860	4,138,230	1,061,650	1,086,070
4137	Ret.Contributions-Sworn Police	2,091,380	-	2,377,870	2,367,530
TOTAL PERSONNEL EXPENSES		14,450,680	13,799,980	14,138,880	13,018,440
MAINTENANCE & OPERATIONS					
4211	Postage	170	400	50	400
4213	Dues & Subscriptions	6,260	7,260	6,900	9,140
4214	Training- POST	31,060	30,000	30,000	40,000
4215	Training/ Conferences/ Meetings	6,230	7,000	5,100	15,260
4216	Office Supplies	10,520	12,500	8,600	12,500
4217	Other Supplies/Materials	35,730	25,250	8,200	37,270
4218	Uniform Expense	3,700	13,650	3,300	14,070
4220	Fuel Usage	209,590	167,040	186,900	195,830
4221	Mileage Reimbursement	290	-	-	-
4223	Information Systems Charges	165,560	104,710	104,710	77,140
4231	Office Equipment (under \$5,000)	10,570	-	-	1,000
4232	Computer Equip.(under \$5,000)	31,950	3,100	114,000	114,000
4233	Other Equipment (under \$5,000)	30,530	23,920	7,700	25,940
4241	Utilities- Electric	100,270	112,000	101,010	110,000
4242	Utilities- Gas	22,600	20,000	6,000	10,000
4243	Utilities- Telephone	101,240	88,000	90,000	92,500
4245	Maint- Buildings/Structures/Grounds	44,590	34,100	43,430	49,430
4246	Maintenance- Equipment	3,150	10,650	1,000	10,650
4247	Maintenance- Vehicle Charges	323,960	182,930	140,570	215,850
4248	Maintenance - Other	760	-	-	-
4251	Legal Services	1,950	-	-	-
4252	Professional Services	11,990	-	-	-
4253	Contract Services	125,180	257,080	189,080	191,920
4254	Data Processing Services	80	-	-	-
4255	Banking Services	2,730	1,600	1,450	1,600
4258	Other Services	197,290	189,300	183,100	300,010
4273	Workers Compensation Charges	371,080	329,590	329,590	374,460
4274	Unemployment Charges	22,640	22,640	22,640	29,250
4275	Long-term Disability Charges	24,030	24,030	24,030	18,780
4276	Liability Charges	429,820	429,820	429,820	543,050
4277	Loss Prevention Liability	52,810	52,810	52,810	45,500
4297	Other Expenses	70	-	-	-
4421	Lease Principal Expense	139,460	132,800	39,970	40,000
TOTAL MAINTENANCE & OPERATIONS		2,517,860	2,282,180	2,129,960	2,575,550
CAPITAL OUTLAY					
4530	Machinery & Equipment	28,630	79,020	130,820	-
TOTAL CAPITAL OUTLAY		28,630	79,020	130,820	-
TOTAL DEPARTMENT		16,997,170	16,161,180	16,399,660	15,593,990

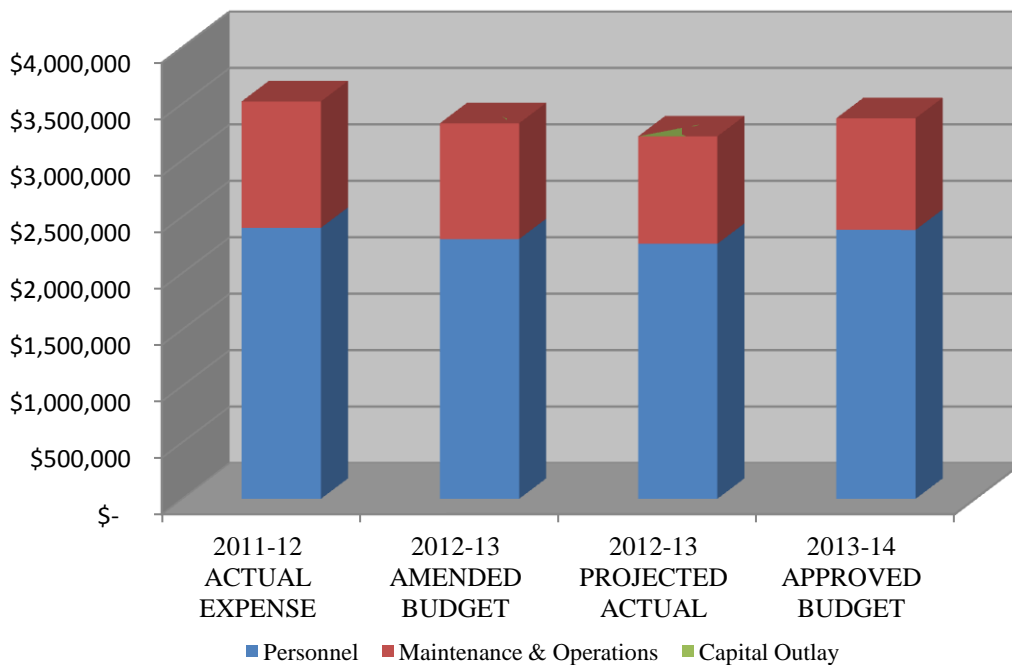
COMMUNITY SERVICES

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 2,401,020	\$ 2,301,230	\$ 2,259,460	\$ 2,382,760
MAINTENANCE & OPERATIONS	1,120,090	1,026,000	951,750	989,450
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 3,521,110	\$ 3,327,230	\$ 3,211,210	\$ 3,372,210
FUNDING SOURCES				
GENERAL FUND	\$ 2,965,380	\$ 2,820,460	\$ 2,760,920	\$ 2,853,310
OTHER GRANTS	555,730	506,770	450,290	518,900
TOTAL FUNDING SOURCES	\$ 3,521,110	\$ 3,327,230	\$ 3,211,210	\$ 3,372,210

COMMUNITY SERVICES



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.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
RECREATION AND COMMUNITY SERVICES				
COMMUNITY SERVICES DIRECTOR	0.00	1.00	1.00	1.00
RECREATION SERVICES MANAGER	1.00	0.00	0.00	0.00
SENIOR CENTER RECREATION COORDINATOR	1.00	0.00	0.00	0.00
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
OPERATIONS MAINTENANCE SUPERINTENDENT	1.00	0.00	0.00	0.00
MAINTENANCE CREW LEAD	1.00	0.00	0.00	0.00
MAINTENANCE WORKER II	1.00	0.00	0.00	0.00
CUSTODIAN	1.50	1.50	1.50	1.50
TOTAL DIVISION	11.50	7.50	7.50	7.50

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To reduce costs and increase revenue by operating in a more efficient manner by: utilizing volunteers more efficiently by developing a proactive approach to project assignments; increase sponsorships for programs; work with interest/community groups to share costs for programs and facility maintenance; practice preventative maintenance techniques; and enhance program advertising.
- ◆ To enrich the lives of residents by expanding and enhancing the recreational and community services programs offered including: develop a family fitness program which encompasses the benefits of exercise, good nutrition and stress reduction in maintaining a healthy body; host workshops on topics of interest to seniors, families with children, young adults, etc.; expand class offerings at the Magnolia Recreation Center and Gibson Senior 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/meet with concerned citizens, providing professional looking advertising for services offered, emphasizing good customer service by providing staff training and staff development opportunities, and working closely with large groups wishing to utilize City parks to hold events.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Classes held	1,197	1,357	936	1,000
Special events held	47	37	31	30
Volunteer hours provided	8,007	8,162	7,092	8,000
Revenue received from sponsorships	\$27,794	\$20,453	\$26,154	\$25,000
Community events attended	15	20	20	15

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Expansion of the community based programs offered by the Division.
- ◆ Coordinated projects for 13 boy scouts working on their Eagle Scout designation.
- ◆ Partnered with County Supervisors' office and Visiting Angels to host senior resource fair.
- ◆ Coordinated ACCESS afterschool program offered to 600 students at 4 elementary school and one junior high school sites.
- ◆ Coordinated Vic's Place After-School Programs offered in three neighborhoods serving over 80 students.
- ◆ Hosted at the Gibson Senior Center several lecture series regarding health and fitness.
- ◆ Expanded community events offered by the Division.
- ◆ Hosted the 2012 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 including: 5k Turkey Trot on Thanksgiving morning with over 342 participants and spectators; Biggest Loser Challenge featuring 96 participants dedicated to getting in better shape; Fitness 19 a special partner offered a 10-week membership and a session with a trainer; San Antonio Hospital provided a registered dietician on “How To Lead A Healthier Lifestyle”.
- ◆ Implemented throughout the year several new fitness related classes for youth, adults, and seniors.
- ◆ Revised the Field Usage Policy to more efficiently and fairly allocate field use.
- ◆ Acquired the Landecena Building for recreational programming and facility rentals.
- ◆ Partnered with Claremont Colleges and Loma Linda University Graduate students for the Healthy Upland program, which promotes a healthier Upland.

LIBRARY

The Upland Public Library provides services to assist community residents obtain information meeting their personal, educational, and recreational needs. The Library serves as a learning and cultural resource center for all residents.

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.

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

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
LIBRARY				
LIBRARY DIRECTOR	1.00	0.00	0.00	0.00
PRINCIPAL LIBRARIAN	2.00	2.00	2.00	2.00
SENIOR LIBRARIAN	1.00	1.00	1.00	1.00
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	1.50	0.75	0.75	0.75
SENIOR LIBRARY CLERK	2.25	1.50	1.50	1.50
LIBRARY MONITOR	0.75	0.75	0.75	0.75
LIBRARY CLERK	1.25	1.25	1.25	1.25
SENIOR ADMINISTRATIVE ASST	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III	1.00	0.00	0.00	0.00
TOTAL DIVISION	16.75	13.25	13.25	13.25

FY 2013-14 GOALS AND OBJECTIVES

- ◆ Continue to provide, improve and expand successful adult, teen and children's programs.
- ◆ Continue to offer programs to celebrate the Library's Centennial in 2013.
- ◆ Implement services with consideration to the Spring 2013 Upland Public Library survey results on patrons' needs and interests.
- ◆ Explore the feasibility of holding a college fair for college-bound students.
- ◆ Explore ways to meet the needs of returning veterans.

- ◆ To encourage joint use of library resources and facilities with public and private agencies at locations such as schools and community centers.
- ◆ Expand the use of the book mobile as a public library service.
- ◆ Partner with City agencies to assist them with their targeted research needs.
- ◆ Make presentations to classes and school assemblies.
- ◆ Develop a Common Core library resources workshop on for school library staff and teachers.
- ◆ Develop an online database workshop for small business owners, entrepreneurs, and Upland Chamber of Commerce members.
- ◆ Encourage the use of Library staff, computers and the Internet, to access library resources and other information.
- ◆ 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.
- ◆ Continue to market library services and programs.
- ◆ Attend community meetings/meet with concerned citizens.
- ◆ Use retail techniques to increase visibility of collections.
- ◆ Create a Pinterest account to promote library events and services.
- ◆ Explore methods of financing the collections, programs, and expansion needs and upgrades to the existing Public Library.
- ◆ Continue to market library services and programs.
- ◆ Attend community meetings/meet with concerned citizens.
- ◆ 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.
- ◆ Start a library building fund.
- ◆ Encourage the Friends of the Upland Public Library to explore other forms of fundraising.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Library programs provided to the community	274	N/A	56	60
Library requests filled during the year	75,865	75,508	76,000	76,000
Adult literacy students	60	71	75	65
Presentations about Upland and the Inland Empire's history	4	4	4	4
Sites visited by the book mobile	7	7	6	6
Book mobile visits to afterschool sites	106	N/A	60	60
Schools visited	N/A	N/A	14	14
Online database users	3,267	9,388	11,000	11,850
Online database transfers	25,045	71,202	50,000	60,000
Website users	408,322	457,192	510,000	510,000
Internet use by patrons	29,656	25,871	25,000	25,000
Grants requested	N/A	N/A	8	8
Grants approved	N/A	N/A	4	5
Total grant money approved	N/A	\$2,600	\$45,000	\$20,000
Long-term volunteers/interns	N/A	N/A	135	100

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ The ever-popular summer reading programs of 2012 were very successful for teens (“Own the Night” and children (“Dream Big—Read!”). Of those 1,167 children who signed up to read for prizes, 359 children completed the game, reading over 5,385 books. Of the 232 teens who registered for “Own the Night,” 61 teens read 1,200 minutes each, earning gift cards, for a grand total of 73,200 minutes of reading this summer. That’s 1,220 hours of reading!
- ◆ The Library brought back the summer reading program for adults in 2012, too. The 127 adults who registered for “Between the Covers” submitted 141 entries and read 423 books. The grand prize winner of the Between the Covers summer reading program contest for adults is Christal Helmick, who won a Kindle.
- ◆ New cabinets for program storage were installed on August 10, 2012, in the Library’s Multipurpose Room.
- ◆ Staff had successfully migrated to the new library catalog system with the Inland Library Network, a collaborative of Inland Empire libraries in July 2012. Publicized for July 15th, the go-live date arrived early on July 12, 2013. Patrons can now utilize a nimbler search engine, see book cover art, access a mobile version of the catalog on their smart phones, and maintain an optional personal borrowing history. In September 2012, the Library began sharing its resources with the other libraries, which helped staff to meet Upland patrons’ requests without increasing the collections expenditures.
- ◆ Staff introduced One-derful Storytime, a new “lap-sit” program for one-year-olds and their parents.
- ◆ Six CSD employees retained certification as Passport Acceptance Agents.
- ◆ With the monthly “Conversations About God” seminar series launched in January 2013, staff entered into a successful programming collaboration with the Upland Interfaith Council.
- ◆ The Library hosted four public focus group meetings for the public to assist in strategic planning: Preschool Storytime, February 26th; How to Love Your Library workshop, February 27th; Gaming @ Your Library, February 28th; and Book-Enders book club, March 2nd.
- ◆ As part of its Centennial celebrations, Michael Pollan’s book, *Omnivore’s Dilemma*, was selected for the UPLAND READS ONE BOOK community reading program. On May 4th, Inland Valley Daily Bulletin columnist and blogger David Allen interviewed urban farmers Rishi Kumar of The Growing Home and Doug McGoon from Foothill Kitchens. The audience of 33 adults heard of the enlightening and validating passages in Pollan’s book that influenced Kumar and McGoon. This discussion panel helped to kick off the 2013 “Reading Is So Delicious!” summer reading program for all ages.

- ◆ In 1913, the Upland City Council passed the Library Ordinance, meeting the citizens' wish for a public library. The Upland Public Library marked the 100th anniversary of this red-letter day with a birthday party on May 21st. Stories, crafts, birthday cake and lemonade were enjoyed by 131 adults, teens, and children. Judy Nelson of Mrs. Nelson's Bookstore and local resident Ann Thomas kicked off the story-time hour. Patrons Dinora Roberts and John Boal also volunteered to read aloud their favorite books. Enrique Robles, Field Representative for U.S. Representative Judy Chu (California's 27th District), also expressed the congress member's best wishes.
- ◆ The Upland Public Library celebrated the 100th anniversary of opening its doors for public service on July 26th. Mark Taylor, Deputy Chief of Staff for County Supervisor Janice Rutherford, presented a County Resolution recognizing the Library's Centennial. The Resolution is currently on display near the front entrance of the main Library building. About 90 people stopped by throughout the afternoon to eat birthday cake, view the antique cars and historical photos, eat lunch at the food trucks, take their own photos, and play Book Nerd games. Local historian Virginia Shannon presented a talk on the Carnegie Library, which was Upland's first civic building. Ashley L. Ezell was announced as the baker of the Official Upland Cookie. Award-winning author Cornelia Funke answered questions from the audience on finding her way as a writer and she was very generous in her advice and encouragement to aspiring writers. These Centennial events were underwritten by a generous grant from the UPS Foundation (see below).

Alternate sources of funding received by the Library:

- ◆ On July 10, 2012, the Library received its emergency literacy funding grant check of \$9,100 from the State. In addition, the FY 12/13 California State Budget restored funding for literacy programs, of which our allotment was \$11,721.
- ◆ In August 2012, Target awarded the Upland Public Library Adult Literacy Program a \$2,000 early childhood literacy grant for our Families for Literacy program.
- ◆ During Fall 2012, the Library launched an online "Vote for New Books" Funds4Books fundraiser with Mackin, raising a total amount of \$2,545 for new children's and teen books.
- ◆ Staff submitted a grant proposal to the UPS Foundation and received \$5,000 for the Library's Centennial celebrations in 2013, including the "Upland Reads One Book" community reading program.
- ◆ In October 2012, staff received a \$2,000 grant from the Upland Wal-Mart Store for the Family Fun Saturday performances (Summer 2013) and a \$1,000 grant from the new Wal-Mart Neighborhood Market for Literacy.
- ◆ In December 2012, Library patrons David and Mary Hjorth pledged \$2,000 for books and digital resources.
- ◆ The Upland Women's Club donated \$100 for children's books in December 2012.

- ◆ At the December 10, 2012, City Council meeting, Dan Richards and Tom Thomas with the Upland Community Foundation presented Library staff with five new computers for the Drew Richards Student Achievement Center. The gift also included \$1,000 of new books on college placement and planning, plus access to the Gale Testing and Education Reference Center (TERC) database of practice tests, exam manuals and study guides.
- ◆ Library Assistant Randee Bybee sits on the Amazing Audiobooks Selection Committee of the Young Adult Library Services Association (YALSA), a division of the American Library Association (ALA). In that function, she participated in the ALA Midwinter Conference in Seattle, where the 2013 Youth Media Awards, including the Caldecott, Coretta Scott King, Newbery and Printz awards, were announced on January 28th. The 2013 Amazing Audiobooks list was released on January 31st: <http://www.ala.org/yalsa/amazing-audiobooks/2013>. Thanks to Randee's committee work, the Upland Public Library received over 200 audiobooks, worth over \$8,000, to add to its collection.
- ◆ In April 2013, Library patron Barbara Ann Dilks donated \$1,100 for the adult audio book collection.
- ◆ In June 2013, the California State Library distributed \$10,000 in LSTA funds via Califa to supplement the Upland Public Library's collections with new nonfiction titles for children, teens, and adults.
- ◆ The 12th Annual Trivia Bee and Silent Auction fundraiser rose over \$5,000 for FY2014.
- ◆ The State Library provided 20 Google Chrome books for public use inside the Library.
- ◆ Staff had applied for a County grant of \$33,710 to improve the computer infrastructure and public computing resources for the public. A new self check kiosk and six new rental laptops were purchased. New furniture and electrical outlets were installed to accommodate both computer workstation and mobile device users.
- ◆ Staff submitted a "Pitch an Idea" grant proposal and the California State Library awarded \$10,000 in LSTA funds for the Library's "Food for Thought" program. This program distributes books and provides craft activities for the children at the 2013 summer lunch program, and new books were purchased for the Library and Kids mobile collections.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>COMMUNITY SERVICES</u>					
4201 RECREATION ADMINISTRATION					
Personnel	\$ 519,880	\$ 530,150	\$ 582,180	\$ 590,220	1%
Maintenance & Operations	195,270	207,820	186,590	174,840	-6%
Capital Outlay	-	-	-	-	-
TOTAL RECREATION ADMINISTRATION	\$ 715,150	\$ 737,970	\$ 768,770	\$ 765,060	0%
4202 RECREATION CLASSES					
Personnel	\$ 1,290	\$ -	\$ 2,580	\$ -	-100%
Maintenance & Operations	171,750	182,130	173,640	176,250	2%
Capital Outlay	-	-	-	-	-
TOTAL RECREATION CLASSES	\$ 173,040	\$ 182,130	\$ 176,220	\$ 176,250	0%
4203 RECREATION FACILITIES					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	22,230	12,800	7,360	12,400	68%
Capital Outlay	-	-	-	-	-
TOTAL RECREATION FACILITIES	\$ 22,230	\$ 12,800	\$ 7,360	\$ 12,400	68%
4204 YOUTH PROGRAMS/SPORTS					
Personnel	\$ 38,980	\$ 41,310	\$ 43,980	\$ 43,520	-1%
Maintenance & Operations	26,740	26,550	23,550	25,830	10%
Capital Outlay	-	-	-	-	-
TOTAL YOUTH PROGRAMS/SPORTS	\$ 65,720	\$ 67,860	\$ 67,530	\$ 69,350	3%
4205 SENIOR CENTER					
Personnel	\$ 164,540	\$ 84,610	\$ 87,220	\$ 85,920	-1%
Maintenance & Operations	69,760	71,750	77,120	70,970	-8%
Capital Outlay	-	-	-	-	-
TOTAL SENIOR CENTER	\$ 234,300	\$ 156,360	\$ 164,340	\$ 156,890	-5%
4206 SPECIAL EVENTS					
Personnel	\$ 17,530	\$ 4,870	\$ 9,500	\$ 10,440	10%
Maintenance & Operations	162,740	48,300	91,940	62,510	-32%
Capital Outlay	-	-	-	-	-
TOTAL SPECIAL EVENTS	\$ 180,270	\$ 53,170	\$ 101,440	\$ 72,950	-28%
4207 COMMUNITY OUTREACH SERVICES					
Personnel	\$ 15,770	\$ 27,120	\$ 6,160	\$ 16,090	161%
Maintenance & Operations	1,910	4,490	7,260	4,340	-40%
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY OUTREACH SERVICES	\$ 17,680	\$ 31,610	\$ 13,420	\$ 20,430	52%
4208 ACCESS PROGRAM					
Personnel	\$ 424,590	\$ 448,890	\$ 382,350	\$ 428,800	12%
Maintenance & Operations	39,120	57,880	38,000	90,100	137%
Capital Outlay	-	-	-	-	-
TOTAL ACCESS PROGRAM	\$ 463,710	\$ 506,770	\$ 420,350	\$ 518,900	23%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>COMMUNITY SERVICES</u>					
4210 LANDECENA CENTER					
Personnel	\$ -	\$ -	\$ -	\$ 2,130	-
Maintenance & Operations	-	-	-	19,670	-
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY LITERACY PROGRAM	\$ -	\$ -	\$ -	\$ 21,800	-
4401 LIBRARY					
Personnel	\$ 1,138,880	\$ 1,080,550	\$ 1,078,060	\$ 1,124,330	4%
Maintenance & Operations	396,330	398,460	325,760	333,020	2%
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY	\$ 1,535,210	\$ 1,479,010	\$ 1,403,820	\$ 1,457,350	4%
4402 CARNEGIE LIBRARY OPERATION					
Personnel	\$ 120	\$ 1,000	\$ 1,000	\$ -	-100%
Maintenance & Operations	20,040	15,400	19,600	17,900	-9%
Capital Outlay	-	-	-	-	-
TOTAL CARNEGIE LIBRARY OPERATION	\$ 20,160	\$ 16,400	\$ 20,600	\$ 17,900	-13%
4403 LIBRARY LITERACY PROGRAM					
Personnel	\$ 1,620	\$ 82,730	\$ 36,490	\$ 81,310	123%
Maintenance & Operations	-	420	930	1,620	74%
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY LITERACY PROGRAM	\$ 1,620	\$ 83,150	\$ 37,420	\$ 82,930	122%
4404 LIBRARY PROGRAMS - OTHER					
Personnel	\$ -	\$ -	\$ 2,490	\$ -	-100%
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL OTHER LIBRARY GRANTS	\$ -	\$ -	\$ 2,490	\$ -	-100%
4406 LIBRARY LITERACY PROGRAMS					
Personnel	\$ 77,820	\$ -	\$ 27,450	\$ -	-
Maintenance & Operations	14,200	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL ANIMAL CONTROL	\$ 92,020	\$ -	\$ 27,450	\$ -	-

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
<u>COMMUNITY SERVICES</u>					
TOTAL RECREATION					
Personnel	\$ 1,182,580	\$ 1,136,950	\$ 1,113,970	\$ 1,177,120	6%
Maintenance & Operations	689,520	611,720	605,460	636,910	5%
Capital Outlay	-	-	-	-	-
TOTAL RECREATION	\$ 1,872,100	\$ 1,748,670	\$ 1,719,430	\$ 1,814,030	6%
TOTAL LIBRARY					
Personnel	\$ 1,140,620	\$ 1,164,280	\$ 1,118,040	\$ 1,207,770	8%
Maintenance & Operations	416,370	414,280	346,290	372,210	7%
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY	\$ 1,556,990	\$ 1,578,560	\$ 1,464,330	\$ 1,579,980	8%
TOTAL COMMUNITY SERVICES					
Personnel	\$ 2,401,020	\$ 2,301,230	\$ 2,259,460	\$ 2,382,760	5%
Maintenance & Operations	1,120,090	1,026,000	951,750	989,450	4%
Capital Outlay	-	-	-	-	-
TOTAL COMMUNITY SERVICES	\$ 3,521,110	\$ 3,327,230	\$ 3,211,210	\$ 3,372,210	5%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: COMMUNITY SERVICES		FUND: GENERAL FUND-OTHER GRANTS FUND			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	1,246,700	1,125,790	1,209,250	1,182,770
4112	Salaries- Temporary/ Part Time	606,360	632,640	546,770	653,120
4113	Overtime	2,630	-	570	2,960
4116	Fringe Benefits	292,840	542,800	270,260	285,130
4117	Retirement Contributions	248,480	-	231,100	254,080
4123	Overtime-Sworn Fire	2,880	-	1,090	4,000
4126	Fringe Benefits- Sworn Fireman	340	-	100	-
4127	Retirement Contributions-Sworn	790	-	320	-
4133	Overtime- Sworn Police	-	-	-	700
TOTAL PERSONNEL EXPENSES		2,401,020	2,301,230	2,259,460	2,382,760
MAINTENANCE & OPERATIONS					
4211	Postage	4,080	5,980	3,420	8,630
4212	Advertising	350	800	-	300
4213	Dues & Subscriptions	3,530	4,840	4,390	4,360
4215	Training/ Conferences/ Meetings	2,850	2,950	4,870	11,390
4216	Office Supplies	19,810	17,220	7,510	7,700
4217	Other Supplies/Materials	78,950	59,640	66,660	78,370
4218	Uniform Expense	960	400	390	550
4220	Fuel Usage	3,490	3,600	2,470	3,900
4221	Mileage Reimbursement	250	450	30	650
4222	Central Duplicating Charges	6,700	4,530	4,530	6,120
4223	Information Systems Charges	52,740	49,760	49,760	56,580
4241	Utilities- Electric	130,610	134,000	151,090	145,000
4242	Utilities- Gas	12,430	12,600	5,990	9,800
4243	Utilities- Telephone	16,700	16,000	16,050	19,400
4245	Maint- Buildings/Structures/Grounds	51,520	50,400	27,820	49,300
4247	Maintenance- Vehicle Charges	6,980	3,520	4,620	7,010
4248	Maintenance- Equipment	6,080	9,500	10,980	9,000
4253	Contract Services	213,350	227,950	225,200	235,970
4254	Data Processing Services	13,290	2,180	-	-
4255	Banking Services	7,940	6,100	5,070	6,100
4258	Other Services	200,660	128,490	121,780	133,390
4261	Library Books- Adult	40,550	28,600	18,000	23,060
4262	Library Books- Children	19,690	20,640	12,860	13,720
4263	Reference Materials	22,390	38,650	12,420	18,080
4264	Magazines/Periodicals	5,260	5,330	9,110	-
4265	Audio/Visual	8,110	8,970	3,320	6,970
4273	Workers Compensation Charges	75,060	75,060	75,050	52,120
4274	Unemployment Charges	2,950	2,950	2,950	3,380
4275	Long-term Disability Charges	4,010	4,010	4,010	2,620
4276	Liability Charges	41,980	41,980	41,980	25,640
4277	Loss Prevention Liability	20,900	20,900	20,900	6,340
4421	Lease Principal Expense	45,920	38,000	38,520	44,000
TOTAL MAINTENANCE & OPERATIONS		1,120,090	1,026,000	951,750	989,450
TOTAL DEPARTMENT		3,521,110	3,327,230	3,211,210	3,372,210

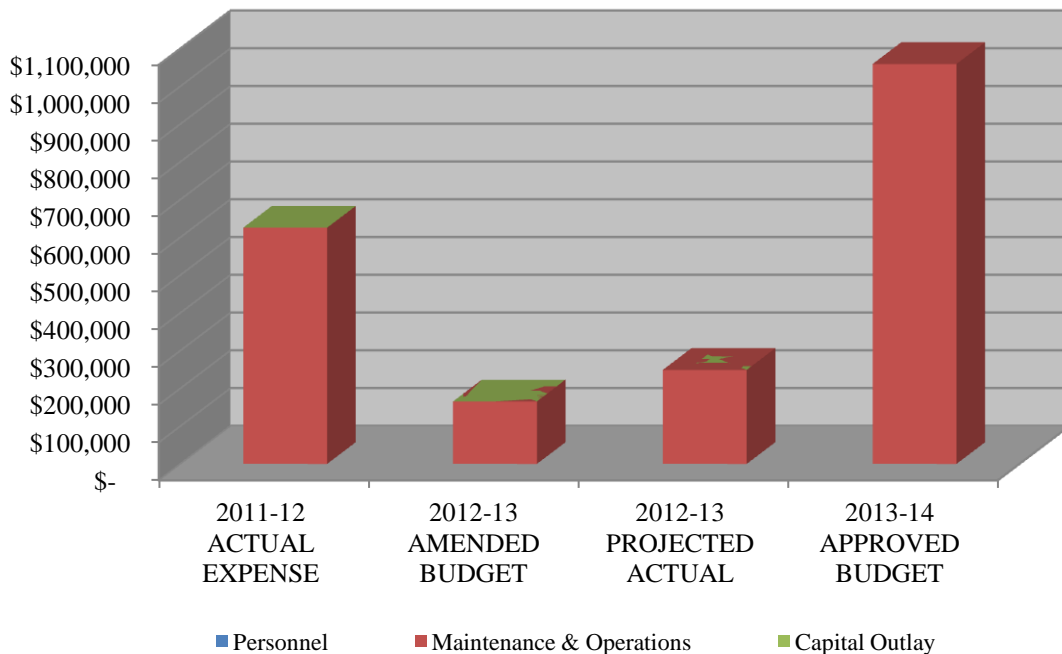
HOME INVESTMENT PARTNERSHIP PROGRAM

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -
MAINTENANCE & OPERATIONS	625,500	165,270	248,890	1,058,950
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 625,500	\$ 165,270	\$ 248,890	\$ 1,058,950
FUNDING SOURCES				
HOME INVESTMENT PARTNERSHIP PROGRAM	\$ 625,500	\$ 165,270	\$ 248,890	\$ 1,058,950
TOTAL FUNDING SOURCES	\$ 625,500	\$ 165,270	\$ 248,890	\$ 1,058,950

HOMES INVESTMENT PARTNERSHIP PROGRAM



HOME INVESTMENT PARTNERSHIP PROGRAM

The Housing Division is responsible for the administration of the State HOME/CALHOME Programs consistent with applicable Federal and State rules and regulations as well as City Council policies and directives in order to improve the City's housing stock and promote home ownership.

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To implement the City's State HOME program/CalHome program grant resources to finance approximately 6 new Housing Improvement Program (HIP) single-family housing rehabilitation project loans.
- ◆ To service the approximately \$11.5 million State HOME program/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 a Professional Services Agreement to provide consulting services for the State HOME Administrative and Program activities.
- ◆ To prepare and submit timely all State HOME program/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 program/CalHome program.

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Completed 8 and processed 16 Housing Improvement Program (HIP) loan-funded large-scale rehabilitation projects.
- ◆ Completed one FTHB program loan with CalHome program funds, one (1) with State HOME program funds and reviewed an additional twenty-three (23) applications.
- ◆ Advertised both programs via the newspaper on several occasions.
- ◆ Continue to update the Program manuals for the State HOME program/CalHome program.
- ◆ Prepared and submitted quarterly reports to HCD for both the State HOME program/CalHome program.

- ◆ Successfully completed HCD's annual review of both State HOME program/CalHome program grant.
- ◆ Reconciled program loans relative to the City's financial audit.
- ◆ Prepared and submitted an application for both State HOME program/CalHome program grant funding.
- ◆ Completed 5 subordinations in FY 2012-13.
- ◆ Received 6 loan payoffs for FY 2012-13.
- ◆ Awarded \$700,000 in State HOME program funds for 2012, for First Time Homebuyer Programs and Owner Occupied Rehabilitation Programs.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
HOME INVESTMENT PARTNERSHIP PROGRAM - FUND 208					
2402 HOME IMPROVEMENT PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	292,510	-	-	847,550	-
Capital Outlay	-	-	-	-	-
TOTAL HOME IMPROVEMENT PROGRAM	<u>\$ 292,510</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 847,550</u>	<u>-</u>
2404 HOME FTHB					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	81,300	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL HOME FTHB	<u>\$ 81,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
2402 CALHOME HOME IMPROVEMENT PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	191,690	165,270	152,890	188,650	23%
Capital Outlay	-	-	-	-	-
TOTAL CALHOME HOME IMPROVEMENT PROG	<u>\$ 191,690</u>	<u>\$ 165,270</u>	<u>\$ 152,890</u>	<u>\$ 188,650</u>	<u>23%</u>
2404 CAL HOME FTHB					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	60,000	-	96,000	22,750	-76%
Capital Outlay	-	-	-	-	-
TOTAL CALHOME FTHB	<u>\$60,000</u>	<u>\$0</u>	<u>\$96,000</u>	<u>\$22,750</u>	<u>-76%</u>
TOTAL HOME					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	625,500	165,270	248,890	1,058,950	325%
Capital Outlay	-	-	-	-	-
TOTAL HOME	<u>\$ 625,500</u>	<u>\$ 165,270</u>	<u>\$ 248,890</u>	<u>\$ 1,058,950</u>	<u>325%</u>

CITY OF UPLAND
 FY 2013-14 ANNUAL BUDGET
 SUMMARY BY OBJECT CODE

DEPARTMENT: DEVELOPMENT SERVICES		FUND: 208 H.O.M.E.			
		222		CALHOME	
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	MAINTENANCE & OPERATIONS				
4301	Grants	-	-	4,300	-
4302	HIP Loan	418,140	165,270	148,590	529,900
4302	Loans	-	-	96,000	22,750
4309	First Time Home Buyer	60,000	-	-	341,250
4313	Program Income	147,360	-		165,050
	TOTAL MAINTENANCE & OPERATIONS	625,500	165,270	248,890	1,058,950
	TOTAL DEPARTMENT	625,500	165,270	248,890	1,058,950

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COMMUNITY DEVELOPMENT BLOCK GRANT

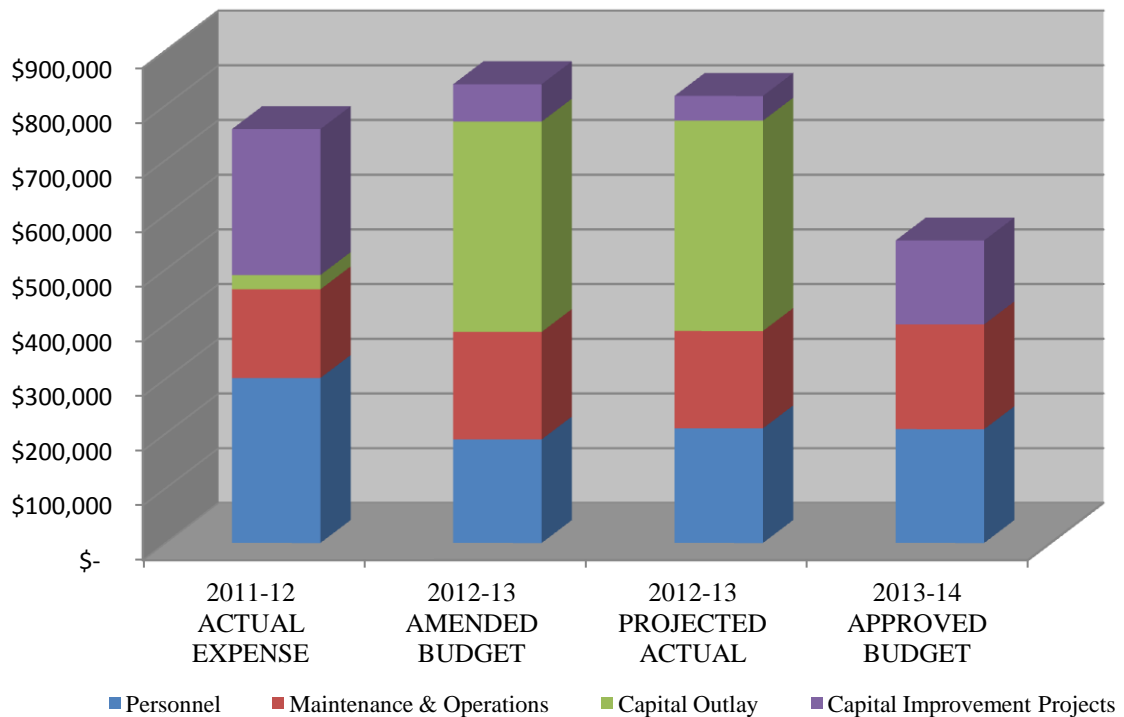
MISSION STATEMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 301,630	\$ 189,310	\$ 209,470	\$ 208,020
MAINTENANCE & OPERATIONS	162,050	196,480	178,010	191,520
CAPITAL OUTLAY	26,150	384,520	384,520	-
CAPITAL IMPROVEMENT PROJECTS*	266,740	68,380	45,230	153,530
TOTAL BUDGET	\$ 756,570	\$ 838,690	\$ 817,230	\$ 553,070
FUNDING SOURCES				
COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 756,570	\$ 838,690	\$ 817,230	\$ 553,070
TOTAL FUNDING SOURCES	\$ 756,570	\$ 838,690	\$ 817,230	\$ 553,070

* SEE CAPITAL IMPROVEMENT PROJECTS SECTION FOR FURTHER DETAIL

COMMUNITY DEVELOPMENT BLOCK GRANT



COMMUNITY DEVELOPMENT BLOCK GRANT

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

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To implement the City's \$546,407 CDBG Program for FY 2013-14.
- ◆ 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 for FY 2014-15 and application consistent with the adopted Consolidated Plan's goals and objectives.
- ◆ 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 15 very low-income owner-occupied households.
- ◆ To prepare an amendment to Professional Services Agreement for consulting services.

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Administered the City's \$938,684 CDBG for FY 2012-13.
- ◆ Prepared with the CDBG Committee and the City Council the adoption of the City's CDBG program for FY 2013-14.
- ◆ Prepared a substantial amendment to the FY 2012-13 Action Plans.
- ◆ Administered and monitored all sub-recipient CDBG contracts.
- ◆ Entered into a Professional Services Agreement to provide consulting services for the CDBG Program.

- ◆ 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 2011-12 to HUD and received approval.
- ◆ Received HUD's favorable written approval with respect to the quality of the City's CDBG program operations.
- ◆ Participated with HUD training activities relative to the new IDIS system, Fair Housing Choice, and overall program requirements.
- ◆ Review and clarify the goals of the current Analysis of Impediments to Fair Housing Choice with the Inland Fair Housing and Mediation Board.
- ◆ Oversee the preparation and submittal of the Analysis of Impediments to Fair Housing Choice for the five-year plan FY 2013-2018.
- ◆ Initiated a partnership with GRID Alternatives – (solar housing program) in FY 2012-13.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> EXPENSE	2012-13 <u>AMENDED</u> BUDGET	2012-13 <u>PROJECTED</u> ACTUAL	2013-14 <u>APPROVED</u> BUDGET	%
					<u>CHANGE</u>
<u>COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 209</u>					
2301 CDBG ADMINISTRATION					
Personnel	\$ 112,160	\$ 49,340	\$ 49,340	\$ 69,350	41%
Maintenance & Operations	2,910	30,630	32,320	14,700	-55%
Capital Outlay	-	-	-	-	-
TOTAL CDBG ADMINISTRATION	\$ 115,070	\$ 79,970	\$ 81,660	\$ 84,050	3%
2302 RECREATION CLASS					
Personnel	\$ 10,120	\$ -	\$ 8,600	\$ -	-100%
Maintenance & Operations	480	12,000	3,400	10,390	206%
Capital Outlay	-	-	-	-	-
TOTAL RECREATION CLASS	\$ 10,600	\$ 12,000	\$ 12,000	\$ 10,390	-13%
2303 CODE ENFORCEMENT					
Personnel	\$ 151,090	\$ 124,970	\$ 124,970	\$ 131,990	6%
Maintenance & Operations	-	30	30	-	-
Capital Outlay	-	-	-	-	-
TOTAL CODE ENFORCEMENT	\$ 151,090	\$ 125,000	\$ 125,000	\$ 131,990	6%
2304 SENIOR WELLNESS					
Personnel	\$ 5,290	\$ -	\$ 4,490	\$ -	-100%
Maintenance & Operations	-	4,490	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL SENIOR WELLNESS	\$ 5,290	\$ 4,490	\$ 4,490	\$ -	-100%
2305 GRAFFITI REMOVAL					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	10,590	15,000	15,000	13,000	-13%
Capital Outlay	-	-	-	-	-
TOTAL GRAFFITI REMOVAL	\$ 10,590	\$ 15,000	\$ 15,000	\$ 13,000	-13%
2306 UUSD HEALTHY START					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	7,420	5,000	5,000	5,190	4%
Capital Outlay	-	-	-	-	-
TOTAL UUSD HEALTHY START	\$ 7,420	\$ 5,000	\$ 5,000	\$ 5,190	4%
2308 DIAMOND COURT					
Personnel	\$ 7,080	\$ -	\$ 7,070	\$ -	-100%
Maintenance & Operations	1,400	8,000	930	6,190	566%
Capital Outlay	-	-	-	-	-
TOTAL DIAMOND COURT	\$ 8,480	\$ 8,000	\$ 8,000	\$ 6,190	-23%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 209</u>					
2309 FAIR HOUSING					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	11,450	14,500	14,500	14,500	-
Capital Outlay	-	-	-	-	-
TOTAL FAIR HOUSING	\$ 11,450	\$ 14,500	\$ 14,500	\$ 14,500	-
2311 FOOD- ST. JOSEPH					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	6,360	6,000	6,000	8,000	33%
Capital Outlay	-	-	-	-	-
TOTAL FOOD- ST. JOSEPH	\$ 6,360	\$ 6,000	\$ 6,000	\$ 8,000	33%
2312 HOMELESS SERVICES					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	7,710	10,000	10,000	15,000	50%
Capital Outlay	-	-	-	-	-
TOTAL HOMELESS SERVICES	\$ 7,710	\$ 10,000	\$ 10,000	\$ 15,000	50%
2314 HOUSING MEDIATION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	12,050	12,050	12,050	12,050	-
Capital Outlay	-	-	-	-	-
TOTAL HOUSING MEDIATION	\$ 12,050	\$ 12,050	\$ 12,050	\$ 12,050	-
2319 LIBRARY LITERACY					
Personnel	\$ 15,890	\$ 15,000	\$ 15,000	\$ 6,680	-55%
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL LIBRARY LITERACY	\$ 15,890	\$ 15,000	\$ 15,000	\$ 6,680	-55%
2325 FOOD SECURITY					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	6,560	5,000	5,000	8,310	66%
Capital Outlay	-	-	-	-	-
TOTAL FOOD SECURITY	\$ 6,560	\$ 5,000	\$ 5,000	\$ 8,310	66%
2326 IVRS TRANSPORTATION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	5,000	-	-	5,000	-
Capital Outlay	-	-	-	-	-
TOTAL IVRS TRANSPORTATION	\$ 5,000	\$ -	\$ -	\$ 5,000	-

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>COMMUNITY DEVELOPMENT BLOCK GRANT - FUND 209</u>					
2328 Y BUILDING ACQUISITION					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	334,520	334,520	-	-
TOTAL FIRE STATION 1	<u>\$ -</u>	<u>\$ 334,520</u>	<u>\$ 334,520</u>	<u>\$ -</u>	<u>-</u>
2329 EMERGENCY REPAIR PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	61,280	61,280	74,000	21%
Capital Outlay	-	-	-	-	-
TOTAL EMERGENCY REPAIR PROGRAM	<u>\$ -</u>	<u>\$ 61,280</u>	<u>\$ 61,280</u>	<u>\$ 74,000</u>	<u>21%</u>
2330 SOLAR AFFORDABLE HOUSING PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	12,500	12,500	-	-100%
Capital Outlay	-	-	-	-	-
TOTAL SOLAR AFFORDABLE HOUSING	<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ -</u>	<u>-100%</u>
2331 PACIFIC LIFELINE WOMEN'S PROGRAM					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	-	-	5,190	-
Capital Outlay	-	-	-	-	-
TOTAL SOLAR AFFORDABLE HOUSING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,190</u>	<u>-</u>
3515 FIRE EQUIPMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	90,120	-	-	-	-
Capital Outlay	26,150	50,000	50,000	-	-100%
TOTAL FIRE EQUIPMENT	<u>\$ 116,270</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>-100%</u>
TOTAL CDBG					
Personnel	\$ 301,630	\$ 189,310	\$ 209,470	\$ 208,020	-1%
Maintenance & Operations	162,050	196,480	178,010	191,520	8%
Capital Outlay	26,150	384,520	384,520	-	-100%
Capital Improvement Projects	266,740	68,380	45,230	153,530	239%
TOTAL CDBG	<u>\$ 756,570</u>	<u>\$ 838,690</u>	<u>\$ 817,230</u>	<u>\$ 553,070</u>	<u>-32%</u>

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

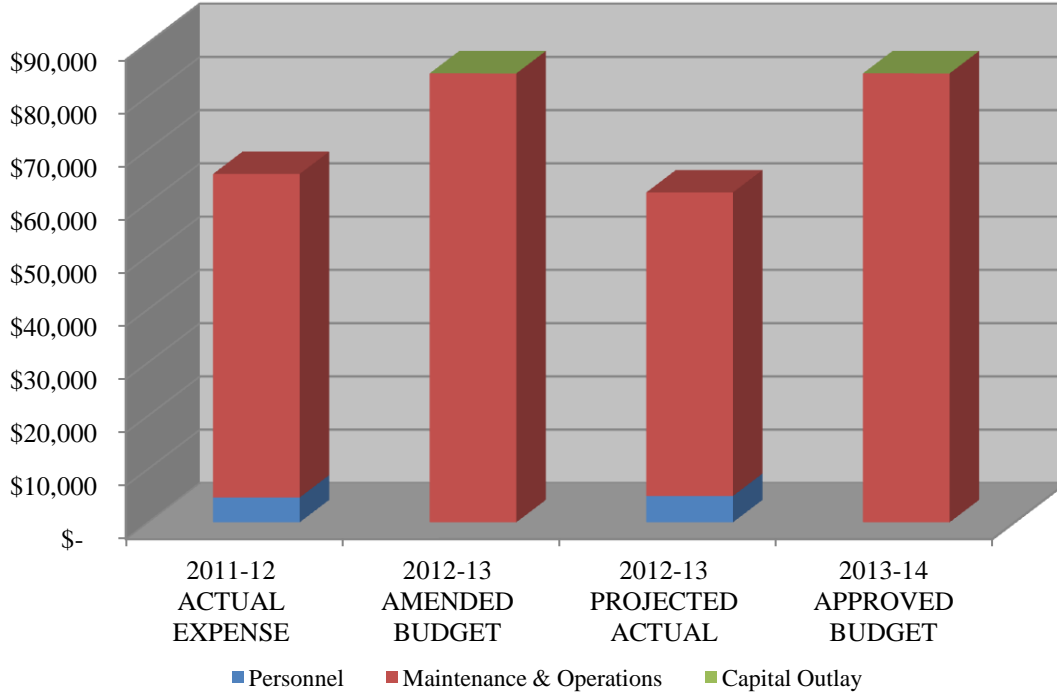
DEPARTMENT: DEVELOPMENT SERVICES		FUND: 209 CDBG			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	183,460	135,600	132,130	149,250
4112	Salaries- Temporary/ Part Time	22,740	-	18,790	-
4116	Fringe Benefits	34,730	53,710	24,700	28,030
4117	Retirement Contributions	32,140	-	33,850	30,740
4131	Salaries - Sworn Police	20,570	-	-	-
4136	Fringe Benefits-Sworn Police	2,850	-	-	-
4137	Retirement Contributions-Sworn Police	5,140	-	-	-
TOTAL PERSONNEL EXPENSES		301,630	189,310	209,470	208,020
MAINTENANCE & OPERATIONS					
4212	Advertising	2,120	4,000	4,000	4,000
4215	Training/ Conferences/ Meetings	390	750	750	250
4216	Office Supplies	400	570	570	350
4217	Other Supplies/Materials	22,430	500	3,900	100
4233	Other Equipment (under \$5,000)	67,710	-	-	-
4252	Professional Services	-	2,100	2,100	-
4258	Other Services	69,000	188,560	166,690	186,820
TOTAL MAINTENANCE & OPERATIONS		162,050	196,480	178,010	191,520
CAPITAL OUTLAY					
4527	Building	-	334,520	334,520	-
4530	Machinery & Equipment	26,150	50,000	50,000	-
TOTAL CAPITAL OUTLAY		26,150	384,520	384,520	-
CAPITAL IMPROVEMENT PROJECTS		266,740	68,380	45,230	153,530
TOTAL DEPARTMENT		756,570	838,690	817,230	553,070

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AIR QUALITY MANAGEMENT DISTRICT

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 4,650	\$ -	\$ 4,940	\$ -
MAINTENANCE & OPERATIONS	60,740	84,280	56,990	84,280
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 65,390	\$ 84,280	\$ 61,930	\$ 84,280
FUNDING SOURCES				
AIR QUALITY MANAGEMENT DISTRICT	\$ 65,390	\$ 84,280	\$ 61,930	\$ 84,280
TOTAL FUNDING SOURCES	\$ 65,390	\$ 84,280	\$ 61,930	\$ 84,280

AIR QUALITY MANAGEMENT DISTRICT



CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
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AIR QUALITY MANAGEMENT DISTRICT - FUND 211

2502					
Personnel	\$ 4,650	\$ -	\$ 4,940	\$ -	-100%
Maintenance & Operations	60,740	84,280	56,990	84,280	48%
Capital Outlay	-	-	-	-	-
TOTAL AIR QUALITY MANAGEMENT DISTRICT	\$ 65,390	\$ 84,280	\$ 61,930	\$ 84,280	36%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

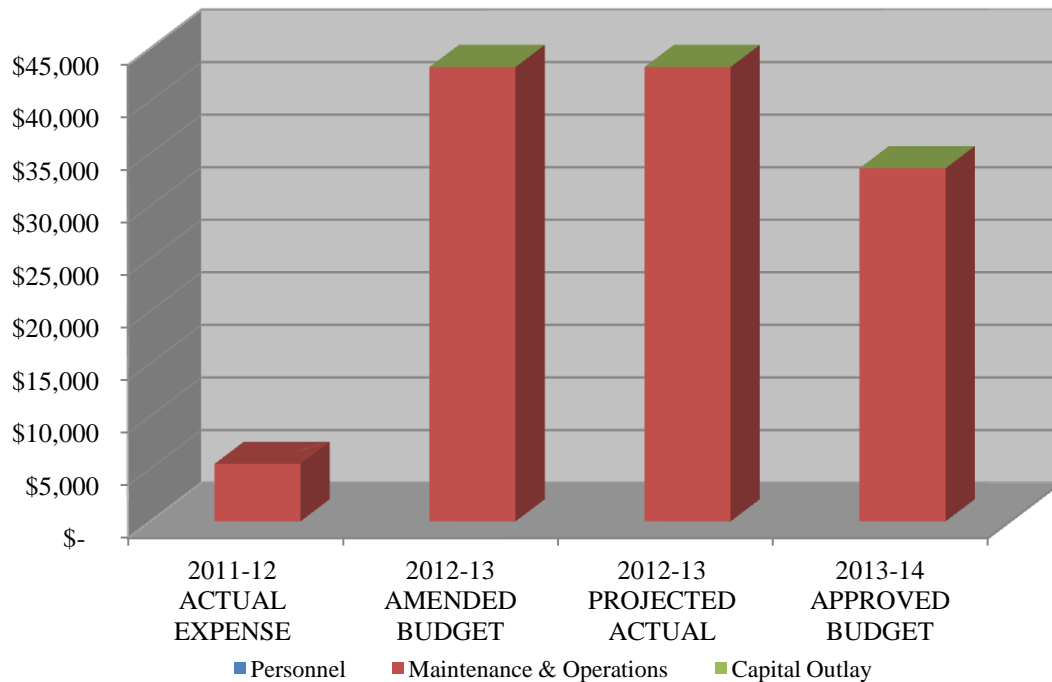
DIVISION: AQMD - 2502		FUND: 211			
		DEPARTMENT: AQMD ADMINISTRATIVE SERVICES			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	3,130	-	-	-
4116	Fringe Benefits	860	-	30	-
4117	Retirement Contributions	660	-	1,940	-
4126	Fringe Benefits-Sworn Fire	-	-	2,440	-
4127	Retirement Contributions-Sworn	-	-	320	-
4136	Fringe Benefits-Sworn Police	-	-	10	-
4137	Retirement Contributions-Sworn Police	-	-	200	-
	TOTAL PERSONNEL EXPENSES	4,650	-	4,940	-
	MAINTENANCE & OPERATIONS				
4215	Training/ Conferences/ Meetings	-	100	100	100
4217	Other Supplies/Materials	-	2,800	2,800	2,800
4258	Other Services	23,450	13,500	-	13,500
4321	Employee Incentive	18,510	30,310	16,520	30,310
4421	Lease Principal Expense	18,780	37,570	37,570	37,570
	TOTAL MAINTENANCE & OPERATIONS	60,740	84,280	56,990	84,280
	TOTAL ACTIVITY	65,390	84,280	61,930	84,280

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PARKING BUSINESS IMPROVEMENT AREA

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -
MAINTENANCE & OPERATIONS	5,470	43,230	43,230	33,600
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 5,470	\$ 43,230	\$ 43,230	\$ 33,600
FUNDING SOURCES				
PARKING BUSINESS IMPROVEMENT AREA	\$ 5,470	\$ 43,230	\$ 43,230	\$ 33,600
TOTAL FUNDING SOURCES	\$ 5,470	\$ 43,230	\$ 43,230	\$ 33,600

PARKING BUSINESS IMPROVEMENT AREA



CITY OF UPLAND EXPENDITURE SUMMARY BY DIVISION FY 2013-14 ANNUAL BUDGET
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	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
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PARKING BUSINESS IMPROVEMENT AREA - FUND 210

2501	PARKING & BUSINESS IMPROVEMENT AREA				
	Personnel	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	5,470	43,230	43,230	33,600
	Capital Outlay	-	-	-	-
	TOTAL PARKING & BUSINESS IMPROVEMENT AREA	\$ 5,470	\$ 43,230	\$ 43,230	\$ 33,600
TOTAL PBIA					
	Personnel	\$ -	\$ -	\$ -	\$ -
	Maintenance & Operations	5,470	43,230	43,230	33,600
	Capital Outlay	-	-	-	-
	TOTAL PBIA	\$ 5,470	\$ 43,230	\$ 43,230	\$ 33,600

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

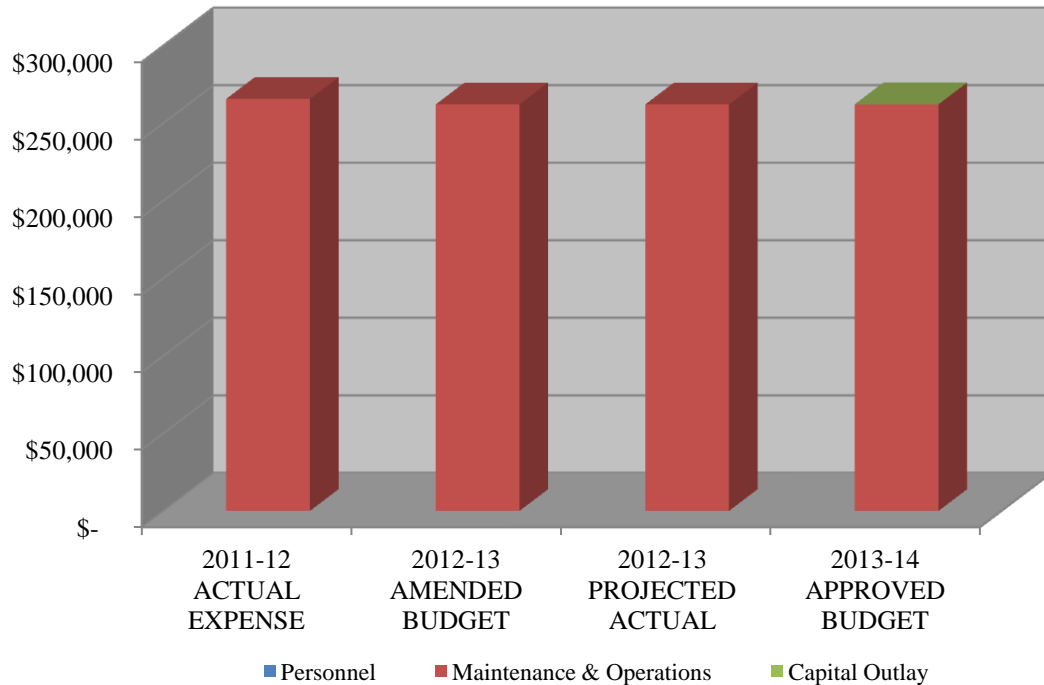
DIVISION: PBIA - 2501		FUND: 210 PARKING BUSINESS IMPROVEMENT AREA DEPARTMENT: DEVELOPMENT SERVICES			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	MAINTENANCE & OPERATIONS				
4258	Other Services	2,740	43,230	43,230	33,600
4304	Contributions	2,730	-	-	-
	TOTAL MAINTENANCE & OPERATIONS	5,470	43,230	43,230	33,600
	TOTAL DEPARTMENT	5,470	43,230	43,230	33,600

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FINANCING AUTHORITY

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -
MAINTENANCE & OPERATIONS	265,610	262,030	262,030	262,140
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 265,610	\$ 262,030	\$ 262,030	\$ 262,140
FUNDING SOURCES				
FINANCING AUTHORITY	\$ 263,210	\$ 266,310	\$ 265,610	\$ 262,030
TOTAL FUNDING SOURCES	\$ 265,610	\$ 262,030	\$ 262,030	\$ 262,140

FINANCING AUTHORITY



CITY OF UPLAND EXPENDITURE SUMMARY BY DIVISION FY 2013-14 ANNUAL BUDGET
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	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>

DEBT SERVICE - FUND 301

1351 PUBLIC FINANCING AUTHORITY					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	265,610	262,030	262,030	262,140	0%
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC FINANCING AUTHORITY	\$ 265,610	\$ 262,030	\$ 262,030	\$ 262,140	0%

TOTAL PUBLIC FINANCING AUTHORITY					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	265,610	262,030	262,030	262,140	0%
Capital Outlay	-	-	-	-	-
TOTAL PUBLIC FINANCING AUTHORITY	\$ 265,610	\$ 262,030	\$ 262,030	\$ 262,140	0%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DIVISION: DEBT SERVICE - 1351		FUND: 301 UPLAND PUBLIC FINANCING AUTHORITY			
		DEPARTMENT: DEBT SERVICE			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	MAINTENANCE & OPERATIONS				
4255	Banking Services	3,300	3,500	3,500	3,500
4424	Bond Principal Payment	205,000	210,000	210,000	220,000
4425	Bond Interest Expense	57,310	48,530	48,530	38,640
	TOTAL MAINTENANCE & OPERATIONS	265,610	262,030	262,030	262,140
	TOTAL DEPARTMENT	265,610	262,030	262,030	262,140

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WATER ENTERPRISE

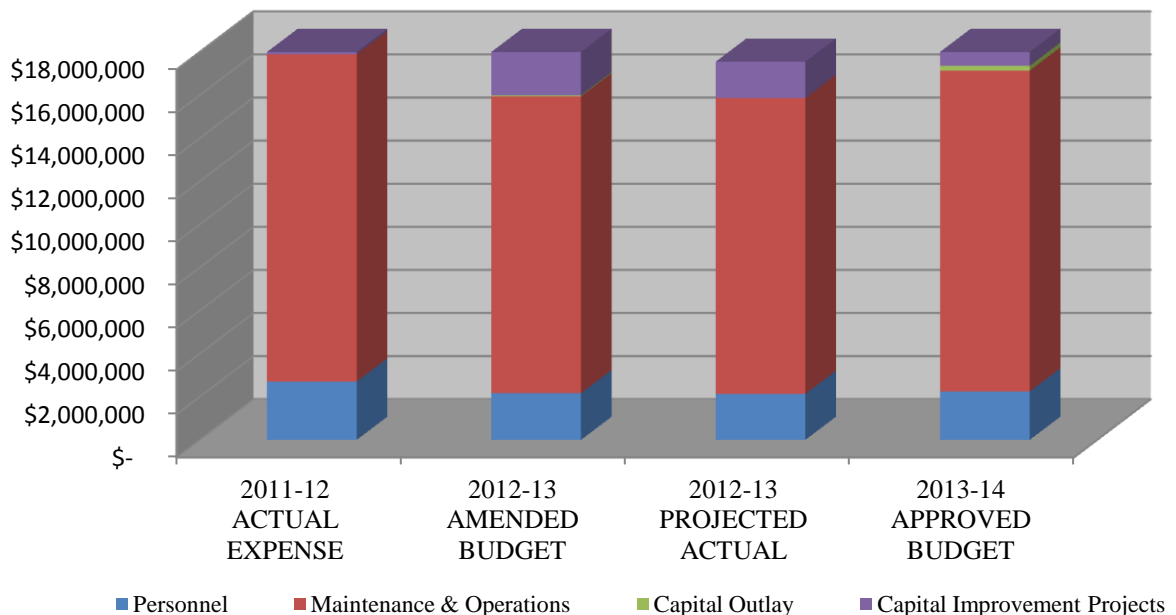
MISSION STATEMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 2,703,520	\$ 2,168,380	\$ 2,130,730	\$ 2,243,390
MAINTENANCE & OPERATIONS	15,191,290	13,776,280	13,737,880	14,896,440
CAPITAL OUTLAY	-	45,000	-	220,000
CAPITAL IMPROVEMENT PROJECTS*	3,570,750	11,503,040	1,678,100	8,759,670
TOTAL BUDGET	\$ 21,465,560	\$ 27,492,700	\$ 17,546,710	\$ 26,119,500
FUNDING SOURCES				
WATER FUND	\$ 21,465,560	\$ 27,492,700	\$ 17,546,710	\$ 26,119,500
TOTAL FUNDING SOURCES	\$ 21,465,560	\$ 27,492,700	\$ 17,546,710	\$ 26,119,500

* SEE CAPITAL IMPROVEMENT PROJECTS SECTION FOR FURTHER DETAIL

WATER



WATER ENTERPRISE

The Water Division produces, treats, stores, and distributes adequate supplies of pure, wholesome water for consumption and fire fighting in the most efficient and cost effective way possible, while encouraging conservation of this limited resource. 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, and proactive and reactive maintenance. All water suppliers in California are mandated to reduce their water use 20% by the year 2020. The Water Division is responsible for meeting this goal and is actively pursuing programs and educational opportunities to ensure compliance.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
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	0.00	1.00	1.00
SENIOR UTILITIES ENGINEER	1.00	0.00	0.00	0.00
ASSISTANT UTILITIES ENGINEER	1.00	0.00	0.00	0.00
JUNIOR UTILITIES ENGINEER	1.00	0.00	0.00	0.00
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	1.00	4.00	4.00	4.00
WATER SYSTEMS OPERATOR III	2.00	0.00	0.00	0.00
WATER SYSTEMS OPERATOR II	1.00	0.00	0.00	0.00
SENIOR WATER UTILITY INSPECTOR	1.00	0.00	0.00	0.00
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
WATER UTILITY WORKER IV	1.00	1.00	1.00	1.00
WATER UTILITY WORKER III	1.00	1.00	1.00	1.00
WATER UTILITY WORKER II	4.00	4.00	4.00	4.00
MAINTENANCE WORKER II	0.00	3.00	3.00	3.00
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	22.00	23.00	23.00

FY 2013-14 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 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 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.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Water production, acre feet (WFA, SAWCO, WE, & City wells)	18,579	21,882	22,781	23,000
Water samples taken	2,740	2,740	2,740	2,740
Customer inquires (leaks, check reads, quality, change orders)	4,329	2,471	1,526	2,500
Meter installations (new service & replacements)	356	292	550	700
Service maintenance (meter boxes, service leaks, s/c repairs, etc)	797	787	728	775
Main leaks repaired	51	40	85	45
Fire Hydrant damages repaired	11	6	14	10
Fire Hydrants maintained	108	115	202	150
Flush-outs inspected/maintained	628	829	1,379	700
Number of valves, surveyed, tested and repaired	1,514	1,822	2,937	2,000
Valve maintenance	50	34	27	60

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
USA tickets received and marked	3,678	2,491	2,178	3,800
Service “turn-on” and “turn-off”	1,419	1,822	1,723	1,800
Water conservation contacts	1,587	550	537	900
Educational events	16	12	12	12
Water efficient landscape classes	4	4	4	4
New water pipelines and appurtenances installed (linear feet)	1,705	9,684	0	2,000
Manholes inspected and cleaned	4,800	1,850	1,487	1,850
Miles of sewer lines cleaned	280	114	90	120
Sewer laterals repaired	18	129	242	100

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Maintained the public infrastructure including potable water lines and valves, sewer lines, man holes, flood control drains, pot holes, tree maintenance and twice monthly street sweeping.
- ◆ Completed the Public Works Landscape Project replacing turf with drought tolerant plants.
- ◆ Re-lined 11,800 linear feet of sewer main line.
- ◆ Maintained compliance with weekly, quarterly, and annual Water Quality Monitoring Reports.
- ◆ Participated in several regional conservation programs including the Water Education Water Awareness Committee DVD project, Landscape Retrofit, High Efficiency Toilets, Free Sprinkler Nozzles and Garden in Every School.
- ◆ Pilot tested the Hydroknot Program as a Community Event for high water using residents.
- ◆ Completed the 2013 Emergency Business Contingency Plan, the Consumer Confidence Report, California Department of Public Health Annual Report and 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 will be implemented in November of 2013.

- ◆ The City utilizes electric motors as its primary source for moving water. Although these motors are on a preventative maintenance schedule based on the manufacturer's specifications, they retain a useful life expectancy. Water Operations staff replaced the booster motor at Plant 12.
- ◆ A calcium hypochlorination unit replaced the very hazardous chlorine gas system at Plant 3. Alternate forms of chlorination are being sought to mitigate the hazards of chlorine gas.
- ◆ Mountain View 4 Well switchgear was replaced and telemetry was connected to the SCADA system.
- ◆ Vacant land at Plant 5 lease was renewed with Tolle Nurseries to maximize value of City assets.
- ◆ 400 feet of recycled water main line was installed at Memorial Park, four pressure reducing stations were installed at area schools to accommodate recycled water usage and the Upland Hills Golf Course converted to and began using recycled water this year.
- ◆ Well Upland-Foothill #3 was rehabilitated this year adding an additional 800,000 gallons per day of water supply redundancy to Upland's portfolio.
- ◆ Well West End 4 was repaired and rehabilitated.
- ◆ Due to the Water Division initiating a 7-day work week, Public Works over time was reduced by 52% saving the General and Water Funds over \$100,000.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	%	
					<u>CHANGE</u>	
<u>WATER UTILITY - FUND 640</u>						
6201	ADMINISTRATION					
	Personnel	\$576,520	\$236,950	\$280,510	\$265,080	-6%
	Maintenance & Operations	2,068,210	2,076,420	2,005,840	2,036,530	2%
	Capital Outlay	-	-	-	-	-
	TOTAL ADMINISTRATION	\$2,644,730	\$2,313,370	\$2,286,350	\$2,301,610	1%
6202	CUSTOMER SERVICE					
	Personnel	\$406,550	\$87,540	\$79,790	\$78,210	-2%
	Maintenance & Operations	162,100	134,650	143,450	145,020	1%
	Capital Outlay	-	-	-	-	-
	TOTAL CUSTOMER SERVICE	\$568,650	\$222,190	\$223,240	\$223,230	0%
6203	METER SERVICES					
	Personnel	\$189,680	\$132,890	\$125,740	\$136,490	9%
	Maintenance & Operations	188,380	309,020	190,410	301,080	58%
	Capital Outlay	-	-	-	-	-
	TOTAL METER SERVICES	\$378,060	\$441,910	\$316,150	\$437,570	38%
6204	DAMAGE TO CITY PROPERTY					
	Personnel	\$1,430	\$0	\$430	\$0	-100%
	Maintenance & Operations	2,880	9,500	7,500	9,500	27%
	Capital Outlay	-	-	-	-	-
	DAMAGE TO CITY PROPERTY	\$4,310	\$9,500	\$7,930	\$9,500	20%
6205	PRODUCTION & STORAGE					
	Personnel	\$516,900	\$667,920	\$635,790	\$695,050	9%
	Maintenance & Operations	10,223,960	9,651,350	10,011,500	10,744,360	7%
	Capital Outlay	-	-	-	-	-
	TOTAL PRODUCTION & STORAGE	\$10,740,860	\$10,319,270	\$10,647,290	\$11,439,410	7%
6206	TRANSMISSION & DISTRIBUTION					
	Personnel	\$524,960	\$885,700	\$781,130	\$890,980	14%
	Maintenance & Operations	1,115,080	367,960	262,500	376,050	43%
	Capital Outlay	-	45,000	-	220,000	-
	TOTAL TRANSMISSION & DISTRIBUTION	\$1,640,040	\$1,298,660	\$1,043,630	\$1,487,030	42%
6207	WECWC MANAGEMENT CONTROL					
	Personnel	\$187,940	\$32,240	\$30,790	\$18,260	-41%
	Maintenance & Operations	240	10,500	4,550	10,500	131%
	Capital Outlay	-	-	-	-	-
	TOTAL WECWC MANAGEMENT CONTROL	\$188,180	\$42,740	\$35,340	\$28,760	-19%
6208	WATER CONSERVATION					
	Personnel	\$103,170	\$125,140	\$101,980	\$123,760	21%
	Maintenance & Operations	59,080	169,460	82,960	175,130	111%
	Capital Outlay	-	-	-	-	-
	TOTAL WATER CONSERVATION	\$162,250	\$294,600	\$184,940	\$298,890	62%

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> EXPENSE	2012-13 <u>AMENDED</u> BUDGET	2012-13 <u>PROJECTED</u> ACTUAL	2013-14 <u>APPROVED</u> BUDGET	%
					CHANGE
<u>WATER UTILITY - FUND 640</u>					
6209 TREATMENT PLANT					
Personnel	\$ 4,020	\$ -	\$ -	\$ -	-
Maintenance & Operations	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL TREATMENT PLANT	\$ 4,020	\$ -	\$ -	\$ -	-
6210 DEBT SERVICE					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	1,257,770	910,020	910,020	936,570	3%
Capital Outlay	-	-	-	-	-
TOTAL DEBT SERVICE	\$1,257,770	\$910,020	\$910,020	\$936,570	3%
6211 STORM WATER MGMT AND RECHARGE					
Personnel	\$ 136,880	\$ -	\$ 44,790	\$ -	-100%
Maintenance & Operations	110,810	137,400	118,600	158,400	34%
Capital Outlay	-	-	-	-	-
TOTAL STORM WATER MGMT AND RECHARGE	\$247,690	\$137,400	\$163,390	\$158,400	-3%
6212 PVPA					
Personnel	\$ 55,470	\$ -	\$ 49,780	\$ -	-100%
Maintenance & Operations	2,780	-	550	-	-100%
Capital Outlay	-	-	-	-	-
TOTAL PVPA	\$ 58,250	\$ -	\$ 50,330	\$ -	-100%
6212 PVPA					
Personnel	\$ -	\$ -	\$ -	\$ 35,560	-
Maintenance & Operations	-	-	-	3,300	-
Capital Outlay	-	-	-	-	-
TOTAL CUSTOMER SERVICE-FINANCE	\$ -	\$ -	\$ -	\$ 38,860	-
TOTAL WATER UTILITY					
Personnel	\$2,703,520	\$2,168,380	\$2,130,730	\$2,243,390	5%
Maintenance & Operations	15,191,290	13,776,280	13,737,880	14,896,440	8%
Capital Outlay	-	45,000	-	220,000	100%
Capital Improvement Projects	3,570,750	11,503,040	1,678,100	8,759,670	422%
TOTAL WATER UTILITY	\$21,465,560	\$27,492,700	\$17,546,710	\$26,119,500	49%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: PUBLIC WORKS		FUND: WATER UTILITY			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
PERSONNEL EXPENSE					
4111	Salaries- Full Time	1,925,120	1,396,450	1,507,450	1,453,380
4112	Salaries- Temporary/ Part Time	63,430	48,650	46,230	97,230
4113	Overtime	82,340	109,390	39,610	85,230
4116	Fringe Benefits	325,820	613,890	270,760	291,460
4117	Retirement Contributions	306,810	-	266,680	316,090
TOTAL PERSONNEL EXPENSES		2,703,520	2,168,380	2,130,730	2,243,390
MAINTENANCE & OPERATIONS					
4211	Postage	3,740	900	1,550	5,030
4212	Advertising	9,750	10,000	5,600	10,000
4213	Dues and Subscriptions	-	1,000	1,000	2,500
4215	Training/ Conferences/ Meetings	6,790	30,600	12,500	32,700
4216	Office Supplies	8,220	6,600	2,400	7,200
4217	Other Supplies/Materials	442,440	584,510	432,960	629,210
4218	Uniform Expense	6,920	9,350	7,050	9,350
4219	Registration/Permits/Licenses	129,430	150,500	135,000	167,500
4220	Fuel Usage	58,710	73,730	56,460	74,700
4222	Central Duplicating Charges	6,020	7,370	7,370	10,140
4223	Information Systems Charges	47,900	80,900	80,900	93,830
4231	Office Equipment	-	1,000	500	2,200
4232	Computer Equipment	950	3,000	1,600	3,000
4241	Utilities- Electric	894,290	1,015,000	1,370,000	1,465,000
4242	Utilities- Gas	1,090	3,100	500	3,100
4243	Utilities- Telephone	17,510	24,000	18,000	26,500
4244	Utilities- Water	8,395,680	8,243,310	8,772,000	8,879,330
4245	Maint- Buildings/Structures/Grounds	3,080	80,000	55,000	80,000
4246	Maint-Equipment	2,960	6,700	4,200	6,700
4247	Maintenance- Vehicle Charges	61,720	80,520	52,600	71,900
4248	Other Equipment Maintenance	36,350	39,600	18,300	39,600
4249	Other Maintenance	27,830	51,500	33,500	51,500
4251	Legal Services	3,280	30,000	3,000	30,000
4252	Professional Services	17,740	45,000	2,000	45,000
4253	Contract Services	170,950	220,600	99,300	204,000
4254	Data Processing Services	18,780	6,700	13,700	14,000
4255	Banking Services	78,640	59,400	80,000	72,960
4258	Other Services	486,520	572,850	402,350	607,400
4259	Recycled Water Purchase	-	140,000	70,000	161,250
4273	Workers Compensation Charges	94,570	86,170	86,170	92,670
4274	Unemployment Charges	4,520	4,540	4,540	6,020
4275	Long-term Disability Charges	6,120	3,860	3,860	4,650
4276	Liability Charges	134,550	142,480	142,480	163,580
4277	Loss Prevention Charges	13,460	9,530	9,530	11,260
4283	Depreciation-Machinery	203,580	-	-	-
4284	Depreciation-Vehicle	41,850	-	-	-
4287	Depreciation-Pipelines	563,880	-	-	-
4288	Depreciation-Reservoirs	726,010	-	-	-
4289	Depreciation-Treatment	290,670	-	-	-
4291	Bad Debt Expense	88,780	-	-	-
4292	Admin Service Expense	833,860	1,000,000	800,000	831,740
4324	Other Post Employee Benefits	-	41,940	41,940	44,350
4424	Bond Principal Payment	407,520	408,000	408,000	506,090
4425	Bond Interest Expense	792,300	502,020	502,020	430,480
4428	Other Financing Uses	52,830	-	-	-
TOTAL MAINTENANCE & OPERATIONS		15,191,290	13,776,280	13,737,880	14,896,440
CAPITAL OUTLAY					
4531	Vehicle	-	45,000	-	220,000
TOTAL CAPITAL OUTLAY		-	45,000	-	220,000
CAPITAL IMPROVEMENT PROJECTS		3,570,750	11,503,040	1,678,100	8,759,670
TOTAL DEPARTMENT		21,465,560	27,492,700	17,546,710	26,119,500

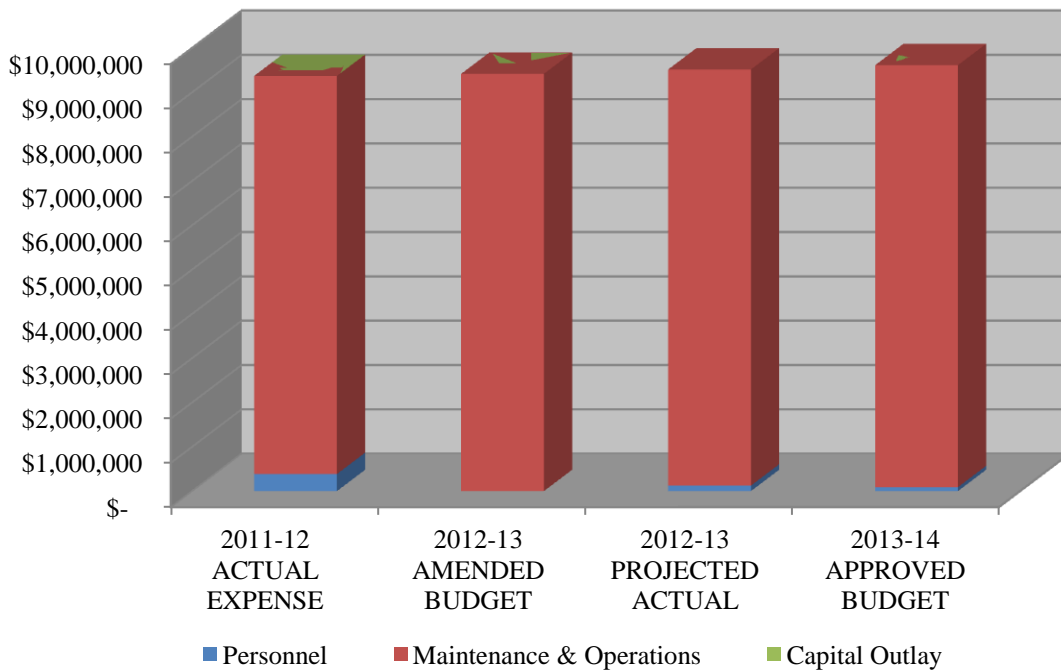
SOLID WASTE

MISSION STATEMENT

To provide efficient and cost effective solid waste services including refuse, recycling, and household hazardous waste collection and to comply with the State's regulatory and reporting requirements pursuant to the objective of solid waste diversion.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 385,440	\$ 112,550	\$ 123,170	\$ 87,820
MAINTENANCE & OPERATIONS	8,984,500	9,415,700	9,391,070	9,523,270
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 9,369,940	\$ 9,528,250	\$ 9,514,240	\$ 9,611,090
FUNDING SOURCES				
SOLID WASTE ENTERPRISE	\$ 9,360,420	\$ 9,487,080	\$ 9,467,070	\$ 9,563,710
OTHER FUNDS	9,520	41,170	47,170	47,380
TOTAL FUNDING SOURCES	\$ 9,369,940	\$ 9,528,250	\$ 9,514,240	\$ 9,611,090

SOLID WASTE



SOLID WASTE

The Solid Waste Division is responsible for providing Upland residents with quality refuse collection, disposal, recycling, and green 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 new mandated commercial/multi-family recycling rates. In January 2012, the Sharps Program for safe needle disposal was moved to Public Works as part of the Household Hazardous Waste Program.

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, 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 during regular HHW hours. Residents may also drop off small containers every day in the drop box located in the Public Works parking lot. New containers may be picked up Monday – Thursday between the hours of 8:00 a.m. – 6:00 p.m.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
PUBLIC WORKS - ADMINISTRATION SENIOR MANAGEMENT ANALYST	1.00	0.00	0.00	0.00
TOTAL DIVISION	1.00	0.00	0.00	0.00

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To provide courteous prompt customer service for all Solid Waste Programs.
- ◆ To renovate the Household Hazardous Waste Facility and Reuse Sheds.
- ◆ 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.
- ◆ 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 begin implementation of new mandates for 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 increase residential green and food waste recycling through composting.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Disposal rate*	3.4	3.6	3.6	3.8
Number of household hazardous waste participants	3,748	3,283	4,150	4,000
Household hazardous waste volume (lbs)	266,108	217,400	220,000	225,000
Number of integrated waste educational events	8	4	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 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Continued quarterly newsletters for residential, commercial and multi-family customers.
- ◆ Implemented a commercial/multi-family recycling program.
- ◆ Increased residential and green waste recycling with additional composter sales.
- ◆ Added the Sharps Program to the Household Hazardous Waste Facility.
- ◆ Completion of Sharps and Hazwoper training for HHW personnel.
- ◆ Participated in City events including Community Clean-Up Day and Upland Fun Day.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>SOLID WASTE UTILITY</u>					
6301 SOLID WASTE					
Personnel	\$342,060	\$86,230	\$82,550	\$82,540	0%
Maintenance & Operations	8,882,170	9,282,280	9,260,020	9,391,170	1%
Capital Outlay	0	0	0	0	-
TOTAL SOLID WASTE	\$9,224,230	\$9,368,510	\$9,342,570	\$9,473,710	1%
6302 HOUSEHOLD HAZARDOUS WASTE					
Personnel	\$43,380	\$19,880	\$34,180	\$0	-100%
Maintenance & Operations	86,430	92,690	90,320	90,000	0%
Capital Outlay	0	0	0	0	-
TOTAL HOUSEHOLD HAZARDOUS WASTE	\$129,810	\$112,570	\$124,500	\$90,000	-28%
6303 SHARPS					
Personnel	\$0	\$0	\$0	\$0	-
Maintenance & Operations	6,380	6,000	6,000	10,000	67%
Capital Outlay	0	0	0	0	-
TOTAL SHARPS	\$6,380	\$6,000	\$6,000	\$10,000	67%
6311 USED OIL RECYCLING GRANT					
Personnel	\$0	\$5,430	\$5,430	\$4,260	-22%
Maintenance & Operations	8,400	16,100	16,100	14,100	-12%
Capital Outlay	0	0	0	0	-
TOTAL USED OIL RECYCLING GRANT	\$8,400	\$21,530	\$21,530	\$18,360	-15%
6312 BEVERAGE CONTAINER GRANT					
Personnel	\$0	\$1,010	\$1,010	\$1,020	1%
Maintenance & Operations	1,120	18,630	18,630	18,000	-3%
Capital Outlay	0	0	0	0	-
TOTAL BEVERAGE CONTAINER GRANT	\$1,120	\$19,640	\$19,640	\$19,020	-3%
TOTAL SOLID WASTE UTILITY					
Personnel	\$385,440	\$112,550	\$123,170	\$87,820	-29%
Maintenance & Operations	8,984,500	9,415,700	9,391,070	9,523,270	1%
Capital Outlay	0	0	0	0	-
TOTAL SOLID WASTE UTILITY	\$9,369,940	\$9,528,250	\$9,514,240	\$9,611,090	1%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DIVISION:	PUBLIC WORKS	FUND: SOLID WASTE UTILITY			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	254,870	47,620	50,740	47,620
4112	Salaries- Temporary/ Part Time	26,190	26,870	11,930	17,200
4113	Overtime	19,140	11,080	34,900	-
4116	Fringe Benefits	46,430	26,980	14,800	12,530
4117	Retirement Contributions	38,810	-	10,800	10,470
	TOTAL PERSONNEL EXPENSES	385,440	112,550	123,170	87,820
	MAINTENANCE & OPERATIONS				
4211	Postage	3,720	5,000	5,000	9,130
4212	Advertising	2,910	8,800	8,300	8,800
4213	Dues & Subscriptions	-	250	100	250
4215	Training/ Conferences/ Meetings	460	4,790	2,300	2,100
4216	Office Supplies	770	1,000	500	800
4217	Other Supplies/Materials	11,370	32,130	27,150	38,500
4220	Fuel Usage	490	410	500	800
4222	Central Duplicating Charges	1,820	980	980	1,350
4223	Information Systems Charges	14,310	10,790	10,790	12,530
4243	Utilities- Telephone	100	2,500	100	2,700
4245	Maint- Buildings/Structures/Grounds	50	1,000	100	1,200
4247	Maintenance- Vehicle Charges	390	300	1,000	1,640
4252	Professional Services	19,870	76,000	1,200	-
4253	Contract Services	86,750	90,000	96,000	90,000
4254	Data Processing Services	2,610	-	300	3,200
4255	Banking Services	26,650	-	25,000	25,000
4256	Solid Waste Services	8,413,430	8,810,700	8,810,700	8,900,000
4258	Other Services	52,320	40,000	70,000	71,550
4273	Workers Compensation Charges	16,330	5,860	5,860	12,370
4274	Unemployment Charges	780	310	310	800
4275	Long-term Disability Charges	1,060	260	260	620
4276	Liability Charges	23,230	9,700	9,700	21,830
4277	Loss Prevention Charges	2,320	650	650	1,500
4283	Depreciation-Machinery	1,240	-	-	-
4292	Admin Service Expense	301,519	308,560	308,560	310,430
4324	Other Post Employee Benefits	-	5,710	5,710	6,170
	TOTAL MAINTENANCE & OPERATIONS	8,984,500	9,415,700	9,391,070	9,523,270
	TOTAL DEPARTMENT	9,369,940	9,528,250	9,514,240	9,611,090

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ENVIRONMENTAL ENTERPRISE

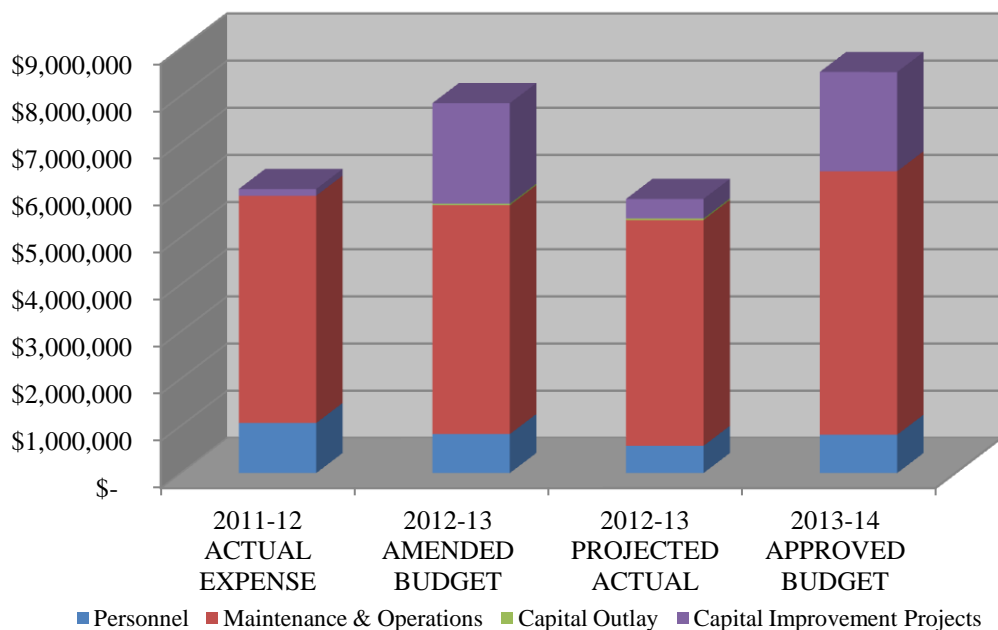
MISSION STATEMENT

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 1,061,270	\$ 827,030	\$ 577,170	\$ 813,130
MAINTENANCE & OPERATIONS	4,820,830	4,852,110	4,789,690	5,586,450
CAPITAL OUTLAY	-	32,000	32,000	-
CAPITAL IMPROVEMENT PROJECTS*	142,520	2,133,650	415,340	2,105,710
TOTAL BUDGET	\$ 6,024,620	\$ 7,844,790	\$ 5,814,200	\$ 8,505,290
FUNDING SOURCES				
ENVIRONMENTAL ENTERPRISE	\$ 6,024,620	\$ 7,844,790	\$ 5,814,200	\$ 8,505,290
TOTAL FUNDING SOURCES	\$ 6,024,620	\$ 7,844,790	\$ 5,814,200	\$ 8,505,290

* SEE CAPITAL IMPROVEMENT PROJECTS SECTION FOR FURTHER DETAIL

ENVIRONMENTAL ENTERPRISE



ENVIRONMENTAL ENTERPRISE

The Environmental Division is responsible for providing the sewage collection and disposal needs 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 ground water; planning, administering, 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 the 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 ground water quality underneath the Landfill, as required by the state and federal regulations.

Division staff also participates in the Administrative Review process and plan checking of development sponsored public improvements.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
PUBLIC WORKS - ENVIRONMENTAL				
ENVIRONMENTAL QUALITY ADMIN	1.00	1.00	1.00	1.00
ASSOCIATE ENGINEER	1.00	1.00	1.00	1.00
ASSISTANT ENGINEER	1.00	1.00	1.00	1.00
PUBLIC WORKS INSPECTOR II	1.00	1.00	0.00	0.00
SR ENVIR CONTROL TECHNICIAN	1.00	1.00	1.00	1.00
ENVIRONMENTAL CONTROL TECHNICIAN I	1.00	0.00	0.00	0.00
TOTAL DEPARTMENT	6.00	5.00	4.00	4.00

FY 2013-14 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 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.
- ◆ To ensure City compliance with the SSMP requirements by developing relevant guidelines/procedures for appropriate updates to the adopted SSMP document.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Permitted dischargers or active permits	205	191	200	210
Wastewater samples collected	85	8	6	10
Permitted businesses inspected	208	216	209	210
New sewer connections processed	22	21	35	28
Permit violation letters issued (due to discharge limits and reporting requirements)	178	203	159	180
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	126	227	190	180

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Mandated countywide storm water protection meetings attended	12	8	9	9
Development plan checks	109	95	150	125
Recycled water retrofit plans submitted and approved by Department of Public Health	0	16	5	3
Retrofitted Sites	0	0	12	18

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Maintained compliance with all regulatory agencies including the South Coast Air Quality Management District, California Integrated Waste Management Board, Regional Water Quality Control Board and County of San Bernardino.
- ◆ Maintained compliance with all federal, state and local agencies' regulations pertaining to the pre-treatment and disposal of non-domestic wastewater to the City's sewer system.
- ◆ Maintained compliance with the federal requirements for the Energy Efficiency Community Block Grant, the primary funding source for the City's shade structure solar system construction.
- ◆ Implemented the City's Recycled Water Program for irrigation and groundwater recharge, including retrofit designs, field retrofit works and establishment of recycled water rates.
- ◆ Fulfilled the mandated the annual National Pollutant. Discharge Elimination System (NPDES) requirements without the full-time NPDES inspector position.
- ◆ Applied 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.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
ENVIRONMENTAL ENTERPRISE - FUND 645					
6401 LANDFILL SITE MAINTENANCE					
Personnel	\$ 149,450	\$ 367,300	\$ 197,410	\$ 360,200	82%
Maintenance & Operations	121,730	128,050	132,500	168,500	27%
Capital Outlay	-	-	-	-	-
TOTAL LANDFILL SITE MAINTENANCE	\$ 271,180	\$ 495,350	\$ 329,910	\$ 528,700	60%
6402 MAINTENANCE & OPERATIONS					
Personnel	\$ 573,780	\$ 318,220	\$ 230,570	\$ 314,330	36%
Maintenance & Operations	794,900	352,840	314,710	489,800	56%
Capital Outlay	-	-	-	-	-
TOTAL MAINTENANCE & OPERATIONS	\$ 1,368,680	\$ 671,060	\$ 545,280	\$ 804,130	47%
6403 SEWER - RESIDENTIAL					
Personnel	\$ 198,810	\$ 141,510	\$ 87,330	\$ 138,600	59%
Maintenance & Operations	3,870,590	4,291,470	4,285,280	4,712,730	10%
Capital Outlay	-	-	-	-	-
TOTAL SEWER - RESIDENTIAL	\$ 4,069,400	\$ 4,432,980	\$ 4,372,610	\$ 4,851,330	11%
6404 SEWER - NON-RESIDENTIAL					
Personnel	\$ 139,230	\$ -	\$ 61,860	\$ -	-100%
Maintenance & Operations	32,250	74,750	52,200	210,420	303%
Capital Outlay	-	32,000	32,000	-	-100%
TOTAL SEWER - NON-RESIDENTIAL	\$ 171,480	\$ 106,750	\$ 146,060	\$ 210,420	44%
6405 UPLAND HILLS WASTEWATER TREATMENT PLANT					
Personnel	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	1,360	5,000	5,000	5,000	-
Capital Outlay	-	-	-	-	-
TOTAL U. H. WASTEWATER TREATMENT PLANT	\$ 1,360	\$ 5,000	\$ 5,000	\$ 5,000	-
TOTAL ENVIRONMENTAL ENTERPRISE					
Personnel	\$ 1,061,270	\$ 827,030	\$ 577,170	\$ 813,130	41%
Maintenance & Operations	4,820,830	4,852,110	4,789,690	5,586,450	17%
Capital Outlay	-	32,000	32,000	-	-100%
Capital Improvement Projects	142,520	2,133,650	415,340	2,105,710	407%
TOTAL ENVIRONMENTAL ENTERPRISE	\$ 6,024,620	\$ 7,844,790	\$ 5,814,200	\$ 8,505,290	46%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: PUBLIC WORKS		FUND: 645 ENVIRONMENTAL ENTER PUBLIC WORKS			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	776,030	528,240	416,740	530,960
4112	Salaries- Temporary/ Part Time	8,490	22,010	10,960	21,520
4113	Overtime	8,320	27,100	5,400	27,100
4116	Fringe Benefits	144,090	249,680	77,990	118,260
4117	Retirement Contributions	124,340	-	66,080	115,290
	TOTAL PERSONNEL EXPENSES	1,061,270	827,030	577,170	813,130
	MAINTENANCE & OPERATIONS				
4211	Postage	3,720	12,800	3,600	12,730
4213	Dues & Subscriptions	90	-	-	-
4215	Training/ Conferences/ Meetings	-	3,250	900	3,250
4216	Office Supplies	2,250	1,500	500	1,450
4217	Other Supplies/Materials	7,730	28,300	10,300	43,300
4219	Registration Permits/Licenses	39,110	65,000	65,200	67,200
4220	Fuel Usage	17,710	19,900	18,600	17,300
4222	Central Duplicating Charges	4,680	3,160	3,160	4,310
4223	Information Systems Charges	36,880	34,670	34,670	39,830
4232	Computer Equipment	620	3,000	1,500	2,500
4241	Utilities- Electric	1,770	2,000	1,500	1,500
4243	Utilities- Telephone	3,670	2,800	3,900	4,150
4244	Utilities- Water	1,130	1,200	1,200	1,200
4245	Maint- Buildings/Structures/Grounds	1,890	3,000	2,000	2,000
4246	Maintenance- Equipment	100	-	300	250
4247	Maintenance- Vehicle Charges	49,960	43,770	19,500	20,420
4248	Maintenance- Other	6,510	-	-	-
4251	Services- Legal	12,040	10,000	10,000	155,000
4252	Professional Services	13,380	35,000	20,500	35,000
4253	Contract Services	-	30,000	27,000	30,000
4254	Data Processing Services	6,300	-	600	7,000
4255	Banking Services	26,650	-	23,000	23,000
4257	Sewer Treatment Disposal Services	3,615,220	4,070,840	4,070,840	4,424,950
4258	Other Services	229,260	224,000	215,000	321,600
4273	Workers Compensation Charges	35,470	32,770	32,770	62,340
4274	Unemployment Charges	1,690	1,730	1,730	4,050
4275	Long-term Disability Charges	2,300	1,470	1,470	3,130
4276	Liability Charges	50,470	54,190	54,190	110,040
4277	Loss Prevention Liability	5,050	3,620	3,620	7,580
4283	Depreciation-Machinery & Equip	550	-	-	-
4284	Depreciation-Vehicles	69,290	-	-	-
4287	Depreciation-Pipelines	350,040	-	-	-
4289	Depreciation-Treatment Fac.S	69,780	-	-	-
4291	Bad Debt Expense	-	2,500	500	500
4292	Admin Service Fees	155,520	146,340	146,340	164,960
4324	Other Post Employee Benefits	-	15,300	15,300	15,910
	TOTAL MAINTENANCE & OPERATIONS	4,820,830	4,852,110	4,789,690	5,586,450
	CAPITAL OUTLAY				
4531	Vehicles	-	32,000	32,000	-
	TOTAL CAPITAL OUTLAY	-	32,000	32,000	-
45XX	CAPITAL IMPROVEMENT PROJECTS	142,520	2,133,650	415,340	2,105,710
	TOTAL DEPARTMENT	6,024,620	7,844,790	5,814,200	8,505,290

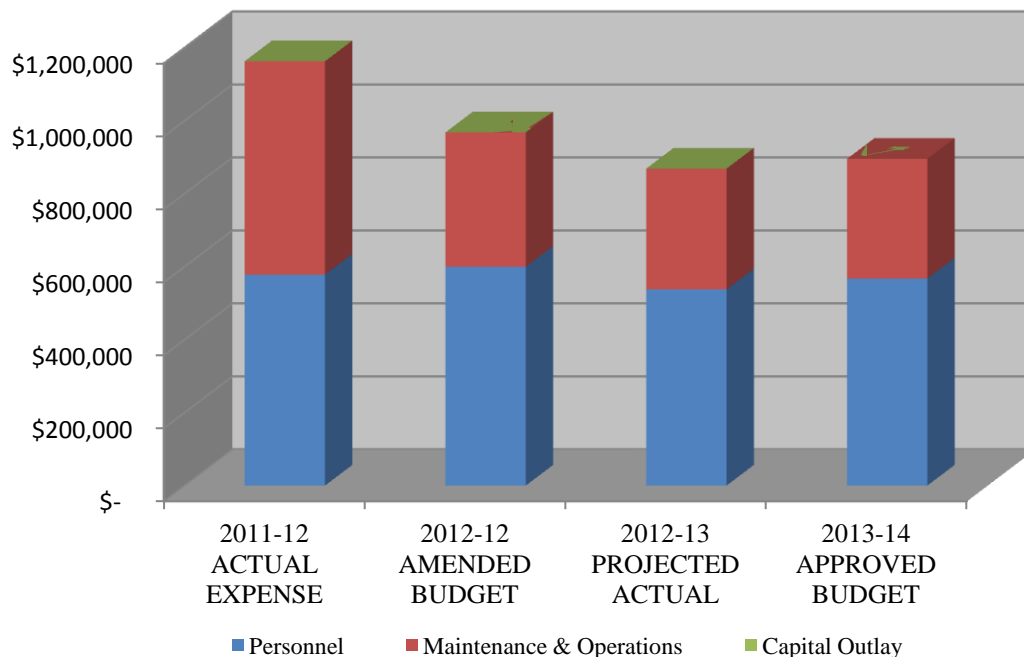
ANIMAL SERVICES

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 578,370	\$ 599,750	\$ 537,790	\$ 567,860
MAINTENANCE & OPERATIONS	584,780	368,360	331,070	327,680
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 1,163,150	\$ 968,110	\$ 868,860	\$ 895,540
FUNDING SOURCES				
ANIMAL SERVICES	\$ 1,163,150	\$ 968,110	\$ 868,860	\$ 895,540
TOTAL FUNDING SOURCES	\$ 1,163,150	\$ 968,110	\$ 868,860	\$ 895,540

ANIMAL SERVICES



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 the 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.

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
ANIMAL SERVICES				
ANIMAL SERVICES SUPERVISOR	0.00	1.00	1.00	1.00
ANIMAL SERVICES OFFICER	0.00	3.00	3.00	3.00
ANIMAL CARE TECHNICIAN	0.00	2.00	2.00	2.00
ANIMAL SHELTER ATTENDANT II	0.00	1.00	1.00	1.00
ANIMAL SHELTER ATTENDANT I	0.00	0.00	0.00	0.75
TOTAL DIVISION	0.00	7.00	7.00	7.75

FY 2013-14 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 fundraising programs, an annual license amnesty program, and canvassing program.
- ◆ To work with Western University to improve their system for spaying and neutering so that they will be able to increase the number of animals spayed/neutered, resulting in the cutting of costs to the City.
- ◆ To strengthen outreach to rescue organizations and adoption partners to accept sheltered animals into their programs to improve outcomes for all animals, including cats, dogs, opossums, birds, and reptiles.

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Animal adopted	44%	60%	60%	60%
Animals returned to owner	13%	14%	15%	15%
Animals euthanized	26%	17%	16%	16%
Endowment	N/A	\$105,691	\$110,000	\$110,000
Yard Sale	\$7,000	\$9,000	\$11,000	\$11,000
Black Tie Fundraiser	N/A	N/A	\$10,000	\$10,000
PT Marketer	N/A	N/A	\$20,000	\$20,000

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Started an endowment fund to ensure the perpetual lowering of the cost to the City of Upland in running the Animal Services Division.
- ◆ Increased the amount raised at the annual yard sale from \$9,000 to \$11,000.
- ◆ Through a Grant provided by PetSmart Charities provided spay/neuter surgery for more than 400 free roaming cats.
- ◆ In collaboration with rescues and shelters throughout Southern California transferred 81 cats and kittens, and 38 dogs and puppies to other adoption agencies.

CITY OF UPLAND EXPENDITURE SUMMARY BY DIVISION FY 2013-14 ANNUAL BUDGET
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	<u>2011-12</u> <u>ACTUAL</u> <u>EXPENSE</u>	<u>2012-13</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2012-13</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2013-14</u> <u>APPROVED</u> <u>BUDGET</u>	<u>%</u> <u>CHANGE</u>
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6501	ANIMAL CONTROL				
	Personnel	\$ 578,370	\$ 599,750	\$ 537,790	\$ 567,860 6%
	Maintenance & Operations	584,780	368,360	331,070	327,680 -1%
	Capital Outlay	-	-	-	-
	TOTAL ANIMAL CONTROL	\$ 1,163,150	\$ 968,110	\$ 868,860	\$ 895,540 3%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DIVISION:	ADMINISTRATION - 6501	FUND: 647 ANIMAL SERVICES			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-12 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	374,920	371,500	350,310	370,430
4112	Salaries- Temporary/ Part Time	31,730	35,240	29,480	12,800
4113	Overtime	12,060	11,000	12,250	6,000
4116	Fringe Benefits	91,570	182,010	85,200	97,500
4117	Retirement Contributions	68,090	-	60,550	81,130
	TOTAL PERSONNEL EXPENSES	578,370	599,750	537,790	567,860
	MAINTENANCE & OPERATIONS				
4211	Postage	1,120	-	-	-
4212	Advertising	-	1,610	360	1,400
4213	Dues & Subscriptions	410	350	640	380
4215	Training/ Conferences/ Meetings	500	250	-	250
4216	Office Supplies	3,000	2,000	900	2,000
4217	Other Supplies & Materials	99,890	68,500	55,100	46,500
4218	Uniform Expense	-	300	-	380
4220	Fuel Usage	7,180	6,700	6,360	7,100
4222	Central Duplicating Charges	-	-	-	2,400
4223	Information Systems Charges	18,500	11,320	11,320	22,190
4241	Utilities- Electric	39,250	45,000	48,300	45,000
4242	Utilities- Gas	8,200	6,090	4,230	6,200
4243	Utilities- Telephone	7,220	11,220	6,250	7,200
4245	Maint- Buildings/Structures/Grounds	20,030	13,400	21,650	19,500
4247	Maintenance- Vehicle Charges	24,290	7,560	3,650	6,010
4248	Maintanance- Other	650	-	570	-
4253	Contract Services	2,970	-	-	-
4254	Data Processing Services	7,760	7,830	10,640	7,700
4255	Bank Charges	2,620	1,700	1,550	2,640
4258	Other Services	118,360	132,080	105,580	77,080
4273	Workers Compensation Charges	17,700	17,700	17,700	21,900
4274	Unemployment Charges	850	850	850	1,420
4275	Long-term Disability Charges	-	-	-	1,100
4276	Liability Charges	25,180	25,180	25,180	38,670
4277	Loss Prevention Charges	2,520	2,520	2,520	2,660
4281	Depreciation-Buildings	156,670	-	-	-
4284	Depreciation-Vehicle	9,960	-	-	-
4421	Lease Principal Interest	9,950	6,200	7,720	8,000
	TOTAL MAINTENANCE & OPERATIONS	584,780	368,360	331,070	327,680
	TOTAL DEPARTMENT	1,163,150	968,110	868,860	895,540

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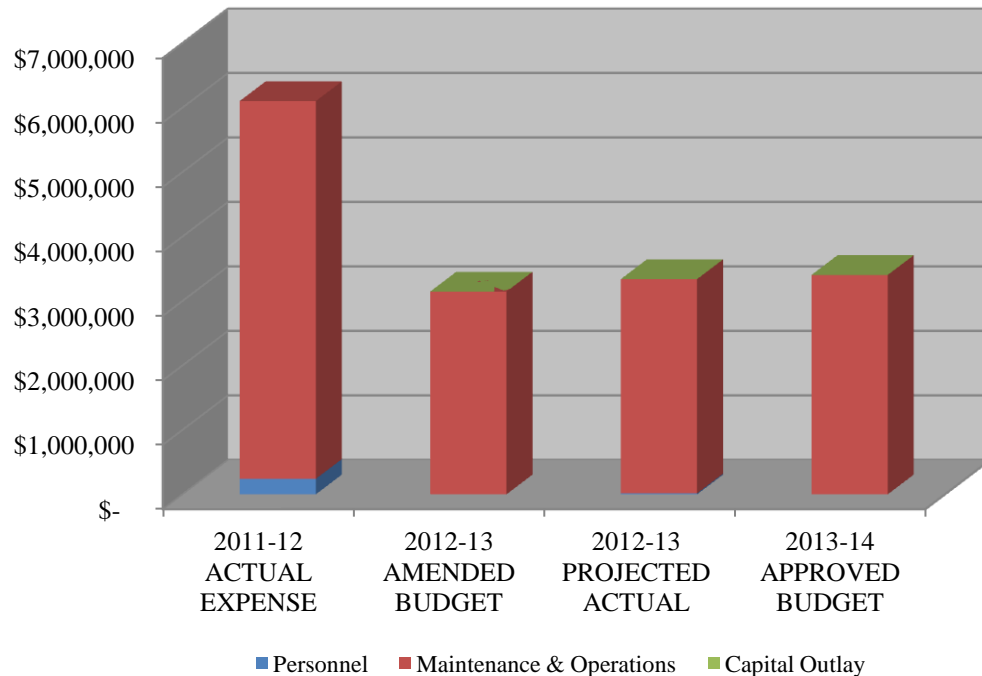
SELF-FUNDED INSURANCE

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ 240,560	\$ -	\$ 16,050	\$ -
MAINTENANCE & OPERATIONS	5,859,330	3,145,700	3,322,950	3,403,420
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ 6,099,890	\$ 3,145,700	\$ 3,339,000	\$ 3,403,420
FUNDING SOURCES				
SELF-FUNDED INSURANCE FUND	\$ 6,099,890	\$ 3,145,700	\$ 3,339,000	\$ 3,403,420
	\$ 6,099,890	\$ 3,145,700	\$ 3,339,000	\$ 3,403,420

SELF-FUNDED INSURANCE



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.

In 1991, the City of Upland became a member of the Independent Cities Risk Management Authority (ICRMA) a Joint Powers Authority operating under the laws of the State of California. The City has coverage for incidents with 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.

FY 2013-14 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 stay current with the new Patient Protection and Affordable Care Act (ACA) provisions and timelines for implementation in January 2015, so that the City complies with the Federal and State regulations.
- ◆ To continue exploring effective cost containment strategies through conducting monthly bill review of claim payments, monitoring utilization review referrals, and conducting quarterly claim reviews, so that best practices in workers' compensation claims handling is used and monetary savings are realized.
- ◆ To engage departments in the workers' compensation process such as providing on-going education to employees on minimizing injuries and proper safety precautions when performing job functions; providing on-going education to supervisors and managers on the interactive process for returning employees to work with restrictions; and implement a safe workplace campaign to promote employees participation in reporting unsafe conditions and activities which may lead to potential injuries.
- ◆ Continue to conduct employee training on mandated regulatory programs utilizing Keenan & Associates on-line training programs, so that the City complies with OSHA requirements, minimizes employee injuries and employs best safety practices.
- ◆ Update the Americans with Disabilities Act (ADA) Transition Plan by June 2014, so that the City is in compliance with the U.S. Department of Justice regulations.

- ◆ Develop additional oversight strategies in litigation claims management, so that effective cost containment methods are used and a reduction in costs realized.
- ◆ Update the City’s Contractual Risk Protocols Manual and conduct departmental training by June 2014, so that the City’s liability in contractual matters with various vendor and contractors is minimized by transfer of risk.

PERFORMANCE MEASUREMENTS

PERFORMANCE MEASUREMENTS	ACTUAL 2010-11	ACTUAL 2011-12	PROJECTED 2012-13	TARGET 2013-14
Achieve and maintain the acceptable standard by the excess insurance authority for workers compensation	95%	96%	96%	100%

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Continued to conduct First Aid Safety training for Recreation department staff and conducted training on Workplace Security and Ergonomics for City employees. The Public Works Department continues to use the online training videos to conduct mandated OSHA training. This resulted in cost savings as training is able to be conducted in-house using resources available through the City’s Risk Pool.
- ◆ Conducted two 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).
- ◆ Changed Broker Services to Keenan and Associates which resulted in a combined cost savings of \$26,350 on all property insurance policies during a time of increasing premiums for most agencies in California.
- ◆ Changed TPA Services for Worker’s Compensation Administration resulting to a reduced billing rate on bill review and other related services for claim processing. The agreement with Keenan also includes additional on-line technology services for the Human Resources/Risk Management Staff i.e. P&C Bridge, Keenan SafePersonnel, and UltraclaimsONLINE.

CITY OF UPLAND
EXPENDITURE SUMMARY BY DIVISION
FY 2013-14 ANNUAL BUDGET

	2011-12 <u>ACTUAL</u> <u>EXPENSE</u>	2012-13 <u>AMENDED</u> <u>BUDGET</u>	2012-13 <u>PROJECTED</u> <u>ACTUAL</u>	2013-14 <u>APPROVED</u> <u>BUDGET</u>	%
					<u>CHANGE</u>
<u>SELF-FUNDED LIABILITY - FUND 751</u>					
1611 WORKERS COMPENSATION					
Personnel	\$ 45,630	\$ -	\$ -	\$ -	-
Maintenance & Operations	2,544,380	1,214,300	1,202,320	1,217,300	1%
Capital Outlay	-	-	-	-	-
TOTAL WORKERS COMPENSATION	\$ 2,590,010	\$ 1,214,300	\$ 1,202,320	\$ 1,217,300	1%
1612 UNEMPLOYMENT					
Personnel	\$ 14,600	\$ -	\$ -	\$ -	-
Maintenance & Operations	84,840	69,500	1,930	69,500	3501%
Capital Outlay	-	-	-	-	-
TOTAL UNEMPLOYMENT	\$ 99,440	\$ 69,500	\$ 1,930	\$ 69,500	3501%
1613 LONG-TERM DISABILITY					
Personnel	\$ 33,340	\$ -	\$ 16,050	\$ -	-100%
Maintenance & Operations	10,810	11,500	9,670	11,500	19%
Capital Outlay	-	-	-	-	-
TOTAL LONG-TERM DISABILITY	\$ 44,150	\$ 11,500	\$ 25,720	\$ 11,500	-55%
1614 LIABILITY					
Personnel	\$ 67,880	\$ -	\$ -	\$ -	-
Maintenance & Operations	3,176,390	1,799,300	2,067,390	2,053,490	-1%
Capital Outlay	-	-	-	-	-
TOTAL LIABILITY	\$ 3,244,270	\$ 1,799,300	\$ 2,067,390	\$ 2,053,490	-1%
1615 LOSS PREVENTION					
Personnel	\$ 79,110	\$ -	\$ -	\$ -	-
Maintenance & Operations	42,910	51,100	41,640	51,630	24%
Capital Outlay	-	-	-	-	-
TOTAL LOSS PREVENTION	\$ 122,020	\$ 51,100	\$ 41,640	\$ 51,630	24%
TOTAL SELF-FUNDED INSURANCE					
Personnel	\$ 240,560	\$ -	\$ 16,050	\$ -	-100%
Maintenance & Operations	5,859,330	3,145,700	3,322,950	3,403,420	2%
Capital Outlay	-	-	-	-	-
TOTAL SELF-FUNDED INSURANCE	\$ 6,099,890	\$ 3,145,700	\$ 3,339,000	\$ 3,403,420	2%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: ADMINISTRATIVE SERVICES		FUND: SELF-FUNDED INSURANCE			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL BUDGET	2012-13 AMENDED BUDGET	2012-13 PROJECTED BUDGET	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	169,810	-	-	-
4116	Fringe Benefits	28,770	-	230	-
4117	Retirement Contribution	23,180	-	-	-
4118	Other	18,800	-	15,820	-
	TOTAL PERSONNEL EXPENSES	240,560	-	16,050	-
	MAINTENANCE & OPERATIONS				
4213	Dues & Subscriptions	790	3,700	60	3,730
4215	Training/ Conferences/ Meetings	1,880	3,800	1,560	4,300
4216	Office Supplies	5,990	4,400	2,950	6,500
4243	Utilities- Telephone	340	300	390	390
4251	Legal Services	505,900	250,000	521,810	500,000
4252	Professional Services	3,730	7,000	3,700	7,000
4258	Other Services	122,700	148,500	142,480	153,500
4271	Insurance Premium	906,860	910,000	900,000	910,000
4272	Claims Expense	4,311,140	1,818,000	1,750,000	1,818,000
	TOTAL MAINTENANCE & OPERATIONS	5,859,330	3,145,700	3,322,950	3,403,420
	TOTAL DEPARTMENT	6,099,890	3,145,700	3,339,000	3,403,420

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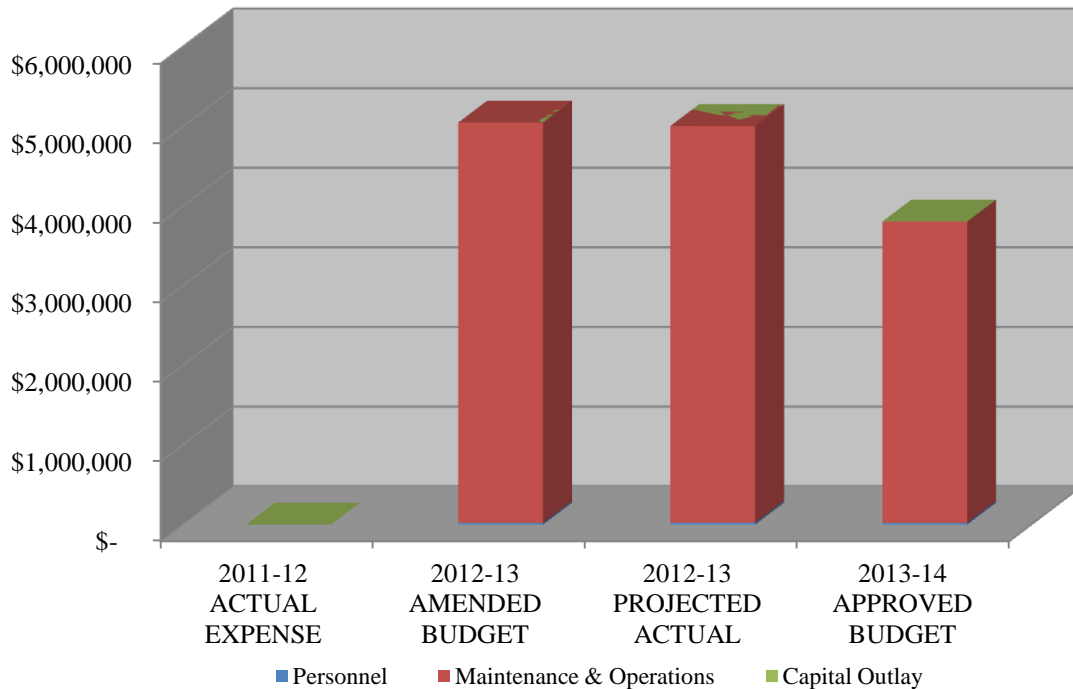
SUCCESSOR AGENCY ADMINISTRATION

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ -	\$ 22,030	\$ 23,760	\$ 22,590
MAINTENANCE & OPERATIONS	-	5,029,060	4,983,550	3,784,630
CAPITAL OUTLAY	-	-	-	-
TOTAL BUDGET	\$ -	\$ 5,051,090	\$ 5,007,310	\$ 3,807,220
FUNDING SOURCES				
SUCCESSOR AGENCY ADMINISTRATION	\$ -	\$ 5,051,090	\$ 5,007,310	\$ 3,807,220
TOTAL FUNDING SOURCES	\$ -	\$ 5,051,090	\$ 5,007,310	\$ 3,807,220

SUCCESSOR AGENCY ADMINISTRATION



SUCCESSOR AGENCY ADMINISTRATION

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

PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
HOUSING/SUCCESSOR AGENCY				
REDEVELOPMENT DIRECTOR	1.00	0.00	0.00	0.00
REDEVELOPMENT MANAGER	1.00	0.00	0.00	0.00
HOUSING MANAGER	1.00	0.00	0.00	0.00
HOUSING COORDINATOR	1.00	1.00	1.00	1.00
HOUSING SPECIALIST	0.00	0.00	0.00	0.00
REDEVELOPMENT COORDINATOR	1.00	1.00	0.00	0.00
REDEVELOPMENT SPECIALIST	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
TOTAL DIVISION	6.00	2.00	1.00	1.00

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To prepare 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.
- ◆ To complete the process relative to the refunding of the 1998, 2003, 2006 Tax Allocation Bonds.
- ◆ To have the Oversight Board adopt a Long Range Property Management Plan to be submitted to the Department of Finance.

FY 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Prepared Housing Fund Due Diligence Review and received approval via Department of Finance.
- ◆ Prepared two final ROPS which were reviewed and approved by the Oversight Board, the Department of Finance, and the County Auditor-Controller.
- ◆ Prepared the non-housing Due Diligence Review and anticipate approval from Department of Finance.
- ◆ Prepared and received approval via the Oversight Board for the property disposition procedures.
- ◆ Twenty-three (23) housing asset properties were approved by Department of Finance to be transferred to the City.
- ◆ Conducted 4 Meet and Confer meetings (3 conference calls and one on-site) with DOF.
- ◆ Conducted and held eleven Oversight Board meetings.
- ◆ Reviewed loan agreements for continued term compliance.
- ◆ Coordinated completion of the Rehabilitation of the Lemon Grower's Building.

CITY OF UPLAND EXPENDITURE SUMMARY BY DIVISION FY 2013-14 ANNUAL BUDGET
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	2011-12	2012-13	2012-13	2013-14	%
<u>ACTUAL</u>	<u>EXPENSE</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>APPROVED</u>
				<u>ACTUAL</u>	<u>BUDGET</u>
					<u>CHANGE</u>

SUCCESSOR AGENCY

TOTAL SUCCESSOR AGENCY						
Personnel	\$	-	\$ 22,030	\$ 23,760	\$ 22,590	-5%
Maintenance & Operations		-	5,029,060	4,983,550	3,784,630	-24%
Capital Outlay		-	-	-	-	-
TOTAL SUCCESSOR AGENCY	\$	-	\$ 5,051,090	\$ 5,007,310	\$ 3,807,220	-24%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: DEVELOPMENT SERVICES		FUND: 970 SUCCESSOR AGENCY			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	-	14,800	17,220	15,550
4116	Fringe Benefits	-	7,230	3,540	3,620
4117	Retirement Contributions	-	-	3,000	3,420
	TOTAL PERSONNEL EXPENSES	-	22,030	23,760	22,590
	MAINTENANCE & OPERATIONS				
4211	Postage	-	-	50	200
4212	Advertising	-	500	500	6,000
4213	Dues & Subscriptions	-	250	100	4,000
4215	Training/ Conferences/ Meetings	-	500	1,500	2,000
4216	Office Supplies	-	200	200	2,500
4217	Other Supplies/Materials	-	500	300	500
4221	Mileage Reimbursement	-	-	-	500
4222	Central Duplicating Charges	-	-	-	760
4223	Information Systems Charges	-	-	-	11,180
4241	Utilities- Electric	-	-	50	-
4245	Maint- Buildings/Structures/Grounds	-	35,000	35,000	60,000
4251	Legal Services	-	26,000	15,000	25,000
4252	Professional Services	-	141,800	100,000	59,950
4258	Other Services	-	1,460	2,000	-
4271	Insurance Premium	-	-	-	15,000
4255	Banking Services	-	12,000	18,000	14,330
4297	Other Expenses	-	1,266,280	1,266,280	-
4304	Contributions	-	12,000	12,000	12,000
4424	Bond Principal Expense	-	1,785,000	1,785,000	1,860,000
4425	Bond Interest Expense	-	1,747,570	1,747,570	1,710,710
	TOTAL MAINTENANCE & OPERATIONS	-	5,029,060	4,983,550	3,784,630
	TOTAL ACTIVITY	-	5,051,090	5,007,310	3,807,220

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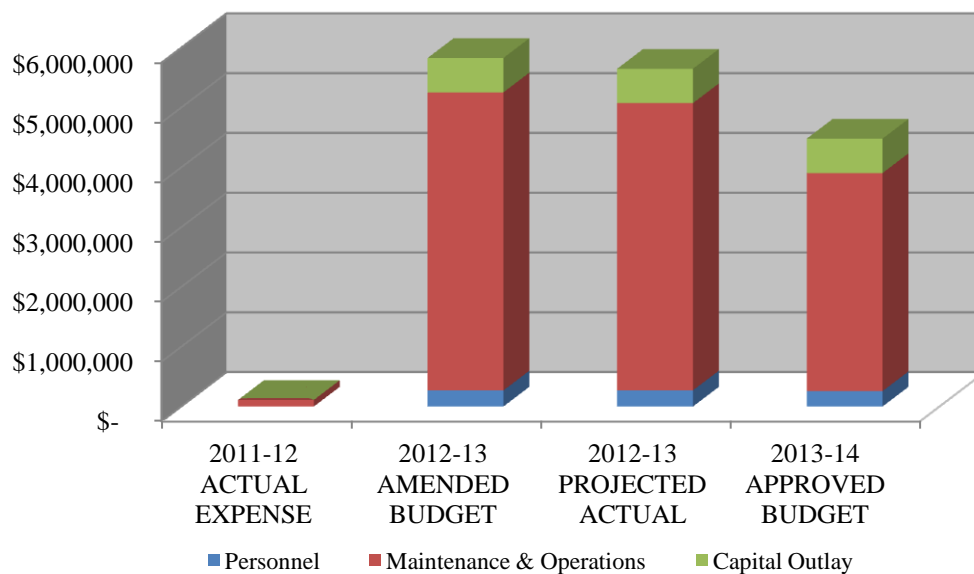
SUCCESSOR AGENCY HOUSING

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.

	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
EXPENSE CLASSIFICATION				
PERSONNEL EXPENSE	\$ -	\$ 269,040	\$ 270,500	\$ 257,610
MAINTENANCE & OPERATIONS	110,190	4,985,150	4,803,910	3,647,200
CAPITAL OUTLAY	-	575,000	575,000	575,000
TOTAL BUDGET	\$ 110,190	\$ 5,829,190	\$ 5,649,410	\$ 4,479,810
FUNDING SOURCES				
SUCCESSOR AGENCY ADMINISTRATION	\$ 110,190	\$ 5,829,190	\$ 5,649,410	\$ 4,479,810
TOTAL FUNDING SOURCES	\$ 110,190	\$ 5,829,190	\$ 5,649,410	\$ 4,479,810

SUCCESSOR AGENCY HOUSING



PERSONNEL				
PERMANENT POSITIONS	ACTUAL 2010-11	ACTUAL 2011-12	AMENDED BUDGET 2012-13	APPROVED BUDGET 2013-14
HOUSING/SUCCESSOR AGENCY				
REDEVELOPMENT DIRECTOR	1.00	0.00	0.00	0.00
REDEVELOPMENT MANAGER	1.00	0.00	0.00	0.00
HOUSING MANAGER	1.00	0.00	0.00	0.00
HOUSING COORDINATOR	1.00	1.00	1.00	1.00
HOUSING SPECIALIST	0.00	0.00	0.00	0.00
REDEVELOPMENT COORDINATOR	1.00	1.00	0.00	0.00
REDEVELOPMENT SPECIALIST	0.00	0.00	0.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	1.00	0.00	0.00	0.00
TOTAL DIVISION	6.00	2.00	1.00	1.00

LOW AND MODERATE INCOME HOUSING PROGRAM

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

FY 2013-14 GOALS AND OBJECTIVES

- ◆ To acquire one (1) four-plex apartment building within the Diamond Court four-plex apartment neighborhood.
- ◆ To pursue to 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 continue the completion of Phase III of the RENU Program.
- ◆ To pursue the Emergency Repairs Program (ERP), assist up to 15 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, Building Industry Association Housing Action Resource Trust Program and California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ To continue discussions on the preparation of a homeless strategy.
- ◆ To prepare and submit the annual Housing Element activities report to HCD.
- ◆ To continue to provide assistance to the homeless through the Foothill Family Shelter.
- ◆ 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 FY13-14 and budget for FY14-15.
- ◆ 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 2012-13 MAJOR ACCOMPLISHMENTS

- ◆ Earned a net \$625,000 from the efficient operation of the Sunset Ridge, Village and Magnolia Colony Apartments.
- ◆ Completed 22 Agency-funded Emergency Repairs Program (ERP) small-scale rehabilitation projects.
- ◆ Initiated the 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.
- ◆ Received 65% participation in Phase III of the RENU Program. Approved and completed a total of six (6) RENU grants which assisted 6 residential units on 9th Street, 9th Avenue and 8th Avenue.

- ◆ Assisted in marketing the County's Home Weatherization Grant Program, Building Industry Association Housing Action Resource Trust Program and California Department of Insurance Earthquake Retrofit Loan Program.
- ◆ Prepared and submitted the Annual Housing Element activities report to the Department of Housing and Community Development.
- ◆ Provided monitoring oversight to 306 affordable housing units.
- ◆ 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.
- ◆ Administered the City's Mobilehome Park Rent Control Ordinance.
- ◆ Prepared a Statement of Qualifications for consulting services to assist with Housing activities.
- ◆ Prepared a mid-year budget for FY 12-13.
- ◆ Reconciled program loans related to the financial audit.
- ◆ Balanced the Housing Rent Revenue budget for FY 12-13.
- ◆ Assisted with the 2014-2018 Housing Element project.
- ◆ Received 2 loan payoffs for FY 2012-13.

CITY OF UPLAND EXPENDITURE SUMMARY BY DIVISION FY 2013-14 ANNUAL BUDGET
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	2011-12	2012-13	2012-13	2013-14	%
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>PROJECTED</u>	<u>APPROVED</u>	
	<u>EXPENSE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>CHANGE</u>

SUCCESSOR AGENCY HOUSING

971 2901 CANYON RIDGE 20% LMI HOUSING					
Personnel	\$0	\$ 269,040	\$ 270,500	\$ 257,610	-5%
Maintenance & Operations	110,190	4,985,150	4,803,910	3,647,200	-24%
Capital Outlay	0	575,000	575,000	575,000	-
TOTAL SUCCESSOR AGENCY HOUSING	\$110,190	\$5,829,190	\$5,649,410	\$4,479,810	-21%

CITY OF UPLAND
FY 2013-14 ANNUAL BUDGET
SUMMARY BY OBJECT CODE

DEPARTMENT: DEVELOPMENT SERVICES		FUND: 971 SA HOUSING			
OBJECT CODE	EXPENSE CLASSIFICATION	2011-12 ACTUAL EXPENSE	2012-13 AMENDED BUDGET	2012-13 PROJECTED ACTUAL	2013-14 APPROVED BUDGET
	PERSONNEL EXPENSE				
4111	Salaries- Full Time	-	186,780	205,730	182,510
4116	Fringe Benefits	-	82,260	32,240	39,640
4117	Retirement Contributions	-	-	32,530	35,460
	TOTAL PERSONNEL EXPENSES	-	269,040	270,500	257,610
	MAINTENANCE & OPERATIONS				
4211	Postage	-	-	-	2,500
4212	Advertising	-	2,500	1,000	600
4213	Dues & Subscriptions	-	600	600	600
4215	Training/ Conferences/ Meetings	-	3,100	1,500	3,100
4216	Office Supplies	-	1,500	1,000	1,500
4217	Other Supplies/Materials	-	3,000	1,000	3,000
4220	Fuel Usage	-	-	100	150
4222	Central Duplicating Charges	-	1,380	1,380	850
4223	Information Systems Charges	-	15,180	15,180	7,820
4232	Computer Equipment	-	1,000	1,000	1,000
4243	Utilities- Telephone	-	250	100	250
4245	Maint- Buildings/Structures/Grounds	-	-	1,000	3,000
4247	Maintenance- Vehicle Charges	-	550	1,000	1,830
4251	Legal Services	-	20,000	20,000	20,000
4252	Professional Services	-	135,000	135,000	205,000
4254	Data Processing Services	-	-	200	150
4255	Banking Services	-	10,000	6,500	10,000
4258	Other Services	-	2,746,900	2,746,900	1,466,900
4271	Insurance Premium	-	15,000	15,000	15,000
4273	Workers Compensation Charges	-	10,460	10,460	19,670
4274	Unemployment Charges	-	550	550	1,280
4275	Long-term Disability Charges	-	470	470	990
4276	Liability Charges	-	17,290	17,290	34,730
4277	Loss Prevention Liability	-	1,160	1,160	2,390
4297	Other Expenses	-	500,000	500,000	500,000
4302	Loans	-	240,000	240,000	150,000
4303	DDA/OPA	-	200,000	200,000	275,000
4305	Emergency Repairs Program	-	75,000	75,000	75,000
4308	RENU Program	-	100,000	-	-
4309	First Time Home Buyer Program	-	-	-	30,000
4310	Neighborhood Strategy Assistance Program	-	75,000	-	-
4324	Other Post Employee Benefits	-	3,590	3,590	7,390
4421	Lease Principal Expense	-	7,670	8,930	9,500
4425	Bond Interest Expense	110,190	798,000	798,000	798,000
	TOTAL MAINTENANCE & OPERATIONS	110,190	4,985,150	4,803,910	3,647,200
	CAPITAL OUTLAY				
4521	Land	-	575,000	575,000	575,000
	TOTAL CAPITAL OUTLAY	-	575,000	575,000	575,000
	TOTAL ACTIVITY	110,190	5,829,190	5,649,410	4,479,810

CAPITAL IMPROVEMENT PROGRAM

The Fiscal Year 2013-14 proposed Capital Improvement Program (CIP) budget provides \$8.3 million for new projects, and \$9.7 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 2013-14 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 over one year to complete. Carry-over projects are projects that have been previously approved by the City Council, either in FY 2012-13 or prior years. These projects were not completed as of June 30, 2013, and therefore the remaining balances of their corresponding appropriations are carried over to the new FY 2013-14 and beyond, if necessary.

The proposed FY 2013-14 CIP budget, summarized by categories, is provided below:

FY 2013-14	
BUILDINGS AND FACILITIES	\$316,820
GENERAL PLAN UPDATE	772,140
PARKS, RECREATION AND COMMUNITY SERVICES	421,990
STORM DRAIN	341,260
STREET AND TRAFFIC FACILITIES	5,379,110
WATER	8,759,670
SEWER	2,105,710
TOTAL CIP	\$18,096,700

The administrative costs associated with managing these projects have been estimated (generally as 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.

Street and Traffic Facilities

The Street and Traffic Facilities program includes projects to extend and widen streets, street resurfacing, construction of curbs, gutters, medians, right-of-way maintenance, and traffic signal improvements.

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 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 Environmental 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.

City of Upland
Capital Improvement Projects
Fiscal Year 2013-14

Fund	Project No.	Project Description	FY 2012-13 Amended	FY 2012-13 Projected Expenses	FY 2012-13 Carryover	FY 2013-14 New Appropriation	FY 2013-14 Approved Budget
204	ST-7003	Pavement Management System	29,020	(10,548)	18,472	6,530	25,000
204	ST-7031	Traffic Safety Projects - Annual	31,250	(24,026)	7,224	22,780	30,000
204	ST-7033	Citywide Crack Seal/Slurry Seal 2011/12	0	(1,030)	(1,030)	1,030	0
204	ST-7036	Citywide Signs/Striping Repl. 2012-2013	100,000	(50,000)	50,000	0	50,000
204	ST-7040	Mountain Ave. Overlay (9th to Foothill)	646,700	0	646,700	103,300	750,000
204	ST-7041	Citywide Crack Seal/Slurry Seal - Annual	437,390	(30,000)	0	0	0
204	ST-7042	Citywide Concrete Repairs - Annual	289,320	(140,000)	0	0	0
204	ST-7043	Downtown Beautification local match (TE Project)	60,000	0	0	0	0
204	ST-7044	Citywide Crack Seal/Slurry Seal - 2012/13	325,000	(5,000)	320,000	0	320,000
204	ST-7045	Citywide Concrete Repairs - 2012/2013	300,000	(6,000)	294,000	0	294,000
204	ST-8024	Foothill Blvd. Rehabilitation (Monte Vista to Central)	2,158,500	(2,058,500)	100,000	0	100,000
204	ST-XXXX	Citywide Striping Repl. 2013/14	0	0	0	100,000	100,000
204	ST-XXXX	Citywide Crack Seal/Slurry Seal - 2013/14	0	0	0	400,000	400,000
204	ST-XXXX	Citywide Concrete Repairs - 2013/2014	0	0	0	350,000	350,000
204	ST-XXXX	16th St. Rehab (Euclid to Campus)	0	0	0	500,000	500,000
204	ST-XXXX	16th St. Rehab (San Antonio to Mountain)	0	0	0	500,000	500,000
		Total Amounts	4,377,180	(2,325,104)	1,435,366	1,983,640	3,419,000
205	ST-7319	Pine Street Reconstruction	595,580	(534,000)	11,580	0	11,580
205	ST-7320	17th Street (Mountain to San Antonio)	499,550	(500)	499,050	950	500,000
205	ST-7324	Diamond Court / Vallejo Way Street Rehabilitation	79,740	(37,280)	0	0	0
205	ST-7326	Citywide Pavement Maint. 2011/12 (Euclid Avenue Maintenance)	315,000	(215,000)	50,000	0	50,000
205	ST-7327	Citywide Pavement Maint. 2012/13 (Euclid Avenue Maintenance)	185,000	(185,000)	0	0	0
205	ST-8024	Foothill Blvd. Rehabilitation	400,000	(350,000)	50,000	0	50,000
205	ST-XXXX	Annual Traffic Census 2013/14	0	0	0	10,000	10,000
205	ST-XXXX	Citywide Pavement Maint. 2013/14	0	0	0	185,000	185,000
205	ST-XXXX	Mountain Avenue (16th to 18th)	0	0	0	850,000	850,000
		Total Amounts	2,074,870	(1,321,780)	610,630	1,045,950	1,656,580
209	ST-7324	Diamond Court and Vallejo Way Reconstruction	44,910	(40,344)	0	0	0
209	ST-7606	CDBG Concrete Improvements 2011-12	23,470	(4,891)	0	0	0
209	ST-7607	CDBG Concrete Improvements 2012-13	0	0	0	0	0
209	ST-7607	CDBG Concrete Improvements 2013-14	0	0	0	153,530	153,530
		Total Amounts	68,380	(45,235)	0	153,530	153,530
420	CV-8015	General Plan	880,760	(108,620)	772,140	0	772,140
420	CV-8022	State Route Signal Conversion (Foothill & Euclid Corridors)	35,840	0	0	0	0
420	CV-8023	Euclid Avenue Rehabilitation	15,770	0	0	0	0
420	CV-8024	Foothill Blvd. Rehabilitation	983,330	(61,131)	0	0	0
420	CV-8027	Solar Panel System	119,390	(9,520)	109,870	0	109,870
420	CV-8030	Fire Station #3 (Roof Repair)	120,000	0	120,000	0	120,000
420	CV-8031	SR2S Program (Cycle 10)	190,000	0	0	0	0
420	CV-8032	Citywide Records Center Remodel	10,000	0	10,000	0	10,000
420	CV-8033	Magnolia Rec. Center (Roof Repair)	53,780	(230)	53,550	0	53,550
		Total Amounts	2,408,870	(179,501)	1,065,560	0	1,065,560
421	PK-2328	YMCA Building Acquisition	140,480	(140,480)	0	0	0
421	PK-8203	Sports Park	356,750	(2,906)	300,000	0	300,000
421	PK-8208	Memorial Park Ph. 4 - SB Field & Plaza	30,000	0	30,000	20,000	50,000
421	PK-8209	Magnolia Restroom ADA Compliance	23,400	0	23,400	0	23,400
421	PK-8214	Playground Safety Surfacing Restoration	10,000	0	10,000	0	10,000
421	PK-8215	Senior Center Exercise Room	30,000	0	0	0	0
421	PK-8216	Hawkins Field Improvements	9,610	0	0	0	0

City of Upland
Capital Improvement Projects
Fiscal Year 2013-14

Fund	Project No.	Project Description	FY 2012-13 Amended	FY 2012-13 Projected Expenses	FY 2012-13 Carryover	FY 2013-14 New Appropriation	FY 2013-14 Approved Budget
421	PK-8226	Musco Controller Installation for Flowers Field (San Antonio Park).	0	0	0	0	0
421	PK-8229	Basketball Court Resurfacing	15,000	0	0	0	0
421	PK-8230	Dog Park Improvements	20,000	0	0	0	0
421	PK-8226	Musco Controllers for Park Sites	16,990	0	16,990	0	16,990
421	PK-XXXX	Memorial Park Rotary Field Backstop and Safety Netting	0	0	0	45,000	45,000
		Total Amounts	652,230	(143,386)	380,390	65,000	445,390
422	SD-8402	Misc. Storm Drain Repl. - Annual	48,740	0	48,740	0	48,740
422	SD-8403	Storm Drain across SCE ROW s/o 16th	216,120	0	10,000	0	10,000
422	SD-8405	Euclid Ave. Storm Drain	150,000	0	100,000	0	100,000
422	SD-8408	Storm Drain Master Plan Improvements -	100,000	0	100,000	0	100,000
422	SD-8409	Foothill Blvd. Storm Drain	615,090	(582,570)	32,520	0	32,520
422	SD-8410	Storm Drain w/o Benson crossing 16th St.	0	0	0	50,000	50,000
		Total Amounts	1,129,950	(582,570)	291,260	50,000	341,260
423	TS-8024	Foothill Blvd. Widening (Monte Vista to Central)	1,200,000	(1,150,000)	50,000	0	50,000
423	TS-8617	Arrow Rte. Widening	100,000	0	100,000	0	100,000
		Total Amounts	1,300,000	(1,150,000)	150,000	0	150,000
640	WT-7319	Pine Street Water Main	224,060	224,060	0	0	0
640	WT-7320	17th St. Water Main Repl. (Mountain to San Antonio)	409,040	(2,338)	406,702	128,300	535,000
640	WT-7324	Diamond Ct. / Vallejo Way Main Repl.	26,790	(24,615)	0	0	0
640	WT-8024	Foothill Blvd. Potable & Recycled Water Main	1,043,150	(864,180)	178,970	0	178,970
640	WT-9047	Well in Six Basins	1,500,000	(538)	0	0	0
640	WT-9048	Reservoir 16 Structural Evaluation	30,850	0	30,850	150,000	180,850
640	WT-9049	Citywide Lateral Repl. - Annual	49,400	(15,000)	35,000	55,000	90,000
640	WT-9050	Citywide Hydrant Repl. - Annual	50,000	0	20,000	0	20,000
640	WT-9052	Waste to Drain Discharge Lines	99,850	0	99,850	0	99,850
640	WT-9057	SCADA Integration with SAWCO	200,000	(13,910)	50,000	0	50,000
640	WT-9058	Recycled Water Implementation	36,720	(36,720)	0	0	0
640	WT-9059	Automated Water Meter Reading - Ph 1	250,000	0	0	0	0
640	WT-9065	Retrofit Designs for Phase 1 Recycled Water Users.	270,020	(140,000)	75,000	0	75,000
640	WT-9066	9th Street Recycled Water Main	0	0	0	0	0
640	WT-9067	11th Street Recycled Water Main	0	0	0	0	0
640	WT-9068	5th Avenue Recycled Water Main	0	0	0	0	0
640	WT-9069	15th Street Recycled Water Main	514,380	0	0	0	0
640	WT-9071	Water Rate Study	60,000	0	60,000	0	60,000
640	WT-9073	Generator	250,000	0	250,000	0	250,000
640	WT-9077	11th Street RW Pipeline - Phase II (Euclid to Mountain)	200,000	0	0	0	0
640	WT-9078	15th Street RW Pipeline - Phase II (2nd Ave. to Benson Ave.)	200,000	0	0	0	0
640	WT-9079	Mountain Ave. Water Main Repl. (9th St. to Foothill)	875,030	0	875,030	124,970	1,000,000
640	WT-9080	Local Main Replacement Program 2013/14	250,000	0	250,000	250,000	500,000
640	WT-9081	Reservoir 16 Repairs	800,000	0	800,000	200,000	1,000,000
640	WT-9082	Onsite Disinfection Generation (Plant 6 & 7)	225,000	0	225,000	525,000	750,000
640	WT-9083	Switchgear Replacement (Plant 7)	170,000	0	170,000	0	170,000
640	WT-9084	Plant 3 Booster Upgrades	110,000	0	110,000	0	110,000
640	WT-9085	Pump Station Pressure Relief Valves - Stations 2, 3, 4, 6, & 7.	250,000	0	0	0	0

City of Upland
 Capital Improvement Projects
 Fiscal Year 2013-14

Fund	Project No.	Project Description	FY 2012-13 Amended	FY 2012-13 Projected Expenses	FY 2012-13 Carryover	FY 2013-14 New Appropriation	FY 2013-14 Approved Budget
640	WT-9086	Mt. View 4 SCADA	55,000	0	55,000	0	55,000
640	WT-9087	PRV Stations - Zones 5/4 & Zone 4/3	249,430	(10,216)	239,214	10,790	250,000
640	WT-9088	Reactive Well Maintenance - Annual	300,000	(18,340)	281,660	18,340	300,000
640	WT-9089	Reactive Booster & Motor Maintenance	150,000	0	150,000	0	150,000
640	WT-9090	Reservoir Recoating (#7 & #14)	400,000	0	400,000	0	400,000
640	WT-9091	Water Facility Building Maintenance	80,000	0	80,000	0	80,000
640	WT-9092	Water Facility Building Maintenance	774,320	(774,320)	0	0	0
640	WT-9093	Citywide Alley Water Main Replacements 2012/2013	200,000	20	5,000	0	5,000
640	WT-9094	Greentree Road Water Main	375,000	(1,000)	374,000	26,000	400,000
640	WT-9095	7th Street Water Main	400,000	(1,000)	399,000	1,000	400,000
640	WT-9096	Mountain Avenue Recycled Water Main (9th to 11th)	425,000	0	0	0	0
640	WT-XXXX	Citywide Alley Water Main Replacements 2013/14	0	0	0	200,000	200,000
640	WT-XXXX	14th Street Water Recharge	0	0	0	200,000	200,000
640	WT-XXXX	Mountain Avenue Water Main Repl. (16th to 19th)	0	0	0	1,000,000	1,000,000
640	WT-XXXX	Onsite Disinfection Generation (Plant 5 & 13)	0	0	0	250,000	250,000
		Total Amounts	11,503,040	(1,678,097)	5,620,276	3,139,400	8,759,670
645	SW-9301	Upland Landfill Post-Closure Plan	10,000	0	10,000	0	10,000
645	SW-9305	Update Sewer Model	98,840	0	50,000	0	50,000
645	SW-9310	Southwest Quadrant Sewer Phase 2	10,000	0	0	0	0
645	SW-9316	Citywide Trenchless Sewer Rehab & CCTV - Annual (2011/12)	400,000	(346,244)	0	0	0
645	SW-9319	Foothill Blvd. Sewer Improvements	214,810	(69,100)	145,710	0	145,710
645	SW-9320	Citywide Sewer Main Replacements 2012/13 (Hydraulic Deficiencies)	500,000	0	0	0	0
645	SW-9321	Citywide Sewer Main Replacements 2012/13 (Root/Debris Obstructions)	500,000	0	0	0	0
645	SW-9322	Citywide Trenchless Sewer Rehab & CCTV 2012/13	400,000	0	400,000	0	400,000
645	SW-9320	Citywide Sewer Main Replacements 2013/14 (Hydraulic Deficiencies)	0	0	0	350,000	350,000
645	SW-9321	Citywide Sewer Main Replacements 2013/14 (Root/Debris Obstructions)	0	0	0	350,000	350,000
645	SW-XXXX	Citywide Trenchless Sewer Rehab & CCTV 2013/14	0	0	0	500,000	500,000
645	SW-XXXX	Upland Landfill Flare Supplemental Gas Line Installation	0	0	0	300,000	300,000
		Total Amounts	2,133,650	(415,344)	605,710	1,500,000	2,105,710

Totals: 25,648,170 (7,841,010) 10,159,200 7,937,520 18,096,700

Totals by Fund

204	Gas Tax	4,377,180	(2,325,100)	1,435,370	1,983,640	3,419,000
205	Measure I	2,074,870	(1,321,780)	610,630	1,045,950	1,656,580
209	CDBG	68,380	(45,230)	0	153,530	153,530
420	General Capital Improvements	2,408,870	(179,500)	1,065,560	0	1,065,560
421	Park Acquisition & Development	652,230	(143,390)	380,390	65,000	445,390
422	Storm Drain Development	1,129,950	(582,570)	291,260	50,000	341,260
423	Street & Traffic Facilities Development	1,300,000	(1,150,000)	150,000	0	150,000
640	Water Utility	11,503,040	(1,678,100)	5,620,280	3,139,400	8,759,670
645	Environmental Enterprise	2,133,650	(415,340)	605,710	1,500,000	2,105,710
	Totals:	25,648,170	(7,841,010)	10,159,200	7,937,520	18,096,700

**CITY OF UPLAND
SCHEDULE OF POSITIONS
07-01-13 through 06-30-14**

	Labor Group	Actual 2011-12	Projected 2012-13	Changes 2013-14	Approved 2013-14
<u>GENERAL GOVERNMENT</u>					
<i>ELECTED/APPOINTED</i>					
MAYOR	ELEC	1.00	1.00		1.00
COUNCIL	ELEC	4.00	4.00		4.00
TREASURER	ELEC	1.00	1.00		1.00
		<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>
<u>ELECTED/APPOINTED-TOTAL</u>					
<i>ADMINISTRATION</i>					
CITY MANAGER	EXEC	1.00	1.00		1.00
EXECUTIVE ASSISTANT TO CITY MANAGER	MMGT	2.00	2.00		2.00
		<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>
<u>ADMINISTRATION-TOTAL</u>					
<u>ADMINISTRATIVE SERVICES</u>					
<i>CITY CLERK</i>					
ADMINISTRATIVE SERVICES DIRECTOR	EXEC	1.00	1.00		1.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00		1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.00	0.50		0.50
		<u>2.00</u>	<u>2.50</u>	<u>0.00</u>	<u>2.50</u>
<i>FINANCE</i>					
ASSISTANT FINANCE DIRECTOR	MMGT	1.00	0.00		0.00
FINANCE MANAGER	MMGT	0.00	1.00		1.00
SENIOR ACCOUNTANT	GENL	1.00	1.00		1.00
ACCOUNTANT	GENL	2.00	1.00		1.00
SENIOR ACCOUNTING TECHNICIAN	GENL	3.00	3.00		3.00
ACCOUNTING TECHNICIAN	GENL	1.00	1.00		1.00
REVENUE COORDINATOR	GENL	1.00	1.00		1.00
SENIOR CUSTOMER SERVICE SPECIALIST	GENL	1.00	1.00		1.00
CUSTOMER SERVICE SPECIALIST II	GENL	4.00	4.00		4.00
BUSINESS LICENSE INSPECTOR	GENL	1.00	1.00		1.00
IT MANAGER	MMGT	1.00	1.00		1.00
IT TECHNICIAN	GENL	1.00	1.00		1.00
		<u>17.00</u>	<u>16.00</u>	<u>0.00</u>	<u>16.00</u>
<i>HUMAN RESOURCES</i>					
SENIOR HR ANALYST	MMGT	1.00	1.00		1.00
HR ANALYST	MMGT	1.00	1.00		1.00
HR SPECIALIST	GENL	1.00	1.00		1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.75	0.75		0.75
		<u>3.75</u>	<u>3.75</u>	<u>0.00</u>	<u>3.75</u>
<u>ADMINISTRATIVE SERVICES-TOTAL</u>					
		<u>22.75</u>	<u>22.25</u>	<u>0.00</u>	<u>22.25</u>
<u>DEVELOPMENT SERVICES</u>					
<i>BUILDING AND PLANNING</i>					
DEVELOPMENT SERVICES DIRECTOR	EXEC	1.00	1.00		1.00
DEVELOPMENT SERVICES MANAGER	MMGT	1.00	1.00		1.00
DEVELOPMENT SPECIALIST	GENL	0.00	1.00		1.00
PLANNING MANAGER	MMGT	1.00	1.00		1.00
ASSISTANT PLANNER	MMGT	2.00	2.00		2.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	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
PLANS EXAMINER	GENL	1.00	1.00		1.00

**CITY OF UPLAND
SCHEDULE OF POSITIONS
07-01-13 through 06-30-14**

	Labor Group	Actual 2011-12	Projected 2012-13	Changes 2013-14	Approved 2013-14
<i>(DEVELOPMENT SERVICES - BUILDING AND PLANNING CONTINUED)</i>					
COUNTER TECHNICIAN	GENL	0.00	0.00	1.00	1.00
		<u>9.00</u>	<u>10.00</u>	<u>2.00</u>	<u>12.00</u>
CODE ENFORCEMENT					
CODE ENFORCEMENT OFFICER	GENL	3.00	3.00	0.00	3.00
TRAFFIC ENGINEERING					
PRINCIPAL ENGINEER	MMGT	1.00	1.00	(1.00)	0.00
ASSISTANT ENGINEER	MMGT	0.00	0.00	1.00	1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00		1.00
ENGINEERING TECHNICIAN	GENL	0.50	0.50	(0.50)	0.00
COUNTER TECHNICIAN	GENL	0.00	0.00	1.00	1.00
		<u>2.50</u>	<u>2.50</u>	<u>0.50</u>	<u>3.00</u>
HOUSING / SUCCESSOR AGENCY					
HOUSING COORDINATOR	GENL	1.00	1.00		1.00
REDEVELOPMENT COORDINATOR	GENL	1.00	0.00		0.00
		<u>2.00</u>	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>
		<u>16.50</u>	<u>16.50</u>	<u>2.50</u>	<u>19.00</u>
<u>DEVELOPMENT SERVICES-TOTAL</u>					
<u>PUBLIC WORKS</u>					
PUBLIC WORKS - ADMINISTRATION					
PUBLIC WORKS DIRECTOR	EXEC	1.00	1.00		1.00
DEPUTY PW DIRECTOR	MMGT	1.00	1.00		1.00
ADMINISTRATIVE ASSISTANT II	GENL	2.00	2.00		2.00
		<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
PUBLIC WORKS - OPERATIONS					
FACILITIES & FLEET MAINT. SUPERINTENDENT	MMGT	1.00	1.00		1.00
FACILITIES SPECIALIST	GENL	2.00	2.00		2.00
LEAD EQUIPMENT MECHANIC	GENL	1.00	1.00		1.00
EQUIPMENT MECHANIC II	GENL	2.00	2.00		2.00
INVENTORY SPECIALIST	GENL	1.00	1.00		1.00
CUSTODIAN	GENL	2.00	2.00		2.00
OPERATIONS MAINT. SUPERINTENDENT	MMGT	1.00	1.00		1.00
MAINTENANCE CREW LEAD	GENL	3.00	3.00		3.00
MAINTENANCE WORKER II	GENL	10.00	10.00		10.00
		<u>23.00</u>	<u>23.00</u>	<u>0.00</u>	<u>23.00</u>
PUBLIC WORKS - CAPITAL PROJECTS					
PRINCIPAL ENGINEER	MMGT	1.00	1.00		1.00
SENIOR ENGINEER	MMGT	1.00	1.00		1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00		1.00
ENGINEERING TECHNICIAN	GENL	0.50	0.50	(0.50)	0.00
SR PUBLIC WORKS INSPECTOR	GENL	2.00	2.00		2.00
		<u>5.50</u>	<u>5.50</u>	<u>(0.50)</u>	<u>5.00</u>
PUBLIC WORKS - ENVIRONMENTAL					
ENVIRONMENTAL QUALITY ADMINISTRATOR	MMGT	1.00	1.00		1.00
ASSOCIATE ENGINEER	MMGT	1.00	1.00		1.00
ASSISTANT ENGINEER	MMGT	1.00	1.00		1.00
PUBLIC WORKS INSPECTOR II	GENL	1.00	0.00		0.00
SENIOR ENVIRONMENTAL CONTROL TECHNICIAN	GENL	1.00	1.00		1.00
		<u>5.00</u>	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>
PUBLIC WORKS - WATER					
UTILITIES OPERATIONS MANAGER	MMGT	1.00	1.00		1.00

**CITY OF UPLAND
SCHEDULE OF POSITIONS
07-01-13 through 06-30-14**

	Labor Group	Actual 2011-12	Projected 2012-13	Changes 2013-14	Approved 2013-14
<i>(PUBLIC WORKS - WATER CONTINUED)</i>					
WATER CONSERVATION SPECIALIST	GENL	1.00	1.00		1.00
WATER DISTRIBUTION SUPERVISOR	MMGT	0.00	1.00		1.00
GIS/CADD TECHNICIAN	GENL	1.00	1.00		1.00
WATER SYSTEMS OPERATOR CHIEF	GENL	1.00	1.00		1.00
WATER SYSTEMS OPERATOR IV	GENL	4.00	4.00		4.00
LEAD WATER UTILITY WORKER V	GENL	1.00	1.00		1.00
LEAD WATER UTILITY WORKER III	GENL	1.00	1.00		1.00
WATER UTILITY WORKER IV	GENL	1.00	1.00		1.00
WATER UTILITY WORKER III	GENL	1.00	1.00		1.00
WATER UTILITY WORKER II	GENL	4.00	4.00		4.00
MAINTENANCE WORKER II	GENL	3.00	3.00		3.00
SENIOR WATER METER TECHNICIAN	GENL	1.00	1.00		1.00
WATER METER TECHNICIAN	GENL	2.00	2.00		2.00
		<u>22.00</u>	<u>23.00</u>	<u>0.00</u>	<u>23.00</u>
<u>PUBLIC WORKS-TOTAL</u>		<u>59.50</u>	<u>59.50</u>	<u>(0.50)</u>	<u>59.00</u>
<u>FIRE</u>					
FIRE CHIEF	EXEC	1.00	1.00		1.00
BATTALION CHIEF	FRMG	3.00	3.00		3.00
FIRE CAPTAIN	FRSW	13.00	13.00	(1.00)	12.00
FIRE ENGINEER	FRSW	12.00	12.00		12.00
FIRE FIGHTER	FRSW	12.00	12.00		12.00
FLIGHT PARAMEDIC	GENL	2.00	2.00		2.00
NURSE	GENL	4.00	4.00		4.00
FIRE INSPECTOR/INVESTIGATOR	GENL	2.00	2.00		2.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	0.00	0.00		0.00
ADMINISTRATIVE ASSISTANT I	GENL	1.00	1.00		1.00
		<u>50.00</u>	<u>50.00</u>	<u>(1.00)</u>	<u>49.00</u>
<u>FIRE-TOTAL</u>		<u>50.00</u>	<u>50.00</u>	<u>(1.00)</u>	<u>49.00</u>
<u>POLICE</u>					
CHIEF OF POLICE	EXEC	1.00	1.00		1.00
POLICE CAPTAIN	PD - MMGT	2.00	1.00		1.00
POLICE LIEUTENANT	PD - MMGT	5.00	5.00		5.00
POLICE SERGEANT	PD - MMGT	10.00	8.00		8.00
POLICE DETECTIVE	PDSW	9.00	9.00		9.00
POLICE OFFICER	PDSW	49.00	46.00		46.00
POLICE DISPATCH SUPERVISOR	MMGT	1.00	1.00		1.00
POLICE DISPATCHER II	GENL	12.00	12.00		12.00
FORENSIC SPECIALIST	GENL	1.00	1.00		1.00
POLICE SERVICES COORDINATOR	GENL	1.00	0.00		0.00
POLICE SERVICES TECHNICIAN	GENL	3.00	0.00		0.00
PROPERTY & EVIDENCE CLERK	GENL	1.00	0.00		0.00
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00		1.00
ADMINISTRATIVE ASSISTANT II	GENL	0.00	0.50		0.50
POLICE RECORDS SPECIALIST II	GENL	8.00	7.00		7.00
		<u>104.00</u>	<u>92.50</u>	<u>0.00</u>	<u>92.50</u>
<u>POLICE-TOTAL</u>		<u>104.00</u>	<u>92.50</u>	<u>0.00</u>	<u>92.50</u>
<u>COMMUNITY SERVICES</u>					
<u>LIBRARY</u>					
PRINCIPAL LIBRARIAN	MMGT	2.00	2.00		2.00
SENIOR LIBRARIAN	MMGT	1.00	1.00		1.00

**CITY OF UPLAND
SCHEDULE OF POSITIONS
07-01-13 through 06-30-14**

	Labor Group	Actual 2011-12	Projected 2012-13	Changes 2013-14	Approved 2013-14
<i>(COMMUNITY SERVICES-LIBRARY CONTINUED)</i>					
LITERACY COORDINATOR	GENL	1.00	1.00		1.00
SENIOR LIBRARY ASSISTANT	GENL	2.00	2.00		2.00
LIBRARY TECHNICIAN	GENL	2.00	2.00		2.00
LIBRARY ASSISTANT	GENL	0.75	0.75		0.75
SENIOR LIBRARY CLERK	GENL	1.50	1.50		1.50
LIBRARY MONITOR	GENL	0.75	0.75		0.75
LIBRARY CLERK	GENL	1.25	1.25		1.25
SENIOR ADMINISTRATIVE ASSISTANT	GENL	1.00	1.00		1.00
		<u>13.25</u>	<u>13.25</u>	<u>0.00</u>	<u>13.25</u>
<i>RECREATION AND COMMUNITY SERVICES</i>					
COMMUNITY SERVICES DIRECTOR	EXEC	1.00	1.00		1.00
RECREATION COORDINATOR	GENL	3.00	3.00		3.00
ADMINISTRATIVE ASSISTANT III	GENL	1.00	1.00		1.00
ADMINISTRATIVE ASSISTANT II	GENL	1.00	1.00		1.00
CUSTODIAN	GENL	1.50	1.50		1.50
		<u>7.50</u>	<u>7.50</u>	<u>0.00</u>	<u>7.50</u>
<i>ANIMAL SERVICES</i>					
ANIMAL SERVICES SUPERVISOR	MMGT	1.00	1.00		1.00
ANIMAL SERVICES OFFICER	GENL	3.00	3.00		3.00
ANIMAL CARE TECHNICIAN	GENL	2.00	2.00		2.00
ANIMAL SHELTER ATTENDANT II	GENL	1.00	1.00		1.00
ANIMAL SHELTER ATTENDANT I	GENL	0.00	0.00	0.75	0.75
		<u>7.00</u>	<u>7.00</u>	<u>0.75</u>	<u>7.75</u>
		<u>27.75</u>	<u>27.75</u>	<u>0.75</u>	<u>28.50</u>
<i>COMMUNITY SERVICES-TOTAL</i>					
		<u>289.50</u>	<u>277.50</u>	<u>1.75</u>	<u>279.25</u>
<i>TOTALS</i>					

RESOLUTION NO. 6188

A RESOLUTION OF THE CITY COUNCIL ADOPTING THE FISCAL YEAR 2013-14 ANNUAL BUDGET INCLUDING AMENDING THE COMPENSATION PLANS FOR THE EXECUTIVE MANAGEMENT EMPLOYEES, 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, 2013 through June 30, 2014; and

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

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

Section 1. The City Council hereby adopts the Fiscal Year 2013-14 Annual Budget.

Section 2. The following funds and appropriations, therefore, are hereby authorized for the fiscal year beginning July 1, 2013:

General Fund	\$39,357,050
Traffic Safety	281,760
Public Safety Tax	713,750
Gas Tax	3,419,000
Measure I	1,656,580
Home Investment Partnership Program	1,058,950
Community Development Block Grant	553,070
Parking Business Improvement Area	33,600
Air Quality Management District	91,900
Police Grants	110,000
Other Grants	566,280
Office of Traffic Safety	115,000
Local Law Enforcement Block Grant	10,000
Public Financing Authority	262,140
General Capital Improvements	1,065,560
Park Acquisition & Development	445,390
Storm Drain Development	341,260
Street & Traffic Facilities Development	150,000
Water Utility	26,806,330
Solid Waste Utility	10,105,950
Environmental Enterprise	8,631,750
Animal Services	915,510
Self-Funded Liability Insurance	3,522,310
Successor Agency	<u>8,860,790</u>
Total	<u>\$109,073,930</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, 2013.

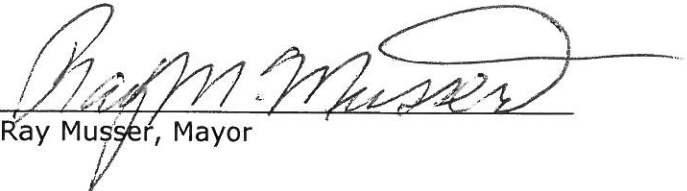
Section 6. The City Manager or his designee is hereby authorized to redistribute allocated budgeted amounts within or between departments. The City Manager or his designee is also authorized to transfer up to \$20,000 of any unallocated fund balance to or between departments. Any transfer revision above this amount must be approved by City Council.

Section 7. The City Council approves addition of the Counter Technician and reclassification of Housing Manager (Development Services Manager), Senior Equipment Mechanic (Lead Equipment Mechanic), Facilities Maintenance Superintendent (Facilities & Fleet Maintenance Superintendent), and Water Operations Manager (Utilities Operations Manager).

Section 8. Exhibit "A" – Executive Management, Exhibit "B" – Mid-Management, Exhibit "C" – General, and Exhibit "D" – Part-time Hourly of the Compensation Plan are hereby amended as attached.

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

ADOPTED AND APPROVED this 12th day of August, 2013.


Ray Musser, Mayor

I, Stephanie A. Mendenhall, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Upland held on the 12th day of August, 2013, 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. 6189

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF UPLAND FOR FISCAL YEAR 2013-14

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

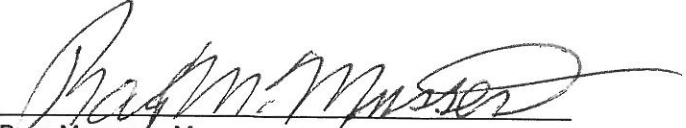
(iii) The Administrative Services Director of the City of Upland has determined the City's appropriations limit for Fiscal Year 2013-14 in accordance with said provisions of the Constitution and laws of the State of California and the documentation used in said determination is available in the Finance 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 2013-14 is hereby found and determined to be \$70,901,667.


Section 2. Certification. The City Clerk of the City of Upland shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED this 12th day of August, 2013.


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 12th day of August, 2013, by the following vote:

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

ATTEST: 
Stephanie A. Mendenhall, City Clerk

**City of Upland
Appropriations Limit Computation
Fiscal Year 2013-14**

Part I - Calculation of Appropriations Limit

Appropriations Limit - Fiscal Year 2012-13:		\$ 66,879,835
Change in Per Capita Personal Income (5.12%)	1.0512 ^(a)	
Change in County Population (.85%):	<u>1.0085 ^(a)</u>	
Calculation of Growth Factor (1.0512 x 1.0085)		<u>1.0601</u>
Appropriations Limit - Fiscal Year 2013-14:		<u><u>\$ 70,901,667</u></u>

Part II - Appropriations Subject to Limitation

Proceeds from Taxes from Schedule B:		\$ 30,521,688
Less: Debt Service Payments		<u>(262,300)</u>
Total Appropriations Subject to Limitation		<u><u>\$ 30,259,388</u></u>

Part III - Calculation of Appropriations Over/Under Limitation

Appropriations Limit - Fiscal Year 2013-14:		\$ 70,901,667
Less: Appropriations Subject to Limitation		<u>(30,259,388)</u>
Total Appropriations Under Limitation		<u><u>\$ 40,642,279</u></u>

^(a) Source: State of California, Department of Finance, Price and Population Information, May 2013

City of Upland

**Schedule of Estimated Revenues
Proceeds and Non-Proceeds of Taxes
For the Fiscal Year 2013-14**

	Proceeds of <u>Taxes</u>	Non-Proceeds of <u>Taxes</u>	Total Proceeds/ Non-Proceeds
General Fund			
Taxes			
Property Taxes	17,456,410		
Weed Abatement Assessments		16,010	
Sales Tax	10,968,120		
Business License Tax	792,940		
Rock Extraction Tax	120,000		
Transient Occupancy Tax	109,280		
Real Property Transfer Tax	218,790		
Franchises		1,168,340	
Licenses and Permits		520,380	
State Subventions and Other			
Homeowners Property Tax Relief	142,800		
Trailer Coach in Lieu		114,450	
State Mandated Costs		38,900	
P.O.S.T. Reimbursement		40,000	
State-AB 26 Reimbursement		700,000	
Library Grants		10,000	
State Emergency Tele Reimbursement		-	
Off Hwy Mtr Veh in Lieu	-		
State Book Loan Reimbursement		-	
H & S 11489 - Police Forfeits		-	
Govt Code 53150 - Emerg Response		-	
County Reimb - Signal Maint		-	
User Fees - Charges for Services		3,083,500	
Fines and Forfeits		200,000	
Use of Money and Property		505,040	
Other Revenue		3,183,990	
	38	12	
Proceeds	29,808,340		75.68%
Non-Proceeds	9,580,610		24.32%
Sub-total (excluding interest)	<u>\$ 39,388,950</u>	<u>100.00%</u>	<u>\$ 29,808,378</u> <u>\$ 9,580,622</u> <u>\$ 39,389,000</u>
Special Revenue Funds	\$713,310	\$5,897,310	
Debt Service Funds		262,300	
Capital Projects Funds		527,960	
Enterprise Funds		35,373,440	
Internal Service Fund		2,695,040	
		<u>\$ 30,521,688</u>	<u>\$ 54,336,672</u> <u>\$ 84,858,360</u>
Total - All Proceeds and Non-Proceeds			

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 from the end of the prior year for use in the following 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.

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

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

CNG- Compressed Natural Gas.

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. The 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

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

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