



PUBLIC WORKS COMMITTEE

****AGENDA****

Tuesday, April 8, 2025

5:00 p.m.

City Council Chamber

City Hall, 460 N. Euclid Avenue

Residents may observe the meeting remotely via [livestream](#) on the City website, Spectrum Cable TV Channel 3, or Frontier Cable TV Channel 26.

Pages

1. CALL TO ORDER AND ROLL CALL

2. ORAL COMMUNICATIONS

Citizens wishing to address the Committee on any matter that is listed or not listed on the agenda may do so at this time. Anyone wishing to address the Committee is requested to submit a speaker card to staff at or prior to speaking. The speakers are requested to keep their comments to no more than three (3) minutes.

Please note that under provisions of the Brown Act the Committee Members cannot respond to, nor take action on, items that are not listed on the agenda.

3. AGENDA ITEMS

- a. REVIEW OF URBAN FOREST MANAGEMENT PLAN CHANGES, CITIZENS APPEALS, AND RISK MANAGEMENT CLAIMS

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Recommended Action:

The Public Works Committee receive and file this report confirming that no changes have been made to the Urban Forest Management Plan, no citizen appeals have been filed, and that all risk-related matters continue to be managed by the City's Risk Management Division, in accordance with Upland Municipal Code §12.26.110.

- b. CONSIDERATION OF PLACING UTILITY BILLS ON THE SAN BERNARDINO COUNTY TAX ROLLS

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Recommended Action:

The Public Works Committee receive and file this report.

4. COMMITTEE MEMBER COMMENTS

5. ADJOURNMENT

The next regularly scheduled Public Works Committee meeting is Tuesday, July 8, 2025.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, 909-931-4120. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II]

To access written transcription during the meeting, please click this link: <https://attend.wordly.ai/join/LVGO-0906>. Then choose language and click attend to read the transcript on your device.

On Thursday, April 3, 2025 a true and correct copy of this agenda was posted at 450 N. Euclid Avenue (Upland Public Library), 460 N. Euclid Avenue (Upland City Hall), 123 East D Street (Carnegie Library Building), and the City website at www.uplandca.gov



Staff Report

DATE: April 8, 2025
TO: PUBLIC WORKS COMMITTEE
FROM: MICHAEL BLAY, CITY MANAGER
PREPARED BY: CHRIS ALANIS, INTERIM PUBLIC WORKS DIRECTOR
SUBJECT: REVIEW OF URBAN FOREST MANAGEMENT PLAN CHANGES, CITIZENS APPEALS,
AND RISK MANAGEMENT CLAIMS

RECOMMENDED ACTION:

It is recommended that the Public Works Committee receive and file this report confirming that no changes have been made to the Urban Forest Management Plan, no citizen appeals have been filed, and that all risk-related matters continue to be managed by the City's Risk Management Division, in accordance with Upland Municipal Code §12.26.110.

GOAL STATEMENT

This action supports the City's goal of maintaining a healthy, safe, and sustainable urban forest and ensuring transparent and responsive tree management practices in the public right-of-way

BACKGROUND

The Public Works Committee serves a vital role in guiding the management and preservation of the City's Urban Forest. The Committee is responsible for reviewing the Urban Forest Management Plan approximately every five years and recommending updates to ensure the Plan reflects current arboricultural standards, sustainability goals, and community needs.

In Fiscal Year 2024/25, the Upland City Council adopted the Urban Forest Management Plan, which outlines a comprehensive strategy for the care, protection, and enhancement of public trees. The Plan remains in effect through Fiscal Year 2029/30.

In addition to its planning responsibilities, the Public Works Committee is also tasked with hearing and deciding citizen appeals related to tree matters, as outlined in Upland Municipal Code §12.26.110.

Furthermore, while no formal action is required, the Committee shall be informed of any claims involving public trees. This information may be considered when evaluating future revisions to the Urban Forest Management Plan.

ISSUES AND ANALYSIS

The following responsibilities are assigned to the Street Tree Advisory Committee:

1. **Urban Forest Management Plan Review:**
 - There have been no changes to the Urban Forest Plan previously adopted
2. **Citizen Appeals – Upland Municipal Code §12.26.110:**
 - There have been no Citizens Appeals since our last meeting
3. **Risk Management Claims:**
 - The Claims are brought to the Public Works Committee for their information. See the attached Claims log

FISCAL IMPACTS

There is no direct fiscal impact associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

Claim Register - Feature Level

Report Criteria: Date Of Loss Is Between 01/14/2025 And 03/31/2025 and Loss Causation Contains tree And Tier 1 = CITY OF UPLAND And As-Of Transaction Begin Date = And As-C

Policy Begin Date	Policy End Date	Claim Status	Claim Closed Date	Feature Status	Feature Closed Date	Location Code	Location Name
07/01/2024	07/01/2025	C	02/26/2025	C	02/26/2025	4902	STREET TREES
07/01/2024	07/01/2025	C	03/28/2025	C	03/28/2025	4902	STREET TREES
07/01/2024	07/01/2025	O		O		4902	STREET TREES
07/01/2024	07/01/2025	C	03/24/2025	C	03/24/2025	4902	STREET TREES
07/01/2024	07/01/2025	C	03/28/2025	C	03/28/2025	4820	RECREATION
07/01/2024	07/01/2025	O		O		4902	STREET TREES

If Transaction End Date = And Loss Run? = Yes | Row Count: 6 | Report Run: 3/31/2025 01:04 PM

Claim Number	Client File Code	LOB	Coverage	Claimant Number	Claimant Name	Loss Causation	Date Of Loss
3106256		GENERAL LIABILITY	PROPERTY DAMAGE	1	FDC Management	CITY TREE FELL ON HOUSE	01/20/2025
3106643		GENERAL LIABILITY	PROPERTY DAMAGE	1	Cassels, Linda J..	CITY TREE BRANCH FELL ON VEHIC	01/19/2025
3106795		GENERAL LIABILITY	PROPERTY DAMAGE	1	Amin, Frank	CITY TREE ROOTS CAUSED DAMAGE	02/01/2025
3107421		GENERAL LIABILITY	PROPERTY DAMAGE	1	Espinoza, Cesar	CITY TREE FELL ON PROPERTY	01/21/2025
3107448		GENERAL LIABILITY	PROPERTY DAMAGE	1	Ikari, Eric	CITY TREE FELL ON CAR	02/08/2025
3107590		GENERAL LIABILITY	PROPERTY DAMAGE	1	Moore, David R.	CITY TREE FELL ON HOUSE	01/22/2025

Claim Description	Legal	Claim Date Reported	Claimant Driver	Insured Driver	State	Adjuster	Loss Reserve
Tree fell on building causing damage.	N	01/23/2025			CA	King, Vincent	\$0.00
Tree branch fell on claimant's vehicle.	N	02/04/2025			CA	King, Vincent	\$0.00
City tree roots damaged concrete and water main.	N	02/10/2025			CA	King, Vincent	\$2,250.00
City tree fell on claimants' property causing damage.	N	03/03/2025			CA	King, Vincent	\$0.00
Tree fell and damaged claimant's vehicle.	N	03/03/2025			CA	King, Vincent	\$0.00
City tree fell on claimant's roof causing damage to the Tiles.	N	03/06/2025			CA	King, Vincent	\$2,900.00

Expense Reserve	Gross Loss Paid	Gross Expense Paid	Recovery Loss Paid	Recovery Expense Paid	Total Incurred
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00



Staff Report

DATE: April 8, 2025
TO: PUBLIC WORKS COMMITTEE
FROM: MICHAEL BLAY, CITY MANAGER
PREPARED BY: CHRIS ALANIS, INTERIM PUBLIC WORKS DIRECTOR
SUBJECT: CONSIDERATION OF PLACING UTILITY BILLS ON THE SAN BERNARDINO COUNTY TAX ROLLS

RECOMMENDED ACTION:

It is recommended that the Public Works Committee receive and file this report.

GOAL STATEMENT

This action supports the City's goal of maintaining fiscal sustainability and providing efficient, cost-effective utility services. Ensuring timely revenue collection through the County tax roll helps protect the stability of enterprise funds and avoids service interruptions or delays in capital projects.

BACKGROUND

The City of Upland operates its sewer, water, and solid waste programs as enterprise funds – self-supporting programs funded entirely through user fees. Prior to 2018, delinquent utility bills were enforced through water shutoffs. With the passage of SB 998 – Water Shutoff Protection Act, effective February 1, 2020, cities could no longer discontinue water service for non-payment of sewer and trash charges.

The situation was further complicated during the COVID-19 pandemic, when Executive Order N-42-20 suspended shutoffs entirely from March 2020 through December 2021. As a result, the City saw a significant increase in unpaid utility accounts. Sewer service cannot be legally shut off under State Water Resources Control Board rules, and solid waste service is mandatory under the Public Resources and Health and Safety Codes.

The current collection process relies on a lien system that can take over 400 days for recovery – delaying revenue and increasing administrative burdens. The City must now consider long-term strategies to ensure collections are made efficiently, fairly, and in a legally compliant manner.

ISSUES AND ANALYSIS

The City has three primary options:

Option 1: Do Nothing

- Keeps existing billing and lien processes.
- Collections delayed by more than a year.
- Capital projects postponed due to cash flow uncertainty.
- Increased admin, printing, and collection costs.

Option 2: Place Bills on County Tax Roll (Recommended)

- Ensures timely collection with payments tied to property taxes.
- Legally enforceable without service shutoffs.
- Reduces bad debt risk and stabilizes enterprise fund budgets.
- Streamlines admin processes and lowers long-term costs.

Option 3: Third-Party Collection

- Outsources recovery to a collection agency.
- Involves commission fees and no guarantee of payment.
- Less efficient than tax roll and could create negative public perception.

FISCAL IMPACTS

There is no fiscal impact associated with this action at this time.

ALTERNATIVES

Provide alternative direction to staff.