



## PUBLIC WORKS COMMITTEE

### **\*\*AGENDA\*\***

Tuesday, May 6, 2025

5:00 p.m.

**SPECIAL MEETING**

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.

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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. SECOND DISCUSSION REGARDING THE TRANSITION OF SEWER, STORM DRAIN, AND SOLID WASTE BILLING TO THE SAN BERNARDINO COUNTY TAX ROLL

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**Recommended Action:**

The Public Works Committee review the presentation regarding the proposed transition of sewer, storm drain, and solid waste (trash) billing to the San Bernardino County tax roll beginning in Fiscal Year 2025-26 and recommend to the City Council approval of the proposed administrative changes.

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 May 1, 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), and the City website at [www.uplandca.gov](http://www.uplandca.gov)



# Staff Report

DATE: May 6, 2025  
TO: PUBLIC WORKS COMMITTEE  
FROM: MICHAEL BLAY, CITY MANAGER  
PREPARED BY: DAMIEN ARRULA, ASSISTANT CITY MANAGER  
SUBJECT: SECOND DISCUSSION REGARDING THE TRANSITION OF SEWER, STORM DRAIN,  
AND SOLID WASTE BILLING TO THE SAN BERNARDINO COUNTY TAX ROLL

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## RECOMMENDED ACTION:

It is recommended that the Public Works Committee review the presentation regarding the proposed transition of sewer, storm drain, and solid waste (trash) billing to the San Bernardino County tax roll beginning in Fiscal Year 2025-26 and recommend to the City Council approval of the proposed administrative changes.

## GOAL STATEMENT

The proposed action supports the City's ongoing goals of financial stewardship, operational efficiency, and revenue protection by reducing the cost of direct billing, minimizing delinquencies, and enhancing administrative efficiency.

## BACKGROUND

Currently, the City directly bills residents and businesses for sewer, storm drain, and solid waste services through a manual billing process. This method requires substantial administrative resources, including billing preparation, customer service, and delinquency management.

Transitioning these utility billings to the County of San Bernardino's property tax roll would align with industry best practices, streamline operations, protect City revenue streams, and lower the City's long-term administrative costs. Many neighboring jurisdictions have successfully implemented similar transitions to ensure greater collection reliability and cost efficiency.

## ISSUES AND ANALYSIS

There are several key benefits to utilizing the tax roll for sewer, storm drain, and solid waste billing:

- **Operational Efficiency:**  
Reduces the internal resources required to process, print, mail, and manage billing and collections.
- **Revenue Protection:**  
Property tax roll collections enjoy a historically higher collection rate, greatly reducing the City's exposure to bad debt and delinquent accounts.
- **Compliant Rate Payer Protection**  
Ensuring a higher collection rate ensures that compliant rate payers will not have to subsidize delinquent rate payers through annual fee studies that recognize delinquencies as a part of the future fee.
- **Cost Savings:**  
Moving billing to the tax roll eliminates the costs associated with billing vendors, postage, delinquency notices, and related administrative time. Initial estimates indicate a significant reduction in billing costs over time for the City and its residents.
- **Alignment with Public Works Best Practices:**  
Transitioning utility billing to the property tax roll is consistent with recommendations from industry organizations such as APWA (American Public Works Association), particularly for enterprises providing essential municipal services.
- **Customer Transparency:**  
Charges for sewer, storm drain, and solid waste services will appear clearly on property tax bills, improving transparency for property owners.

**FISCAL IMPACTS**

There are no fiscal impact at this point in time. If approved, future budgets will reflect a reduction in billing-related expenditures upon full implementation.

**ALTERNATIVES**

Provide alternative direction to staff.