UPLAND CITY COUNCIL

AGENDA
May 13, 2019
City Council Chamber

DEBBIE STONE, MAYOR
JANICE ELLIOTT, MAYOR PRO TEM
RICKY FELIX, COUNCILMEMBER
RUDY ZUNIGA, COUNCILMEMBER
BILL VELTO, COUNCILMEMBER

JEANNETTE VAGNOZZI, CITY MANAGER
JAMES L. MARKMAN, CITY ATTORNEY

DISRUPTION OF MEETINGS

Individuals who demonstrate disruptive conduct during City Council meetings that prevent the City Council from conducting its meeting in an orderly manner are guilty of a misdemeanor as stated in PC403, disrupting a public meeting, and are subject to removal from the chamber or arrest.

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6:00 PM - Closed Session

1. CALL TO ORDER AND ROLL CALL

2. ADDITIONS-DELETIONS TO AGENDA

3. ORAL COMMUNICATIONS

This is a time for any citizen to comment on item listed on the closed session agenda only. Anyone wishing to address the legislative body is requested to submit a speaker card to the City Clerk at or prior to speaking. The speakers are requested to keep their comments to no more than three (3) minutes. The use of visual aids will be included in the time limit.

4. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND CONSIDERATION OF PUBLIC EMPLOYEE DISMISSAL AND RELATED ACTIONS pursuant to California Government Code section 54957

Title: City Manager

B. GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Legal Counsel Edward Zappia and City Manager Jeannette Vagnozzi

Employee organizations: Upland Mid-Management Association, Upland City Employees Association, Upland Police Officers Association, and Upland Police Management Association

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7:00 PM

5. INVOCATION

Mike Ingram, Christian Science Faith

6. PLEDGE OF ALLEGIANCE

7. PRESENTATIONS

Recognition of Upland Residents Serving in the Military

Proclamation declaring the week of May 19 through May 25, 2019 as Public Works Week accepted by Public Works Director Hoerning

Proclamation declaring May as Save Our Water Month accepted by Management Analyst Michelle Madriz

Proclamation declaring 2019 the year of Upland, accepted by Upland Sister City Association

Proclamation declaring May 2019 as National Historic Preservation Month, accepted by Robin Baker, Upland Heritage President

Proclamation honoring the 30th Anniversary of Upland Heritage, accepted by Robin Baker, Upland Heritage President

8. CITY ATTORNEY

9. ORAL COMMUNICATIONS

This is a time for any citizen to comment on any item listed on the agenda only. Anyone wishing to address the legislative body is requested to submit a speaker card to the City Clerk at or prior to speaking. The speakers are requested to keep their comments to no more than three (3) minutes. Speakers will be given five (5) minutes during public hearings. The use of visual aids will be included in the time limit.

10. COUNCIL COMMUNICATIONS

11. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and

will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the legislative body request specific items be removed from the Consent Calendar for separate action.

A. APPROVAL OF WARRANT AND PAYROLL REGISTERS APRIL 2019

Approve the April Warrant Registers and Direct Disbursements (check numbers 24801-25239) totaling $4,326,366.31 and Payroll Registers totaling $1,218,160.47 (check Numbers 160577-160613 and EFTs 14283-14768). (Staff Person: Londa Bock-Helms)

B. APPROVAL OF MINUTES

Approve the Regular Meeting Minutes of April 22, 2019 and the Special Meeting Minutes of April 29, 2019. (Staff Person: Keri Johnson)

C. ANNUAL DESTRUCTION OF RECORDS

Adopt a Resolution authorizing and directing the City Clerk to destroy certain City records pursuant to the Government Code of the State of California. (Staff Person: Keri Johnson)

D. TREASURER'S REPORT MARCH 2019

Receive and file the March 2019 Treasurer's Reports. (Staff Person: Londa Bock-Helms)

E. APPROVAL OF AGREEMENT WITH ACCOUNTEMPS FOR TEMPORARY ACCOUNTING SERVICES AND UPDATE FINANCE DEPARTMENT STAFFING

Authorize the City Manager to execute an amendment to the current agreement with Accountemps (A Robert Half Company) providing temporary accounting assistance and extend the agreement through June 30, 2020; and update finance department staffing with the elimination of the accounting clerk position and the addition of a senior accounting technician position. (Staff Person: Londa Bock-Helms)

F. AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT

Authorize an amendment to the Landscape Services Agreement with Brightview (Formerly Valley Crest). (Staff Person: Rosemary Hoerning)

G. RESOLUTION APPROVING AN AMENDMENT TO PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS BETWEEN THE CITY AND THE SAN ANTONIO WATER COMPANY FOR THE CITY'S PURCHASE OF PROPERTY (A PORTION OF ASSESSOR'S PARCEL NO. 1005-271-03, 1723 N. BENSON AVENUE) TO FACILITATE THE CONSTRUCTION OF A REPLACEMENT 7.5 MG WATER RESERVOIR

Adopt a Resolution approving an amendment to the purchase and sale agreement and escrow instructions between the City and the San Antonio Water Company for the City's purchase of property to be used to facilitate the construction of a replacement 7.5 MG reservoir, Project No. 9128. This amendment will extend the outside closing date by 60 days, and will authorize the City Manager to further extend the outside closing date for another 60 days, if necessary, to accommodate delays by the State Water Resources Control Board in the issuance of the construction financing agreement delayed due to the State's accounting system transition. (Staff Person: Rosemary Hoerning)

H. PROFESSIONAL SERVICE AGREEMENT FOR SOLID WASTE RATE EVALUATION

Approve the Professional Services Agreement with R3 Consulting Group, Inc. for the 2019 Solid Waste Rate Evaluation and Review in the amount of $39,745. (Staff Person: Rosemary Hoerning)

I. RESIGNATION OF CITY COUNCIL ADVISORY COMMITTEE MEMBER

Accept the resignation from City Council Advisory Member Brinda Sarathy and instruct the City Clerk to post the vacancy pursuant to Government Code Section 54974. (Staff Person: Keri Johnson)

12. PUBLIC HEARINGS

A. COMMUNITY DEVELOPMENT BLOCK GRANT ONE YEAR ACTION PLAN FOR FISCAL YEAR 2019-20

The City Council will consider adoption of the Fiscal Year 2019-20 Community Development Block Grant One Year Action Plan. (Staff Person: Robert Dalquest)

Recommendation:
1) Staff Presentation
2) Hold Public Hearing
3) Close Public Hearing
4) Adopt a Resolution approving the City of Upland's One Year Action Plan for Fiscal Year 2019-20 and authorize the City Manager to execute any and all necessary related documents to implement the FY 2019-20 Plan.

13. COUNCIL COMMITTEE REPORTS

A. SPECIAL INVESTMENTS COMMITTEE MEETING, APRIL 24, 2019

14. BUSINESS ITEMS

A. CONSIDER APPROVAL OF AN URGENCY ORDINANCE AND AN ORDINANCE REGARDING "SMALL WIRELESS FACILITIES", AMENDING SECTION 5.36.190 OF THE UPLAND MUNICIPAL CODE REGARDING THE SAME, AND DECLARING THE URGENCY AND IMMEDIATE EFFECTIVENESS THEREOF, PURSUANT TO GOVERNMENT CODE SECTIONS 36934 AND 36937 AND APPROVE A RESOLUTION ADOPTING A CITY WIDE POLICY REGARDING PERMITTING REQUIREMENTS AND DEVELOPMENT STANDARDS FOR SMALL WIRELESS FACILITIES

The City Council will consider the following actions. (Staff Person: Robert Dalquest)

1. Adopt an Urgency Ordinance regarding "small wireless facilities", amending Section 5.36.190 of the Upland Municipal Code regarding the same, and declaring the Urgency and Immediate Effectiveness thereof pursuant to Government Code Sections 36934 and 36937, and approving California Environmental Quality Act Exemptions therewith; and
2. Hold first reading by title only, waive further reading, and introduce an Ordinance regarding small wireless facilities, amending Section 5.36.190 of the Upland Municipal Code regarding the same, and approving California Environmental Quality Act Exemptions in connection therewith; and

3. Approve a Resolution adopting a City wide policy regarding Permitting Requirements and Development Standards for small wireless facilities.

15. ORAL COMMUNICATIONS

This is a time for any citizen to comment on any item not listed on the agenda. Anyone wishing to address the legislative body is requested to submit a speaker card to the City Clerk at or prior to speaking. The speakers are requested to keep their comments to no more than three (3) minutes. The use of visual aids will be included in the time limit. Public comments and questions for the purpose of hearing current matters of concern in our community and to provide citizens a method for the public to hear those concerns in an open venue is encouraged. However, under the provisions of the Brown Act, the City Council is prohibited from discussion of items not listed on the agenda, and therefore, the City Council, City Manager, or City Attorney will take communications under advisement for consideration and appropriate response or discussion at a later time.

16. CITY MANAGER

17. ADJOURNMENT

The next regularly scheduled City Council meeting is Tuesday, May 28, 2019.

NOTE: If you challenge the public hearing(s) or the related environmental determinations in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Upland, at, or prior to, the public hearing.

All Agenda items and back-up materials are available for public review at the Upland Public Library, downstairs reference desk at 450 North Euclid Avenue, the City Clerk's Office at 460 North Euclid Avenue and the City website at www.ci.upland.ca.us, subject to staff's ability to post the documents before the meeting.

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, 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]

POSTING STATEMENT: On May 8, 2019 a true and correct copy of this agenda was posted on the bulletin boards at 450 N. Euclid Avenue (Upland Public Library) and 460 N. Euclid Avenue (Upland City Hall).

MINUTES OF THE REGULAR MEETING OF THE
UPLAND CITY COUNCIL
APRIL 22, 2019

OPENING The regular meeting of the Upland City Council was called to order by Mayor Debbie Stone at 6:00 p.m. in the Council Chamber of the Upland City Hall.

1. ROLL CALL

Present: Mayor Debbie Stone, Council Janice Elliott, Ricky Felix, Bill Velto, and Rudy Zuniga

Staff: City Manager Jeannette Vagnozzi, City Attorney James L. Markman, and City Clerk Keri Johnson

2. ADDITIONS/DELETIONS TO AGENDA None

3. ORAL COMMUNICATIONS None

4. CLOSED SESSION

At 6:01 p.m. Mayor Stone announced the City Council would recess to Closed Session pursuant to Government Code Section

A. GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Legal Counsel Edward Zappia and City Manager Jeannette Vagnozzi

Employee organizations: Upland Mid-Management Association, Upland City Employees Association, Upland Police Officers Association, and Upland Police Management Association

The City Council reconvened in open session at 7:04 p.m.

5. INVOCATION Reverend Jan Chase, Unity Church of Pomona

6. PLEDGE OF ALLEGIANCE Councilmember Felix

7. PRESENTATIONS

A Certificate of Recognition was presented to Beatrice Casegran, Upland 2019 Woman of Distinction Honoree by Assemblyman Chris Holden.

Public Works Operations Manager Richard Smiderle accepted a Proclamation declaring April 26, 2019 as Arbor Day.

Jim E. Thomas, President, Upland Interfaith Council accepted a Proclamation declaring May 2, 2019 as National Day of Prayer.

Paula Miller, V.P. NALC Br. 2168 & Luz Reyes, Postmaster Upland Post Office accepted a Proclamation declaring May 11, 2019 as Letter Carriers Food Drive Day.

8. CITY ATTORNEY

City Attorney Markman announced there was nothing to report from Closed Session.

9. ORAL COMMUNICATIONS

Marilyn Olson, Upland, spoke in support of the appointment of Alexander Novikov to the Planning Commission.

Ron Stark, Historic Downtown Upland Board Member, spoke in support of the Policy and Plan with Historic Downtown Upland as it relates to the Parking and Business Improvement Area.

10. COUNCIL COMMUNICATIONS

Councilmembers announced various activities throughout the community, including providing an update on the meetings they attended.

11. CONSENT CALENDAR

Councilmember Elliott removed Consent Calendar Item 11C for separate action. Motion by Councilmember Zuniga to approve the remainder of the Consent Calendar, seconded by Councilmember Velto, and carried unanimously.

A. APPROVAL OF MINUTES

Approved the Regular Meeting Minutes of April 8, 2019.

B. RESIGNATION OF BUILDING BOARD OF APPEALS MEMBER

Accepted the resignation from Building Board of Appeals Member Norbert Anhaeuser and instructed the City Clerk to post the vacancy pursuant to Government Code Section 54974.

D. CHINO BASIN PROGRAM MEMORANDUM OF UNDERSTANDING

Approved a Memorandum of Understanding (MOU) with the Inland Empire Utilities Agency and regional stakeholders to participate in the Chino Basin Project.

ITEMS REMOVED FOR SEPARATE ACTION

C. APPOINTMENT OF PLANNING COMMISSIONER

Mr. Novikov introduced himself and provided information on his background.

Motion by Councilmember Elliott to ratify the Mayor's appointment of Alexander Novikov to the Planning Commission, term expiring June 2020, seconded by Councilmember Felix, and carried unanimously.

12. PUBLIC HEARINGS None

13. COUNCIL COMMITTEE REPORTS None

14. BUSINESS ITEMS

A. SAN ANTONIO WATER COMPANY STOCK ACQUISITION

Public Works Director Hoerning presented the staff report, which is on file in the City Clerk's Office.

City Attorney Markman stated that while Councilmember Zuniga is a San Antonio Water Company Board Member there would not be a conflict of interest if he participates in voting on this item.

Motion by Councilmember Velto to authorize the City Manager to acquire 2.25 shares of San Antonio Water Company Stock from Fred A. Gattas and Mary L. Gattas, trustees at $14,000 per ¼ share, total amount $126,000, seconded by Councilmember Elliott, and carried unanimously.

B. SENATE BILL 1 (SB1) ROAD MAINTENANCE AND REHABILITATION ACCOUNT FUNDING AND PROJECT LIST

Public Works Director Hoerning presented the staff report, which is on file in the City Clerk's Office.

There was discussion on the road maintenance projects currently under construction and those proposed for FY 2019-20.

Motion by Councilmember Felix to approve Resolution No, 6485 adopting a list of projects for Fiscal Year 2019-2020 funded by SB 1: the Road Repair and Accountability Act of 2017, seconded by Councilmember Elliott, and carried unanimously.

At 7:53 p.m. Mayor Stone announced that both she and Councilmember Zuniga would abstain from Item 14C because they both own businesses located within the Parking and Business Improvement Area.

Mayor Stone and Councilmember Zuniga then left the Council Chamber.

C. CONSIDERATION OF A POLICY AND PLAN REGARDING PARKING AND BUSINESS IMPROVEMENT AREA (PBIA) FUNDS WITH THE MERCHANT BOARD, HISTORIC DOWNTOWN UPLAND, AND FISCAL YEAR 2019-2020 BUDGET, AND AN EXPENDITURE BUDGET FOR AVAILABLE PBIA FUNDS FOR FISCAL YEAR 2018-19

Development Services Director Dalquest presented the staff report, which is on file in the City Clerk's Office.

David Moore, President of Historic Downtown Upland, provided information on recent events in the downtown and urged the Council to approve the Policy and Plan.

There was discussion on the process for distribution of the PBIA funds to the HDU.

Motion by Councilmember Felix to approve a Policy and Plan with Historic Downtown Upland as it relates to the Parking and Business Improvement Area (PBIA) funds beginning July 1, 2019; and approval of a plan to spend the remaining PBIA funds available for Fiscal Year 2018-19 for downtown events and improvements; and authorize the City Manager or designee to execute the Policy and Plan and process the one-time reimbursement request, seconded by Councilmember Velto and carried with Mayor Stone and Councilmember Zuniga abstaining.

Mayor Stone and Councilmember Zuniga returned to the Council Chamber at 8:04 p.m. and took their seats on the dais.

15. ORAL COMMUNICATION (items not on the agenda)

Scott and Cyndie VanTine, submitted a petition to have Grove Avenue repaved and requested additional stop signs in the area to slow down traffic.

Gantie, Upland, Upland spoke regarding investigating corruption and fraud schemes.

Lois Sicking Dieter, requested changes to Municipal Code Section 17.40 regarding telecommunication facilities.

Valeen Gonzales, Upland, announced an upcoming fundraiser for her son who suffers from Fanconi Anemia.

Todd D'Braunstein, stated support for the Upland Police Department and requested they be provided with the equipment needed to do their job.

Mike Pattison, Upland, thanked members of the community who participated in an Upland Pride clean-up day and announced their upcoming adopt a highway clean-up day.

Mark Walters, Upland requested the City work to rectify blight at a Southern California Edison property in the City.

Gary Schwary, Upland, urged the Council to work together as a unified group to make Upland the City of Gracious Living again.

16. CITY MANAGER

17. ADJOURNMENT

Mayor Stone adjourned the meeting at 8:30 p.m. The next regularly scheduled City Council meeting is Monday, May 13, 2019.

SUBMITTED BY Keri Johnson, City Clerk

APPROVED May 13, 2019

MINUTES OF A SPECIAL MEETING OF THE
UPLAND CITY COUNCIL
APRIL 29, 2019

OPENING The special meeting of the Upland City Council was called to order by Mayor Stone at 8:00 a.m. in the City Council Chambers.

ROLL CALL

Present: Mayor Debbie Stone, Council Members Janice Elliott, Ricky Felix, Bill Velto, and Rudy Zuniga

Staff: City Manager Jeannette Vagnozzi, City Attorney James L. Markman and City Clerk Keri Johnson

1. PUBLIC COMMENT ON ITEM NUMBER 2

Kathy Tiegs, cited the City Manager's experience and qualifications, including leadership qualities and collaboration with surrounding agencies, and asked the Council to consider the positive attributes she brings to the City.

Ralph Cavallo, Upland, spoke in support of the City Manager and stated that he believed she was being harassed and publicly humiliated.

Gary Schwary, Upland, stated that the City Manager position has been a revolving door and it needs to stop. He urged the Council and staff work together to be an example for the community.

Steve Bierbaum, Upland, stated that the City Manager was attached to former Interim City Manager Martin Thouvenell and an old school way of thinking. He further stated that the City Council's decision would either move the City forward or backward.

Brigitte James, stated that the City Manager has not been given a chance to do her job and the divisiveness is not working for the City.

Hydee Hall, stated that there is a "dark cloud" here in Upland and would like to see the City Council come together and lift that cloud.

Brinda Sarathy, made suggestions of ways the City can be more transparent and stated that the City Council needs to model positivity.

At 8:22 a.m. Mayor Stone announced the City Council would recess to Closed Session pursuant to Government Code Section 54957.

2. CLOSED SESSION

Pursuant to California Government Code Section 54957 on the following subject:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

The City Council reconvened in open session at 11:13 a.m.

The City Attorney announced the City Council would continue the closed item discussion to the next regularly scheduled City Council meeting on Monday, May 13, 2019.

ADJOURNMENT

Mayor Stone adjourned the meeting at 11:13 a.m. The next regular meeting of the City Council is Monday, May 13, 2019.

SUBMITTED BY: Keri Johnson, City Clerk

APPROVED: May 13, 2019

STAFF REPORT

ITEM NO. 11.C.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	LONDA BOCK-HELMS, ACTING ADMINISTRATIVE SERVICES DIRECTOR KERI JOHNSON, CITY CLERK MEAGAN MCLEES, SENIOR ADMINISTRATIVE ASSISTANT
SUBJECT:	ANNUAL DESTRUCTION OF RECORDS

RECOMMENDED ACTION

It is recommended that the City Council adopt a Resolution authorizing and directing the City Clerk to destroy certain City records pursuant to the Government Code of the State of California.

GOAL STATEMENT

The proposed action supports the City's goal to provide for the appropriate maintenance, storage, and destruction of official City records.

BACKGROUND

Government Code Section 34090 provides for the destruction of certain records after they are no longer required. Records Retention schedules have been prepared and approved for various departments, which set forth the timeframe for keeping records.

ISSUES/ANALYSIS

The attached Resolution orders the destruction of records based upon the City's adopted retention schedule. The City's Records Management Program sets forth the timely destruction of non-permanent records.

The files were reviewed by the City Clerk and the City Attorney. There is no known or anticipated litigation associated with these records.

FISCAL IMPACTS

The cost of the annual destruction does not exceed $1,000. Funds have been appropriated in the current budget.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Resolution - Records Destruction 2019
Destruction Request 2019 - Clerk's Office
Destruction Request 2019 - Development Services (Housing)
Destruction Request 2019 - Development Services (Planning)
Destruction Request 2019 - Finance AP
Destruction Request 2019 - Finance AR
Destruction Request 2019 - Human Resources
Destruction Request 2019 - Police Dept
Destruction Request 2019 - Recreation Division

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA

Intent of the Parties and Findings

(i) Sections 34090, 34090.5 and 34090.7 of the Government Code of the State of California provide for the destruction of certain City records and documents, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

(ii) In the opinion of the City Clerk and City Attorney, the records and documents listed hereinafter are not of sufficient historical, administrative, legal, fiscal, research or other value, to justify their retention; and

(iii) The City Attorney has consented to the destruction of such documents and records; and

(iv) A list of records for the City Clerk's Office, Development Services Department, Finance Department, Human Resources Division, Police Department, and Recreation Division are attached hereto and incorporated herein by reference.

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

Section 1. The City Clerk is hereby authorized and directed to destroy those records and documents shown on the attached list in accordance with the provision of Sections 34090, 34090.5 and 34090.7 of the Government Code.

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

PASSED, APPROVED and ADOPTED this 13th day of May, 2019.

_____
Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, California, 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 13th day of May, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

CITY CLERK RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
	4/1/19			4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
COUNCIL CORRESPONDENCE RAY MUSSER (TERM ENDING 2016 CU+2	2006-2011	1150	D-2019
GENERAL ELECTION – UNSUCCESSFUL CANDIDATES E-070-000-000 E+4: BEZANSON, LADAN; GAVIN, ERIC R, THOUVENELL, MARTY; BISHAI, MICHAEL; HAENDIGIS, SHARON; MOYA, NATALIE; TIMM, CAROL; VELTO, WILLIAM	2011-2012	1210	D-2019
WORKERS COMPENSATION • RL KAUTZ ON THE JOB INJURIES, RL KAUTZ – 4850 SAFETY LTD EMPLOYEES FROM 1975 • 12/15/85-12/13/86 • 12/16/84-12/14/85 • 12/18/84-12/15/84	1975 & 1984-1986	4046	D-2018
• MAINSTREET UPLAND, INC B-030-097-000, 1993-2010 • UPLAND FIREFIGHTERS LEGISLATIVE ACTION GROUP 2010 POLICE GRANT – G-070-132-000 2005-2013	1993-2013	4275	D-2019
• UNSUCCESSFUL BIDS, B-025-065-000, CU+2 *BID 2015-01, PROJECTS 7040, 7330, 7333, 9079, 9099 MOUNTAIN AVE PAVEMENT REHAB & WATER IMPROVEMENTS *BID 2015-02, PROJECT 7608, CDBG CONCRETE IMPROVMNTS 14-15 *BID 2015-03, PROJECT 9327, CITYWIDE SEWER REHAB 14-15 *BID 2015-04, PROJECT 9125, SAN ANTONIO CANYON WATER TREATMENT PLAN REPAIRS *BID 2016-02, PROJECT 7058, CITYWIDE CONCRETE REPAIRS 15-16 *BID 2016-03, PROJECT 9115, 14TH ST REHAB & WATER IMPRVMNTS *BID 2016-04, PROJECT 9123, 22ND ST REHAB & WATER IMPRVMNTS *BID 2016-05, PROJECT 7062, CITYWIDE SLURRY SEALS • FPPC FORM 461, MAJOR DONOR & INDEPENDENT EXPENDITURES, F-010-075-000, CU+7, 2004-07 • FPPC FORM 465, COMMITTEE FOR AFFECTIVE GOVERNMENT, CU+7, 2008	1991-2016	4443	D-2019

• FPPC FORM 410, FRIENDS OF LOMA LINDA, CU+7, 2009 • EXPIRED PUBLIC SERVICE APPLICATIONS, CU+2, 2015 CLAIMS, L-075-050-000, L-075-050-000, CL+5, 2011 • TERMINATED AGREEMENT, JOHN GARCIA, E-090-005-000, CL+10, 1991-93 • CDBG GRANTS G-070-040-000: INLAND MEDIATION 1991, YMCA 1991, INDEPENDENT LIVING 1991, MAIN STREET UPLAND 1992, BOYS/GIRLS CLUB 1994, CL+4 CDBG CAPER 2011-12, 2012-13, 2013-14, G-070-000-000, CL+4			
2016 PUBLIC RECORDS REQUESTS JANUARY THROUGH AUGUST 2016 CU+2	2016	4546	D-2019
• CDBG G-070-040-000 AU+4 2013 • WEED ABATEMENT A-010-090-000 CL+2 2016 • LAWSUITS L-075-001-000 CL+5 2013 • NOTICES PUBLISHED C-050-066-000 CU+2 2015/16 • FPPC FORM 700 DESIGNATED FILERS F-010-050-030 CU+7 2010/11 • CITY COUNCIL MEETING COMMUNICATIONS C-070-005-000 CU+2 2016 • BRENDAN BRANDT CANDIDATE 2002 (TERM ENDED 2014) T+4 • BRENDAN BRANDT CANDIDATE 2006 (TERM ENDED 2014) T+4 • ETHICS TRAINING F-010-070-000 CU+5 ETHICS TRAINING F-010-070-000 CU+5	2010-2016	4582	D-2019
• GENERAL ELECTION 2010 –SUCCESSFULL CANDIDATE E-070-000-000 T+4: BRANDT, BRENDAN 2010 (TERM ENDED 2014) T+4 • GENERAL ELECTION 2014 – UNSUCCESSFULL CANDIDATES E-070-000-000 E+4: BERK, SUSAN; D'BRAUNSTIEN, TODD; DUNN, STEPHEN; MCAULIFFE, RODNEY; MCHAM, GERALD; SCHUESSLER, WILLIAM	2010-2014	4694	D-2019
• 2016 PUBLIC RECORDS REQUESTS SEPTEMBER THRU DECEMBER 2016 CU+2 REQUEST FOR RECORDS SUBPOENAS/SUMMONS 2016 I-050-070-080 CU+2	2016	4772	D-2019
• APPRAISAL 16TH & BENSON PROPERTY – RAMCO CONSULTANTS 1990 • LEAGUE OF CALIFORNIA CITIES INFORMATIONAL FLYERS 1994-99, B-040-080-000 • CONSULTING ARBORIST REPORT, 23 CAROB TREES ON 2ND AVE BY ALDEN KELLY 1999 • DENIED PROJECT 8203 UPLAND SPORTS PARK PHASE 1&2, NEVER BID, RJM DESIGN GROUP SCHEMATIC PLANNING STUDY 2009-14, C-010-083-000, CL+1	1990-2014	4789	D-2018

• MIG INC COMMUNITY ENVISIONING AGREEMENT & REPORT (SCANNED) 2000-2001 R-070-002-000 • ECONOMICS RESEARCH ASSOCIATES – FOOTHILL BLVD MARKET NEEDS & REVITALIZATION PLAN (SCANNED) 2000-01, R-070-002-000 • 2011 SPECIAL ELECTION FILE E-070-090-000, E+7 • RFP FOR COPIER SERVICES 2013 UNSUCCESSFUL BIDS B-025-000-000 CU+2			
REFERENDUM PETITION MEASURE E, E-070-070-000, CL+8mo	2017	4823	D-2018

11 Boxes Total

Housing

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
	02/26/19		JM	4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
Sample Line, please delete before use: Please add searchable details of box contents	Please add the date(s) covered by the records	Add the unique box number	D-2019
Nauerette, Roberta FTHB 93-11 PD 8-18-05	**2005**	029	**D-2010**
Fuentas, Jose FTHB-17 PD 9-27-05	**2005**	029	**D-2010**
Alfaro, Antonio FTHB- 12 PD 6/14/05	**2005**	029	**D-2010**
Saturia, Kneen HIP-93/94-2 PD 12/12/05	**2005**	029	**D-2010**
Trejo, Joe FTHB-94 PD 11-16-05	**2005**	029	**D-2010**
Swede, Robert HIP 89/90 #1 PD 12-6-05	**2005**	029	**D-2010**
Montalvo, Aida FTHB-19 PD 8-4-05	**2005**	029	**D-2010**
Montegue, Mathew HIP-06-04 PD 9-16-08	**2008**	029	**D-2013**
Fry, Bessie HIP 94-34 PD 1/18/07	**2007**	167	**D-2012**
Defrenza, Frank HIP 92/93 PD 12/29/06	**2006**	167	**D-2011**
Gryshchuk, Randal HIP 92/92 #17 PD 1/4/07	**2007**	167	**D-2012**
Gonzales, Maria HIP 92/93 PD 3/26/07	**2007**	167	**D-2012**
Barrow, Dolores HIP 94-33 PD 1/22/07	**2007**	167	**D-2012**
Nordquest, Michelle FTH-91 PD 10/29/13	**2013**	167	**D-2018**
Sasso, Melvin FTHB-37 PD 7/11/07	**2007**	167	**D-2012**
Villasenor, Artemio FTHB-34 PD 8/27/07	**2007**	167	**D-2012**
Thouvenel, Benjamin FTHB-83 PD 4/10/07	**2007**	167	**D-2012**
Bramow (nee Bradley), Debra HIP 93-16 PD 3/26/07	**2007**	167	**D-2012**
Torres HIP-92 PD 4/9/08	**2008**	274	**D-2013**
Radd, Glenn & Maria HIP 2001-015 PD 10/10/05	**2005**	274	**D-2010**
Templeman, Lois HIP-06-05 PD 4/12/12	**2012**	274	**D-2017**
Brajevich, Nick HIP-2000-023 PD 3/4/04	**2004**	274	**D-2009**
Lascalera, Theresa HIP-2000-017 PD 5/2/05	**2005**	274	**D-2010**
Sheedy, Jeffrey HIP 2001-003 PD 4/6/04	**2004**	274	**D-2009**
Weber, Floris HIP 2001-08 PD 12/2004	**2004**	274	**D-2009**
Gomez, Ramon HIP-93-3 PD 6/5/12	**2012**	678	**D-2017**
Ramirez, Victor FTH-99 PD 10/25/04	**2004**	678	**D-2009**
Birkett, Eugene & Patsy HIP 90/91 #25 PD 08/04	**2004**	678	**D-2009**
Schliefer, Chantal HIP 92-93 #11 PD 10/19/04	**2004**	678	**D-2009**
Deaudoin, Doris HIP 89/90 #9 PD 5/17/04	**2004**	678	**D-2009**
Castillo, Jorge FTHB -61 PD 5/20/04	**2004**	678	**D-2009**
Tulik, Viola HIP 93/94-5 PD 1/7/04	**2004**	678	**D-2009**
RDA Tolle Nursery R-070-000-000 PD 2/23/04	**2004**	678	**D-2009**
Patterson, Patrick FTHB-104 PD 6/30/08	**2008**	678	**D-2013**
Lopez, Paul RRP-91/92 #005 Expired 2/12/02	**2002**	678	**D-2007**
Tan, Renato S. RRP-92/93 #009 Expired 12/8/02	**2002**	678	**D-2007**

Lin, Shyh Dan RRP-92/93 #006 Expired 10/30/02	2002	678	D-2007
Fan, Allen RRP-91/92 #001 Expired 8/21/04	2004	678	D-2009
Kwong, Sing Tat and Teddy S. RRP-92/93 #010 Expired 12/11/02	2002	678	D-2007
Mulder, Michael RRP-91/92 #002 Expired 8/20/01	2001	678	D-2006
CDBG Concrete Replacement Project 07-08 Project No. 7603	2008	742	D-2013
CDBG Concrete Replacement Project 05-06 Project 3551	2006	742	D-2011
Green, Lomaine ERP#24	2013	1148	D-2018
Aragon, Collette ERP#10	2009	1148	D-2014
Moore, Deborah ERP#6	2012	1148	D-2017
Caron, Helen ERP#3	2012	1148	D-2017
Pix, Clarence ERP#1	2012	1148	D-2017
Reina, Angelique ERP#7	2012	1148	D-2017
Baker, Stuart ERP#12	2013	1148	D-2018
Moravec, Michael ERP#18	2013	1148	D-2018
Vargas, Loretta ERP#21	2013	1148	D-2018
Garcia-Oakes, Dina ERP#12	2012	1148	D-2017
Culpepper, Lorene ERP#5	2012	1148	D-2017
Torres, Esther ERP#32	2013	1148	D-2018
Sutter, Susan ERP#8	2013	1148	D-2018
Gutierrez, Pompeyo ERP#23	2013	1148	D-2018
Leos, Maria ERP#12	2011	1148	D-2016
Clements, Catherine ERP#21	2011	1148	D-2016
Chrisman, Isabelle ERP#23	2010	1148	D-2015
Malacara, Bernardine ERP#13	2011	1148	D-2016
Arroyo, Carmen ERP#13	2011	1148	D-2016
Clark, Ronald ERP#25	2013	1148	D-2018
King, Margaret ERP#80	2002	1148	D-2007
Steinheimer, Glen ERP#81	2003	1148	D-2008
Berg, Robert ERP#82	2002	1148	D-2007
Richards, Edith ERP#83	2003	1148	D-2008
Monico, Anthony ERP#84	2003	1148	D-2008
Davignon, Bonnie ERP#85	2006	1148	D-2011
Marquez, Mark ERP#72	2002	1148	D-2007
Sapelli, Viola - HIP-52 PD 11-13-12	2012	1157	D-2017
Rodriguez, Juanita HIP-53 PD 3-12-04	2004	1157	D-2009
Cumpston, William HIP-83 PD 3-16-11	2011	1157	D-2016
Olson, Georgia HIP-67 PD 8-13-09	2009	1157	D-2014
Wollerman, Richard and Leticia HIP-98 PD 9-19-05	2005	1157	D-2010
Vasquez, Irma HIP-60 PD 3-16-05	2005	1157	D-2010
Allison, Colin & Sharon HIP-73 PD 12-8-04	2004	1157	D-2009
Orosco HIP-97 PD 7-5-06	2006	1256	D-2011
Garcia, Fernando & Helia HIP-65 PD 6-19-06	2006	1256	D-2011
McDonald, Joann HIP-66 PD10-18-06	2006	1256	D-2011
Whitfield, Doctor HIP-51 PD 3-21-06	2006	1256	D-2011
Martinze, Guillermo HIP-72 PD 9-5-12	2012	1256	D-2017
Papanic, Michele HIP-2004-002 Foreclosed 9-13-12	2012	1256	D-2017
Callaghan, Deirde FTHB-86 PD 5/1/06	2006	1434	D-2011

Wojtowicz, Leonard 97-HIP-39 PD 2/2/06	**2006**	1434	**D-2011**
Garci, Marcelino & Gonzalez, Maria FTHB-36 PD 4/6/06	**2006**	1434	**D-2011**
Tcholokhian, Irene FTHB-68 PD 2/28/06	**2006**	1434	**D-2011**
Tcholokhian, Sergio FTHB-105 PD 11/28/06	**2006**	1434	**D-2011**
Baernwald, Jeffrey FTHB-88 PD 2/13/13	**2013**	1434	**D-2018**
Hicks, Lois HIP-93-15 PD4/3/06	**2006**	1434	**D-2011**
Scheumack, Bettie HIP91/92 #23 PD 8/2/06	**2006**	1434	**D-2011**
Culpepper, Lorene HIP92-93#23 PD 7-10-03	**2003**	1545	**D-2008**
Ponce, Sean FTHB-27 PD 7-7-11	**2011**	1545	**D-2016**
Wicker, Joy HIP 93/94-10 PD 1-13-10	**2010**	1545	**D-2015**
Dick, Florene HIP 1994 PD 6-29-10	**2010**	1545	**D-2015**
Panos, Demetra 97-HIP-43 PD 4-19-10	**2010**	1545	**D-2015**
Yektafar, Hassan FTHB-93 PD 5-2-13	**2013**	1545	**D-2018**
Duran, Roas HIP 93-04 PD 1-22-13	**2013**	1545	**D-2018**
Tchoolokhian, Irene FTHB-68 PD 2-28-06	**2006**	1545	**D-2011**
Melendrez, Raymond HIP 92/93 PD 2-5-13	**2013**	1545	**D-2018**
Echaverry, Bertha FTHB-102 PD 10-15-08	**2008**	1545	**D-2013**
Swaim, Eric FTHB-78 Foreclosure 12-1-01	**2001**	1545	**D-2006**
Nordquest, Michelle HIP#101 PD 10-28-13	**2013**	3036	**D-2018**
Almandinger, Robert & Jill HIP-2003-010 PD 11-23-13	**2013**	3036	**D-2018**
Lopez, Jennie HIP-45 PD 2-19-08	**2008**	3036	**D-2013**
Quintana, Marisol, Victor, & Yazmina FTHB-15, HIP-102 PD 4-23-07	**2007**	3036	**D-2012**
Lenoue, Amber ERP #22	**2013**	4197	**D-2018**
Andrade, Tony ERP #9	**2013**	4197	**D-2018**
Monico, Anthony ERP#60	**2002**	4197	**D-2007**
Barcelos, Glenrose ERP#61	**2002**	4197	**D-2007**
Starthout, Lester ERP#62	**2002**	4197	**D-2007**
Stone, Helen ERP#4	**2001**	4197	**D-2006**
Boland, Clarine ERP#47	**2002**	4197	**D-2007**
Taylor, Sara ERP#52	**2002**	4197	**D-2007**
Orman, Van ERP#39	**2001**	4197	**D-2006**
Sareen, Bimal ERP#32	**2001**	4197	**D-2006**
Pawloski, Frances ERP#31	**2001**	4197	**D-2006**
McDonald, Joann ERP#73	**2002**	4197	**D-2007**
Weber, Floris ERP#74	**2002**	4197	**D-2007**
Bauchman, Darrell ERP#75	**2002**	4197	**D-2007**
Mayhall, Eleanor ERP#76	**2002**	4197	**D-2007**
Mata, Josephine ERP#64	**2002**	4197	**D-2007**
Richards, Edith ERP#67	**2002**	4197	**D-2007**
Baber, Nora ERP#68	**2002**	4197	**D-2007**
Godinez, Joyce ERP#69	**2002**	4197	**D-2007**
Reed, Margarett ERP#70	**2002**	4197	**D-2007**
Dammeier, Carmen ERP#57	**2002**	4197	**D-2007**
Martinez, Priscilla ERP#58	**2002**	4197	**D-2007**
Green, Dolores ERP#59	**2002**	4197	**D-2007**
Scherer, Helen ERP#77	**2003**	4197	**D-2008**
Durnie, Helen ERP#79	**2003**	4197	**D-2008**
Baerenwald, Jeff HIP-91 PD 2-2013	**2013**	4266	**D-2018**

Sanchez, Veronica HIP 146 PD 5/15/2013	2013	4266	D-2018
Reed, Margaret HIP-75 PD 12/30/13	2013	4266	D-2018
Dick, Florence HIP-20 PD 7/29/10	2010	4266	D-2015
Wilkens, Judy HIP-49 PD 3/29/10	2010	4266	D-2015
Orman, Van HIP-84 PD 11/2004	2004	4266	D-2009
Steiheimer, Glen UPP#7	2008	4407	D-2013
Gilbert, Etta UPP#9	2008	4407	D-2013
Dugan, Ruth UPP#21	2009	4407	D-2014
Mitchell, Nancy UPP#12	2008	4407	D-2013
Martinez, Pricilla UPP#2	2008	4407	D-2013
Beisel, Paul UPP#28	2011	4407	D-2016
Hillard, Crickett UPP#10	2010	4407	D-2015
Baker, Barbara UPP#22	2012	4407	D-2017
Vargas, Loretta UPP#17	2009	4407	D-2014
Malacara, Bernardine UPP#9	2011	4407	D-2016
Noriega, David UPP#6	2011	4407	D-2016
Becerra, Vanessa UPP#1	2011	4407	D-2016
Leos, Maria UPP#11	2010	4407	D-2015
Wildridge, Eva UPP#19	2011	4407	D-2016
Sperling, Natalia UPP#8	2011	4407	D-2016
Viveros, Teresa UPP#3	2011	4407	D-2016
Ponce, Adam UPP#20	2010	4407	D-2015
Martinez, John UPP#10	2011	4407	D-2016
Mazzucco, Carmine UPP#7	2011	4407	D-2016
Rogers, Barbara UPP#6	2010	4407	D-2015
Mendoza, Tanya UPP#13	2012	4407	D-2017
Diaz, Rosalinda UPP#7	2010	4407	D-2015
Moseley, John UPP#8	2010	4407	D-2015
Schnoebelen, Paul UPP#26	2011	4407	D-2016
Rojas, Cheryl UPP#20	2010	4407	D-2015
Hoffman, Maria UPP#13	2010	4407	D-2015
Saks, Marvin UPP#2	2010	4407	D-2015
Datu, Gedofredo UPP#16	2010	4407	D-2015
Harris, Jonie UPP#25	2010	4407	D-2015
Hinkle, Mildred UPP#33	2011	4407	D-2016
Lee, Jenny UPP#14	2010	4407	D-2015
Freeman, Donna UPP#15	2010	4407	D-2015
Blatz, Shonda UPP#1	2010	4407	D-2015
Garcia-Oakes, Dina UPP#27	2010	4407	D-2015
Coto, Edgar UPP#24	2010	4407	D-2015
Cress, Cindy UPP#17	2010	4407	D-2015
Guadarrama, Rosa UPP#21	2011	4407	D-2016
Stephanian, Jesusita UPP#3	2010	4407	D-2015
Scarzo, Christopher UPP#23	2010	4407	D-2015
Arroyo, Carmen UPP#12	2010	4407	D-2015
Reagan, Gathel UPP#9	2010	4407	D-2015
Chrisman, Isabelle UPP#31	2010	4407	D-2015
Johnson, James and Cheryl HIP-76 PD 12/21/06	2006	4799	D-2011
Olcott, Sari HIP 2004-05 PD 1/8/08	2008	4799	D-2013
Morgan, Rose HIP 2001-012 PD6/28/07	2007	4799	D-2012
Verduzco, Yazmina HIP-102 PD 4/23/07	2007	4799	D-2012

Marquez, Mark HIP-77 PD 3/10/08	2008	4799	D-2013
Kent, Donna L. HIP-2000-030 PD 6/4/07	2007	4799	D-2012
Rodriguez, Melissa FTHB-101 PD 1/1/04	2004	4802	D-2009
Reed, Calvin RRP-92/93 PD 7/21/03	2003	4802	D-2008
Young, Robert RRP-91/92 #004 PD 9/16/03	2003	4802	D-2008
Shaw, Lennesa FTHB-93-04 PD 2009	2009	4802	D-2014
Van Ginkel, Peter FTHB-93-05 PD 6/2/04	2004	4802	D-2009
Espinosa, Nellie Foreclosure Feb 1997	1997	4802	D-2002
Lozez, Peter HIP 94-02 PD 6/14/12	2012	4802	D-2017
Duran and Castellar FTHB-22 PD 6/8/04	2004	4802	D-2009
Smith, Eloda HIP 94-25 PD 8/19/08	2008	4802	D-2013
Barrett, Eileen HIP 93-12 PD 8/13/10	2010	4802	D-2015
Papanic, Michele HHRP#8 Foreclosed 5/2/12	2012	4874	D-2017
Andrade, Rachel HIP#18 PD 2/13/06	2006	4874	D-2011
Rodriguez, D'Anna HHRP#5 PD 8/2006	2006	4874	D-2011
Lane, Burt HIP#24 PD 11/1991	1991	4874	D-1996
Saskas, Melba HIP#5 PD 3/28/11	2011	4874	D-2016
Esparza, Rudy UPP-012 PD 7/28/08	2008	1213	D-2013
Varela, Leonor UPP-08 #1 PD 1/14/08	2008	1213	D-2013
Velazquez, Estela UPP-08 PD 5/12/08	2008	1213	D-2013
Westwood, William UPP-13 PD 7/15/08	2008	1213	D-2013
Templeman, Lois UPP-07 PD 7/23/07	2007	1213	D-2012
Black, Barbara UPP-01 PD 11/27/06	2006	1213	D-2011
Vicenta LeRouge, Vredevelt UPP-09 PD 6/11/07	2007	1213	D-2012
Cruz, Juan UPP-011 PD 11/10/08	2008	1213	D-2013
Martinez, Virginia UPP-3 PD 9/22/08	2008	1213	D-2013
Smith, James & Anna UPP-1 PD 5/26/08	2008	1213	D-2013
Hernandez, Gilbert UPP-025 PD 7/27/09	2009	1213	D-2014
Vetrano, Josephine UPP-4 PD 9/22/08	2008	1213	D-2013
Tapia, Lydia UPP-24 PD 2/23/09	2009	1213	D-2014
Loera, Alfred UPP-5 PD 6/22/09	2009	1213	D-2014
Ramirez, Rosendo UPP-11 PD 12/22/08	2008	1213	D-2013
Parfen, Gloria UPP-6 PD 10/27/08	2008	1213	D-2013
Ellia, Lorene UPP-7 PD11/24/08	2008	1213	D-2013
Martel, Adonis UPP-5 PD 2/12/07	2007	1213	D-2012
Callison, Jeffrey UPP-18 PD 2/23/09	2009	1213	D-2014
Grizzanti, Jon UPP-22 PD Feb 2009	2009	1213	D-2014
Bobitt, Dorthy UPP-8 PD 11/10/08	2008	1213	D-2013
Bachman, Carlos UPP-16 PD 1/26/09	2009	1213	D-2014
Yarros, John UPP-14 PD 12/8/08	2008	1213	D-2013
Distefano, Sandra UPP-19 PD 1/26/09	2009	1213	D-2014
Watkins, Jaime UPP-9 PD 11/10/08	2008	1213	D-2013
Lott, Victor UPP-6 PD 6/12/06	2006	1213	D-2011
Gonzalez, Josie UPP-15 PD 12/8/08	2008	1213	D-2013
Mendoza, Connie UPP-10 PD 10/27/08	2008	1213	D-2013
Verduzco, Yazmina and Rogelio UPP-27 PD 8/2005	2005	1213	D-2010
Nordquest, Michelle UPP-2 PD 09/05	2005	1213	D-2010
Heuges, Charles UPP-10 PD 2/12/07	2007	1213	D-2012
Orosco, Carlos UPP-9 PD 4/20/05	2005	1213	D-2010
Parnell, Terrie UPP-10 PD 2/12/7	2007	1213	D-2012
Kim, Ruth UPP-14 PD 7/9/7	2007	1213	D-2007

Moore, Deborah UPP-23 PD 2/9/09	**2009**	1213	**D-2014**
Gomez-Alvarez, Luz Maria UPP-14 PD 1/23/12	**2012**	1429	**D-2017**
Martinez, Gerber & Reina, Angelique UPP-10 PD 1/11/07	**2007**	1429	**D-2012**
Shinogle, Jeanne UPP-8 PD 6/12/06	**2006**	1429	**D-2011**
Berry, Marcia UPP-09 PD 7/23/07	**2007**	1429	**D-2012**
Miller, John UPP-13 PD 1/28/08	**2008**	1429	**D-2013**
Taylor, Terry UPP-11 PD 4/12/07	**2007**	1429	**D-2012**
Miligan, Evelyn UPP-11 PD 5/14/07	**2007**	1429	**D-2012**
Montague, Mathew UPP-8 PD 10/8/07	**2007**	1429	**D-2012**
Pabon, Gloria UPP-4 PD 11/26/07	**2007**	1429	**D-2012**
Choque, Claudio UPP-4 PD 8/13/07	**2007**	1429	**D-2012**
Gaudreau, Mario UPP-6 PD 2/12/07	**2007**	1429	**D-2012**
Mohlin, Cindy UPP-17 PD 2/9/09	**2009**	1429	**D-2014**
Cerwinski, Ivy UPP-7 PD 4/8/10	**2010**	1429	**D-2015**
Zavala, Michael UPP-8 PD 1/25/10	**2010**	1429	**D-2015**
Payne, Sherman UPP-28 PD 6/14/10	**2010**	1429	**D-2015**
Miller, Christy UPP-5 PD 11/22/10	**2010**	1429	**D-2015**
Slonim, Fatima UPP-14 PD 3/14/11	**2011**	1429	**D-2016**
MacGregor, Maureen UPP-30 PD 6/14/10	**2010**	1429	**D-2015**
Draper, Marilyn UPP-25 PD 4/12/10	**2010**	1429	**D-2015**
Kneen, Saturia UPP-30 PD 5/10/10	**2010**	1429	**D-2015**
Zavala, Manuel UPP-29 PD 7/12/10	**2010**	1429	**D-2015**
Openshaw, Charlotte UPP-11 PD 10/26/09	**2009**	1429	**D-2014**
Ferrer, Lisa UPP-1 PD 9/22/08	**2008**	1429	**D-2013**
Pix, Clarence UPP-2 7/23/09	**2009**	1429	**D-2014**
Grant, Donald UPP-1 PD 8/13/09	**2009**	1429	**D-2014**
King, Margaret UPP-16 PD 1/25/10	**2010**	1429	**D-2015**
Porter Ann Marie UPP-20 PD 11/23/09	**2009**	1429	**D-2014**
Medina, Raul UPP-15 PD 10/12/09	**2009**	1429	**D-2014**
DiGiamarino, Dominic UPP-3 PD 8/13/09	**2009**	1429	**D-2014**
Malki, Rashael UPP-27 PD 7/12/10	**2010**	1429	**D-2010**
McDougal, Bill UPP-22 PD 3/22/10	**2010**	1429	**D-2015**
King, Wendi UPP-18 PD 10/12/09	**2009**	1429	**D-2014**
Ponce, Sean UPP-31 PD 10/24/11	**2011**	1429	**D-2016**
Duran, Rosa UPP-4 PD 12/28/09	**2009**	1429	**D-2014**
Brown, Sheila UPP-6 PD 10/12/09	**2009**	1429	**D-2014**
Aragon, Collette UPP-19 PD 11/23/09	**2009**	1429	**D-2014**
Ellis, Joseph UPP-12 PD 11/23/09	**2009**	1429	**D-2014**
Caggiano, Anthony UPP-22 PD 11/23/09	**2009**	1429	**D-2014**
CDBG-FY 2011-12 - Code Enforcement	**2012**	692A	**D-2017**
CDBG FY 2011-12 - Bob Hargis Baseball Field - ADA Improvments	**2012**	692A	**D-2017**
CDBG FY 2011-12 - Diamond Ct. Street Improvement	**2012**	692A	**D-2017**
CDBG FY 2011-12 - Fire Equipment	**2012**	692A	**D-2017**
CDBG FY 2011-12 - Diamond Ct. Youth Development Program	**2012**	692A	**D-2017**
CDBG FY 2011-12 - After School/Summer Program	**2012**	692A	**D-2017**
CDBG FY 2011-12 - Healthy Start	**2011**	692A	**D-2017**

CDBG FY 2011-12 - Foothill Family Shelter	2012	692A	D-2017
CDBG FY 2011-12 - His Hands food Program	2012	692A	D-2017
CDBG FY 2011-12 - IVHP- Food Security Program	2012	692A	D-2017
CDBG FY 2011-12 - Graffiti Removal	2012	692A	D-2017
CDBG- FY 2010-11 - Book Mobile Service	2011	803	D-2016
CDBG- FY 2010-11 - Food Security	2011	803	D-2016
CDBG- FY 2010-11 - St. Joseph	2011	803	D-2016
CDBG- FY 2010-11 - Book Mobile Service	2011	803	D-2016
CDBG- FY 2010-11 - Upland Nat'l Little League-Administration file	2011	803	D-2016
CDBG- FY 2010-11 - Upland Nat'l Little League-Prime file	2011	803	D-2016
CDBG- FY 2010-11 - Upland Nat'l Little League-Prime file	2011	803	D-2016
CDBG- FY 2009-10 Administration	2010	803	D-2015
CDBG- FY 2008-09 Substantial Amendment	2009	803	D-2014
CDBG- FY 2008-09 Rock Curb Replacement Project 7604	2009	1106	D-2014
CDBG- FY 2009-10 Environmentals	2010	335	D-2015
CDBG- FY 2009-10 Partnership for Youth Development	2010	335	D-2015
CDBG-FY 2009-10 - Senior Wellness	2009	335	D-2014
CDBG-FY 2009-10 - After School/Summer Program	2009	335	D-2014
CDBG-FY 2009-10 - Code Enforcement	2009	335	D-2014
CDBG-FY 2009-10 - Upland Unified School Distrcit	2009	335	D-2014
CDBG-FY 2009-10 - IFHMB- Landlord/Tenant & Fairhousing	2009	335	D-2014
CDBG-FY 2009-10 - Code Enforcement	2009	335	D-2014
CDBG-FY 2009-10 - Literacy Program	2009	335	D-2014
CDBG FY 2009-10 - IVRS	2008	335	D-2014
CDBG FY 2009-10 - Fire Equipment	2008	335	D-2014
CDBG FY 2009-10 - Graffiti Removal	2008	335	D-2014
CDBG FY 2009-10 - Upland Unified School District	2008	335	D-2014
CDBG FY 2009-10 - Family Foothill Shelter	2008	335	D-2014
CDBG- FY 2008-09 Administration	2009	1101	D-2014
CDBG-FY 2009-10 - Reconstruction of C Street	2010	1101	D-2015
CDBG-FY 2008-09 - Foothill Family Shelter	2009	1101	D-2014
CDBG-FY 2008-09 - Graffiti Removal	2009	1101	D-2014
CDBG-FY 2008-09 - Code Enforcement	2009	1101	D-2014
CDBG-FY 2008-09 - Unpland Unified School Distrcit	2009	1101	D-2014
CDBG-FY 2008-09 - Senior Wellness	2009	1101	D-2014
CDBG-FY 2008-09 - After School.Summer Program	2009	1101	D-2014
CDBG-R FY 2009 Administration	2009	1101	D-2014
CDBG 2007-08 - Teen Prevention Education Program	2008	1101	D-2013
CDBG-FY 2010-11 - IVRS- Transportation Buss Passes	2011	1428	D-2016
CDBG-FY 2010-11 - Program Administration	2011	1428	D-2016
CDBG-FY 2010-11 - Literacy Program	2011	1428	D-2016
CDBG-FY 2010-11 - Steel Workers Oltimers Foundation	2011	1428	D-2016

CDBG-FY 2010-11 - Senior Wellness	**2011**	1428	**D-2016**
CDBG-FY 2010-11 - IFHMB- Landlord Tenant & Fair Housing	**2011**	1428	**D-2016**
CDBG-FY 2010-11 - Environmentals	**2011**	1428	**D-2016**
CDBG-FY 2010-11 - Fire Dept. Equipment	**2011**	1428	**D-2016**
CDBG-FY 2009-10 - IVRS Carpert Replacment	**2011**	1428	**D-2016**
CDBG-FY 2007-08 - Literacy Program	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Inland Valley Council of Churches - File 1 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Inland Valley Council of Churches - File 2 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Hawkins Field Improvements	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Code Enforcement	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Family Foothill Shelter - File 1 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Family Foothill Shelter - File 2 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Oldtimers Foundation	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Graffiti Removal - File 1 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Graffiti Removal - File 2 of 2	**2008**	804	**D-2013**
CDBG-FY 2007-08 - Inland Fair Housing - File 1 of 2	**2008**	804	**D-2013**
CDBG-FY 2006-07 - Administration	**2007**	804	**D-2012**
CDBG-FY 2007-08 - After School Program	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - Healthy Start	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - Fire Dept. Equipmentl	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - Rock Curb Replacement	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - His Hands Ministry	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - Senior Wellness	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - Partnership for Youth Development	**2008**	4253	**D-2013**
CDBG-FY 2007-08 - CDBG Administration	**2008**	4253	**D-2013**
CDBG-FY 2008-09 - Fire Protection Equipment	**2009**	4253	**D-2014**
CDBG-FY 2008-09 - Partnership for Youth Development	**2009**	4253	**D-2014**
CDBG-FY 2008-09 - Literacy Program	**2009**	4253	**D-2014**
CDBG-FY 2008-09 - Rock Curb Replacement	**2009**	4253	**D-2014**
CDBG-FY 2008-09 - St. Joseph Church	**2009**	4253	**D-2014**
CDBG-FY 2008-09 - IFHMB- Landlord Tenant/Fair housing	**2009**	4253	**D-2014**
CDBG-R FY 2009-11 - Fire Equipment	**2012**	793	**D-2016**
CDBG FY 2011-12 - After School Program	**2012**	793	**D-2017**
CDBG FY 2011-12 - Literacy Program	**2012**	793	**D-2017**
CDBG FY 2011-12 - Concrete Improvements	**2012**	793	**D-2017**
CDBG FY 2011-12 - Administration	**2012**	793	**D-2017**
CDBG FY 2011-12 - Graffiti Removal	**2012**	793	**D-2017**
CDBG FY 2011-12 - Code Enforcement	**2011**	793	**D-2017**
CDBG FY 2011-12 - Senior Wellness	**2012**	793	**D-2017**
CDBG FY 2011-12 - Aquision of YMCA Facility	**2012**	793	**D-2017**
Keyes, Margaret HIP PD 2005	**2005**	095	**D-2010**
Martinez, Miguel and Patricia FTHB PD 2005	**2005**	095	**D-2010**

Palacious, Geraldo and Maria FTHB PD 2004	2004	095	D-2009
Van Ginkel, Peter and Lori FTHB PD 2004	2004	095	D-2009
Schexnyder, Clara HIP PD 2004	2004	095	D-2009
West, Mark and Kim FTHB 2004	2004	095	D-2009
Bogdanovich, Debbie FTHB 2004	2004	095	D-2009
Oakford, Gerald & Mary HIP 2004	2004	095	D-2009
Townsend, Ester HIP 2004	2004	095	D-2009
Loera, Alfred and Jill FTHB 2004	2004	095	D-2009
Arredondo, Higinio FTHB Pd 6/16/04	2004	651	D-2009
Ortega, Yolanda FTHB PD 6/28/04	2004	651	D-2009
Guzman, Socorro FTHB PD 7/12/04	2004	651	D-2009
Leon, Marlon and Gloria FTHB PD 9/16/04	2004	651	D-2009
Ortiz, Donato FTHB PD 7/15/04	2004	651	D-2009
Sandoval, Robert RRP PD 8/4/04	2004	651	D-2009
Padilla, David & Gloria HIP PD 1993	1993	651	D-1998
Dapkewicz, Francis/Lena HIP PD 1993	1993	651	D-1998
Rodriguez, Lorelei HHRP Pd 8/16/06	2006	651	D-2011
Fish, William HIP Foreclosed 1998	1998	612	D-2003
George, Richard HIP Foreclosed 1997	1997	612	D-2002
Westbury/Roldan, Nicole FTHB Foreclosed 2002	2002	612	D-2007
Palacio, Jerilyn A. HIP Foreclosed 2000	2000	612	D-2005
Kwong, Te & Sing T. RRP Foreclosed 1996	1996	612	D-2001
Garcia, Melissa FTHB Foreclosed 2000	2000	612	D-2005
Smith, Kathleen HIP Foreclosed 1996	1996	612	D-2001
Mattson, Alice HIP Foreclosed 2000	2000	612	D-2005
Scanlon, Michael HIP Foreclosed 1996	1996	612	D-2001
Shupe, Karen HIP Foreclosed 1996	1996	612	D-2001
Coughran, Robert & Patricia HIP Foreclosed 1993	1993	612	D-1998
Copeland/Rice HIP Foreclosed 1993	1993	612	D-1998
Rajpoot, Ashraf & Tanvir HIP Foreclosed 1993	1993	612	D-1998
Teague, Tina HIP Foreclosed 1996	1996	612	D-2001
Espinosa, Nellie HIP Foreclosed 1995	1995	612	D-2000
CDBG 2011-12 Upland Fire - Fire Equipment	2012	794	D-2017
CDBG 2011-12 UUSD - Healthy Start	2012	794	D-2017
CDBG 2011-12 Inland Valley Hope Partners - Food Security Program	2012	794	D-2017
CDBG 2011-12 Foothill Family Shelter	2012	794	D-2017
CDBG 2011-12 St. Joseph's Church - His Hands Food Program	2012	794	D-2017
CDBG 2011-12 Inland Fair Housing and Mediation Board-Landlord/tenant & Fairhousing	2012	794	D-2017
CDBG 2011-12 Upland Recreation-Partnership for Youth	2012	794	D-2017
CDBG 2011-12 Inland Valley Recovery Services - 12 Step Materials	2012	794	D-2017
Payne, Sherman HIP PD 4.5.06	2006	1361	D-2011
Snyder, Helen HIP PD 1.29.06	2006	1361	D-2011
Huber, Richard HIP PD 8.21.06	2006	1361	D-2011
Garcia, Helia FTHB PD 6.19.06	2006	1361	D-2011
Ramirez, Andrew FTHB PD 1.4.05	2005	1361	D-2010
Vasquez, Irene HIP PD 3.22.06	2006	1361	D-2011

Zabala, Ramona HIP PD 8.29.06	2006	1361	D-2011
Messenger, Opal HIP PD 12.6.06	2006	1361	D-2011
Snodgrass, Gilbert and Carole HIP PD 6.22.06	2006	1361	D-2011
Sherman, Ruth HIP PD 1.18.06	2006	1361	D-2011
Ramirez, Susan HIP PD 2005	2005	806	D-2010
City of Upland HOME Grant PD 2005	2005	806	D-2010
Campiran, Rosa HIP PD 2005	2005	806	D-2010
Treichel, Carol and Allen HIP PD 2005	2005	806	D-2010
Chaffey Community Cultural Center FTHB PD 2005	2005	806	D-2010
Cretin, Maria HIP PD 2005	2005	806	D-2010
Dixon, Scott FTHB PD 2005	2005	806	D-2010
LePore, Alfred HIP PD 2005	2005	806	D-2010
Middleswart, Arrie HIP PD 2005	2005	806	D-2010
Cota, Richard FTHB Foreclosed 2009	2009	806	D-2014
RENU-Bernadine Malacara 12/14/11	2011	027	D-2016
RENU- Teresa viveros 11/23/2011	2011	027	D-2016
RENU-Consuelo Garcia 7/15/2013	2013	027	D-2018
RENU- David C. Watters 7/15/2013	2013	027	D-2018
RENU- Denise Andrade 6/10/2013	2013	027	D-2018
RENU-Maria E. Perez 6/10/2013	2013	027	D-2018
CDBG-FY 2013-14 - Graffiti Removal file 2 0f 2	2014	730	D-2019
CDBG-FY 2013-14 - Graffiti Removal - GPC Invoices/Payments	2014	730	D-2019
CDBG-FY 2013-14 - Fair Housing	2014	730	D-2019
CDBG-FY 2013-14 - Transitional Housing	2014	730	D-2019
CDBG-FY 2013-14 - Sova Food Security Program	2014	730	D-2019
CDBG-FY 2013-14 - CDBG Concrete improvement	2014	730	D-2019
CDBG-FY 2013-14 - Adult Literacy Program	2014	730	D-2019
CDBG-FY 2013-14 - Summer/After School Program	2014	730	D-2019
CDBG-FY 2013-14 - Residential Treatment-Substance Abuse	2014	730	D-2019
CDBG-FY 2013-14 - CDBG Administration	2014	4427	D-2019
CDBG-FY 2013-14 - His Hands Food Program	2014	4427	D-2019
CDBG-FY 2013-14 - Vics Place After School Program	2014	4427	D-2019
CDBG-FY 2013-14 - Code Enforcement	2014	4427	D-2019
CDBG-FY 2013-14 - Graffiti Removal	2014	4427	D-2019
CDBG-FY 2013-14 - Stepping Stone Program	2014	4427	D-2019
CDBG-FY 2013-14 - Emergency Repair Program	2014	4427	D-2019
CDBG-FY 2013-14 - Landlord/Tenant Mediation	2014	4427	D-2019
CDBG-FY 2013-14 - Healthy Start	2013	088	D-2018
CDBG-FY 2012-13 - CDBG Administration	2013	088	D-2018
CDBG-FY 2012-13 - Hope Partners- Food Security Program	2013	088	D-2018
CDBG-FY 2012-13 - Graffiti Removal CDBG Areas	2013	088	D-2018
CDBG-FY 2012-13 - Fair Housing	2013	088	D-2018
CDBG-FY 2012-13 - His Hands Food Program	2013	088	D-2018
CDBG-FY 2012-13 - Healthy Start	2013	088	D-2018
CDBG-FY 2012-13 - Literacy Program	2013	088	D-2018

CDBG-FY 2012-13 - Acquisition Former YMCA Facility	**2013**	088	**D-2018**
CDBG-FY 2012-13 - Life Safety Equipment	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Emergency Repair Program	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Stepping Stone Program	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Landlord/Tenant Mediation	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Senior Wellness	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Vic's Place	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - CDBG Concrete Improvement	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Solar Affordable Housing Program	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - Code Enforcement/CDBG Slum & Blight	**2013**	990-A	**D-2018**
CDBG-FY 2012-13 - After School Summer Program	**2013**	990-A	**D-2018**

39 Boxes

Planning

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
RDD	02/20/2019	[illegible]	[illegible]	4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
SE-06-31 – SE-06-60	2006	4254	D-2018
SE-06-61 – SE-06-88	2006	4254	D-2018
SE-07-01 – SE-07-23	2007	4254	D-2019
SE-07-24 – SE-07-45	2007	4254	D-2019

1 Box

FINANCE A/P

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
	3/6/19			4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
Checks	07/06/11 - 07/11/11	001-115	
Checks	07/13/11 - 07/25/11	001-116	
Checks	07/27/11 - 08/08/11	001-117	
Checks	08/08/11 - 08/23/11	001-118	
Checks	08/25/11 - 08/29/11	001-119	
Checks	08/31/11 - 09/12/11	001-120	
Checks	09/15/11 - 09/26/11	001-121	
Checks	09/26/11 - 10/10/11	001-122	
Checks	10/10/11 - 10/24/11	001-123	
Checks	10/24/11 - 11/01/11	001-124	
Checks	11/02/11 - 11/14/11	001-125	
Checks	11/14/11 - 11/28/11	001-126	
Checks	11/28/11 - 12/12/11	001-127	
Checks	12/12/11 - 12/28/11	001-128	
Checks	12/28/11 - 01/09/12	001-129	
Checks	01/09/12 - 01/23/12	001-130	
Checks	01/23/12 - 02/13/12	001-131	
Checks	02/13/12 - 02/23/12	001-132	
Checks	02/27/12 - 03/08/12	001-133	

Checks	03/12/12 - 03/26/12	001-134	
Checks	03/26/12 - 04/05/12	001-135	
Checks	04/09/12 - 04/23/12	001-136	
Checks	04/23/12 - 05/01/12	001-137	
Checks	05/01/12 - 05/14/12	001-138	
Checks	05/14/12 - 05/30/12	001-139	
Checks	05/29/12 - 06/04/12	001-140	
Checks	06/07/12 - 06/14/12	001-141	
Checks	06/18/12 - 06/27/12	001-142	
Checks	07/02/12 - 07/09/12	001-143	
Checks	07/09/12 - 07/23/12	001-144	
Checks	07/23/12 - 07/30/12	001-145	
Checks	8/01/12 - 08/13/12	001-146	
Checks	8/13/12 - 08/27/12	001-147	
Checks	8/27/12 - 09/24/12	001-148	
Checks	9/24/12 - 10/04/12	001-149	
Checks	10/08/12 - 10/22/12	001-150	
Checks	10/22/12 - 11/05/12	001-151	
Checks	11/12/12 - 11/12/12	001-152	
Checks	11/12/12 - 11/26/12	001-153	
Checks	11/26/12 - 12/10/12	001-154	
Checks	12/10/12 - 12/24/12	001-155	
Checks	12/24/12 - 01/14/12	001-156	
Checks	01/14/13 - 01/28/13	001-157	
Checks	01/28/13 - 02/11/13	001-158	

Checks	02/11/13 - 02/12/13	001-159	
Checks	02/20/13 - 03/06/13	001-160	
Checks	03/07/13 - 03/11/13	001-161	
Checks	03/11/13 - 03/25/13	001-162	
Checks	03/25/13 - 04/08/13	001-163	
Checks	04/08/13 - 04/22/13	001-164	
Checks	04/22/13 - 05/13/13	001-165	
Checks	05/13/13 - 05/28/13	001-166	
Checks	05/28/13 - 06/10/13	001-167	
Cal-Card	07/01/11 - 07/31/11	001-176	
Cal-Card	08/01/11 - 08/31/11	001-177	
Cal-Card	09/01/11 - 10/31/11	001-178	
Cal-Card	11/01/11 - 12/31/11	001-179	
Cal-Card	01/01/12 - 03/31/12	001-180	
Cal-Card	04/01/12 - 05/31/12	001-181	
Cal-Card	06/01/12 - 06/30/12	001-182	
Cal-Card	07/01/12 - 09/30/12	001-183	
Cal-Card	10/01/12 - 12/31/12	001-184	
Cal-Card	01/01/13 - 03/31/13	001-185	
Cal-Card	04/01/13 - 05/31/13	001-186	
Cal-Card	06/01/13 - 06/30/13	001-187	
Batch Controls	07/2011 - 10/2011	001-192	
Batch Controls	11/2011 - 02/2012	001-193	
Batch Controls	03/2012 - 06/2012	001-194	
Edison & Gas	07/2011 - 09/2011	001-195	

Edison & Gas	10/2011 - 12/2011	001-196	
Edison & Gas	01/2012 - 12/2012	001-197	
Edison & Gas	03/2012 - 04/2012	001-198	
Edison & Gas	05/2012 - 06/2012	001-199	
Edison & Gas	07/2012 - 09/2012	001-200	
Edison & Gas	10/2012 - 12/2012	001-201	
Edison & Gas	01/2013 - 03/2013	001-202	
Edison & Gas	04/2013 - 06/2013	001-203	
Purchase Orders: Proof Posts, copies	07/01/11 - 06/30/12	001-209	
Purchase Orders: Proof Posts, copies	07/01/11 - 06/30/12	001-210	
Purchase Orders: Proof Posts, copies	07/01/12 - 06/30/13	001-211	
Purchase Orders Proof Posts, copies	07/01/12 - 06/30/13	001-212	
Check Copies	06/01/13 - 06/27/13	001-219	
Check Copies	06/24/13 - 06/27/13	001-220	
Check Copies	07/01/13 - 07/22/13	001-221	
Check Copies	07/22/13 - 08/05/13	001-222	
Check Copies	08/19/13 - 08/26/15	001-223	
Check Copies	08/26/13 - 09/16/13	001-224	
Check Copies	09/16/13 - 10/09/13	001-225	
Check Copies	10/14/15 - 10/23/13	001-226	
Check Copies	10/28/13 - 11/11/13	001-227	
Check Copies	11/11/13 - 11/25/13	001-228	
Check Copies	11/25/13 - 12/09/13	001-229	
Check Copies	12/09/13 - 01/06/14	001-230	
Check Copies	01/06/14 - 01/23/14	001-231	

Check Copies	01/23/14 - 02/18/14	001-232	
Check Copies	02/18/14 - 03/03/14	001-233	
Check Copies	03/03/14 - 03/17/14	001-234	
Check Copies	03/17/14 - 04/10/14	001-235	
Check Copies	04/10/14 - 04/28/14	001-236	
Batch Controls	07/01/12 - 01/01/13	001-237	
Cal-Card	07/01/13 - 09/01/13	001-237A	
Batch Controls	02/01/13 - 09/01/13	001-238	
Cal-Card	10/01/13 - 02/01/14	001-238A	
Timesheets	1/11/09-1/24/09 1/25/09-2/7/09 2/8/09-2/21/09	004-005	
Timesheets	2/22/09-3/7/09 3/8/09-3/21/09	004-006	
Timesheets	5/4/08-5/17/08 6/29/08-7/12/08	004-079	
Timesheets	7/13/08-7/26/08 7/27/08-8/9/08	004-080	
Timesheets	8/10/08-8/23/08 8/24/08-9/6/08	004-081	
Timesheets	9/7/08-9/20/08 9/21/08-10/4/08	004-082	
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Timesheets	11/2/08-11/15/08 11/16/08- 11/29/08	004-084	
Timesheets	11/30/08- 12/13/08 12/14/08- 12/27/08	004-085	
Timesheets	12/28/08-1/10/09 3/22/09-4/4/09	004-086	
Timesheets	6/28/09-7/11/09 7/12/09-7/25/09	004-090	
Timesheets	7/26/09-8/8/09 8/9/09-8/22/09	004-091	
Timesheets	8/23/09-9/5/09 9/6/09-9/19/09	004-092	

Timesheets	9/20/09-10/3/09 10/4/09-10/17/09	004-093	
Timesheets	10/18/09- 10/31/09 11/1/09-11/14/09	004-094	
Timesheets	11/15/09- 11/28/09 11/29/09- 12/12/09	004-095	
Timesheets	12/13/09- 12/26/09 12/27/09-1/9/10	004-096	
Timesheets	1/10/10-1/23/10 1/24/10-2/6/10	004-097	
Timesheets	2/7/10-2/20/10 2/21/10-3/6/10	004-098	
Timesheets	3/7/10-3/20/10 3/21/10-4/3/10	004-099	
Timesheets	4/4/10-4/17/10 4/18/10-5/1/10	004-100	
Timesheets	5/2/10-5/15/10 5/16/10-5/29/10	004-101	
Timesheets	5/30/10-6/12/10 6/13/10-6/26/10	004-102	
Timesheets	6/27/10-7/10/10 7/11/10-7/24/10	004-103	
Timesheets	7/25/10-8/7/10 8/8/10-8/21/10	004-104	
Timesheets	8/22/10-9/4/10 9/5/10-9/18/10	004-105	
Timesheets	9/19/10-10/2/10 10/3/10-10/16/10	004-106	
Timesheets	10/17/10- 10/30/10 10/31/10- 11/13/10	004-107	
Timesheets	11/14/10- 11/27/10 11/28/10- 12/11/10	004-108	
Timesheets	12/12/10- 12/25/10 12/26/10-1/8/11	004-109	
Timesheets	1/9/11-1/22/11 1/23/11-2/5/11	004-110	
Timesheets	2/6/11-2/19/11 2/20/11-3/5/11	004-111	
Timesheets	3/6/11-3/19/11 3/20/11-4/2/11	004-112	

Timesheets	4/3/11-4/16/11 4/17/11-4/30/11	004-113	
Timesheets	5/1/11-5/14/11 6/26/11-7/9/11	004-114	
Timesheets	7/10/11-7/23/11 7/27/11-8/6/11	004-115	
Timesheets	8/7/11-8/20/11 8/21/11-9/3/11	004-116	
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Timesheets	3/18/12-3/31/12 4/1/12-4/14/12	004-124	
Timesheets	4/15/12-4/28/12 4/29/12-5/12/12	004-125	
Timesheets	5/13/12-5/26/12 5/27/12-6/9/12 6/10/12-6/23/12	004-126	
W2s	2006-2008	004-198	
W2s	2009-2011	004-199	
US Bank Statements: UCRA **Town Center Redevelopment Proj Tax Alloc Notes Issue of 2003 $1,500,000**	10/01/2003 – 12/31/03; YE 2004; YE 2005	005-031	
Bank Reconciliation Copies (JEs Only) Chase Bank	07/2012 -12/2012	005-037	
US Bank Statements: **UCRA (Merged Project) Subordinate TAN 1999 (Low & Mod Income Housing FD Project) $4,220,000**	07/01/1993- 09/30/2003	005-070	
US Bank Statements UCRA Merged Proj Subordinated TAN 2001 $6,400,000, Due 12/2003 and misc checks of 2005	Dec. 2001 to June 2002 & July to Sept 2003	005-087	
US Bank Statement: Develop Rev Ref Bonds - Mountain Springs Series 1998A (July 2012-June 2013, July 2013 - Sept 2013)	07/1/2012 - 09/30/2013	005-108	

Total Box Count: 157

FINANCE A/R

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
	4/8/19			4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NUMBER	COMMENTS
BL – Business License Posts/Reports	07/2013-08/2013	002-015	D-12/31/18
BL – Business License Posts/Reports	09/2013-10/2013	002-016	D-12/31/18
BL – Business License Posts/Reports	11/2013-12/2013	002-017	D-12/31/18
BL – Closed Business Licenses	YE 2014	002-033	D-12/31/18
BL – Closed Business Licenses	01/01/08-12/01/14	002-034	D-12/2016
BL – Closed Business Licenses	01/01/14-12/31/14	002-035	D-12/2016
BL – Closed Business Licenses	01/01/15-12/31/15	002-036	D-12/2017
BL – Closed Business Licenses	01/01/16-12/31/16	002-037	D-12/2018
BL – Closed Business Licenses	01/01/10-12/31/13	002-040	D-12/2015
BL – Closed Business Licenses	01/01/14-12/31/14	002-041	D-12/2016
BL – Closed Business Licenses	01/01/14-12/31/14	002-042	D-12/2016
BL – Closed Business Licenses	01/01/10-12/31/13	002-043	D-12/2015
BL – Closed Business Licenses	01/01/14-12/31/14	002-044	D-12/2016
BL – Closed Business Licenses	01/01/15-12/31/15	002-045	D-12/2017
BL – Closed Business Licenses	01/01/15-12/31/15	002-046	D-12/2017
BL – Closed Business Licenses	01/01/16-12/31/16	002-047	D-12/2018
BL – Closed Business Licenses	01/01/16-12/31/16	002-048	D-12/2018
CR – UB Stubs	08/01/13-08/26/13	003-225	D-12/31/18

CR – UB Stubs	08/27/13-09/16/13	003-226	D-12/31/18
CR – UB Stubs	09/17/13-10/09/13	003-227	D-12/31/18
CR – UB Stubs	10/10/13-10/31/13	003-228	D-12/31/18
CR – UB Stubs	07/01/13-07/15/13	003-280	D-12/31/18
CR – UB Stubs	07/16/13-07/31/13	003-281	D-12/31/18
CR – Revenue Packets	07/01/13-07/10/13	003-327	D-12/31/18
CR – Revenue Packets	07/11/13-07/18/13	003-328	D-12/31/18
CR – Revenue Packets	07/22/13-07/29/13	003-329	D-12/31/18
CR – Revenue Packets	07/30/13-08/08/13	003-330	D-12/31/18
CR – Revenue Packets	08/12/13-08/22/13	003-331	D-12/31/18
CR – Revenue Packets	08/26/13-09/04/13	003-332	D-12/31/18
CR – Revenue Packets	09/05/13-09/16/13	003-333	D-12/31/18
CR – Revenue Packets	09/17/13-09/26/13	003-334	D-12/31/18
CR – Revenue Packets	09/30/13-10/08/13	003-335	D-12/31/18
CR – Revenue Packets	10/09/16-10/21/13	003-336	D-12/31/18
CR – Revenue Packets	10/22/13-10/30/13	003-337	D-12/31/18
CR – Revenue Packets	10/31/13-11/05/13	003-338	D-12/31/18
CR – Revenue Packets	11/06/13-11/12/13	003-339	D-12/31/18
CR – Revenue Packets	11/13/13-11/20/13	003-340	D-12/31/18
CR – Revenue Packets	11/21/13-11/27/13	003-341	D-12/31/18
CR – Revenue Packets	12/02/13-12/05/13	003-342	D-12/31/18
CR – Revenue Packets	12/08/13-12/11/13	003-343	D-12/31/18
CR – Revenue Packets	12/15/13-12/19/13	003-344	D-12/31/18
CR – Revenue Packets	12/23/13-12/31/13	003-345	D-12/31/18

UB – UB Stubs	07/06/15-08/05/15	006-063	D-12/31/17
UB – City Utility Billing	07/15/14-06/30/15	006-064	D-12/31/17
UB – UB Stubs	08/06/15-09/16/15	006-070	D-12/31/17
UB – UB Stubs	09/17/18-10/29/15	006-071	D-12/31/17
UB – BL Adjustments	01/01/14-05/31/14	006-071	D-06/30/18
UB – BL Adjustments	07/01/13-07/31/13	006-072	D-12/31/17
UB – UB Stubs	11/02/15-12/02/15	006-075	D-12/31/17
UB – UB Stubs	12/03/15-01/11/16	006-076	D-12/31/17
UB – UB Stubs	01/12/16-02/23/16	006-077	D-12/31/18
UB – UB Stubs	02/24/16-04/07/16	006-078	D-12/31/18
UB – UB Stubs	04/11/16-05/19/16	006-079	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-081	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-082	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-083	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-084	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-085	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-086	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-087	D-12/31/18
UB – UB Stubs	05/23/16-07/05/16	006-088	D-12/31/18
UB – UB Stubs	07/06/16-07/28/16	006-089	D-12/31/18
UB – UB Stubs	08/01/16-08/31/16	006-090	D-12/31/18
UB – UB Stubs	09/01/16-09/30/16	006-091	D-12/31/18
UB – UB Stubs	10/01/16-10/31/16	006-092	D-12/31/18
UB – UB Stubs	11/01/16-11/30/16	006-095	D-12/31/18

UB – UB Stubs	12/01/16-12/31/16	006-099	D-12/31/18
UB – Utility Billing Records	07/01/15-06/30/16	006-107	D-06/30/18
UB – Utility Billing Records	07/01/15-06/30/16	006-108	D-06/30/18
UB – Utility Billing Records	07/01/15-06/30/16	006-109	D-06/30/18
UB – Utility Billing Records	07/01/15-06/30/16	006-110	D-06/30/18
UB – Utility Billing Records	07/01/15-06/30/16	006-111	D-06/30/18
UB – Utility Billing Records	07/01/15-06/30/16	006-112	D-06/30/18
UB – City Utility Billing	07/15/15-06/30/16	006-113	D-12/31/18
UB – Low Income Applications	07/01/14-06/30/15	006-136	D-06/30/17
UB – Low Income Applications	07/01/15-06/30/16	006-137	D-06/30/18

76 boxes

HUMAN RESOURCES RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
	3/20/19			4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
WORKMANS COMP – TERMINATED EMPLOYEES: Bratton, James	1989	0259	D-2019
VOLUNTEERS Volunteer Applications Volunteen Applications	2011	0527	D-2014
WORKMANS COMP – TERMINATED EMPLOYEES: Bratton, James / Harmon, Paul / Imhof, Douglas / Koontz, Clyde / Meyers, George / Quezada, Daniel / Randall, David / Sharrett, Sharon	1989	0997	D-2019
WORKMANS COMP – TERMINATED EMPLOYEES: Abbot, Marion 1987 / Arner, Malicent / Baileym, Paul 1988 / Bratton James 1983 / Brownell, Stephen 1988 / Carls, Trisha 1988 / Ciccone, Virginia 1988 / Feld, Joseph 1988 / Frantini, Charmaine 1988 / Gilli, Christopher 1987	1983-1987	1047	D-2019
COLEN & LEE CLAIMS MANAGEMENT REPORTS: General & Auto Liability Claims Management Reports	1994-99	1102	D-2007
COLEN & LEE CLOSED CLAIMS: Mathre, Danielle (Minor) / File #2, File #3, File #4 / State Farm Ins. Ryan J Garcia (Minor) Valerie Guzman-Garcia / Martinez, Corysa (Minor)	2000	1121	D-2019
WORKMANS COMP – TERMINATED EMPLOYEES: Steslicki, Kenneth / Workmans Comp. Appeal Board (01-30-89 / 01-17-89 / 01-31-89 / 02-08-89) / Wedell, Sherrie	1989	1259	D-2019
GENERAL LIABILITY CLAIMS CLOSED - HR FILES: Adams, Deborah (State Farm Ins) / Farmers Insurance (Anselmo, Severino) / DeLorm, Phil / Feser, Mr & Mrs / Stein. Dana / Wilson, John / Ball (sp?), Marlene / Beaulieu, Terry Ann / Johnson, Gary / Reily, Edward / Rivette, Clarence / Ibrahim, Anhar / Farrehyar, Farhad / Hernandez, Joseph / Forrest, Laura / Ortiz, Linda / Smith, Marc / Goetsch, Steven / Dlugitch, Edward / Inman, Charlene / State Farm Insurance (Inman) / Venegas, Salvador / Triboulet, Gary / Foothill Gardens HOA / Prince, Cynthia / Spears, Brenda / Gladson, Elizabeth	2006	4390	D-2013
NON-HIRES (FIRE): Forrand, Anthony / Khachatoorian, Alex	2013	4394	D-2016
NON-HIRES (POLICE): Vargas, Jennifer / Vicuna, Luis / Vindiola, Beverly / Llamas, Zulema, Weatherbie, Joshua 2013 / Rios-Cardenas, Rudy / Torrence, Steven / Sandoval, Araceli / Sorenson, Natalie 2014	2013-2014	4394	D-2017

GENERAL LIABILITY CLAIMS CLOSED - HR FILES: Sierra Lathing Company (also see Craig Electric) 1999 / Upland Neighborhood Alliance 2006 / United Rentals Northwest 2008 / Gonzales, Shirley 2010 / House, Ila 2010 / Route 66 Nursery 2011 / Scott, Steven 2011 / Simpson, John Scott 2011 / Bestek Engineering 2012 / YD Enterprises 2012	1999-2012	4544	D-2019
GENERAL LIABILITY CLAIMS CLOSED - HR FILES: Bracken, Rosario / Buerba, Jannette / Calderon, Francisco / Fields, Vicki / Gomez, Brenda / Gomez, Paul / Grant, Laura / Hinkle, Millie / Huerta, Jose / Kerivan, Albert / Martin, Luther / Martinez, Luis / Monell, Robin / Moreno, Nicole / Navarro, Rachel / Ochoa, Irma / Perez, Nicholas / Phillips, Virginia / Prentice, Ernest & Julie / Rodriguez, Rosie / Rollins, Robin / Valdez, Samuel / Hacopian, Christopher & Gibb, Scott	2012	4550	D-2019
NON-HIRES (POLICE): O'Toole, Mary / Perez, Norma / Quiroz, Raul / Ramos, David / Raymundo, Bernard / Rodriguez, Carlos / Rodriguez, Helen / Rodriguez, Sharae / Serrano, Christopher / Sherwood, Matthew / Simonzad, Benny / Sobaszek, Patrick	2013	4583	D-2016
BACKGROUND FILES / UNSUCCESSFUL APPS: Curlowicz, John (FF Reserve) / Glick, Daniel (FF Reserve) / Jackson, Christopher FF/Paramedic / Lippen, James (FF Reserve) / Messiha, Morcus (FF/Paramedic) / Heid, Aaron (FF/Paramedic) / Brambila, Frank (FF/Paramedic)	2012	4690	D-2016
AFLAC: Flex Spending	2011-15	4813	D-2019

14 Boxes Total

POLICE

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
[illegible]	2/27/19	[illegible]	[illegible]	4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
Payroll Sheets	2012	1	
Payroll Sheets	2010	2	
Payroll Sheets	2013	3	
Traffic Citations	2013	4	
Overtime Slips	01/2012-06/2012	5	
Overtime Slips	01/2013-06/2012	6	
Overtime Slips	2015	7	
Overtime Slips	07/2012-12/2012 07/2013-12/2013	8	
PPI/RPO docs	11/2013-04/2014	9	
Comp. Slips	03/2006-04/2009	10	
Certified Mail returns	2004	11	
Certified Mail returns	2003	12	
Certified Mail returns	2009	13	
Certified Mail returns	2008	14	
Certified Mail returns	2005	15	
Certified Mail returns	2005	16	
Certified Mail returns	2006	17	
Certified Mail returns	2006	18	
Cancelled Cases	2004, 2008, 2009	19	
Certified Mail returns	2007	20	
Revenue receipts	2011 / 2012	21	
Traffic Citations	2014	22	
Parking Citations	2010	23	
PPI/RPO docs	2016	24	
PPI/RPO docs	12/2014-06/2015	25	
Personnel Schedules	2013	26	
Traffic Citations	01/2014-06/2014	27	
Traffic Citations	07/2014-12/2014	28	
UCR Reports	2012, 2013, 2014, 2015, 2016	29	
Deposit Slips	2015 / 2016	30	

RECORDS DESTRUCTION REQUEST
2019

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
Payroll Sheets	12/2013-8/2015	31	
Payroll Sheets	09/2015-12/2016	32	
(1)Traffic Citations, (2) Voided Citations, (3) Receipt Books, (4) Subpoenas Duces Tecum, (5) Evidence Deposit Sheets, (6) Ride a long forms	(1) 09/2012-02/2013 (2) 2012, 2013, 2015, 2016 (3) 2009, 2010, 2011, 2012, 2013, 2014, 2015 (4) 2016 (5) 2016 (6) 2011, 2012, 2013, 2014	33	
(1)Traffic Citations, (2) Parking Citations	(1) 07/2015-12/2015 2016 (2) 2015, 2016	34	
(1)Traffic Citations, (2) CORI Logs	(1) 01/2015-06/2015 (2) 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011	35	
(1)Traffic Citations, (2) Criminal Subpoenas, (3) UCR reports totals (4) False Alarm cards	(1) 07/2014-12/2014 (2) 2016 (3) 2013, 2014, 2015 (4) 2015, 2016	36	
Deposit Slips	2015, 2016	37	
PPI/RPO docs	04/2012-07/2012	38	
Criminal Subpoenas	2015	39	

RECORDS DESTRUCTION REQUEST
2019

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
PPI/RPO (PRIVATE PARTY IMPOUNDS / VEHICLE REPOSSESSIONS)	01/2016-04/2016, 10/2016-12/2016	40	
PPI/RPO (PRIVATE PARTY IMPOUNDS / VEHICLE REPOSSESSIONS)	06/2014-11/2014	41	
Equipment Radio Logs	2014, 2015, 2016	42	
POLICE REPORTS	1/1/05-1/11/05	43	SEE ATTACHED
POLICE REPORTS	1/12/05-1/25/05	44	SEE ATTACHED
POLICE REPORTS	1/26/05-2/1/05	45	SEE ATTACHED
POLICE REPORTS	2/2/05-2/7/05	46	SEE ATTACHED
POLICE REPORTS	2/8/05-2/15/05	47	SEE ATTACHED
POLICE REPORTS	2/16/05-2/22/05	48	SEE ATTACHED
POLICE REPORTS	2/23/05-3/4/05	49	SEE ATTACHED
POLICE REPORTS	3/5/05-3/14/05	50	SEE ATTACHED
POLICE REPORTS	3/15/05-3/22/05	51	SEE ATTACHED
POLICE REPORTS	3/23/05-3/30/05	52	SEE ATTACHED
POLICE REPORTS	3/31/05-4/9/05	53	SEE ATTACHED
POLICE REPORTS	4/10/05-4/18/05	54	SEE ATTACHED
POLICE REPORTS	4/19/05-4/28/05	55	SEE ATTACHED
POLICE REPORTS	4/29/05-5/6/05	56	SEE ATTACHED
POLICE REPORTS	5/7/05-5/13/05	57	SEE ATTACHED
POLICE REPORTS	5/14/05-5/22/05	58	SEE ATTACHED
POLICE REPORTS	5/23/05-6/1/05	59	SEE ATTACHED
POLICE REPORTS	6/2/05-6/10/05	60	SEE ATTACHED
POLICE REPORTS	6/11/05-6/19/05	61	SEE ATTACHED
POLICE REPORTS	6/20/05-6/27/05	62	SEE ATTACHED
POLICE REPORTS	6/28/05-7/6/05	63	SEE ATTACHED
POLICE REPORTS	7/7/05-7/12/05	64	SEE ATTACHED
POLICE REPORTS	7/13/05-7/21/05	65	SEE ATTACHED
POLICE REPORTS	7/22/05-7/30/05	66	SEE ATTACHED
POLICE REPORTS	7/31/05-8/8/05	67	SEE ATTACHED
POLICE REPORTS	8/9/05-8/16/05	68	SEE ATTACHED
POLICE REPORTS	8/17/05-8/23/05	69	SEE ATTACHED
	8/24/05-9/1/05	70	SEE ATTACHED

RECORDS DESTRUCTION REQUEST
2019

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
POLICE REPORTS	9/2/05-9/11/05	71	SEE ATTACHED
POLICE REPORTS	9/12/05-9/19/05	72	SEE ATTACHED
POLICE REPORTS	9/20/05-9/28/05	73	SEE ATTACHED
POLICE REPORTS	9/29/05 -10/05/05	74	SEE ATTACHED
POLICE REPORTS	10/05/05-10/13/05	75	SEE ATTACHED
POLICE REPORTS	10/14/05-10/21/05	76	SEE ATTACHED
POLICE REPORTS	10/22/05-10/30/05	77	SEE ATTACHED
POLICE REPORTS	10/31/05-11/08/05	78	SEE ATTACHED
POLICE REPORTS	11/9/05-11/15/05	79	SEE ATTACHED
POLICE REPORTS	11/16/05-11/23/05	80	SEE ATTACHED
POLICE REPORTS	11/24/05-12/02/05	81	SEE ATTACHED
POLICE REPORTS	12/3/05-12/11/05	82	SEE ATTACHED
POLICE REPORTS	12/12/05-12/18/05	83	SEE ATTACHED
POLICE REPORTS	12/19/05-12/25/05	84	SEE ATTACHED
POLICE REPORTS	12/26/05-12/31/05	85	SEE ATTACHED

01/01/05-01/11/05

BOX #43

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005001001	2005002001	2005003001	2005004001	2005005001	2005006001	2005007001	2005008001	2005009001	2005010001	2005011001
2005001002	2005002002	2005003002	2005004002	2005005002	2005006002	2005007002	2005008002	2005009002	2005010002	2005011002
2005001003	2005002003	2005003003	2005004003	2005005003	2005006003	2005007003	2005008003	2005009003	2005010003	2005011003
2005001004	2005002004	2005003004	2005004004	2005005004	2005006004	2005007004	2005008004	2005009004	2005010004	2005011004
2005001005	2005002005	2005003005	2005004005	2005005005	2005006005	2005007005	2005008005	2005009005	2005010005	2005011005
2005001006	2005002006	2005003006	2005004006	2005005006	2005006006	2005007006	2005008006	2005009006	2005010006	2005011006
2005001007	2005002007	2005003007	2005004007	2005005007	2005006007		2005008007	2005009007	2005010007	2005011007
2005001008	2005002008	2005003008	2005004008	2005005008	2005006008	2005007008	2005008008	2005009008	2005010008	2005011008
2005001009	2005002009	2005003009	2005004009	2005005009	2005006009	2005007009	2005008009	2005009009	2005010009	2005011009
2005001010	2005002010	2005003010	2005004010	2005005010	2005006010	2005007010	2005008010	2005009010	2005010010	2005011010
2005001011	2005002011	2005003011	2005004011	2005005011	2005006011	2005007011	2005008011	2005009011	2005010011	2005011011
2005001012	2005002012	2005003012	2005004012	2005005012	2005006012	2005007012	2005008012	2005009012	2005010012	2005011012
2005001013	2005002013	2005003013	2005004013	2005005013	2005006013	2005007013	2005008013	2005009013	2005010013	2005011013
2005001014	2005002014	2005003014	2005004014		2005006014		2005008014	2005009014	2005010014	2005011014
		2005003015	2005004015	2005005015	2005006015	2005007015	2005008015	2005009015	2005010015	2005011015
2005001016	2005002016	2005003016	2005004016	2005005016	2005006016	2005007016	2005008016	2005009016	2005010016	
	2005002017	2005003017	2005004017	2005005017	2005006017	2005007017	2005008017	2005009017	2005010017	2005011017
2005001018	2005002018	2005003018	2005004018	2005005018	2005006018	2005007018	2005008018	2005009018	2005010018	2005011018
2005001019		2005003019	2005004019	2005005019	2005006019	2005007019	2005008019		2005010019	2005011019
2005001020	2005002020	2005003020	2005004020	2005005020		2005007020	2005008020	2005009020		2005011020
2005001021	2005002021	2005003021	2005004021	2005005021	2005006021	2005007021	2005008021	2005009021	2005010021	
2005001022	2005002022	2005003022	2005004022	2005005022	2005006022	2005007022	2005008022	2005009022	2005010022	2005011022
2005001023	2005002023	2005003023	2005004023	2005005023	2005006023	2005007023	2005008023	2005009023	2005010023	
2005001024	2005002024	2005003024	2005004024	2005005024	2005006024	2005007024	2005008024	2005009024	2005010024	2005011024
2005001025		2005003025	2005004025	2005005025	2005006025	2005007025	2005008025	2005009025	2005010025	2005011025
2005001026	2005002026	2005003026	2005004026	2005005026		2005007026	2005008026		2005010026	2005011026
2005001027	2005002027	2005003027	2005004027	2005005027	2005006027	2005007027	2005008027	2005009027	2005010027	2005011027

01/01/05-01/11/05
BOX #43

2005001028	2005002028	2005003028	2005004028	2005005028	2005006028	2005007028	2005009028	2005010028	2005011028
	2005002029	2005003029	2005004029	2005005029	2005006029	2005007029		2005010029	2005011029
	2005002030	2005003030	2005004030	2005005030	2005006030	2005007030		2005010030	2005011030
	2005002031	2005003031	2005004031	2005005031	2005006031	2005007031		2005010031	2005011031
	2005002032	2005003032	2005004032	2005005032	2005006032	2005007032		2005010032	2005011032
	2005002033	2005003033	2005004033	2005005033	2005006033			2005010033	2005011033
	2005002034	2005003034	2005004034	2005005034	2005006034			2005010034	2005011034
	2005002035	2005003035	2005004035	2005005035	2005006035			2005010035	2005011035
		2005003036	2005004036	2005005036	2005006036			2005010036	2005011036
		2005003037	2005004037	2005005037	2005006037			2005010037	2005011037
		2005003038	2005004038	2005005038	2005006038			2005010038	2005011038
		2005003039	2005004039	2005005039	2005006039				2005011039
		2005003040		2005005040	2005006040				2005011040
		2005003041	2005004041	2005005041					2005011041
		2005003042		2005005042	2005006042				2005011042
				2005005043	2005006043				2005011043
		2005003044		2005005044	2005006044				2005011044
		2005003045			2005006045				2005011045
		2005003046			2005006046				2005011046
		2005003047			2005006047				2005011047
		2005003048							2005011048
									2005011049
		2005003050							2005011050
		2005003051							2005011051
		2005003052							2005011052
		2005003053							2005011053
		2005003054							2005011054
		2005003055							

1/12/05-1/25/05

BOX #44

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005012001	2005013001	2005014001	2005015001	2005016001	2005017001	2005018001	2005019001	2005020001	2005021001	2005022001	2005023001	2005024001	2005025001
2005012002		2005014002	2005015002	2005016002	2005017002	2005018002	2005019002	2005020002	2005021002	2005022002	2005023002	2005024002	2005025002
2005012003	2005013003	2005014003		2005016003	2005017003	2005018003	2005019003	2005020003	2005021003	2005022003	2005023003	2005024003	2005025003
2005012004	2005013004	2005014004	2005015004	2005016004	2005017004	2005018004	2005019004	2005020004	2005021004	2005022004	2005023004	2005024004	2005025004
2005012005	2005013005	2005014005	2005015005	2005016005	2005017005	2005018005	2005019005	2005020005	2005021005	2005022005	2005023005	2005024005	2005025005
2005012006	2005013006	2005014006	2005015006	2005016006	2005017006	2005018006	2005019006	2005020006	2005021006	2005022006	2005023006	2005024006	2005025006
2005012007	2005013007	2005014007	2005015007	2005016007	2005017007	2005018007	2005019007	2005020007	2005021007	2005022007	2005023007	2005024007	2005025007
2005012008	2005013008	2005014008	2005015008	2005016008	2005017008	2005018008	2005019008	2005020008	2005021008	2005022008	2005023008	2005024008	2005025008
2005012009	2005013009	2005014009	2005015009	2005016009	2005017009	2005018009	2005019009	2005020009	2005021009	2005022009		2005024009	2005025009
2005012010	2005013010		2005015010	2005016010	2005017010	2005018010	2005019010		2005021010	2005022010	2005023010	2005024010	2005025010
2005012011	2005013011	2005014011	2005015011	2005016011	2005017011	2005018011	2005019011	2005020011	2005021011	2005022011		2005024011	
2005012012	2005013012	2005014012	2005015012	2005016012	2005017012	2005018012		2005020012	2005021012	2005022012	2005023012	2005024012	2005025012
2005012013	2005013013	2005014013	2005015013	2005016013	2005017013	2005018013	2005019013	2005020013	2005021013	2005022013	2005023013	2005024013	2005025013
2005012014	2005013014	2005014014	2005015014	2005016014	2005017014	2005018014	2005019014	2005020014	2005021014	2005022014	2005023014	2005024014	2005025014
2005012015	2005013015	2005014015	2005015015	2005016015	2005017015	2005018015	2005019015	2005020015	2005021015	2005022015	2005023015	2005024015	2005025015
2005012016	2005013016	2005014016	2005015016		2005017016	2005018016	2005019016	2005020016	2005021016	2005022016	2005023016	2005024016	2005025016
2005012017	2005013017	2005014017	2005015017	2005016017	2005017017	2005018017	2005019017	2005020017	2005021017	2005022017	2005023017	2005024017	2005025017
2005012018	2005013018		2005015018	2005016018	2005017018	2005018018	2005019018	2005020018	2005021018	2005022018	2005023018	2005024018	2005025018
2005012019	2005013019	2005014019	2005015019	2005016019	2005017019	2005018019	2005019019	2005020019		2005022019	2005023019	2005024019	2005025019
2005012020	2005013020	2005014020	2005015020	2005016020	2005017020	2005018020	2005019020	2005020020		2005022020	2005023020	2005024020	2005025020
2005012021	2005013021		2005015021	2005016021	2005017021	2005018021	2005019021	2005020021	2005021021	2005022021	2005023021	2005024021	2005025021
	2005013022	2005014022	2005015022	2005016022	2005017022	2005018022	2005019022	2005020022	2005021022	2005022022	2005023022	2005024022	2005025022
2005012023	2005013023	2005014023	2005015023	2005016023	2005017023	2005018023	2005019023	2005020023		2005022023	2005023023	2005024023	2005025023
2005012024	2005013024	2005014024	2005015024	2005016024	2005017024	2005018024	2005019024	2005020024		2005022024	2005023024	2005024024	2005025024
2005012025	2005013025	2005014025	2005015025	2005016025	2005017025	2005018025		2005020025	2005021025	2005022025	2005023025	2005024025	2005025025
	2005013026	2005014026		2005016026	2005017026	2005018026	2005019026	2005020026	2005021026		2005023026	2005024026	2005025026
2005012027	2005013027	2005014027	2005015027	2005016027	2005017027	2005018027	2005019027	2005020027	2005021027	2005022027	2005023027	2005024027	2005025027

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BOX #44

2005012028	2005013028	2005014028	2005015028	2005016028	2005017028	2005018028	2005019028	2005020029	2005021028	2005022028	2005023028	2005024028	2005025028
2005012029	2005013029	2005014029	2005015029	2005016029	2005017029	2005018029	2005019029	2005020030	2005021029	2005022029	2005023029	2005024029	2005025029
2005012030	2005013030		2005015030	2005016030	2005017030	2005018030	2005019030	2005020031	2005021030	2005022030	2005023030	2005024030	2005025030
2005012031	2005013031	2005014031		2005016031	2005017031	2005018031	2005019031	2005020033	2005021031	2005022031	2005023031	2005024031	2005025031
2005012032	2005013032	2005014032	2005015032	2005016032	2005017032	2005018032	2005019032	2005020034	2005021032	2005022032	2005023032	2005024032	2005025032
2005012033	2005013033	2005014033	2005015033	2005016033	2005017033	2005018033	2005019033	2005020035	2005021033	2005022033	2005023033	2005024033	2005025033
2005012034	2005013034	2005014034	2005015034	2005016034	2005017034	2005018034	2005019034	2005020036	2005021034	2005022034	2005023034	2005024034	2005025034
	2005013035	2005014035	2005015035	2005016035	2005017035	2005018035	2005019035	2005020037	2005021035	2005022035	2005023035	2005024035	2005025035
2005012036	2005013036		2005015036	2005016036	2005017036		2005019036	2005020038	2005021036	2005022036		2005024036	
2005012037	2005013037		2005015037	2005016037	2005017037	2005018037	2005019037	2005020039	2005021037	2005022037		2005024037	2005025037
2005012038	2005013038			2005016038	2005017038	2005018038	2005019038	2005020040	2005021038	2005022038		2005024038	2005025038
2005012039	2005013039				2005017039	2005018039	2005019039	2005020041	2005021039	2005022039		2005024039	2005025039
				2005016040	2005017040	2005018040	2005019040			2005022040		2005024040	2005025040
				2005016041	2005017041	2005018041	2005019041			2005022041		2005024041	2005025041
				2005016042	2005017042		2005019042			2005022042		2005024042	2005025042
				2005016043			2005019043			2005022043		2005024043	2005025043
										2005022044		2005024044	2005025044
							2005019045			2005022045		2005024045	2005025045
							2005019046			2005022046		2005024046	2005025046
							2005019047			2005022047		2005024047	2005025047
										2005022048		2005024048	2005025048
										2005022049		2005024049	2005025049
										2005022050		2005024050	2005025050
										2005022051		2005024051	2005025051
										2005022052		2005024052	2005025052
										2005022053		2005024053	2005025053
										2005022054		2005024054	
										2005022055		2005024055	2005025055
										2005022056			2005025056
										2005022057			2005025057
										2005022058			2005025058
										2005022059			

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BOX #45

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005026001		2005028001	2005029001	2005030001	2005031001	2005032001
	2005027002	2005028002	2005029002	2005030002	2005031002	2005032002
2005026003	2005027003	2005028003	2005029003	2005030003	2005031003	2005032003
2005026004	2005027004	2005028004	2005029004	2005030004	2005031004	2005032004
2005026005	2005027005	2005028005	2005029005	2005030005	2005031005	2005032005
2005026006	2005027006	2005028006	2005029006	2005030006	2005031006	2005032006
2005026007	2005027007	2005028007		2005030007	2005031007	2005032007
2005026008	2005027008	2005028008	2005029008	2005030008	2005031008	2005032008
2005026009	2005027009	2005028009	2005029009	2005030009	2005031009	2005032009
2005026010	2005027010	2005028010		2005030010	2005031010	
2005026011	2005027011	2005028011	2005029011	2005030011	2005031011	2005032011
2005026012	2005027012	2005028012	2005029012	2005030012	2005031012	2005032012
2005026013	2005027013	2005028013	2005029013	2005030013	2005031013	2005032013
2005026014	2005027014	2005028014	2005029014	2005030014	2005031014	2005032014
2005026015	2005027015	2005028015	2005029015	2005030015	2005031015	2005032015
2005026016	2005027016	2005028016	2005029016	2005030016	2005031016	2005032016
2005026017	2005027017	2005028017	2005029017	2005030017	2005031017	2005032017
2005026018	2005027018	2005028018	2005029018	2005030018	2005031018	2005032018
2005026019	2005027019	2005028019		2005030019	2005031019	2005032019
2005026020	2005027020	2005028020	2005029020	2005030020	2005031020	2005032020
2005026021	2005027021	2005028021	2005029021	2005030021	2005031021	
2005026022	2005027022	2005028022	2005029022	2005030022	2005031022	2005032022
2005026023	2005027024	2005028023	2005029023	2005030023	2005031023	2005032023
2005026024	2005027025	2005028024		2005030024	2005031024	2005032024
2005026025	2005027026	2005028025	2005029025	2005030025	2005031025	2005032025
2005026026	2005027027	2005028026	2005029026	2005030026	2005031026	2005032026
2005026027	2005027028	2005028027	2005029027	2005030027	2005031027	2005032027
2005026028	2005027029	2005028028	2005029028	2005030028	2005031028	2005032028
2005026029	2005027030		2005029029	2005030029	2005031029	2005032029
2005026030	2005027031	2005028030	2005029030	2005030030	2005031030	2005032030

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BOX #45

2005026031	2005027032	2005029031	2005030031	2005031031	2005032031
2005026032	2005027033	2005029032	2005030032	2005031032	2005032032
2005026033	2005027034	2005029033	2005030033	2005031033	2005032033
2005026034	2005027035	2005029034	2005030034	2005031034	2005032034
2005026035	2005027036	2005029035	2005030035	2005031035	2005032035
2005026036	2005027037	2005029036	2005030036	2005031036	2005032036
2005026037	2005027038		2005030037	2005031037	2005032037
2005026038	2005027039			2005031038	2005032038
2005026039	2005027040			2005031039	2005032039
2005026040	2005027041			2005031040	
	2005027042			2005031041	
2005026042	2005027043			2005031042	
2005026043	2005027044			2005031043	
2005026044	2005027045			2005031044	
2005026045	2005027046			2005031045	
2005026046	2005027047			2005031046	
2005026047	2005027048				
2005026048	2005027049				
	2005027050				
	2005027051				
	2005027052				
	2005027053				
	2005027054				
	2005027056				
	2005027057				

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BOX #46

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005033001	2005034001	2005035001	2005036001	2005037001	2005038001
2005033002	2005034002	2005035002	2005036002	2005037002	2005038002
2005033003	2005034003	2005035003	2005036003		2005038003
2005033004	2005034004	2005035004	2005036004	2005037004	2005038004
2005033005	2005034005	2005035005	2005036005	2005037005	2005038005
2005033006	2005034006	2005035006	2005036006	2005037006	2005038006
2005033007	2005034007	2005035007	2005036007	2005037007	
2005033008	2005034008	2005035008	2005036008	2005037008	2005038008
2005033009	2005034009	2005035009	2005036009	2005037009	2005038009
2005033010	2005034010	2005035010	2005036010	2005037010	2005038010
	2005034011	2005035011	2005036011	2005037011	2005038011
2005033012	2005034012	2005035012	2005036012	2005037012	2005038012
2005033013	2005034013	2005035013	2005036013	2005037013	2005038013
	2005034014	2005035014	2005036014	2005037014	2005038014
2005033015	2005034015	2005035015	2005036015	2005037015	2005038015
2005033016	2005034016	2005035016	2005036016	2005037016	2005038016
2005033017	2005034017	2005035017	2005036017	2005037017	2005038017
2005033018	2005034018	2005035018	2005036018	2005037018	2005038018
	2005034019	2005035019	2005036020	2005037019	2005038019
2005033020	2005034020	2005035020	2005036021	2005037020	2005038020
	2005034021	2005035021	2005036022	2005037021	2005038021
2005033022	2005034022	2005035022	2005036023	2005037022	2005038022
2005033023	2005034023	2005035023	2005036024	2005037023	2005038023
2005033024	2005034024	2005035024	2005036025	2005037024	2005038024
2005033025	2005034025	2005035025	2005036026	2005037025	2005038025
2005033026	2005034026	2005035026	2005036027	2005037026	2005038026
2005033027	2005034027		2005036028	2005037027	2005038027
2005033028	2005034028	2005035028	2005036029	2005037028	2005038028
2005033029	2005034029	2005035029		2005037029	2005038029
2005033030	2005034030	2005035030	2005036031	2005037030	
2005033031	2005034031	2005035031	2005036032	2005037031	

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BOX #46

2005033034	2005034034	2005035034	2005036035	2005037034
2005033035	2005034035	2005035035	2005036036	2005037035
	2005034036	2005035036		2005037036
	2005034037	2005035037		2005037037
	2005034038	2005035038		2005037038
	2005034039	2005035039		2005037039
	2005034040	2005035040		2005037040

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BOX #47

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005039001	2005040001	2005041001	2005042001	2005043001	2005044001	2005045001	2005046001
2005039002	2005040002	2005041002	2005042002	2005043002	2005044002	2005045002	2005046002
2005039003	2005040003	2005041003	2005042003	2005043003	2005044003	2005045003	2005046003
2005039004	2005040004	2005041004	2005042004	2005043004	2005044004	2005045004	2005046005
2005039005	2005040005	2005041005	2005042005	2005043005	2005044005	2005045005	2005046006
2005039006	2005040006	2005041006	2005042006	2005043006	2005044006	2005045006	2005046007
2005039007	2005040007	2005041007	2005042007	2005043007	2005044007	2005045007	2005046008
2005039008	2005040008	2005041008	[redacted]	2005043008	2005044008	2005045008	2005046009
2005039009	2005040009	2005041009	2005042009	2005043009	2005044009	2005045009	2005046010
2005039010	2005040010	2005041010	2005042010	2005043010	2005044010	2005045010	2005046011
2005039011	2005040011	2005041011	[redacted]	2005043011	2005044011	2005045011	2005046012
2005039012	2005040012	2005041012	2005042012	2005043012	2005044012	2005045012	2005046013
2005039013	2005040013	2005041013	2005042013	2005043013	2005044013	2005045013	2005046014
2005039014	[redacted]	2005041014	2005042014	2005043014	2005044014	2005045014	2005046015
2005039015	2005040015	2005041015	2005042015	2005043015	2005044015	2005045015	2005046016
2005039016	2005040016	2005041016	2005042016	2005043016	2005044016	2005045016	2005046017
2005039017	2005040017	2005041017	2005042017	2005043017	2005044017	2005045017	2005046018
2005039018	2005040018	2005041018	2005042018	2005043018	2005044018	2005045018	2005046019
2005039019	2005040019	2005041019	2005042019	2005043019	2005044019	2005045019	2005046020
2005039020	2005040020	2005041020	2005042020	2005043020	2005044020	2005045020	2005046021
2005039021	2005040021	2005041021	2005042021	2005043021	2005044021	2005045021	2005046022
2005039022	2005040022	2005041022	2005042022	2005043022	2005044022	2005045022	2005046023
2005039023	2005040023	2005041023	2005042023	2005043023	2005044023	2005045023	2005046024
2005039024	2005040024	2005041024	2005042024	2005043024	2005044024	2005045024	2005046025
2005039025	2005040025	2005041025	[redacted]	2005043025	2005044025	2005045025	2005046026
2005039026	2005040026	2005041026	2005042026	2005043026	2005044026	2005045026	2005046027
[redacted]	2005040027	2005041027	2005042027	2005043027	2005044027	2005045027	2005046028
2005039028	2005040028	2005041028	2005042028	2005043028	2005044028	2005045028	2005046029
2005039029	[redacted]	[redacted]	2005042029	2005043029	2005044029	2005045029	2005046030
[redacted]	2005040030	2005041030	2005042030	2005043030	2005044030	2005045030	2005046031

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BOX #47

2005039031	2005040031	2005041031	2005042031
2005039032	2005040032	2005041032	
2005039033	2005040033	2005041033	
2005039034	2005040034	2005041034	
2005039035	2005040035	2005041035	
2005039036	2005040036	2005041036	
2005039037		2005041037	
2005039038		2005041038	
2005039039		2005041039	
2005039040		2005041040	
2005039041			
2005039042			
2005039044			
2005039045			
2005039046			
2005039047			
2005039048			
2005039050			
2005039051			
2005039052			
2005039053			
2005039054			
2005039055			

2005044031	2005045031	2005046032
2005044032	2005045032	2005046033
2005044033	2005045033	2005046034
	2005045034	2005046035
2005044035	2005045035	2005046036
2005044036	2005045036	2005046037
2005044037		2005046038
2005044038		2005046039
2005044039		2005046040
2005044040		2005046041
2005044041		2005046042
		2005046043
		2005046045

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BOX #48

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005047001	2005048001	2005049001	2005050001	2005051001	2005052001	2005053001
2005047002	2005048002	2005049002	2005050002	2005051002	2005052002	2005053002
2005047003	2005048003	2005049003	2005050004	2005051003	2005052003	2005053003
2005047004	2005048004	2005049004	2005050005	2005051004	2005052004	2005053004
2005047005	2005048005	2005049005	2005050006	2005051005	2005052005	2005053005
2005047006	2005048006	2005049006	2005050007	2005051006	2005052006	2005053006
2005047007	2005048007	2005049007	2005050008	2005051007	2005052007	2005053007
2005047008	2005048008	2005049008	2005050009	2005051008	2005052008	2005053008
2005047009	2005048009	2005049009	2005050010	2005051009	2005052009	2005053009
2005047010	2005048010	2005049010	2005050011	2005051010	2005052010	2005053010
2005047011	2005048011	2005049011	2005050012	2005051011	2005052011	2005053011
2005047012	2005048012	2005049012	2005050013	2005051012	2005052012	2005053012
2005047013	2005048013	2005049013	2005050014	2005051013	2005052013	2005053013
[redacted]	2005048014	2005049014	2005050015	2005051014	2005052014	2005053014
2005047015	2005048015	2005049015	2005050016	[redacted]	2005052015	2005053015
2005047016	2005048016	2005049016	2005050017	2005051016	2005052016	2005053016
2005047017	2005048017	[redacted]	2005050018	2005051017	2005052017	2005053017
2005047018	2005048018	2005049018	2005050019	2005051018	2005052018	2005053018
2005047019	[redacted]	2005049019	2005050020	2005051019	2005052019	[redacted]
2005047020	2005048020	2005049020	2005050021	2005051020	2005052020	2005053020
2005047021	2005048021	2005049021	2005050022	2005051021	2005052021	2005053021
2005047022	2005048022	2005049022	2005050023	2005051022	2005052022	2005053022
2005047023	2005048023	2005049023	2005050024	[redacted]	2005052023	2005053023
2005047024	2005048024	2005049024	2005050025	2005051024	2005052024	2005053024
2005047025	2005048025	2005049025	2005050026	2005051025	2005052025	2005053025
2005047026	2005048026	2005049026	2005050027	2005051026	2005052026	2005053026

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2005047027	2005048027	2005049027	2005050028	2005051027	2005052027	2005053027
2005047028	[redacted]	2005049028	2005050029	2005051028	2005052028	2005053028
2005047029	2005048029	2005049029	2005050030	2005051029	2005052029	2005053029
2005047030	2005048030	2005049030	2005050031	2005051030	2005052030	2005053030
2005047031	2005048031	[redacted]	2005050032	2005051031	2005052031	2005053031
2005047032	2005048032	2005049032	2005050033	2005051032	2005052032	2005053032
	2005048033	2005049033	2005050034		2005052034	2005053033
	2005048034	2005049034				2005053034
	2005048035	2005049035				2005053035
	2005048036	2005049036				2005053036
	2005048037	2005049037				2005053037
	2005048038	2005049038				2005053038
	2005048039	2005049039				
	2005048040	2005049040				
	2005048041	2005049041				
	2005048042	2005049042				
	2005048043	2005049043				
	[redacted]	2005049044				
	2005048045	2005049045				
	[redacted]					
	2005048047					
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	2005048051					
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BOX #49

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005054001	2005055001	2005056001	2005057001	2005058001	2005059001	2005060001	2005061001	2005062001	2005063001
2005054002	2005055003	2005056002	2005057002	2005058002	2005059002	2005060002	2005061002	2005062002	2005063002
	2005055004	2005056003	2005057003	2005058003	2005059003	2005060003	2005061003	2005062003	2005063003
2005054004	2005055005	2005056004	2005057004	2005058004	2005059004	2005060004	2005061004	2005062004	2005063004
2005054005	2005055006	2005056005	2005057005	2005058005	2005059005	2005060005	2005061005	2005062005	2005063005
2005054006	2005055007	2005056006	2005057006	2005058006	2005059006	2005060006	2005061006	2005062006	
2005054007	2005055008	2005056007	2005057007	2005058007	2005059007	2005060007	2005061007	2005062007	2005063007
2005054008	2005055009	2005056008	2005057008	2005058008	2005059008	2005060008	2005061008	2005062008	2005063008
2005054009	2005055010	2005056009	2005057009	2005058009	2005059009	2005060009	2005061009		2005063009
2005054010	2005055011	2005056010	2005057010	2005058010	2005059010	2005060010		2005062010	
2005054011	2005055012	2005056011	2005057011	2005058012	2005059011	2005060011	2005061011	2005062011	2005063011
2005054012	2005055013	2005056012	2005057012	2005058013	2005059012	2005060012	2005061012	2005062012	2005063012
	2005055014	2005056013	2005057013	2005058014	2005059013	2005060013	2005061013	2005062013	2005063013
2005054014	2005055015	2005056014	2005057014	2005058015	2005059014	2005060014	2005061014	2005062014	2005063014
	2005055016	2005056015	2005057015	2005058016	2005059015	2005060015	2005061015	2005062015	
2005054016	2005055017	2005056016	2005057016	2005058017	2005059016	2005060016	2005061016	2005062016	2005063016
2005054017	2005055018	2005056017	2005057017	2005058018	2005059017	2005060017		2005062017	2005063017
2005054018	2005055019		2005057018	2005058019	2005059018	2005060018	2005061018	2005062018	2005063018
2005054019	2005055020	2005056019		2005058020	2005059019	2005060019	2005061019	2005062019	
2005054020	2005055021	2005056020	2005057020	2005058021	2005059020		2005061020	2005062020	
2005054021	2005055022	2005056021	2005057021	2005058022	2005059021	2005060021	2005061021	2005062021	2005063021
2005054022		2005056022	2005057022	2005058023	2005059022		2005061022	2005062022	2005063022
2005054023	2005055024	2005056023	2005057023	2005058024	2005059023	2005060023	2005061023		2005063023
2005054024	2005055025	2005056024	2005057024	2005058025	2005059024	2005060024	2005061024	2005062024	2005063024
2005054025	2005055026	2005056025	2005057025	2005058026	2005059025	2005060025	2005061025	2005062025	2005063025
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2005054027	2005055028	2005056027	2005057027	2005058028	2005059027	2005060027	2005061027	2005062027	2005063027
2005054028	2005055029	2005056028	2005057028	2005058029	2005059028	2005060028	2005061028	2005062028	2005063028
2005054029	2005055030	2005056029	2005057029	2005058030	2005059029		2005061029	2005062029	2005063029
2005054030	2005055031	2005056030	2005057030	2005058031	2005059030	2005060030	2005061030	2005062030	2005063030
2005054031	2005055032	2005056031			2005059031	2005060031		2005062031	2005063031

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BOX #49

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3/5/05-3/14/05
BOX #50

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005064001	2005065001	2005066001	2005067001	2005068001	2005069001	2005070001	2005071001	2005072001	2005073001
2005064002	2005065002	2005066002	2005067002	2005068002	2005069002	2005070002	2005071002	2005072002	2005073002
2005064003	2005065003	2005066004	2005067003	2005068003	2005069003	2005070003	2005071003		2005073003
2005064004	2005065004	2005066006	2005067004	2005068004	2005069004	2005070004	2005071004	2005072004	2005073004
2005064005	2005065005	2005066007	2005067005	2005068005	2005069005	2005070005	2005071005	2005072006	2005073005
2005064006	2005065006	2005066008	2005067006	2005068006	2005069006	2005070006	2005071006	2005072007	2005073006
2005064007	2005065007	2005066009	2005067007	2005068007	2005069007	2005070007	2005071007	2005072008	2005073007
2005064008	2005065008	2005066010	2005067008	2005068008	2005069008	2005070008	2005071008	2005072009	2005073008
2005064009	2005065009	2005066011	2005067009	2005068009		2005070009	2005071009	2005072010	2005073009
	2005065010	2005066012	2005067010		2005069010	2005070010	2005071010	2005072011	2005073010
2005064011	2005065011	2005066013	2005067011	2005068011	2005069011	2005070011	2005071011	2005072012	2005073011
2005064012	2005065012	2005066014	2005067012	2005068012		2005070012	2005071012	2005072013	2005073012
2005064013	2005065013	2005066015	2005067013	2005068013	2005069013	2005070013	2005071013	2005072014	2005073013
2005064014	2005065014	2005066017	2005067014	2005068014	2005069014	2005070014	2005071014	2005072015	2005073014
2005064015	2005065015	2005066018	2005067015	2005068015	2005069015	2005070015	2005071015	2005072016	2005073015
	2005065016	2005066019	2005067016	2005068016		2005070016	2005071016	2005072017	2005073016
2005064017	2005065017	2005066020	2005067017	2005068017	2005069017	2005070017		2005072018	2005073017
2005064018	2005065018	2005066021	2005067018	2005068018	2005069018	2005070018	2005071018	2005072019	2005073018
	2005065019	2005066022	2005067019	2005068019	2005069019	2005070019	2005071019	2005072020	2005073019
2005064020	2005065020	2005066023	2005067020	2005068020	2005069020	2005070020	2005071020	2005072021	2005073020
2005064021	2005065021	2005066024	2005067021	2005068021	2005069021	2005070021	2005071021	2005072022	2005073021
2005064022	2005065022	2005066025	2005067022		2005069022	2005070022	2005071022	2005072023	2005073022
	2005065023	2005066026	2005067023	2005068023	2005069023	2005070023	2005071023	2005072024	2005073023
2005064024	2005065024	2005066027	2005067024	2005068024	2005069024	2005070024	2005071024	2005072025	2005073024
2005064025	2005065025	2005066028	2005067025	2005068025	2005069025	2005070025	2005071025	2005072026	2005073025
2005064026	2005065026	2005066029	2005067026	2005068026	2005069026	2005070026	2005071026	2005072027	2005073026
2005064027	2005065027	2005066030	2005067027	2005068027	2005069027		2005071027	2005072028	2005073027
2005064028		2005066031	2005067028	2005068028	2005069028	2005070028	2005071028	2005072029	2005073028
2005064029		2005066032	2005067029	2005068029	2005069029	2005070029		2005072030	2005073029
2005064030		2005066033	2005067030	2005068030	2005069030	2005070030	2005071030	2005072031	2005073030
2005064031		2005066034	2005067031	2005068031	2005069031	2005070031	2005071031		2005073031

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BOX #50

2005064034
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BOX #51

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005074001	2005075001	2005076001	2005077001		2005079001	2005080001	2005081001
2005074002	2005075002	2005076002		2005078002	2005079002	2005080002	2005081002
2005074003	2005075003	2005076003	2005077003	2005078003	2005079003	2005080003	2005081003
2005074004	2005075004	2005076004	2005077004		2005079004	2005080004	2005081004
2005074005	2005075005	2005076005	2005077005	2005078005	2005079005	2005080005	2005081005
		2005076006		2005078006	2005079006	2005080006	2005081006
2005074007	2005075007	2005076007	2005077007	2005078007	2005079007	2005080007	2005081007
2005074008	2005075008	2005076008	2005077008	2005078008	2005079008	2005080008	2005081008
2005074009	2005075009	2005076009	2005077009	2005078009	2005079009	2005080009	2005081010
2005074010	2005075010	2005076010	2005077010	2005078010	2005079010	2005080010	2005081011
2005074011	2005075011	2005076011	2005077011	2005078011	2005079011	2005080011	2005081012
2005074012	2005075012	2005076012	2005077012	2005078012	2005079012	2005080012	2005081013
2005074013	2005075013	2005076013	2005077013	2005078013	2005079013		2005081014
2005074014		2005076014	2005077014	2005078014	2005079014	2005080014	2005081015
2005074015	2005075015	2005076015	2005077015		2005079015	2005080015	2005081016
2005074016	2005075016	2005076016	2005077016	2005078016	2005079016	2005080016	2005081017
2005074017	2005075017	2005076017	2005077017	2005078017	2005079017	2005080017	2005081018
2005074018	2005075018	2005076018	2005077018	2005078018	2005079018		
2005074019	2005075019	2005076019	2005077019	2005078019	2005079019	2005080019	
2005074020	2005075020	2005076020	2005077020	2005078020	2005079020	2005080020	2005081021
2005074021	2005075021	2005076021	2005077021	2005078021	2005079021	2005080021	2005081022
2005074022	2005075022	2005076022	2005077022	2005078022	2005079022	2005080022	2005081023
2005074023	2005075023	2005076023		2005078023	2005079023	2005080025	2005081024
2005074024	2005075024	2005076024	2005077024	2005078024	2005079024		
2005074025	2005075025	2005076025	2005077025	2005078025		2005080027	2005081026
2005074026	2005075026	2005076026	2005077026	2005078026		2005080028	2005081027
2005074027	2005075027	2005076027	2005077027	2005078027		2005080029	2005081028
2005074029	2005075028	2005076028	2005077028			2005080030	2005081029

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BOX #51

2005074030	2005075029	2005076029	2005077029
2005074031	2005075030	2005076030	2005077030
2005074032	2005075031	2005076031	2005077031
2005074033	2005075032	2005076032	2005077032
2005074034	2005075033	2005076033	[redacted]
2005074035	2005075034		2005077034
2005074036	2005075035		2005077035
2005074037	2005075036		[redacted]
2005074038	2005075037		2005077037
2005074039	2005075038		2005077038
2005074040	2005075039		2005077039
2005074041	2005075040		2005077040
2005074042	2005075041		2005077041
2005074043			[redacted]
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2005074046			2005077045
2005074047			2005077046
2005074048			
2005074049			
2005074078			

2005080031	2005081030
2005080032	2005081031
2005080033	2005081032
2005080034	2005081033
2005080035	2005081034
2005080036	2005081035
2005080037	2005081036
2005080038	2005081037
2005080039	2005081038
2005080040	2005081039
2005080041	2005081040
2005080042	2005081041
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	2005081046
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BOX #52

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005082001	2005083001	2005084001	2005085001	2005086001	2005087001	2005088001	2005089001
2005082002	2005083002	2005084002	2005085002	2005086002	2005087002	2005088002	2005089002
2005082003	2005083003	2005084003	2005085003	2005086003	2005087003	2005088003	2005089003
2005082004	2005083004	2005084004	2005085004	2005086004	2005087004	2005088004	2005089004
2005082005	2005083005	2005084005	2005085005	2005086005	2005087005	2005088005	2005089005
2005082006	2005083006	[redacted]	2005085006	2005086006	2005087006	2005088006	2005089007
2005082007	2005083007	2005084007	2005085007	2005086007	2005087007	2005088007	2005089008
2005082008	2005083008	2005084008	2005085008	2005086008	2005087008	2005088008	2005089009
2005082009	2005083009	2005084009	2005085009	2005086009	2005087009	2005088009	2005089010
2005082010	2005083010	2005084010	2005085010	2005086010	2005087010	2005088010	2005089012
2005082011	2005083011	2005084011	2005085011	2005086011	2005087011	2005088011	2005089013
2005082012	2005083012	2005084012	2005085012	2005086012	2005087012	2005088012	2005089014
2005082013	2005083013	[redacted]	2005085013	2005086013	2005087013	2005088013	2005089015
2005082014	2005083014	2005084014	2005085014	2005086014	2005087014	2005088014	[redacted]
2005082015	2005083015	2005084015	2005085015	2005086015	2005087015	2005088015	2005089017
2005082016	2005083016	2005084016	2005085016	2005086016	2005087016	2005088016	2005089018
2005082017	2005083017	2005084017	2005085017	2005086017	2005087017	2005088017	2005089019
2005082018	2005083018	2005084018	2005085018	2005086018	2005087018	2005088018	2005089020
[redacted]	2005083019	2005084019	2005085019	2005086019	2005087019	2005088019	2005089021
2005082020	2005083020	2005084020	2005085020	[redacted]	2005087020	2005088020	2005089022
2005082021	2005083021	[redacted]	2005085021	2005086021	2005087021	2005088021	2005089023
2005082022	2005083022	2005084022	2005085022	2005086022	2005087022	2005088022	2005089024
2005082023	2005083023	2005084023	2005085023	2005086023	2005087023	2005088023	2005089025
2005082024	2005083024	2005084024	2005085024	2005086024	2005087024	2005088024	2005089026
2005082025	2005083025	2005084025	2005085025	2005086025	2005087025	2005088025	2005089027
2005082026	2005083026	[redacted]	2005085026	2005086026	2005087026	2005088026	2005089028
2005082027	2005083027	2005084027	2005085027	2005086027	2005087027	2005088027	2005089029
2005082028	2005083028	2005084028	2005085028	2005086028	2005087028	2005088028	2005089030
2005082029	2005083029	2005084029	2005085029	2005086029	2005087029	2005088029	[redacted]

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BOX #52

2005082030	2005083030	2005084030	2005085030	2005086030	2005087030	2005088030	2005089032
2005082031	2005083031	2005084031	2005085031	2005086031	2005087031	2005088031	2005089033
2005082032	2005083032	2005084032	2005085032	2005086032	2005087032	2005088032	2005089034
[redacted]	2005083033	2005084033	2005085033	2005086033	2005087033	2005088033	2005089035
2005082034	2005083034	2005084034	2005085034	2005086034	2005087034	2005088034	2005089036
2005082035	2005083035	2005084035	2005085035		2005087035	2005088035	[redacted]
2005082036	2005083036	2005084036	2005085036		[redacted]	2005088036	2005089038
2005082037	[redacted]	2005084037			2005087037	2005088037	2005089039
2005082038	2005083038	2005084038			[redacted]	2005088038	2005089040
2005082039	2005083039	2005084039			2005087039	2005088039	2005089041
2005082040	2005083040	2005084040			2005087040	2005088040	2005089042
2005082042	2005083041	2005084041			2005087041	2005088041	2005089045
2005082043	2005083042	2005084042			2005087042	2005088042	
2005082044	2005083043	2005084043			2005087043	2005088043	
2005082045	2005083044	2005084044			2005087044	2005088044	
2005082046	2005083045	2005084045			2005087045	2005088045	
2005082047	2005083046	2005084046			2005087046		
	2005083047	2005084047					
	2005083048	2005084048					
	2005083049	2005084049					
	2005083050	2005084050					
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BOX #52

2005084065
2005084066

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BOX 53

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005090001	2005091001	2005092001	2005093001	2005094001	2005095001	2005096001	2005097001	2005098001	2005099001
2005090002	2005091002	2005092002	2005093002	2005094002	2005095002	2005096002	2005097003	2005098002	2005099002
2005090004	2005091003	2005092003	2005093003	2005094003	2005095003		2005097004	2005098003	2005099003
2005090005	2005091004	2005092004	2005093004	2005094004	2005095004	2005096004	2005097005	2005098004	2005099004
2005090006	2005091005	2005092005	2005093005	2005094005	2005095005	2005096005	2005097006	2005098005	2005099005
2005090007	2005091006		2005093006	2005094006	2005095006	2005096006	2005097007	2005098006	2005099006
2005090008		2005092007	2005093007	2005094007	2005095007	2005096007	2005097008	2005098007	2005099007
2005090009	2005091008		2005093008	2005094008	2005095008	2005096008	2005097009	2005098008	2005099008
2005090010	2005091009	2005092009	2005093009	2005094009		2005096009	2005097010	2005098009	2005099009
2005090011	2005091010	2005092010	2005093010	2005094010	2005095010	2005096010	2005097011	2005098010	2005099010
2005090012	2005091011		2005093011	2005094011	2005095011	2005096011		2005098011	2005099011
2005090013	2005091012	2005092012	2005093012	2005094012	2005095012		2005097013	2005098012	2005099012
2005090014	2005091013	2005092013	2005093014	2005094013	2005095013	2005096013	2005097015		2005099013
2005090015	2005091014	2005092014	2005093015	2005094014	2005095014	2005096014		2005098016	2005099014
2005090016	2005091015	2005092015	2005093016	2005094015	2005095015	2005096015	2005097017	2005098017	2005099015
2005090017	2005091016	2005092016	2005093017	2005094016	2005095016	2005096016	2005097018	2005098018	2005099016
2005090018	2005091017	2005092017	2005093018	2005094017	2005095017	2005096017	2005097019	2005098019	2005099017
2005090019	2005091018	2005092018	2005093019	2005094018	2005095018	2005096018	2005097020	2005098020	2005099018
2005090020	2005091019	2005092019	2005093020	2005094019	2005095019			2005098021	2005099019
2005090021	2005091020	2005092020	2005093021	2005094020	2005095020	2005096020	2005097022	2005098022	2005099020
2005090022	2005091021	2005092021		2005094021	2005095021	2005096021	2005097023	2005098023	2005099021
2005090023	2005091022	2005092022	2005093023	2005094022	2005095022	2005096022	2005097024	2005098024	2005099022
2005090025	2005091023	2005092023	2005093024	2005094023		2005096023	2005097025	2005098025	2005099023
2005090026	2005091024	2005092024	2005093025	2005094024	2005095024	2005096024	2005097026	2005098026	2005099024
2005090027	2005091025	2005092025	2005093026	2005094025	2005095025	2005096025	2005097027	2005098027	2005099025
2005090028	2005091026	2005092026	2005093027	2005094026		2005096026	2005097028	2005098028	2005099026
2005090029	2005091027	2005092027	2005093029	2005094027	2005095027	2005096027	2005097029	2005098029	2005099027
2005090030	2005091028		2005093030	2005094028	2005095028	2005096028	2005097030	2005098030	2005099028
2005090031	2005091029	2005092029	2005093031	2005094029	2005095029	2005096029	2005097031	2005098031	2005099029
2005090032	2005091030	2005092030	2005093032	2005094030	2005095030		2005097032	2005098032	2005099030
2005090033	2005091031	2005092031	2005093033	2005094031	2005095031	2005096031	2005097033	2005098033	2005099031

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BOX 53

2005090036	2005091034	2005093036	2005094034	2005095034	2005096034	2005097036	2005098036	2005099034
2005090037	2005091035	2005093037	2005094035	2005095035	2005096035	2005097037	2005098037	2005099035
[redacted]	2005091037		2005094036	2005095036	2005096036	2005097038	2005098038	2005099036
2005090039	2005091038		2005094037		2005096037	[redacted]	2005098039	2005099037
2005090040	2005091039		2005094038		2005096038	2005097040	2005098040	
2005090041	2005091040		2005094039		2005096039	2005097041	2005098041	
[redacted]	2005091041		2005094040		2005096040	2005097042		
2005090043	2005091042		2005094041		2005096041	2005097043		
2005090044	2005091043		2005094042		2005096042			
2005090045	2005091044		2005094043		2005096043			
2005090046	[redacted]		2005094044		2005096044			
	2005091046		2005094045					
	2005091047							
	2005091048							
	2005091049							
	2005091050							

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BOX #54

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
	2005101001	2005102001	2005103001	2005104001	2005105001	2005106001	2005107001	2005108001
2005100002	2005101002	2005102002	2005103002	2005104002	2005105002	2005106002	2005107002	2005108002
2005100003	2005101003	2005102003	2005103003	2005104003	2005105003	2005106003	2005107003	2005108003
2005100004	2005101004	2005102004	2005103004	2005104004	2005105004	2005106004	2005107004	2005108004
2005100005	2005101005	2005102005	2005103005	2005104005	2005105005	2005106005	2005107005	2005108005
2005100006	2005101006	2005102006	2005103006	2005104006	2005105006	2005106006	2005107006	2005108006
2005100007		2005102007	2005103007	2005104007	2005105007	2005106007	2005107007	2005108007
2005100008	2005101008	2005102008	2005103008	2005104008	2005105008	2005106008	2005107008	2005108008
2005100009	2005101009	2005102009	2005103009	2005104009	2005105009	2005106009	2005107009	2005108009
2005100010	2005101010	2005102010	2005103010		2005105010	2005106010	2005107010	2005108010
2005100011	2005101011	2005102011	2005103011	2005104011	2005105011	2005106011	2005107011	2005108011
2005100012	2005101012	2005102012	2005103012	2005104012	2005105012	2005106012	2005107012	2005108012
2005100013	2005101013	2005102013	2005103013	2005104013	2005105013	2005106013	2005107013	2005108013
2005100014	2005101014	2005102014	2005103014	2005104014	2005105014	2005106014	2005107014	2005108014
2005100015			2005103015	2005104015		2005106015	2005107015	2005108015
2005100016	2005101016	2005102016	2005103016	2005104016	2005105016	2005106016	2005107016	2005108016
2005100017	2005101017	2005102017	2005103017		2005105017	2005106017	2005107017	2005108017
2005100018	2005101018	2005102018	2005103018	2005104018		2005106018	2005107018	2005108018
2005100019	2005101019	2005102019	2005103019	2005104019	2005105019	2005106019	2005107019	2005108019
2005100020		2005102020	2005103020	2005104020	2005105020	2005106020	2005107020	2005108020
2005100021	2005101021	2005102021	2005103021	2005104021	2005105021	2005106021	2005107021	2005108021
2005100022	2005101022		2005103022	2005104022	2005105022	2005106022	2005107022	2005108022
2005100023	2005101023	2005102024	2005103023	2005104023	2005105023	2005106023		2005108023
2005100024	2005101024	2005102025		2005104024	2005105024	2005106024	2005107024	
2005100025	2005101025	2005102026	2005103026	2005104025	2005105025	2005106025		2005108025
2005100026	2005101026	2005102027	2005103027		2005105026	2005106026	2005107026	2005108026
2005100027	2005101027	2005102028	2005103028	2005104027	2005105027	2005106027	2005107027	2005108027
	2005101028	2005102029		2005104028	2005105028	2005106028	2005107028	2005108028
2005100029	2005101029	2005102030	2005103030	2005104029	2005105029	2005106029		2005108029
2005100030	2005101030	2005102031	2005103031	2005104030	2005105030	2005106030	2005107030	2005108030
2005100031	2005101031	2005102032	2005103032	2005104031	2005105031	2005106031	2005107031	2005108031

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BOX #54

2005100034	2005101034	2005102035			2005105034	2005106034	2005107034	2005108034
2005100035	2005101035	2005102036	2005103036	2005104035		2005106035	2005107035	2005108035
2005100036		2005102037	2005103037	2005104036	2005105036	2005106036	2005107036	2005108036
2005100037		2005102038	2005103038	2005104037		2005106037	2005107037	
2005100038		2005102039	2005103039				2005107038	2005108038
2005100039		2005102040	2005103040				2005107039	2005108039
2005100040		2005102041	2005103041	2005104040				2005108040
		2005102042	2005103042	2005104041				2005108041
		2005102043	2005103043	2005104042				2005108042
		2005102044		2005104043				2005108043
		2005102045						2005108044
		2005102046						
		2005102047						
		2005102048						
		2005102049						

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BOX #55

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005109001	2005110001	2005111001	2005112001	2005113001	2005114001	2005115001	2005116001	2005117002	2005118001
2005109002	2005110002	2005111002	2005112002	2005113002	2005114002	2005115002	2005116002	2005117003	2005118002
2005109003	2005110003	2005111003	2005112003	2005113003	2005114004	2005115003	2005116003	2005117004	2005118003
2005109004	2005110006	2005111004	2005112004	2005113004	2005114005	2005115004	2005116004	2005117005	2005118004
2005109005	2005110007	2005111005	2005112005	2005113005	2005114006	2005115005	2005116005	2005117006	2005118005
2005109006	2005110008	2005111006	2005112006	2005113006	2005114007	2005115006	2005116006	2005117007	2005118006
2005109007	2005110010	2005111007	2005112007	2005113007	2005114008	2005115007	2005116007	2005117009	2005118007
2005109008	2005110011	2005111008		2005113008	2005114009		2005116008	2005117010	2005118008
2005109009	2005110012	2005111009	2005112009	2005113009	2005114010	2005115009	2005116009	2005117011	2005118009
2005109010	2005110013	2005111010	2005112010	2005113010	2005114011	2005115010	2005116010	2005117013	2005118010
2005109011	2005110014	2005111011	2005112011	2005113011	2005114012	2005115011	2005116011	2005117016	2005118011
2005109012	2005110015	2005111012		2005113012	2005114013	2005115012	2005116012	2005117017	2005118012
	2005110016	2005111013	2005112013	2005113013	2005114014	2005115013	2005116013	2005117018	2005118013
2005109014	2005110017	2005111014	2005112014	2005113014	2005114015	2005115014		2005117019	2005118014
2005109015	2005110018	2005111015	2005112015	2005113015	2005114016	2005115015	2005116015	2005117020	2005118015
2005109016	2005110019	2005111016	2005112016	2005113016	2005114017	2005115016	2005116016	2005117021	2005118016
2005109017	2005110020	2005111017	2005112017	2005113017	2005114018	2005115017	2005116017	2005117022	2005118017
2005109018	2005110021	2005111018	2005112018	2005113018	2005114019	2005115018	2005116018	2005117023	2005118018
2005109019		2005111019	2005112019	2005113019	2005114020	2005115019	2005116019	2005117024	2005118019
2005109020	2005110023	2005111020	2005112020	2005113020	2005114021	2005115020	2005116020	2005117025	
2005109021	2005110024		2005112021	2005113021	2005114022	2005115021	2005116021	2005117026	2005118021
2005109022	2005110025	2005111022		2005113022	2005114023	2005115022	2005116022	2005117027	2005118022
2005109023	2005110026	2005111023	2005112023	2005113023	2005114024	2005115023		2005117028	2005118023
2005109024	2005110027		2005112024	2005113024	2005114025	2005115024	2005116024	2005117029	2005118024
2005109025	2005110028	2005111025	2005112025	2005113025	2005114026	2005115025	2005116025	2005117030	2005118025
	2005110029		2005112026	2005113026	2005114027		2005116026	2005117031	2005118026
2005109027	2005110030	2005111027	2005112027	2005113027	2005114028	2005115027	2005116027	2005117032	2005118027
2005109028	2005110031	2005111028	2005112028	2005113028	2005114029	2005115028		2005117033	2005118028
2005109029	2005110032	2005111029			2005114030	2005115029	2005116029	2005117034	2005118029
2005109030	2005110033	2005111030	2005112030	2005113030	2005114031	2005115030	2005116030	2005117035	2005118030
2005109031	2005110034	2005111031	2005112031	2005113031	2005114032	2005115031	2005116031	2005117036	2005118031

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BOX #55

2005109034	2005110037	2005111034	2005112034	2005113034	2005114035	2005115034	2005116034	2005118034
2005109035	2005110038	2005111035	2005112035			2005115035	2005116035	2005118035
2005109036		2005111036	2005112036			2005115036	2005116036	2005118036
2005109037	2005110040	2005111037	2005112037			2005115037	2005116037	2005118037
2005109038	2005110041	2005111038	2005112038			2005115038	2005116038	2005118038
2005109039	2005110042	2005111039	2005112039			2005115039	2005116039	2005118039
2005109040	2005110043	2005111040	2005112040			2005115040	2005116040	2005118040
2005109041		2005111041	2005112041			2005115041	2005116041	2005118041
2005109042			2005112042				2005116042	2005118042
2005109043			2005112043				2005116043	2005118043
2005109044							2005116044	2005118044
2005109045							2005116045	2005118045
							2005116046	2005118046
							2005116047	2005118047
							2005116048	2005118048
							2005116049	2005118049

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BOX #56

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
	2005120001	2005121001	2005122001	2005123001		2005125001	2005126001
2005119002	2005120002	2005121002	2005122002	2005123002	2005124002	2005125002	2005126002
2005119003	2005120003	2005121003	2005122003	2005123003	2005124003	2005125003	2005126003
2005119004	2005120004	2005121004	2005122004	2005123004	2005124004	2005125004	2005126004
2005119005	2005120005	2005121005	2005122005	2005123005		2005125005	2005126005
2005119006	2005120006	2005121006	2005122006	2005123006		2005125006	2005126006
2005119007	2005120007	2005121007	2005122007	2005123007	2005124007	2005125007	2005126007
2005119008	2005120008	2005121008	2005122008	2005123008	2005124008	2005125008	2005126008
	2005120009	2005121009	2005122009	2005123009	2005124009	2005125009	2005126009
2005119010	2005120010	2005121010	2005122010	2005123010	2005124010	2005125010	2005126010
	2005120011	2005121011	2005122011	2005123011	2005124011	2005125011	2005126011
2005119012	2005120012	2005121012	2005122012	2005123012	2005124012	2005125012	2005126012
2005119013	2005120013	2005121013	2005122013	2005123013	2005124013	2005125013	2005126013
2005119014	2005120014	2005121014	2005122014	2005123014	2005124014	2005125014	2005126014
2005119015	2005120015	2005121015	2005122015	2005123015	2005124015	2005125015	2005126015
2005119016	2005120016	2005121016	2005122016	2005123016	2005124016	2005125016	2005126016
2005119017	2005120017	2005121017	2005122017	2005123017	2005124017	2005125017	2005126017
2005119018	2005120018	2005121018	2005122018	2005123018	2005124018		2005126018
2005119019	2005120019	2005121019	2005122019	2005123019	2005124019	2005125020	2005126019
2005119020	2005120020	2005121020	2005122020	2005123020	2005124020	2005125021	2005126021
2005119021	2005120021	2005121021	2005122021	2005123021	2005124021	2005125022	2005126022
2005119022	2005120022		2005122022	2005123022	2005124022	2005125023	2005126023
2005119023	2005120023	2005121023	2005122023	2005123023	2005124023	2005125024	2005126024
2005119024	2005120024	2005121024	2005122024	2005123024		2005125025	2005126025
2005119025	2005120025	2005121025		2005123025	2005124025	2005125026	2005126026
2005119026	2005120026	2005121026	2005122026	2005123026	2005124026	2005125027	2005126027
2005119027	2005120027	2005121027	2005122027	2005123027		2005125028	2005126028
2005119028	2005120028		2005122028	2005123028	2005124028	2005125029	2005126029
2005119029	2005120029	2005121029	2005122029		2005124029	2005125029	2005126030
		2005121030	2005122030	2005123030	2005124030	2005125029	

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BOX #56

2005119031	2005120031	2005121031	2005122031	2005123031	2005124031	2005125029	2005126032
2005119032	2005120032	2005121032	2005122032	2005123032	2005124032	2005125029	2005126033
2005119033	2005120033		2005122033	2005123033	2005124033	2005125029	2005126034
2005119034	2005120034	2005121034	2005122034		2005124034	2005125029	2005126036
2005119035	2005120035	2005121035	2005122036	2005123035	2005124035	2005125029	2005126037
2005119036	2005120036	2005121036	2005122037	2005123036	2005124036	2005125029	2005126038
	2005120037	2005121037	2005122038	2005123037	2005124037	2005125029	2005126039
	2005120038	2005121038	2005122039	2005123038	2005124038	2005125029	2005126040
	2005120039	2005121039	2005122040	2005123039	2005124039	2005125029	2005126041
			2005122041	2005123040	2005124040	2005125029	
		2005121041	2005122042	2005123041	2005124041	2005125029	
			2005122043	2005123042	2005124042	2005125029	
			2005122044	2005123043	2005124043	2005125029	
			2005122045	2005123044	2005124044	2005125029	
			2005122046	2005123045	2005124046	2005125030	
			2005122047	2005123046	2005124047	2005125031	
			2005122048	2005123047	2005124048	2005125032	
			2005122049		2005124049	2005125033	
			2005122050				
						2005125035	
						2005125036	
						2005125037	
						2005125038	
						2005125039	
						2005125040	
						2005125041	
						2005125042	
						2005125043	
						2005125044	
						2005125045	
						2005125046	
						2005125047	

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BOX #56

2005125050
2005125051
2005125052
2005125053

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BOX #57

CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #
2005127001	2005128001	2005129001	2005130001	2005131001	2005132001	2005133001
2005127002		2005129002	2005130002	2005131002	2005132002	2005133002
2005127003	2005128003	2005129003	2005130003	2005131003	2005132003	2005133003
2005127004	2005128004	2005129004	2005130004	2005131004		2005133004
2005127005		2005129005	2005130005	2005131005	2005132005	2005133005
2005127006	2005128006	2005129006	2005130006	2005131006	2005132006	2005133006
2005127007	2005128007	2005129007	2005130007		2005132007	2005133007
2005127008	2005128008	2005129008	2005130008	2005131009	2005132008	2005133008
2005127009	2005128009	2005129009	2005130009	2005131011	2005132009	2005133009
2005127010	2005128010	2005129010	2005130010		2005132010	2005133010
2005127011	2005128011	2005129011	2005130011	2005131013	2005132011	2005133011
2005127012	2005128012	2005129012	2005130012	2005131014	2005132012	2005133012
2005127013	2005128013	2005129013	2005130013	2005131015	2005132013	2005133013
2005127015	2005128014	2005129014	2005130014	2005131016	2005132014	2005133014
2005127016	2005128015	2005129015	2005130015	2005131017	2005132015	2005133015
2005127017	2005128016	2005129016	2005130016	2005131018	2005132016	2005133016
2005127018	2005128017	2005129017	2005130017	2005131019	2005132017	2005133017
2005127019	2005128018	2005129018	2005130018	2005131020	2005132018	2005133018
2005127020	2005128019	2005129019	2005130019	2005131021	2005132019	2005133019
2005127021		2005129020	2005130020	2005131022	2005132020	2005133020
2005127022	2005128021	2005129021	2005130021	2005131023	2005132021	2005133021
2005127023	2005128022	2005129022	2005130022	2005131024	2005132022	2005133022
2005127024	2005128023	2005129023	2005130023	2005131025	2005132023	2005133023
2005127025	2005128024	2005129024	2005130024	2005131026	2005132024	2005133024
2005127026	2005128025	2005129025	2005130025	2005131027	2005132025	2005133025
2005127027	2005128026	2005129026	2005130026	2005131028	2005132026	2005133026
		2005129027	2005130027	2005131029	2005132027	2005133027
		2005129028	2005130028	2005131030	2005132028	2005133028
2005127030		2005129029	2005130029	2005131031	2005132029	2005133029
2005127031		2005129030	2005130030	2005131032	2005132030	2005133030

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BOX #57

2005127034	2005129033	2005130033	2005131035	2005132033	2005133033
2005127035	2005129034	2005130034	2005131036	2005132034	2005133034
	2005129035	2005130035	2005131037	2005132035	2005133035
	2005129036	2005130036	2005131038	2005132036	2005133036
	2005129037	2005130037	2005131039	2005132037	2005133037
	2005129038	2005130038	2005131040	2005132038	2005133038
	2005129039	2005130039	2005131041	2005132039	2005133039
	2005129040	2005130040	2005131042	2005132040	2005133040
	2005129041			2005132041	2005133041
	2005129042			2005132042	2005133042
	2005129043			2005132043	2005133043
	2005129044			2005132044	2005133044
	2005129045			2005132045	2005133046
				2005132046	2005133047
				2005132047	2005133048
				2005132048	2005133049
				2005132049	2005133050
				2005132050	2005133051
				2005132051	2005133052
				2005132052	
				2005132053	2005133054
				2005132054	2005133055
				2005132055	2005133057
				2005132056	2005133059
				2005132057	2005133060
				2005132058	

5/14/05-5/22/05
BOX #58

CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #
	2005135001	2005136001	2005137001	2005138001	2005139001	2005140001	2005141001	2005142001
2005134002	2005135002	2005136002	2005137002	2005138002	2005139002	2005140002	2005141002	2005142002
2005134003	2005135004	2005136003	2005137003	2005138003	2005139003	2005140003	2005141003	2005142003
2005134004	2005135005	2005136004	2005137004	2005138004	2005139004		2005141004	2005142004
2005134005	2005135006	2005136005	2005137005	2005138005	2005139005	2005140005	2005141005	2005142005
2005134006	2005135007	2005136006	2005137006	2005138006	2005139006	2005140006	2005141006	2005142006
2005134007	2005135008	2005136007	2005137007	2005138007	2005139007	2005140007	2005141007	2005142007
2005134008	2005135009	2005136008	2005137008	2005138008	2005139008	2005140008	2005141008	2005142008
2005134009	2005135010	2005136009	2005137009	2005138009	2005139009	2005140009		2005142009
2005134010	2005135011	2005136010	2005137010	2005138010	2005139010	2005140010	2005141010	2005142010
2005134011	2005135012	2005136011	2005137011	2005138011	2005139011	2005140011	2005141011	2005142011
2005134012	2005135013	2005136012	2005137012		2005139012	2005140012	2005141012	2005142012
2005134013	2005135014	2005136013	2005137013	2005138013	2005139013	2005140013	2005141013	2005142013
2005134014	2005135015	2005136014	2005137014	2005138014	2005139014	2005140014	2005141014	2005142014
2005134015	2005135016	2005136015	2005137015	2005138015	2005139015	2005140015	2005141015	2005142015
2005134016	2005135017	2005136016	2005137016	2005138016	2005139016	2005140016	2005141016	2005142016
2005134017	2005135018	2005136018		2005138017	2005139017	2005140017		2005142017
2005134018	2005135019	2005136019	2005137018	2005138018	2005139018	2005140018	2005141018	2005142018
2005134019	2005135020	2005136020	2005137019	2005138019	2005139019	2005140019	2005141019	2005142019
2005134020	2005135021		2005137022	2005138020	2005139020	2005140020	2005141020	2005142020
2005134021	2005135022	2005136022	2005137023		2005139021	2005140021	2005141021	2005142021
2005134022	2005135023	2005136023	2005137024	2005138022	2005139022	2005140022	2005141022	2005142022
2005134023	2005135024	2005136024	2005137025	2005138023	2005139023	2005140023	2005141023	2005142023
2005134024	2005135025	2005136025	2005137026	2005138024	2005139024	2005140024	2005141024	2005142024
2005134025	2005135026	2005136026	2005137027	2005138025	2005139025	2005140025	2005141025	2005142025
2005134027		2005136027	2005137028	2005138026	2005139026	2005140026	2005141026	2005142026
2005134028	2005135028	2005136028	2005137029	2005138027	2005139027	2005140027	2005141027	2005142027
2005134029	2005135029	2005136029	2005137030	2005138028	2005139028	2005140028	2005141028	
	2005135030	2005136030	2005137031	2005138029	2005139029	2005140029	2005141029	
	2005135031	2005136032	2005137032	2005138030	2005139030	2005140030	2005141030	

5/14/05-5/22/05
BOX #58

2005134035	2005135034	2005136035	2005137035	2005138034	2005139033	2005140033
2005134036	2005135035	2005136036	2005137036	2005138035	2005139034	2005140034
2005134037		2005136037	2005137037	2005138036	2005139035	2005140035
2005134038		2005136038	2005137038	2005138037	2005139036	2005140036
2005134039		2005136039	2005137039	2005138038	2005139037	2005140037
		2005136040	2005137040	2005138039	2005139038	2005140038
		2005136041	2005137041	2005138040	2005139039	2005140039
		2005136042	2005137042	2005138041	2005139040	2005140040
		2005136043	2005137043	2005138042	2005139041	2005140041
		2005136044		2005138043	2005139042	2005140042
		2005136045		2005138044	2005139043	2005140043
		2005136046		2005138045	2005139044	2005140044
		2005136047		2005138046	2005139045	[redacted]
				2005138047		2005140046
				2005138048		2005140049
						[redacted]
						2005140051
						2005140052
						2005140053
						2005140054

5/23/05-6/1/05
BOX #59

CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #
2005143001	2005144001	2005145001	2005146001	2005147001		2005149001	2005150001	2005151001	2005152001
2005143002	2005144002	2005145002	2005146002	2005147002	2005148002	2005149002	2005150002	2005151002	2005152002
2005143003	2005144003	2005145003	2005146003	2005147003	2005148003	2005149003	2005150003	2005151003	2005152003
2005143004	2005144004	2005145004	2005146004	2005147004	2005148004	2005149004	2005150004	2005151004	2005152006
2005143005	2005144005	2005145005	2005146005	2005147005	2005148005	2005149005	2005150005	2005151005	2005152007
2005143006	2005144006	2005145006	2005146006	2005147006	2005148006	2005149006	2005150006	2005151006	2005152008
	2005144007	2005145007	2005146007	2005147007	2005148007	2005149007	2005150007	2005151007	2005152009
2005143008	2005144008	2005145008	2005146008	2005147008	2005148008	2005149008	2005150008	2005151008	2005152010
2005143009	2005144009	2005145009	2005146009	2005147009	2005148009	2005149009	2005150009	2005151009	
2005143010	2005144010	2005145010	2005146010	2005147010	2005148010	2005149010	2005150010	2005151010	
2005143011	2005144011	2005145011	2005146011	2005147011	2005148011	2005149011	2005150011	2005151011	2005152013
2005143012	2005144012	2005145012	2005146012	2005147012	2005148012	2005149012	2005150012		2005152014
2005143013	2005144013	2005145013	2005146013	2005147013	2005148013	2005149013	2005150013	2005151013	2005152015
2005143014	2005144014	2005145014	2005146014	2005147014	2005148014	2005149014		2005151014	2005152016
2005143015	2005144015	2005145015		2005147015	2005148015	2005149015	2005150016	2005151015	2005152017
2005143016	2005144016	2005145016	2005146016	2005147016	2005148016	2005149016	2005150017	2005151016	2005152018
2005143017		2005145017	2005146017	2005147017	2005148017	2005149017	2005150018	2005151017	2005152019
2005143018	2005144018	2005145018	2005146018	2005147018	2005148018	2005149018	2005150019	2005151018	2005152020
2005143019	2005144019	2005145019	2005146019	2005147019	2005148019	2005149019	2005150020	2005151019	2005152021
2005143020	2005144020	2005145020	2005146020	2005147020	2005148020	2005149020	2005150021		2005152022
2005143021	2005144021	2005145021	2005146021	2005147021	2005148021	2005149021	2005150022	2005151021	2005152023
2005143022	2005144022	2005145022	2005146022	2005147022	2005148022	2005149022	2005150023		2005152024
2005143023	2005144023	2005145023	2005146023	2005147023	2005148023	2005149023	2005150024	2005151023	2005152025
2005143024	2005144024	2005145024	2005146024		2005148024	2005149024	2005150025	2005151024	
2005143025	2005144025	2005145025	2005146025	2005147025	2005148025	2005149025	2005150026	2005151025	2005152027
2005143026	2005144026	2005145026	2005146026	2005147026	2005148026	2005149026	2005150027	2005151026	2005152028
2005143027	2005144027	2005145027	2005146027	2005147027	2005148027	2005149027	2005150028	2005151027	2005152029
2005143028	2005144028	2005145028	2005146028	2005147028	2005148028	2005149028	2005150029	2005151028	2005152030
2005143029	2005144029		2005146029	2005147029	2005148029	2005149029	2005150030	2005151029	2005152031
2005143030	2005144030	2005145030	2005146030	2005147030		2005149030	2005150031	2005151031	2005152032
2005143031	2005144031	2005145031	2005146031	2005147031	2005148031	2005149031	2005150032	2005151032	2005152033
2005143032	2005144032	2005145032	2005146032	2005147032	2005148032	2005149032		2005151033	2005152034
2005143033	2005144033	2005145033	2005146033	2005147033	2005148033	2005149033		2005151035	2005152035
2005143034	2005144034	2005145034	2005146034	2005147034		2005149034		2005151036	2005152036
2005143035	2005144035		2005146035	2005147035	2005148035	2005149035		2005151037	2005152037
2005143036	2005144036	2005145036	2005146036	2005147036	2005148036			2005151038	

5/23/05-6/1/05
BOX #59

2005143039	[redacted]	2005145039	2005147039	2005151041	2005152041
2005143040	2005144040	2005145040	2005147040	2005151042	2005152042
2005143041	2005144041	2005145041	2005147041	2005151043	2005152043
2005143042		2005145042	2005147042	2005151044	2005152044
2005143043				2005151045	2005152045
2005143044				2005151046	2005152046
2005143045				2005151047	2005152047
2005143046					2005152048

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BOX #60

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005153001	2005154001	2005155001	2005156001	2005157001	2005158001	2005159001	2005160001	2005161001
2005153002	2005154002	2005155002	2005156002	2005157002	2005158002	2005159002	2005160002	2005161002
	2005154003	2005155003	2005156003	2005157003	2005158004	2005159003	2005160003	2005161003
2005153004	2005154004	2005155004	2005156004	2005157004	2005158005	2005159004	2005160004	2005161004
2005153005	2005154005	2005155005	2005156005	2005157005	2005158006	2005159005	2005160005	2005161005
2005153006	2005154006	2005155006		2005157006	2005158007	2005159006	2005160006	2005161006
	2005154007	2005155007	2005156007	2005157007	2005158008	2005159007	2005160007	2005161007
	2005154008	2005155008	2005156008	2005157008	2005158009	2005159008	2005160008	
2005153009		2005155009	2005156009	2005157009	2005158010	2005159009	2005160009	2005161009
2005153010	2005154010	2005155010	2005156010	2005157010		2005159010	2005160010	
	2005154011	2005155011	2005156011	2005157011	2005158012	2005159011	2005160011	2005161011
2005153012	2005154012	2005155012	2005156012	2005157012	2005158013	2005159012	2005160012	2005161012
2005153013	2005154013	2005155013	2005156013	2005157013	2005158014		2005160013	2005161013
2005153014	2005154014	2005155014	2005156014	2005157014	2005158015	2005159014		2005161014
2005153015	2005154015	2005155015	2005156015	2005157015	2005158016	2005159015	2005160015	2005161015
2005153016		2005155016	2005156016	2005157016	2005158017	2005159016	2005160016	2005161016
2005153017	2005154017	2005155017	2005156017	2005157017	2005158018	2005159017	2005160017	2005161017
2005153018	2005154018	2005155018	2005156018	2005157018	2005158019	2005159018	2005160018	2005161018
	2005154019	2005155019	2005156019	2005157019	2005158020	2005159019	2005160019	2005161019
2005153020		2005155020	2005156020	2005157020	2005158021	2005159020	2005160020	2005161020
2005153021	2005154021	2005155021	2005156021	2005157021	2005158022	2005159021	2005160021	2005161021
2005153022	2005154022		2005156022	2005157022	2005158023	2005159022	2005160022	2005161022
2005153023	2005154023	2005155023	2005156023	2005157023	2005158024	2005159023	2005160023	2005161023
2005153024	2005154024	2005155024	2005156024	2005157024	2005158025	2005159024	2005160024	
2005153025	2005154025	2005155025	2005156025	2005157025	2005158026	2005159025		2005161025
2005153026		2005155026	2005156026	2005157026	2005158027	2005159026	2005160026	2005161026
2005153027		2005155027		2005157027	2005158028	2005159027	2005160027	2005161027
2005153028		2005155028	2005156028	2005157028	2005158029	2005159028	2005160028	2005161028
2005153029	2005154029		2005156029	2005157029	2005158030	2005159029	2005160029	2005161029
2005153030	2005154030		2005156030	2005157030	2005158031		2005160030	2005161030
2005153031	2005154031		2005156031		2005158032	2005159031	2005160031	2005161031

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BOX #60

2005153034
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2005160040
2005160041
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2005160048
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2005161034
2005161036
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BOX #61

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005162001	2005163001	2005164001	2005165001	2005166001	2005167001	2005168001	2005169001	2005170001
2005162002	2005163002	2005164002	2005165002	2005166002	2005167002	2005168002	2005169002	2005170002
2005162003	2005163003	2005164003	2005165003	2005166003	2005167003	2005168003	2005169003	2005170003
2005162004	2005163004	2005164004	2005165004	2005166004	2005167004	2005168004	2005169004	2005170004
2005162005	2005163005	2005164005	2005165005	2005166005	2005167005	2005168005	2005169005	2005170005
2005162006	2005163006	2005164006	2005165006	2005166006	2005167006	2005168006	2005169006	2005170006
2005162007	2005163007	2005164007	2005165007	2005166007	2005167007	2005168007	2005169007	2005170007
2005162008	2005163008	2005164008	2005165008	2005166008	2005167008		2005169008	
2005162009	2005163009	2005164009	2005165009	2005166009	2005167009	2005168009	2005169009	2005170009
2005162010	2005163010	2005164010	2005165010	2005166010	2005167010	2005168010	2005169010	2005170010
2005162011	2005163011	2005164011	2005165011	2005166011	2005167011	2005168011	2005169011	2005170011
2005162012	2005163012	2005164012	2005165012	2005166012	2005167012	2005168012	2005169012	2005170012
2005162013	2005163013	2005164013	2005165013	2005166013	2005167013	2005168013	2005169013	2005170013
2005162014	2005163014	2005164014	2005165014		2005167014	2005168014	2005169014	2005170014
2005162015	2005163015	2005164015	2005165015	2005166015	2005167015	2005168015	2005169015	2005170015
2005162016	2005163016	2005164016	2005165016	2005166016	2005167016	2005168016	2005169016	2005170016
2005162017	2005163017	2005164017	2005165017	2005166017		2005168017	2005169017	2005170017
2005162018		2005164018	2005165018		2005167018	2005168018	2005169018	2005170018
2005162019	2005163019	2005164019	2005165019	2005166019	2005167019	2005168019	2005169019	2005170019
2005162020	2005163020		2005165020	2005166020	2005167020	2005168020	2005169020	2005170020
2005162021	2005163021	2005164021	2005165021	2005166021	2005167021	2005168021	2005169021	2005170021
2005162022	2005163022	2005164022	2005165022	2005166022	2005167022		2005169022	2005170022
2005162023	2005163023	2005164023	2005165023		2005167023	2005168023	2005169023	2005170023
2005162024	2005163024	2005164024	2005165024	2005166024	2005167024		2005169024	2005170024
2005162025	2005163025	2005164025	2005165025	2005166025	2005167025	2005168025	2005169025	2005170025
2005162026	2005163026	2005164026	2005165026	2005166026	2005167026	2005168026	2005169025	2005170026
2005162027	2005163027	2005164027	2005165027	2005166027	2005167027	2005168027	2005169025	2005170027
2005162028	2005163028	2005164028	2005165028	2005166028	2005167028	2005168028	2005169025	
2005162029		2005164029	2005165029	2005166029	2005167029	2005168029	2005169025	2005170029
2005162030		2005164030	2005165030	2005166030	2005167030	2005168030	2005169025	2005170030
2005162031		2005164031	2005165031	2005166031	2005167031	2005168031	2005169025	2005170031

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BOX #61

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BOX #62

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005171001		2005173001	2005174001	2005175001	2005176001	2005177001	2005178001
2005171002	2005172002	2005173002	2005174002	2005175002	2005176002	2005177002	2005178002
2005171003	2005172003	2005173003	2005174003	2005175003	2005176003	2005177003	2005178003
2005171004	2005172004	2005173004	2005174004	2005175004	2005176004	2005177004	2005178004
	2005172005	2005173005	2005174005	2005175005	2005176005	2005177005	
2005171006	2005172006	2005173006	2005174006	2005175006	2005176006	2005177006	2005178006
2005171007	2005172007	2005173007	2005174007	2005175007	2005176007	2005177007	2005178007
2005171008	2005172008	2005173008		2005175008	2005176008	2005177008	2005178008
2005171009	2005172009	2005173009	2005174009	2005175009	2005176009	2005177010	2005178009
2005171010	2005172010	2005173010	2005174010	2005175010	2005176010	2005177011	2005178010
2005171011	2005172011	2005173011	2005174011	2005175011	2005176011	2005177012	2005178011
2005171012	2005172012	2005173012	2005174012	2005175012	2005176012	2005177013	2005178012
2005171013	2005172013	2005173013	2005174013	2005175013	2005176013	2005177014	2005178013
2005171014	2005172014	2005173014	2005174014	2005175014	2005176014	2005177016	2005178014
2005171015	2005172015	2005173015	2005174015	2005175015	2005176015	2005177017	2005178015
	2005172016	2005173016	2005174016	2005175016		2005177018	2005178016
2005171017		2005173017	2005174017	2005175017	2005176017	2005177019	2005178017
2005171018	2005172018	2005173018	2005174018	2005175018	2005176018	2005177020	2005178018
2005171019	2005172019	2005173019	2005174019	2005175019	2005176019	2005177021	2005178019
2005171020	2005172020	2005173020		2005175020	2005176020	2005177022	2005178020
2005171021	2005172021	2005173021	2005174021		2005176021	2005177023	2005178021
2005171022	2005172022	2005173022	2005174022	2005175022	2005176022	2005177024	2005178022
2005171023	2005172023	2005173023	2005174023	2005175023	2005176023	2005177025	
2005171024		2005173024	2005174024	2005175024	2005176024	2005177026	2005178024
2005171025	2005172025	2005173025	2005174025	2005175025	2005176025		2005178025
2005171026	2005172026	2005173026	2005174026	2005175026	2005176026	2005177028	2005178026
2005171027	2005172027	2005173027	2005174027	2005175027	2005176027	2005177029	2005178027
	2005172028	2005173028	2005174028	2005175028	2005176028	2005177030	2005178028
2005171029	2005172029	2005173029	2005174029	2005175029	2005176029	2005177031	2005178029
2005171030	2005172030	2005173030	2005174030		2005176030		2005178030
2005171031	2005172031	2005173031	2005174031	2005175031	2005176031	2005177033	2005178031

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BOX #62

2005172034	2005173034	2005174034	2005175034	2005176035	2005177036	2005178034
2005172035	2005173035	2005174035	2005175035	2005176036	2005177037	2005178035
2005172036	2005173036	2005174036		2005176037	2005177038	2005178036
2005172037	2005173037	2005174037	2005175037		2005177039	
2005172038	2005173038	2005174038	2005175038	2005176039	2005177040	2005178038
2005172039	2005173039	2005174039	2005175039	2005176040	2005177041	2005178039
2005172040	2005173040	2005174040	2005175040	2005176041		2005178040
2005172041	2005173041	2005174041	2005175041	2005176042		
	2005173042	2005174042	2005175042			
		2005174043	2005175043	2005176044		
		2005174044	2005175044	2005176045		
		2005174045	2005175045			
			2005175046			
			2005175047			
			2005175048			
			2005175049			
			2005175050			
			2005175051			
			2005175052			
			2005175053			
			2005175054			
			2005175055			
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			2005175060			
			2005175061			

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BOX #63

CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #	CASE #
2005179001	2005180001	2005181003	2005182001	2005183001	2005184001	2005185001	2005186001	2005187001
2005179002	2005180002	2005181004	2005182002	2005183002	2005184002	2005185002	2005186002	2005187002
2005179003	2005180003	2005181005	2005182003	2005183003	2005184003	2005185003	2005186003	2005187003
2005179004	2005180004		2005182004	2005183004	2005184004	2005185004	2005186004	2005187004
2005179005	2005180005	2005181007	2005182005	2005183005	2005184005	2005185005	2005186005	2005187005
2005179006	2005180006	2005181008	2005182006	2005183006	2005184006	2005185006	2005186006	2005187006
2005179007	2005180007	2005181009	2005182007	2005183007		2005185007	2005186007	2005187007
2005179008	2005180008	2005181010	2005182008	2005183008	2005184008	2005185008	2005186008	2005187008
2005179009	2005180009	2005181011	2005182009	2005183009	2005184009	2005185009	2005186009	2005187009
2005179010	2005180010	2005181012	2005182010	2005183010	2005184010	2005185010	2005186010	2005187010
2005179011	2005180011	2005181013	2005182011	2005183011	2005184011	2005185011	2005186011	2005187011
2005179012	2005180012	2005181014	2005182012	2005183012	2005184012	2005185012	2005186012	
2005179013	2005180013	2005181015	2005182013	2005183013	2005184013	2005185013	2005186013	2005187013
2005179014	2005180014	2005181016	2005182014	2005183014	2005184014	2005185014	2005186014	2005187014
2005179015	2005180015	2005181017	2005182015	2005183015	2005184015	2005185015	2005186015	2005187015
2005179016	2005180016	2005181018	2005182015	2005183016	2005184016	2005185016	2005186016	2005187016
2005179017	2005180017	2005181019	2005182015	2005183017	2005184017	2005185017	2005186017	2005187017
2005179018	2005180018		2005182015	2005183018	2005184018	2005185018	2005186018	2005187018
2005179019	2005180019	2005181021	2005182015			2005185019		
2005179020	2005180020		2005182015	2005183020	2005184020	2005185020	2005186020	2005187020
2005179021	2005180021	2005181023	2005182015	2005183021	2005184021	2005185021	2005186021	2005187021
2005179022	2005180022	2005181024	2005182015	2005183022	2005184022	2005185022	2005186022	2005187022
2005179023		2005181025	2005182015	2005183023	2005184023	2005185023	2005186023	2005187023
2005179024	2005180024	2005181026	2005182015	2005183024	2005184024	2005185024	2005186024	2005187024
2005179025	2005180025	2005181027	2005182015	2005183025	2005184025	2005185025	2005186025	2005187025
2005179026	2005180026	2005181028	2005182015	2005183026	2005184026	2005185026	2005186026	2005187026
2005179027	2005180027		2005182015	2005183027	2005184027	2005185027	2005186027	2005187027
2005179028	2005180028	2005181030	2005182015	2005183028	2005184028	2005185028	2005186028	
2005179029		2005181031	2005182015	2005183029	2005184029	2005185029	2005186029	2005187029
2005179030		2005181032	2005182015	2005183030	2005184030		2005186030	2005187030

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BOX #63

2005179033	2005180033	2005181035	2005182018	2005184033	2005186033	2005187033
2005179034	2005180034	2005181036	2005182019	2005184034	2005186034	2005187034
2005179035	2005180035	2005181037	2005182020	2005184035	2005186035	2005187035
2005179036	2005180036	2005181038	2005182021	2005184036	2005186036	2005187036
2005179037	2005180037		2005182022		2005186037	2005187037
2005179038	2005180038		2005182023		2005186038	2005187038
2005179039	2005180039		2005182024		2005186039	2005187039
2005179040	2005180040		2005182025		2005186040	2005187040
			2005182026		2005186041	2005187041
			2005182027		2005186042	2005187042
			2005182028		2005186043	
			2005182029		2005186044	2005187044
					2005186045	2005187045
			2005182031			2005187046
			2005182032			2005187047
			2005182033			2005187048
						2005187049
			2005182035			
			2005182036			
			2005182037			
			2005182038			
			2005182039			
			2005182040			

7/7/05-7/12/05
BOX # 64

CASE #	CASE #	CASE #	CASE #	CASE #	CASE #
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2005188002	2005189002	2005190002	2005191002	2005192002	2005193002
2005188003	2005189003	2005190003	2005191003		2005193003
2005188004	2005189004	2005190004	2005191004	2005192004	2005193004
2005188005	2005189005	2005190005	2005191005	2005192005	2005193005
2005188006	2005189006	2005190006	2005191006	2005192006	2005193006
2005188007	2005189007	2005190007	2005191007	2005192007	2005193007
2005188008	2005189008	2005190008	2005191008	2005192008	2005193008
2005188009	2005189009	2005190009	2005191009	2005192009	2005193009
2005188010	2005189010	2005190010		2005192010	2005193010
2005188011	2005189011	2005190011	2005191011	2005192011	2005193011
2005188012	2005189012	2005190012	2005191012	2005192012	2005193012
2005188013	2005189013	2005190013	2005191013	2005192013	
2005188014	2005189014	2005190014	2005191014	2005192014	2005193014
2005188015	2005189015	2005190015	2005191015	2005192015	2005193015
2005188016	2005189016		2005191016	2005192016	2005193016
2005188017	2005189017	2005190017	2005191017	2005192017	2005193017
2005188018	2005189018		2005191018	2005192018	2005193018
2005188019	2005189019	2005190019	2005191019	2005192019	2005193019
2005188020	2005189020	2005190020	2005191020	2005192020	2005193020
2005188021	2005189021	2005190021	2005191021	2005192021	2005193021
2005188022	2005189022	2005190022	2005191022	2005192022	2005193022
2005188023	2005189023	2005190023	2005191023	2005192023	2005193023
2005188024	2005189024		2005191024	2005192024	2005193024
2005188025	2005189025	2005190025	2005191025	2005192025	2005193025
2005188026	2005189026	2005190026	2005191026	2005192026	2005193026
2005188027	2005189027	2005190027	2005191027	2005192027	2005193027
2005188028	2005189028	2005190028	2005191028		2005193028
2005188030	2005189029	2005190030	2005191029	2005192029	2005193029
2005188031	2005189030	2005190031	2005191030	2005192030	2005193030
2005188032	2005189031	2005190032	2005191031	2005192031	2005193031

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BOX # 64

2005188035	2005189034	2005190035	2005191034	2005192034	2005193034
	2005189035	2005190036		2005192035	2005193035
	2005189036			2005192036	2005193036
	2005189037				2005193037
	2005189038			2005192038	2005193038
	2005189039			2005192039	2005193039
	2005189040			2005192040	
	2005189041			2005192041	2005193041
	2005189042				
	2005189043				2005193043
	2005189044				2005193044
	2005189045				
	2005189046				2005193046
	2005189047				2005193047
	2005189048				2005193048
	2005189049				2005193049
	2005189050				2005193050
	2005189051				2005193051
	2005189052				
	2005189053				
	2005189054				
	2005189055				
	2005189056				
	2005189057				
	2005189059				
	2005189060				
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	2005189062				
	2005189063				
	2005189064				
	2005189065				

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BOX # 64

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2005189090

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BOX #65

CASE#	CASE	CASE#	CASE	CASE#	CASE#	CASE#	CASE#	CASE#
2005194001	2005195001	2005196001	2005197001	2005198001	2005199001	2005200001	2005201001	2005202001
2005194002	2005195002	2005196002	2005197002	2005198002	2005199002	2005200002	2005201002	2005202002
2005194003	2005195003	2005196003	2005197003	2005198003	2005199003	2005200003	2005201003	2005202003
2005194004	2005195004	2005196004	2005197004	2005198004	2005199004		2005201004	2005202004
2005194005	2005195005	2005196005		2005198005		2005200005	2005201005	2005202005
2005194006	2005195006	2005196006	2005197006	2005198006	2005199006	2005200006		2005202006
2005194007	2005195007	2005196007	2005197007	2005198007	2005199007	2005200007	2005201007	2005202007
2005194008	2005195008	2005196008	2005197008	2005198008	2005199008	2005200008	2005201008	2005202008
2005194009	2005195009	2005196009	2005197009	2005198009	2005199009	2005200009	2005201009	2005202009
2005194010	2005195010	2005196010	2005197010	2005198010	2005199010	2005200010	2005201010	2005202010
2005194011	2005195011	2005196011	2005197012	2005198011	2005199011	2005200011	2005201011	2005202011
2005194012	2005195012	2005196012	2005197013	2005198012	2005199012	2005200012	2005201012	2005202012
2005194013	2005195013	2005196013	2005197015	2005198013	2005199013	2005200013	2005201013	
2005194014	2005195014	2005196014	2005197016	2005198014	2005199014	2005200014		2005202014
2005194015	2005195015	2005196015	2005197017	2005198015	2005199015	2005200015	2005201015	2005202015
2005194016	2005195016	2005196016	2005197019	2005198016	2005199016	2005200016	2005201016	2005202016
	2005195017	2005196017	2005197020	2005198017	2005199017	2005200017	2005201017	
2005194018	2005195018	2005196018	2005197021	2005198018	2005199018	2005200018	2005201018	2005202018
2005194019	2005195019	2005196019	2005197022	2005198019	2005199019	2005200019	2005201019	2005202019
2005194020	2005195020		2005197023	2005198020	2005199020	2005200020	2005201020	2005202020
2005194021	2005195021	2005196021	2005197024	2005198021	2005199021	2005200021		2005202021
		2005196022	2005197025		2005199022	2005200022	2005201022	2005202022
2005194023	2005195023	2005196023	2005197026	2005198023	2005199023	2005200023		2005202023
2005194024	2005195024		2005197027	2005198024	2005199024	2005200024		
2005194025	2005195025	2005196025	2005197028	2005198025	2005199025	2005200025	2005201025	2005202025
2005194026	2005195026		2005197029	2005198026	2005199026		2005201026	2005202026
2005194027	2005195027	2005196027	2005197030	2005198027	2005199027	2005200027	2005201027	2005202027
2005194028	2005195028	2005196028	2005197031	2005198028	2005199028	2005200028	2005201028	2005202028
2005194029	2005195029	2005196029	2005197032	2005198029		2005200029	2005201029	2005202029
2005194030	2005195030	2005196030	2005197033		2005199030	2005200030	2005201030	2005202030
2005194031	2005195031	2005196031	2005197034		2005199031	2005200031	2005201031	2005202031

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BOX #65

2005194034	2005195034	2005196034	2005199034	2005201034	2005202034
2005194035	2005195035		2005199035	2005201035	2005202035
2005194036	2005195036		2005199036	2005201036	2005202036
2005194037	2005195037		2005199037		2005202037
2005194038	2005195038		2005199038		2005202038
2005194039	2005195039		2005199039		
2005194040	2005195040		2005199040		
2005194041	2005195041		2005199041		
2005194042	2005195042				
2005194043	2005195043				
2005194044	2005195044				
2005194045	2005195045				
2005194046	2005195046				
2005194047	2005195047				
2005194048	2005195048				
2005194049	2005195049				
2005194050	2005195050				
2005194051					
2005194052					
2005194053					
2005194054					
2005194055					
2005194056					
2005194057					
2005194058					

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BOX #66

CASE#	CASE#	CASE	CASE #	CASE#	CASE#	CASE#	CASE#	CASE#
2005203001	2005204001	2005205001	2005206001	2005207001	2005208001	2005209001	2005210001	2005211001
2005203002	2005204002	2005205002	2005206002	2005207002	2005208002	2005209002	2005210002	2005211002
2005203003	2005204003	2005205003	2005206003	2005207003	2005208003	2005209003	2005210003	2005211003
2005203004	2005204004	2005205004	2005206004	2005207004	2005208004	2005209004	2005210004	2005211004
	2005204005	2005205005	2005206005	2005207005	2005208005	2005209005	2005210005	2005211005
2005203006	2005204006	2005205006	2005206006	2005207006	2005208006	2005209006	2005210006	2005211006
2005203007	2005204007		2005206007	2005207007	2005208007	2005209007	2005210007	2005211007
2005203008	2005204008	2005205008	2005206008	2005207008	2005208008	2005209008	2005210008	2005211008
	2005204009	2005205009	2005206009	2005207009	2005208009	2005209009	2005210009	2005211009
2005203010	2005204010	2005205010	2005206010	2005207010	2005208010	2005209010	2005210010	2005211010
	2005204011	2005205011	2005206011	2005207011	2005208011	2005209011	2005210011	
2005203012	2005204012	2005205012	2005206012	2005207012	2005208012	2005209012	2005210012	2005211012
2005203013	2005204013	2005205013	2005206013	2005207013	2005208013	2005209013	2005210013	2005211013
2005203014	2005204014	2005205014	2005206014	2005207014	2005208014	2005209014	2005210014	2005211014
2005203015	2005204015	2005205015	2005206015	2005207015	2005208015		2005210015	2005211015
2005203016	2005204016	2005205016	2005206016	2005207016	2005208016	2005209016	2005210016	2005211016
	2005204017	2005205017	2005206017	2005207017	2005208017	2005209017	2005210017	2005211017
2005203018		2005205018	2005206018	2005207018	2005208018	2005209018	2005210018	2005211018
2005203019	2005204019	2005205019	2005206019	2005207019	2005208019		2005210019	2005211019
2005203020	2005204020	2005205020	2005206020	2005207020	2005208020	2005209020		2005211020
2005203021	2005204021	2005205021	2005206021			2005209021	2005210021	2005211021
2005203022	2005204022	2005205022	2005206022		2005208022	2005209022	2005210022	2005211022
2005203023	2005204023	2005205023	2005206023	2005207023	2005208023	2005209023	2005210023	
2005203024	2005204024	2005205024	2005206024	2005207024	2005208024	2005209024	2005210024	2005211024
2005203025	2005204025	2005205025	2005206025	2005207025	2005208025	2005209025	2005210025	2005211025
2005203026	2005204026	2005205026	2005206026	2005207026	2005208026	2005209026	2005210026	
2005203027	2005204027	2005205027	2005206027	2005207027	2005208027	2005209027	2005210027	2005211027
2005203028	2005204029		2005206028	2005207028	2005208028	2005209028	2005210028	2005211028
2005203029	2005204030		2005206029	2005207029	2005208029	2005209029	2005210029	2005211029
2005203030	2005204031		2005206030		2005208030	2005209030	2005210030	2005211030
2005203031	2005204032		2005206031	2005207031	2005208031	2005209031	2005210031	
2005203032	2005204033		2005206032	2005207032	2005208032	2005209032	2005210032	2005211032
	2005204034		2005206033	2005207033	2005208033	2005209033	2005210033	2005211034
	2005204035		2005206034	2005207034	2005208034	2005209034	2005210034	
	2005204036		2005206035	2005207035	2005208035	2005209035	2005210035	
	2005204037		2005206036	2005207036	2005208036	2005209036	2005210036	
				2005207037	2005208037	2005209037	2005210037	
				2005207038	2005208038	2005209038	2005210038	
				2005207039		2005209039	2005210039	
				2005207040		2005209040	2005210040	
				2005207041		2005209041	2005210041	
				2005207042		2005209042	2005210042	
2004291044				2005207043		2005209043	2005210043	

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BOX #66

2005207046
2005207047
2005207048

2005209046
2005209047

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BOX #67

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005212001	2005213001	2005214001	2005215001	2005216001	2005217001	2005218001	2005219001	2005220001
2005212002	2005213002	2005214002	2005215002	2005216002	2005217002	2005218002	2005219002	
2005212003	2005213003	2005214003	2005215003	2005216003	2005217003	2005218003	2005219003	2005220003
2005212004	2005213004	2005214004	2005215004	2005216004	2005217004	2005218004	2005219004	
2005212005	2005213005	2005214005	2005215005	2005216005	2005217005	2005218005	2005219005	2005220005
2005212006	2005213006	2005214006	2005215006	2005216006	2005217006	2005218006	2005219006	2005220006
2005212007	2005213007	2005214007	2005215007	2005216007	2005217007	2005218007	2005219007	2005220007
2005212008	2005213008	2005214008	2005215008	2005216008		2005218008	2005219008	2005220008
2005212009	2005213009	2005214009	2005215009	2005216009	2005217009	2005218009	2005219009	2005220009
		2005214010		2005216010	2005217010	2005218010	2005219010	2005220010
2005212011	2005213011	2005214011	2005215011	2005216011	2005217011		2005219011	2005220011
2005212012	2005213012	2005214012		2005216012	2005217012		2005219012	2005220012
2005212013	2005213013	2005214013	2005215013	2005216013	2005217013	2005218013	2005219013	2005220013
2005212014	2005213014	2005214014			2005217014	2005218014	2005219014	2005220014
2005212015	2005213015	2005214015	2005215015	2005216015	2005217015		2005219015	2005220015
2005212016	2005213016	2005214016	2005215016	2005216016		2005218017	2005219016	2005220017
2005212017	2005213017	2005214017	2005215017	2005216017		2005218018	2005219017	2005220019
2005212018	2005213018	2005214018	2005215018	2005216018	2005217018	2005218019	2005219018	2005220020
2005212019	2005213019	2005214019	2005215019	2005216019		2005218020	2005219019	2005220021
2005212020		2005214020	2005215020		2005217020	2005218021	2005219020	2005220022
	2005213021	2005214021	2005215021	2005216021	2005217021	2005218022	2005219021	2005220023
2005212022	2005213022	2005214022	2005215022	2005216022	2005217022	2005218023		2005220024
2005212023	2005213023	2005214023	2005215023	2005216023	2005217023	2005218024	2005219023	2005220024
2005212024	2005213024	2005214024	2005215024	2005216024	2005217024	2005218025	2005219024	2005220024
2005212025	2005213025		2005215025	2005216025	2005217025	2005218027	2005219025	2005220024
2005212026	2005213026	2005214026	2005215026	2005216027			2005219026	2005220024
2005212027	2005213027	2005214027	2005215027	2005216028	2005217027		2005219027	2005220024
2005212028	2005213028	2005214028	2005215028	2005216029	2005217028		2005219028	2005220024
2005212029	2005213029	2005214029	2005215029		2005217029		2005219029	2005220024
2005212030	2005213030	2005214030	2005215030	2005216031			2005219030	2005220024
2005212031	2005213031	2005214031	2005215031	2005216032	2005217031		2005219031	2005220024
2005212032	2005213032	2005214032	2005215032	2005216033	2005217032		2005219032	2005220024
	2005213033	2005214033	2005215033	2005216034	2005217033		2005219033	2005220024
	2005213034	2005214034	2005215034	2005216035	2005217034		2005219034	2005220024
	2005213035	2005214035	2005215035	2005216036	2005217035		2005219035	2005220024

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BOX #67

2005213038
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2005216046
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2005219038

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2005220038
2005220039
2005220109

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BOX #68

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005221001	2005222001	2005223001	2005224001	2005225001	2005226001	2005227001	2005228001
2005221002	2005222002	2005223002	2005224002	2005225002	2005226002	2005227002	2005228002
2005221003	2005222003	2005223003	2005224003	2005225003	2005226003	2005227003	2005228003
2005221004	2005222004	2005223004	2005224004	2005225004	2005226004	2005227004	2005228004
2005221005	2005222005	2005223005	2005224005	2005225005	2005226005	2005227005	2005228005
2005221006	2005222006	2005223006	2005224006	2005225006	2005226006	2005227006	2005228006
2005221007	2005222007	2005223007	2005224007	2005225007	2005226007	2005227007	2005228007
2005221008	2005222008	2005223008	2005224008	2005225008	2005226008	2005227008	2005228008
2005221009	2005222009	2005223009	2005224009	2005225009	2005226009	2005227009	2005228009
2005221010		2005223010	2005224010		2005226010	2005227010	2005228010
2005221011	2005222011	2005223011	2005224011	2005225011	2005226011	2005227011	2005228011
2005221012	2005222012		2005224012	2005225012		2005227012	2005228012
2005221013	2005222013	2005223013	2005224013	2005225013	2005226013	2005227013	2005228013
2005221014	2005222014	2005223014	2005224014	2005225014	2005226014	2005227014	2005228014
2005221015			2005224015	2005225015	2005226015	2005227015	2005228015
2005221016	2005222016	2005223016	2005224016	2005225016	2005226016	2005227016	2005228016
2005221017	2005222017	2005223017	2005224017	2005225017	2005226017	2005227017	2005228017
2005221018	2005222018	2005223018	2005224018	2005225018	2005226018	2005227018	2005228018
	2005222019	2005223019	2005224019	2005225019	2005226019	2005227019	
2005221020	2005222020	2005223020	2005224020		2005226020	2005227020	
2005221021		2005223021	2005224021	2005225021	2005226021	2005227021	2005228021
2005221022	2005222022	2005223022	2005224022	2005225022	2005226022	2005227022	2005228022
2005221023	2005222023	2005223023		2005225023	2005226023	2005227023	2005228023
2005221024	2005222024	2005223024	2005224024	2005225024	2005226024	2005227024	
2005221025	2005222025	2005223025	2005224025	2005225025	2005226025	2005227025	2005228025
2005221026	2005222026	2005223026	2005224026	2005225026	2005226026	2005227026	2005228026
2005221027	2005222027	2005223027	2005224027	2005225027	2005226027	2005227027	2005228027
	2005222028		2005224028	2005225028	2005226028	2005227028	2005228028
2005221029	2005222029	2005223029	2005224029		2005226029	2005227029	2005228029
2005221030	2005222030	2005223030	2005224030	2005225030	2005226030	2005227030	2005228030
2005221031	2005222031	2005223031	2005224031	2005225031	2005226031	2005227031	

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BOX #68

2005221034	2005222034	2005223034	2005224034	2005225034	2005226034	2005227034	2005228034
2005221035	2005222035	2005223035	2005224035	2005225035	2005226035	2005227035	
2005221036	2005222036		2005224036	2005225036	2005226036	2005227036	
2005221037	2005222037		2005224037		2005226037	2005227037	
2005221038	2005222038		2005224038		2005226038	2005227038	
2005221039	2005222039		2005224039		2005226039	2005227040	
2005221040	2005222040		2005224040		2005226040	2005227041	
2005221041	2005222041		2005224041			2005227042	
2005221042	2005222042		2005224042				
			2005224044				
			2005224045				
			2005224046				
			2005224047				
			2005224048				

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BOX #69

CASE #	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE
2005229002	2005230001	2005231001	2005232001	2005233002	2005234001	2005235001	
2005229003	2005230002	2005231002	2005232002	2005233003	2005234002	2005235002	
2005229004	2005230003	2005231003	2005232003	2005233004	2005234003	2005235003	
2005229005	2005230004			2005233005	2005234004	2005235004	
2005229006	2005230005	2005231005	2005232005	2005233006	2005234005	2005235005	
2005229007	2005230006	2005231006	2005232006	2005233007	2005234006	2005235006	
2005229008	2005230007	2005231007	2005232007	2005233008	2005234007	2005235007	
2005229009	2005230008	2005231008	2005232008	2005233009	2005234008	2005235008	
2005229010	2005230009	2005231009	2005232009	2005233010	2005234009	2005235009	
2005229011	2005230010	2005231010	2005232010	2005233011	2005234010	2005235010	
		2005231011	2005232011	2005233012	2005234011	2005235011	
2005229013	2005230012	2005231012	2005232012		2005234012	2005235012	
2005229014	2005230013	2005231013	2005232013	2005233014	2005234014	2005235013	
2005229015	2005230014	2005231014	2005232014	2005233015	2005234015	2005235014	
2005229016	2005230015	2005231015	2005232015	2005233016	2005234016	2005235015	
2005229017	2005230016	2005231016	2005232016	2005233017	2005234017	2005235016	
2005229018	2005230017	2005231017	2005232017	2005233018	2005234018	2005235017	
2005229019	2005230018	2005231018	2005232018	2005233019	2005234019	2005235018	
2005229020	2005230019	2005231019	2005232019	2005233020	2005234020	2005235019	
2005229021	2005230020	2005231020	2005232020	2005233021	2005234021	2005235020	
2005229022	2005230021	2005231021	2005232021	2005233022	2005234022	2005235021	
2005229023	2005230022	2005231022	2005232022	2005233023	2005234023	2005235022	
	2005230023	2005231023	2005232023	2005233024	2005234025	2005235023	
2005229025	2005230024	2005231024	2005232024	2005233025	2005234026	2005235024	
2005229026	2005230025	2005231025	2005232025	2005233026	2005234027	2005235025	
2005229027	2005230026	2005231026	2005232026	2005233027	2005234028	2005235026	
2005229028	2005230027	2005231027	2005232027	2005233028	2005234029	2005235027	
2005229029	2005230028	2005231028	2005232028	2005233029	2005234030	2005235028	
2005229030	2005230029	2005231029	2005232029	2005233030	2005234031	2005235029	
2005229031	2005230030	2005231030	2005232030	2005233031		2005235030	
2005229032	2005230031	2005231032	2005232031		2005234033	2005235031	

8/17/05-8/23/05
BOX #69

2005230034	2005231035	2005232034	2005234036	2005235034
2005230035	2005231036		2005234038	2005235035
2005230036	2005231037		2005234039	2005235036
2005230037	2005231038		2005234040	2005235037
2005230038	2005231039		2005234041	2005235038
2005230039	2005231041		2005234042	
2005230040	2005231042		2005234043	
2005230041	2005231043		2005234044	
	2005231044		2005234045	
2005230043	2005231045			
2005230044	2005231046			
2005230045	2005231047			
	2005231048			
	2005231049			
	2005231050			
	2005231051			
	2005231052			
	2005231053			
	2005231054			
	2005231055			
	2005231056			
	2005231057			
	2005231058			
	2005231059			
	2005231060			
	2005231061			
	2005231062			
	2005231064			
	2005231065			
	2005231066			

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BOX #70

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005236001	2005237001	2005238001	2005239001	2005240001	2005241001	2005242001	2005243001	
2005236002	2005237002	2005238002	2005239002	2005240002	2005241002	2005242002	2005243003	2005244002
2005236003	2005237003	2005238003	2005239003	2005240003	2005241003	2005242003	2005243004	2005244003
2005236004	2005237004	2005238004	2005239004	2005240004	2005241004	2005242004	2005243006	2005244004
2005236005	2005237005	2005238005	2005239005	2005240005	2005241005	2005242005	2005243007	2005244005
2005236006	2005237006		2005239006	2005240006	2005241006	2005242006	2005243008	2005244006
	2005237007	2005238007	2005239007	2005240007	2005241007	2005242007	2005243009	2005244007
2005236008	2005237008	2005238008	2005239008	2005240008	2005241008	2005242008	2005243010	
2005236009	2005237009	2005238009	2005239009	2005240009	2005241009		2005243011	2005244009
2005236010	2005237010	2005238010	2005239010	2005240010	2005241010	2005242010	2005243012	2005244010
2005236011	2005237011		2005239011	2005240011	2005241011	2005242011	2005243013	2005244011
2005236012	2005237012	2005238012	2005239012	2005240012	2005241012	2005242012	2005243014	2005244012
2005236013	2005237013		2005239013	2005240013	2005241013	2005242013	2005243015	2005244013
	2005237014	2005238014	2005239014	2005240014	2005241014		2005243016	2005244014
2005236016	2005237015	2005238015	2005239015	2005240015	2005241015	2005242015	2005243017	2005244015
2005236017	2005237016	2005238016	2005239016	2005240016		2005242016	2005243018	2005244016
2005236018	2005237019	2005238017	2005239017			2005242017	2005243019	2005244017
2005236019	2005237020	2005238018		2005240018	2005241018	2005242018		2005244018
	2005237021	2005238019	2005239019	2005240019	2005241019	2005242019	2005243021	2005244019
2005236021	2005237022	2005238020	2005239020		2005241020	2005242020	2005243022	2005244020
2005236022	2005237023	2005238021	2005239021	2005240021	2005241021	2005242021	2005243023	2005244021
2005236023	2005237024	2005238022	2005239022	2005240022	2005241022	2005242022		2005244022
2005236024	2005237025	2005238023	2005239023	2005240023	2005241023	2005242023	2005243025	2005244023
2005236025	2005237026	2005238025		2005240024	2005241024	2005242024	2005243026	2005244024
2005236026		2005238026		2005240025	2005241025		2005243027	2005244025
2005236027		2005238027			2005241026	2005242027	2005243028	2005244026
2005236028	2005237029	2005238028			2005241027			2005244027
2005236029	2005237030	2005238029			2005241029			2005244028
2005236030	2005237031	2005238030			2005241030	2005242030	2005243031	2005244029
2005236031	2005237032	2005238031			2005241031	2005242031	2005243032	2005244030
2005236032	2005237033	2005238032			2005241032		2005243033	2005244031
	2005237034	2005238033			2005241033	2005242033	2005243034	2005244032
2005236034	2005237035	2005238034			2005241034	2005242034		2005244033

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BOX #70

2005236037
2005237039
2005237040
2005237041
2005237043

2005238037
2005238038
2005238039
2005238040
2005238041

2005241037
2005241038
2005241039
2005241040
2005241041
2005241042

2005242038
2005242039

2005244036
2005244037
2005244038
2005244039
2005244040
2005244041
2005244043
2005244044
2005244045
2005244046
2005244048
2005244049
2005244050
2005244051
2005244052
2005244053

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BOX #71

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005245001	2005246001	2005247001	2005248001	2005249001	2005250001	2005251001	2005252001	2005253001	2005254001
2005245002	2005246002	2005247002	2005248002	2005249002	2005250002	2005251002	2005252002	2005253002	2005254002
2005245003	2005246003	2005247003	2005248003	2005249003	2005250003	2005251003	2005252003	2005253003	2005254003
2005245004	2005246004		2005248004	2005249004	2005250004	2005251004	2005252004	2005253004	2005254004
2005245005	2005246005	2005247005	2005248005	2005249005	2005250005	2005251005	2005252005	2005253005	2005254005
2005245006	2005246006	2005247006	2005248006	2005249006	2005250006	2005251006	2005252006	2005253006	2005254006
2005245007	2005246007	2005247007	2005248007	2005249007	2005250007	2005251007	2005252007	2005253007	2005254007
2005245008	2005246008	2005247008	2005248008		2005250008	2005251008	2005252008	2005253008	2005254008
2005245009	2005246009	2005247009	2005248009	2005249009	2005250009	2005251009	2005252009	2005253009	2005254009
2005245010	2005246010	2005247010	2005248010	2005249010	2005250010	2005251010	2005252010	2005253010	2005254010
2005245011	2005246011	2005247011	2005248011	2005249011	2005250011	2005251011	2005252011	2005253011	2005254011
2005245012	2005246012	2005247012	2005248012	2005249012	2005250012	2005251012	2005252012	2005253012	2005254012
2005245013	2005246013	2005247013	2005248013	2005249013	2005250013	2005251013	2005252013	2005253013	2005254013
2005245014	2005246014	2005247014	2005248014	2005249014	2005250014	2005251014	2005252014	2005253014	
2005245015	2005246015	2005247015	2005248015	2005249015	2005250015	2005251015		2005253015	2005254015
2005245016	2005246016	2005247016	2005248016	2005249016	2005250016	2005251016	2005252016	2005253016	2005254016
2005245017	2005246017	2005247017	2005248017	2005249017		2005251017	2005252017	2005253017	2005254017
2005245018		2005247018	2005248018	2005249018	2005250018	2005251018	2005252018	2005253018	2005254018
2005245019	2005246019	2005247019	2005248019	2005249019	2005250019	2005251019	2005252019	2005253019	
2005245020		2005247020	2005248020	2005249020	2005250020	2005251020	2005252020	2005253020	2005254020
2005245021	2005246021	2005247021	2005248021	2005249021	2005250021	2005251021	2005252021	2005253021	2005254021
	2005246022	2005247022		2005249022	2005250022	2005251022		2005253022	
2005245024	2005246023	2005247023	2005248023	2005249023	2005250023	2005251023	2005252023	2005253023	
2005245025	2005246024	2005247024	2005248024	2005249024	2005249024	2005251024	2005252024	2005253024	
2005245026	2005246025	2005247025	2005248025	2005249026	2005250025	2005251025	2005252025	2005253025	
	2005246026		2005248026	2005249027	2005250026	2005251026	2005252026	2005253026	
	2005246027	2005247027	2005248027		2005250027	2005251027	2005252027	2005253027	
2005245029	2005246028	2005247028	2005248028	2005249029	2005250028	2005251028	2005252028	2005253028	
2005245030	2005246029	2005247029		2005249030	2005250029	2005251029	2005252029	2005253029	
2005245031	2005246030	2005247030		2005249031	2005250030	2005251030	2005252030	2005253030	

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BOX #71

2005245032	2005246031	2005249032	2005250031	2005251031	2005252031	2005253031
2005245034	2005246032	2005249033	2005250032	2005251032		2005253032
	2005246033	2005249034	2005250033		2005252033	
	2005246034	2005249035	2005250034	2005251034	2005252034	
	2005246035	2005249036	2005250035	2005251035	2005252035	
	2005246036	2005249037	2005250036	2005251036	2005252036	
	2005246037		2005250037	2005251037	2005252037	
	2005246038			2005251038		
	2005246039			2005251039		
	2005246040				2005252040	
	2005246041			2005251041	2005252041	
	2005246042			2005251042	2005252042	
				2005251043	2005252043	
				2005251044	2005252044	
				2005251045	2005252045	
					2005252046	
				2005251047	2005252047	
				2005251048	2005252048	
				2005251049		
				2005251050		
				2005251051		
				2005251052		

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BOX #72

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005255001	2005256001	2005257001	2005258001	2005259001	2005260001	2005261001	2005262001
2005255002	2005256002	2005257002	2005258002	2005259002		2005261002	2005262002
2005255003	2005256003	2005257003	2005258003		2005260003	2005261003	2005262003
2005255004	2005256004	2005257004	2005258004	2005259004	2005260004	2005261004	2005262004
2005255005	2005256005	2005257005	2005258005	2005259005	2005260005	2005261005	
2005255006	2005256006	2005257006	2005258006	2005259006	2005260006	2005261006	2005262006
2005255007	2005256007	2005257007	2005258007	2005259007	2005260007	2005261007	2005262007
2005255008	2005256008	2005257008	2005258008	2005259008	2005260008	2005261008	2005262008
2005255009	2005256009	2005257009	2005258009		2005260009	2005261009	2005262009
2005255010	2005256010		2005258010	2005259010	2005260010	2005261010	2005262010
2005255011	2005256011	2005257011	2005258011	2005259011	2005260011	2005261011	2005262011
2005255012	2005256012	2005257012	2005258012	2005259012	2005260012	2005261012	2005262012
2005255013	2005256013	2005257013	2005258013	2005259013	2005260013	2005261013	2005262013
2005255014	2005256014	2005257014	2005258014	2005259014	2005260014	2005261014	2005262014
2005255015	2005256015	2005257015	2005258015	2005259015	2005260015	2005261015	2005262015
2005255016	2005256016	2005257016	2005258016	2005259016	2005260016	2005261016	2005262016
2005255017	2005256017	2005257017	2005258017	2005259017	2005260017	2005261017	2005262017
2005255018	2005256018	2005257018	2005258018	2005259018	2005260018	2005261018	2005262018
2005255019	2005256019	2005257019		2005259019	2005260019	2005261019	2005262019
2005255020	2005256020	2005257020	2005258020	2005259020		2005261020	2005262020
2005255021	2005256021	2005257021	2005258021	2005259021	2005260021		
2005255022	2005256022	2005257022	2005258022	2005259022	2005260022		2005262022
2005255023	2005256023	2005257023	2005258023	2005259023			2005262023
2005255024	2005256024	2005257024	2005258024	2005259024	2005260024		2005262024
2005255025	2005256025	2005257025	2005258025		2005260025		2005262025
2005255026	2005256026	2005257026	2005258026	2005259026	2005260026		2005262026
2005255027	2005256027	2005257027	2005258027	2005259027	2005260027		2005262027
2005255028	2005256028		2005258029	2005259028	2005260028		2005262028
2005255029	2005256029	2005257029	2005258030	2005259029	2005260029		2005262029
	2005256030			2005259030	2005260030		

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BOX #72

2005256031	[redacted]	2005258032	2005259032	[redacted]
2005256032			2005259033	
2005256033	2005257033		2005259034	2005260033
2005256034	2005257034		2005259035	
2005256035	2005257035		2005259036	
2005256036	2005257036		2005259037	
2005256037	2005257037		2005259038	
2005256038	2005257038			
2005256039				
2005256040				
2005256041				
2005256042				
2005256043				
2005256044				
2005256045				

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BOX #73

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005263001	2005264001	2005265001	2005266001	2005267001	2005268001	2005269001	2005270001	2005271001
2005263002	2005264002	2005265002	2005266002	2005267002	2005268002	2005269002	2005270002	2005271002
2005263003	2005264003	2005265003	2005266003	2005267003	2005268003	2005269003	2005270003	2005271003
2005263004	2005264004	2005265004	2005266004	2005267004	2005268004	2005269004	2005270004	2005271004
2005263005	2005264005	2005265005	2005266005	2005267005	2005268005	2005269005	2005270005	2005271005
2005263006	2005264006	2005265006	2005266006	2005267006	2005268007	2005269006	2005270006	2005271006
2005263007	2005264007	2005265007	2005266007	2005267007	2005268008	2005269007	2005270007	2005271007
2005263008	2005264008	2005265008	2005266008		2005268009	2005269008	2005270008	2005271008
2005263009	2005264009	2005265009	2005266009	2005267009	2005268010	2005269009	2005270009	2005271009
2005263010	2005264010	2005265010	2005266010	2005267010	2005268011	2005269010	2005270010	2005271010
2005263011	2005264011	2005265011	2005266011	2005267011	2005268012	2005269011	2005270011	2005271011
2005263012	2005264012	2005265012	2005266012	2005267012	2005268013	2005269012	2005270012	2005271012
2005263013	2005264013	2005265013	2005266013	2005267013	2005268014	2005269013	2005270013	2005271013
2005263014	2005264014	2005265014	2005266014	2005267014	2005268015	2005269014	2005270014	2005271014
2005263015	2005264015	2005265015	2005266015	2005267015	2005268016	2005269015	2005270015	2005271015
2005263016	2005264016	2005265016	2005266016	2005267016	2005268017	2005269016	2005270016	2005271016
	2005264017	2005265017	2005266017	2005267017	2005268018	2005269017	2005270017	2005271017
2005263018	2005264018	2005265018	2005266018	2005267018	2005268019	2005269018	2005270018	2005271018
2005263019	2005264019	2005265019	2005266019	2005267019	2005268020	2005269019	2005270019	2005271019
	2005264020		2005266020	2005267020	2005268021	2005269020	2005270020	2005271020
2005263021	2005264021	2005265021	2005266021	2005267021	2005268022	2005269021	2005270021	2005271021
2005263022	2005264022	2005265022	2005266022	2005267022	2005268023	2005269022	2005270022	2005271022
2005263023	2005264023	2005265023	2005266023	2005267023		2005269023	2005270023	2005271023
	2005264024	2005265024	2005266024	2005267024	2005268025	2005269024	2005270024	2005271024
2005263025	2005264025	2005265025	2005266025	2005267025	2005268026	2005269025	2005270025	2005271025
2005263026	2005264026	2005265026	2005266026	2005267026	2005268027	2005269026	2005270026	2005271026
2005263027	2005264027	2005265027	2005266027	2005267027	2005268028	2005269027	2005270027	2005271027
	2005264028	2005265028	2005266029	2005267028	2005268029	2005269028	2005270028	2005271028
2005263029	2005264029	2005265029	2005266030	2005267029	2005268030	2005269029		2005271029
2005263030	2005264030		2005266031	2005267030	2005268031	2005269030	2005270030	2005271030

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BOX #73

2005263031	2005264031	2005265031	2005266032	2005267031	2005268032	2005269031	2005270031	2005271031
2005263032	2005264032	2005265032	2005266033	2005267032	2005268033	2005269032	2005270032	2005271032
2005263033	2005264033	2005265033	2005266034		2005268034	2005269033	2005270033	2005271033
2005263034	2005264034	2005265035	2005266035	2005267034		2005269034	2005270034	2005271034
2005263035	2005264035	2005265036	2005266036			2005269035	2005270035	2005271035
	2005264036	2005265037	2005266037			2005269036	2005270036	2005271036
	2005264037	2005265038	2005266038			2005269037		2005271037
	2005264038	2005265039				2005269038		2005271038
		2005265040						2005271039
		2005265041						2005271040
		2005265042						2005271041
		2005265043						
		2005265044						
		2005265045						
		2005265046						
		2005265047						
		2005265048						

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BOX #74

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005272001	2005273001	2005274001	2005275001	2005276001	2005277001
2005272002	2005273002	2005274002	2005275002	2005276002	2005277002
2005272003	2005273003	2005274003	2005275003	2005276003	2005277003
	2005273004	2005274004	2005275004	2005276004	2005277004
2005272005	2005273005	2005274005	2005275005	2005276005	2005277005
2005272006	2005273006	2005274006	2005275006	2005276006	2005277006
2005272007	2005273008	2005274007	2005275007	2005276007	2005277007
2005272008	2005273010	2005274008	2005275008		2005277008
2005272009	2005273011	2005274009	2005275009	2005276009	2005277009
2005272010	2005273012	2005274010	2005275010	2005276010	2005277010
2005272011	2005273013	2005274011	2005275011	2005276011	2005277011
2005272012	2005273014	2005274012	2005275012	2005276012	2005277012
2005272013	2005273015	2005274013	2005275013	2005276013	2005277013
2005272014	2005273017	2005274014	2005275014	2005276014	2005277014
2005272015	2005273018	2005274015	2005275015	2005276015	2005277015
2005272016	2005273019	2005274016	2005275016	2005276016	2005277016
2005272017		2005274017	2005275017	2005276017	2005277017
2005272018	2005273022	2005274018	2005275018	2005276018	2005277018
2005272019	2005273023	2005274019		2005276019	2005277019
2005272020	2005273024	2005274020	2005275020	2005276021	
2005272021	2005273026	2005274021	2005275021	2005276022	2005277021
2005272022	2005273027	2005274022	2005275022	2005276023	2005277022
2005272023	2005273028	2005274023	2005275023	2005276024	2005277023
2005272024	2005273029	2005274024	2005275024		2005277024
2005272025	2005273030	2005274025	2005275025	2005276026	2005277025
2005272026	2005273031	2005274026	2005275026	2005276027	2005277026
2005272027	2005273032	2005274027	2005275027	2005276028	2005277027
2005272028	2005273033	2005274028	2005275028	2005276029	2005277028
2005272029	2005273034	2005274029	2005275029	2005276030	2005277029
2005272030	2005273035	2005274030	2005275030	2005276031	2005277030

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BOX #74

2005272031	2005273036	2005274031	2005275031	2005276032	2005277031
2005272032	2005273037	2005274032	2005275032		2005277032
2005272033	2005273038	2005274033	2005275033	2005276034	2005277033
2005272034	2005273039	2005274034		2005276035	2005277034
2005272035	2005273040	2005274035		2005276036	2005277035
2005272036	2005273041	2005274036		2005276037	2005277036
2005272037	2005273042	2005274037		2005276038	2005277037
2005272038	2005273043			2005276039	2005277038
2005272039	2005273044			2005276040	2005277039
2005272040	2005273045			2005276041	
2005272041	2005273046				
2005272042	2005273047				
2005272043	2005273048				
2005272044	2005273049				
2005272045	2005273050				
2005272046	2005273051				
2005272047	2005273053				
2005272048	2005273054				
2005272049	2005273055				
2005272050	2005273056				
2005272051	2005273057				
2005272052	2005273058				
2005272053	2005273059				
2005272054	2005273060				
	2005273061				
2005272056	2005273062				
2005272057	2005273063				
2005272058	2005273064				
2005272059	2005273065				
	2005273066				
2005272061	2005273067				

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BOX #74

2005272062	2005273068
2005272063	2005273069
2005272064	2005273070
2005272066	
2005272067	

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BOX #75

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005278001	2005279001	2005280001	2005281001	2005282001	2005283001	2005284001	2005285001	2005286001
2005278002	2005279002	2005280002	2005281002	2005282002	2005283002	2005284002	2005285002	2005286002
2005278003	2005279003	2005280003	2005281003	2005282003	2005283003	2005284003	2005285003	2005286003
2005278004	2005279004	2005280004	2005281004	2005282004	2005283004	2005284004	2005285004	2005286004
2005278005	2005279005	2005280005	2005281005	2005282005	2005283005	2005284005	2005285005	2005286005
2005278006	2005279006	2005280007	2005281006	2005282007	2005283006	2005284006		2005286006
2005278007	2005279007	2005280008	2005281007	2005282008	2005283007	2005284007	2005285007	2005286007
2005278008	2005279008	2005280009	2005281008	2005282009	2005283008	2005284008	2005285008	2005286008
2005278009	2005279009	2005280010	2005281009	2005282010	2005283009	2005284009	2005285009	2005286009
2005278010	2005279010	2005280011	2005281011	2005282011	2005283010	2005284010	2005285010	2005286010
2005278011	2005279011	2005280012	2005281012	2005282012	2005283011	2005284011	2005285011	2005286011
2005278012	2005279012	2005280013	2005281013	2005282013	2005283012	2005284012	2005285012	2005286012
2005278013	2005279013	2005280014	2005281014	2005282014	2005283013	2005284013		2005286013
2005278014	2005279014		2005281015	2005282015	2005283014	2005284014	2005285014	2005286014
2005278015	2005279015	2005280016	2005281016	2005282016	2005283015	2005284015	2005285015	2005286015
2005278016	2005279016	2005280017	2005281017	2005282017	2005283016	2005284016	2005285016	2005286016
2005278017	2005279017	2005280018	2005281018	2005282018	2005283017	2005284017	2005285017	2005286017
2005278018		2005280019	2005281019	2005282019	2005283018	2005284018		2005286018
2005278019	2005279019	2005280020	2005281020	2005282020	2005283019	2005284019	2005285019	2005286019
2005278020	2005279020	2005280021	2005281021	2005282021	2005283020	2005284020	2005285020	2005286020
2005278021	2005279021	2005280022	2005281022	2005282022			2005285021	2005286021
2005278022	2005279022	2005280023	2005281023	2005282023	2005283022	2005284022	2005285022	2005286022
2005278023	2005279023	2005280024	2005281024	2005282024	2005283023	2005284023	2005285023	2005286023
2005278024	2005279024	2005280025	2005281025	2005282025	2005283024		2005285024	2005286024
2005278025	2005279025	2005280026	2005281026	2005282026	2005283025	2005284025		2005286025
2005278026	2005279026	2005280027	2005281027	2005282027	2005283026		2005285026	2005286026
2005278027	2005279027	2005280028	2005281028	2005282028	2005283027	2005284027	2005285027	2005286027
2005278028	2005279028	2005280029	2005281029	2005282029	2005283028	2005284028	2005285028	2005286028
2005278029	2005279029	2005280030	2005281030	2005282030		2005284029	2005285029	2005286029

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BOX #75

2005278030	2005279030	2005280031	2005281031	2005282032	2005283030	2005284030	2005285030	2005286030
2005278031	2005279031	2005280032	2005281032	2005282033	2005283031	2005284031	2005285031	2005286031
2005278032		2005280033	2005281033	2005282034	2005283032	2005284032	2005285032	2005286032
2005278033	2005279033	2005280035		2005282035	2005283033	2005284033		2005286033
2005278034	2005279034	2005280036		2005282036	2005283034	2005284034	2005285034	2005286034
2005278035	2005279035	2005280037		2005282037	2005283035	2005284035	2005285035	2005286035
2005278036		2005280038		2005282038	2005283036	2005284036	2005285036	2005286036
2005278037				2005282039	2005283037	2005284037	2005285037	2005286037
2005278038		2005280040		2005282040	2005283038	2005284038	2005285038	2005286038
2005278039	2005279039	2005280041			2005283039	2005284039	2005285039	2005286039
2005278040	2005279040						2005285040	2005286040
2005278041	2005279041						2005285041	2005286041
2005278042	2005279042						2005285042	2005286042
2005278043	2005279043						2005285043	2005286043
2005278044	2005279044						2005285044	2005286044
2005278045							2005285045	2005286045
2005278046							2005285046	2005286046
2005278047								2005286047
2005278048								2005286048
2005278049								2005286049
2005278050								2005286050
2005278051								2005286051
2005278052								2005286052
								2005286053
								2005286054
								2005286055

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BOX #76

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005287001	2005288001	2005289001	2005290001	2005291001	2005292001	2005293001	2005294001
2005287002	2005288003	2005289002	2005290003	2005291002	2005292002	2005293002	2005294002
2005287003	2005288004	2005289003	2005290004	2005291003	2005292003	2005293003	2005294003
		2005289004	2005290005	2005291004	2005292004	2005293004	2005294004
2005287005	2005288006	2005289005	2005290006	2005291005	2005292005	2005293005	2005294005
2005287006	2005288007	2005289006	2005290007	2005291006	2005292006	2005293006	2005294006
2005287007		2005289007	2005290008	2005291007	2005292007	2005293007	2005294007
2005287008	2005288009	2005289008	2005290009	2005291008	2005292008	2005293008	2005294008
2005287009	2005288010	2005289009	2005290010	2005291009	2005292010	2005293009	2005294009
	2005288011	2005289010	2005290011	2005291010	2005292012	2005293010	2005294010
2005287011	2005288012	2005289011	2005290012	2005291011	2005292013	2005293011	2005294011
2005287012	2005288013	2005289012	2005290013	2005291012	2005292014	2005293012	2005294012
2005287013	2005288014	2005289013	2005290014	2005291013	2005292015	2005293013	2005294013
2005287014	2005288015	2005289014	2005290015	2005291014	2005292016	2005293014	2005294014
2005287015	2005288016	2005289015	2005290016	2005291015	2005292017	2005293015	2005294015
2005287016	2005288018	2005289016	2005290017	2005291016	2005292018	2005293016	2005294016
2005287017	2005288019	2005289017	2005290018	2005291017	2005292019	2005293017	2005294017
2005287018	2005288020	2005289018	2005290019	2005291018	2005292020	2005293018	2005294018
2005287019	2005288021	2005289019	2005290020	2005291019	2005292021		2005294019
2005287020	2005288022	2005289020	2005290021	2005291020	2005292022	2005293020	2005294020
2005287021	2005288023	2005289021	2005290022		2005292023	2005293021	2005294021
2005287022	2005288024	2005289022	2005290023	2005291022	2005292024		2005294022
2005287023	2005288025	2005289023	2005290024	2005291023	2005292025	2005293023	2005294023
2005287024	2005288026	2005289024	2005290025	2005291024	2005292026	2005293024	2005294024
2005287025	2005288027	2005289025	2005290026	2005291025	2005292027	2005293025	2005294026
2005287026	2005288028	2005289026	2005290027	2005291026	2005292028	2005293026	2005294027
2005287027	2005288029	2005289027	2005290028	2005291027		2005293027	2005294028
2005287028	2005288031	2005289028		2005291028	2005292030	2005293028	
2005287029	2005288032		2005290030	2005291029	2005292031	2005293029	2005294030

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BOX #76

2005287030	2005288033
2005287031	2005288034
2005287032	2005288035
2005287033	2005288036
2005288001	2005288037

2005290031	2005291030	2005292032	2005293030	2005294031
2005290032	[redacted]	2005292033	2005293031	2005294032
2005290033	2005291032	2005292034	2005293032	2005294033
2005290034	[redacted]	2005292035	2005293033	2005294034
2005290035	2005291034	2005292036	2005293034	2005294035
2005290036	2005291035	2005292037	2005293035	2005294036
2005290037		2005292038	2005293036	
2005290038		2005292039	2005293037	
2005290039			2005293038	
2005290040			2005293039	
2005290041			2005293040	
2005290042				
2005290043				
2005290044				
[redacted]				
2005290046				

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BOX #77

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005295001	2005296001	2005297001	2005298001	2005299001	2005300001	2005301001	2005302001	2005303001
2005295002	2005296002	2005297002	2005298002	2005299002	2005300002	2005301002	2005302002	2005303002
2005295003	2005296003	2005297003	2005298003	2005299003	2005300003	2005301003	2005302003	2005303003
2005295004	2005296004	2005297004	2005298004	2005299004	2005300004	2005301004	2005302004	2005303004
2005295005	2005296005	2005297005	2005298005	2005299005	2005300005		2005302005	2005303005
2005295006	2005296006	2005297006	2005298006	2005299006	2005300006	2005301006	2005302006	2005303006
2005295007	2005296007	2005297007	2005298007	2005299007	2005300007	2005301007	2005302007	2005303007
2005295008	2005296008	2005297008	2005298008	2005299008	2005300008	2005301008	2005302008	2005303008
2005295009	2005296009	2005297009	2005298009	2005299009	2005300009	2005301009	2005302009	2005303009
	2005296010	2005297010	2005298010	2005299010	2005300010	2005301010	2005302010	2005303010
2005295011	2005296011	2005297011	2005298011	2005299011	2005300011	2005301011	2005302011	2005303011
2005295012		2005297012	2005298012	2005299012	2005300012	2005301012	2005302012	2005303012
2005295013	2005296013	2005297013	2005298013	2005299013	2005300013		2005302013	2005303013
2005295014	2005296014	2005297014	2005298014	2005299014	2005300014	2005301014	2005302014	2005303014
2005295015	2005296015	2005297015	2005298015	2005299015	2005300015	2005301015	2005302015	2005303015
	2005296016	2005297016	2005298016	2005299016	2005300016	2005301016	2005302016	2005303016
2005295017	2005296017	2005297017	2005298017	2005299017	2005300017	2005301017	2005302017	2005303017
2005295018	2005296018	2005297018	2005298018	2005299018	2005300018	2005301018	2005302018	2005303018
2005295019		2005297019	2005298019	2005299019	2005300019		2005302019	2005303019
2005295020	2005296020	2005297020	2005298020	2005299020	2005300020	2005301020	2005302020	2005303020
2005295021	2005296021	2005297021	2005298021	2005299021	2005300021	2005301021	2005302021	2005303021
2005295022	2005296022	2005297022	2005298022		2005300022		2005302022	2005303022
2005295023	2005296023	2005297023	2005298023	2005299023	2005300023	2005301023	2005302023	2005303023
2005295024	2005296024	2005297024	2005298024	2005299024	2005300024	2005301024	2005302024	2005303024
2005295025	2005296025	2005297025	2005298025	2005299025	2005300025	2005301025		2005303025
2005295026	2005296026	2005297026	2005298026	2005299026	2005300026	2005301026	2005302026	2005303026
2005295027	2005296027	2005297027	2005298027	2005299027	2005300027	2005301027	2005302028	2005303027
2005295028	2005296028	2005297028	2005298028	2005299028	2005300028	2005301028	2005302029	2005303028
2005295029	2005296029		2005298029	2005299029	2005300029	2005301029	2005302030	2005303029

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BOX #77

2005295030	2005296030	2005297030	2005298030	2005299030	2005300030	2005301030	2005302031	2005303030
2005295031	2005296031	2005297031	2005298031	[redacted]	2005300031	2005301031	2005302032	2005303031
2005295032		2005297032	2005298032	2005299032	2005300032	2005301032	2005302033	2005303032
2005295033		2005297033	2005298033	2005299033	2005300033	2005301033		2005303033
2005295035		2005297034	2005298034	2005299034	2005300034	2005301034		2005303034
		2005297035	2005298035	2005299035	2005300035	2005301035		2005303035
		2005297036	2005298036	2005299036	2005300036	2005301036		2005303036
		2005297037	2005298037	2005299037	2005300037	2005301037		2005303037
		2005297038	2005298038	2005299039	2005300038			2005303038
		2005297039	2005298039	2005299040	2005300039			2005303039
		2005297040	2005298040	2005299041	2005300040			
			2005298041	[redacted]	2005300041			
			2005298042	2005299043	2005300042			
			2005298043	2005299044	2005300043			
				2005299045	2005300044			
					2005300045			
					2005300046			
					2005300047			
					2005300048			

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BOX #78

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005304001	2005305001	2005306001	2005307001	2005308001	2005309001	2005310001	2005311001	2005312001
2005304002	2005305002	2005306002	2005307002	2005308002	2005309002	2005310002	2005311002	2005312002
2005304003	2005305003	2005306003	2005307003	2005308003	2005309003	2005310003	2005311003	2005312003
2005304004	2005305004	2005306004	2005307004	2005308004	2005309004	2005310004	2005311004	2005312005
2005304005	2005305006	2005306005	2005307005	2005308005	2005309005	2005310005	2005311006	
2005304006	2005305007	2005306006	2005307006	2005308006	2005309006	2005310006	2005311007	2005312007
2005304007	2005305008	2005306008	2005307007	2005308007	2005309007	2005310008	2005311008	2005312008
2005304008	2005305009	2005306009	2005307008	2005308008	2005309008	2005310009	2005311009	2005312009
2005304009	2005305010	2005306010	2005307009	2005308009		2005310010	2005311010	2005312010
2005304010	2005305011	2005306012	2005307010	2005308010	2005309010	2005310011	2005311012	2005312011
2005304011	2005305012	2005306013	2005307011	2005308011	2005309011	2005310012	2005311013	2005312012
2005304012		2005306014	2005307012	2005308012	2005309012	2005310013	2005311014	2005312013
2005304013	2005305014	2005306015	2005307013	2005308013	2005309013	2005310014	2005311015	2005312014
2005304014		2005306016	2005307014	2005308014	2005309014	2005310015	2005311016	2005312015
2005304015	2005305016	2005306017	2005307015	2005308015	2005309015	2005310016	2005311017	2005312016
	2005305017			2005308016	2005309016	2005310017	2005311018	2005312017
2005304017	2005305019	2005306019	2005307017	2005308017	2005309018	2005310018	2005311019	
	2005305020	2005306020	2005307018	2005308018	2005309019	2005310019	2005311020	2005312019
2005304019		2005306021	2005307019	2005308019	2005309022	2005310020	2005311021	2005312020
2005304020	2005305022	2005306022	2005307020	2005308020	2005309023	2005310021	2005311022	2005312021
2005304021		2005306023	2005307021	2005308021	2005309024	2005310022	2005311024	2005312022
2005304022	2005305024	2005306024	2005307022	2005308022	2005309025	2005310023	2005311025	2005312023
2005304023	2005305025	2005306025		2005308023	2005309026	2005310024	2005311026	2005312024
2005304024	2005305026	2005306026	2005307024	2005308024	2005309028	2005310025	2005311027	2005312025
2005304025	2005305027	2005306027	2005307025	2005308025	2005309029	2005310026	2005311028	2005312026
2005304026	2005305028		2005307026		2005309030	2005310027	2005311029	2005312027
2005304027	2005305029	2005306029	2005307027	2005308027	2005309031	2005310028	2005311030	2005312028
2005304028	2005305030	2005306030	2005307028	2005308028	2005309032	2005310029	2005311031	2005312029
2005304029	2005305031	2005306031	2005307029	2005308029	2005309033	2005310030	2005311032	2005312030

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BOX #78

2005304030	2005305032	2005306032	2005307030		2005309035	2005310031	2005311033	2005312033
2005304031	2005305033	2005306033	2005307031	2005308032	2005309036		2005311034	2005312034
2005304032	2005305034	2005306034	2005307032	2005308033		2005310033	2005311035	2005312035
2005304033	2005305035	2005306035	2005307033	2005308034		2005310034	2005311036	2005312036
	2005305036	2005306036	2005307034	2005308036		2005310035	2005311037	2005312037
2005304035	2005305037	2005306037	2005307035	2005308037		2005310036	2005311038	2005312038
2005304036	2005305038	2005306038	2005307036	2005308038		2005310037		2005312039
2005304037	2005305039	2005306039	2005307037	2005308039		2005310038	2005311040	2005312040
2005304038	2005305040	2005306040	2005307038	2005308040		2005310039	2005311041	2005312041
2005304039			2005307039	2005308041		2005310040	2005311042	2005312042
2005304040		2005306042	2005307040	2005308042			2005311043	2005312043
		2005306043	2005307041	2005308043			2005311044	2005312044
2005304042		2005306044	2005307042	2005308044			2005311045	2005312046
		2005306045	2005307043				2005311046	
			2005307044				2005311047	
		2005306047	2005307045				2005311048	
		2005306048	2005307046				2005311050	
		2005306049	2005307047					
		2005306051	2005307048					
		2005306053	2005307049					
		2005306054	2005307050					
			2005307051					
			2005307052					
			2005307053					
			2005307054					
			2005307055					

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BOX #79

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005313001	2005314001	2.005E+09	2005316001	2005317001	2005318001	2005319001
2005313002	2005314002	2005315002	2005316002	2005317002	2005318002	2005319003
2005313003	2005314003	2005315003	2005316003	2005317003	2005318003	2005319004
2005313004	2005314004	2005315004	2005316004	2005317004	2005318004	2005319005
2005313005	2005314005	2005315005	2005316005	2005317005	2005318005	2005319006
2005313006	2005314006	2005315006	2005316006	2005317006	2005318006	2005319007
2005313007	2005314007	2005315007	2005316007	2005317007	2005318007	2005319009
2005313008	2005314008	2005315008	2005316008	2005317008	2005318008	2005319010
2005313009	2005314009	2005315009	2005316009	2005317009	2005318009	2005319011
2005313010	2005314010	2005315010	2005316010	2005317010	2005318010	2005319012
2005313012	2005314011	2005315011	2005316011	2005317011	2005318011	2005319013
2005313013		2005315012	2005316012	2005317012	2005318012	2005319014
2005313014	2005314013	2005315013	2005316013	2005317013	2005318013	2005319015
2005313015	2005314014	2005315014	2005316014	2005317014	2005318014	2005319016
2005313016	2005314015	2005315015	2005316015	2005317015	2005318015	2005319018
2005313017	2005314016	2005315016	2005316016	2005317016	2005318016	2005319019
2005313018	2005314017	2005315017	2005316017	2005317017	2005318017	2005319020
2005313019	2005314018	2005315018	2005316018	2005317018	2005318018	2005319021
2005313020	2005314019	2005315019	2005316019	2005317019	2005318019	2005319022
2005313021	2005314020	2005315020	2005316020	2005317020	2005318020	2005319023
2005313022	2005314021	2005315021	2005316021	2005317021	2005318021	2005319024
2005313023	2005314022	2005315022	2005316022	2005317022	2005318022	2005319025
2005313024	2005314023	2005315023	2005316023	2005317023	2005318023	2005319026
2005313027	2005314024	2005315024	2005316024	2005317024	2005318024	2005319028
2005313028	2005314025	2005315025	2005316025	2005317025	2005318025	2005319031
2005313029	2005314026	2005315026	2005316026	2005317026	2005318026	2005319033
2005313030	2005314027	2005315027	2005316027	2005317027	2005318027	2005319035
2005313031	2005314028	2005315028		2005317028	2005318028	2005319036
2005313032		2005315029		2005317029	2005318029	2005319037

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BOX #79

2005313033	2005314030	2005315030
2005313034	2005314031	2005315031
2005313035	2005314032	2005315032
2005313037	2005314033	2005315033
2005313038	2005314034	2005315034
2005313039	2005314035	2005315035
2005313040	2005314036	2005315036
2005313041	2005314037	2005315037
2005313042	2005314038	2005315038
2005313043	2005314039	2005315039
2005313044	2005314040	2005315040
2005313045	2005314041	2005315041
2005313046	2005314042	
	2005314043	
	2005314044	

2005317030	2005318030	2005319038
2005317031	2005318031	2005319039
2005317032	2005318032	2005319040
2005317033	2005318033	2005319041
2005317034	2005318034	2005319042
	2005318035	2005319043
	2005318036	2005319045
	2005318037	2005319046
	2005318038	2005319047
	2005318039	2005319048
	2005318040	2005319049
	2005318041	2005319050
	2005318042	2005319051
	2005318043	2005319052
	2005318044	2005319053
	2005318045	2005319054
	2005318046	2005319055
	2005318047	
	2005318048	

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BOX #80

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005320001	2005321001	2005322001	2005323001	2005324001	2005325001	2005326001	2005327001
2005320002	2005321002	2005322003	2005323002	2005324002	2005325002	2005326002	2005327002
2005320003	2005321003	2005322004	2005323003	2005324003	2005325003	2005326003	2005327003
2005320004	2005321004	2005322005	2005323004	2005324004	2005325004	2005326004	2005327004
2005320005	2005321005	2005322006	2005323005	2005324005	2005325005	2005326005	2005327005
2005320006	2005321006	2005322007	2005323006	2005324006	2005325006	2005326006	2005327006
2005320007	2005321007	2005322008	2005323007	2005324007	2005325007	2005326007	2005327007
2005320008	2005321008	2005322009	2005323008	2005324008	2005325008	2005326008	2005327008
2005320009		2005322010	2005323009	2005324009	2005325009	2005326009	2005327009
2005320010	2005321010	2005322011	2005323010	2005324010	2005325010	2005326010	2005327010
2005320011	2005321011	2005322012	2005323011	2005324011	2005325011	2005326011	2005327011
2005320012	2005321012	2005322013	2005323012	2005324012	2005325012	2005326012	2005327012
2005320013	2005321013	2005322014	2005323013	2005324013	2005325013	2005326013	2005327013
	2005321014	2005322015	2005323014	2005324014	2005325014	2005326014	2005327014
2005320015	2005321015	2005322016	2005323015	2005324015	2005325015	2005326015	2005327015
2005320016		2005322017	2005323016	2005324016	2005325016	2005326016	2005327016
2005320017	2005321017	2005322018	2005323017	2005324017	2005325017	2005326017	2005327017
2005320019	2005321018	2005322019	2005323018	2005324018	2005325018	2005326018	
2005320020	2005321019	2005322020		2005324019	2005325019		2005327019
2005320022	2005321020	2005322021	2005323020	2005324020	2005325020	2005326020	2005327020
2005320023	2005321021	2005322022	2005323021	2005324021	2005325021	2005326021	2005327021
2005320024	2005321022	2005322023	2005323022	2005324022	2005325022	2005326022	2005327022
2005320025	2005321023	2005322024	2005323023	2005324023	2005325023	2005326023	2005327023
2005320026	2005321024	2005322025	2005323024	2005324024	2005325024	2005326024	2005327024
2005320027	2005321025	2005322026		2005324025	2005325025	2005326025	2005327025
2005320028	2005321026		2005323026	2005324026	2005325026	2005326026	2005327026
2005320029	2005321027	2005322028	2005323027		2005325027	2005326027	2005327027
2005320030	2005321028	2005322029	2005323028	2005324028	2005325028	2005326028	2005327028
2005320031	2005321029	2005322030	2005323029	2005324029	2005325029	2005326029	2005327029

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BOX #80

2005320034	2005321032	2005322033	2005323032	2005324032	2005325032	2005326032	2005327032
2005320035	2005321033		2005323033	2005324033		2005326033	2005327033
2005320036	2005321034	2005322035		2005324034	2005325034	2005326034	2005327034
2005320037	2005321035	2005322036		2005324035	2005325035	2005326035	2005327035
2005320038	2005321036			2005324036	2005325036	2005326036	2005327036
2005320039	2005321037			2005324037	2005325037	2005326037	2005327037
2005320040	2005321038			2005324038	2005325038	2005326038	2005327038
2005320042	2005321039			2005324039	2005325039	2005326039	2005327039
2005320044	2005321040				2005325040	2005326040	2005327040
2005320045	2005321041				2005325041	2005326041	2005327050
2005320046	2005321042				2005325042	2005326042	
2005320047	2005321043				2005325043	2005326043	
2005320048	2005321044				2005325044	2005326044	
2005320049	2005321045				2005325045		
2005320052	2005321046				2005325046		
2005320053	2005321047				2005325047		
2005320054	2005321048						
2005320055	2005321049						
2005320056	2005321050						
2005320057	2005321051						
	2005321052						
	2005321053						
	2005321054						
	2005321055						
	2005321056						
	2005321057						
	2005321058						
	2005321059						
	2005321060						
	2005321061						

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BOX #80

2005321064
2005321065
2005321066
2005321067
2005321068
2005321069
2005321070
2005321071
2005321072
2005321073

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BOX #81

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005328001	2005329001	2005330001	2005331001	2005332001	2005333001	2005334001	2005335001	2005336001
2005328002	2005329002	2005330002	2005331003	2005332002	2005333002	2005334002	2005335002	2005336002
2005328003	2005329003	2005330003	2005331004	2005332003	2005333003	2005334003	2005335003	2005336003
2005328004	2005329004	2005330004	2005331005	2005332004	2005333004	2005334004	2005335004	2005336004
2005328005	2005329005	2005330005	2005331006	2005332005	2005333005	2005334005	2005335005	2005336005
2005328006	2005329006		2005331007	2005332006	2005333006	2005334006	2005335006	2005336006
2005328007	2005329007	2005330007	2005331008	2005332007	2005333007	2005334007	2005335007	2005336007
2005328008	2005329008	2005330008	2005331009	2005332008	2005333008	2005334008	2005335008	2005336008
2005328009	2005329009	2005330009	2005331010	2005332009	2005333009	2005334009	2005335009	2005336009
2005328010	2005329010	2005330010	2005331011	2005332010	2005333010	2005334010	2005335010	2005336010
2005328011	2005329011	2005330011	2005331012	2005332011	2005333011	2005334011	2005335011	
2005328013	2005329012	2005330012	2005331013	2005332012	2005333012	2005334012	2005335012	
2005328014	2005329014	2005330013	2005331014	2005332013	2005333013	2005334013	2005335013	2005336013
2005328015	2005329015	2005330014		2005332014	2005333014	2005334014	2005335014	2005336014
2005328016	2005329016	2005330015	2005331016	2005332015	2005333015	2005334015	2005335015	2005336015
2005328017	2005329017	2005330016	2005331017	2005332017	2005333016	2005334016	2005335016	2005336016
2005328018	2005329018	2005330017	2005331018	2005332018	2005333017	2005334017	2005335017	2005336017
2005328019	2005329019	2005330018	2005331019	2005332019	2005333018	2005334018	2005335018	2005336018
2005328020	2005329020	2005330019	2005331020	2005332020	2005333019	2005334019	2005335019	2005336019
2005328021	2005329021	2005330020	2005331021	2005332021	2005333020	2005334020	2005335020	2005336020
2005328022	2005329022	2005330021	2005331022	2005332022	2005333021	2005334021	2005335021	2005336021
2005328023	2005329023	2005330022	2005331023	2005332023	2005333022	2005334022	2005335022	2005336022
2005328024	2005329024	2005330023	2005331024	2005332024	2005333023	2005334023	2005335023	2005336023
2005328025	2005329025	2005330024	2005331025	2005332025	2005333024	2005334024	2005335024	2005336024
2005328026	2005329026		2005331026	2005332026	2005333025	2005334025	2005335025	2005336025
2005328027	2005329027		2005331027	2005332027	2005333026	2005334026	2005335026	2005336026
2005328028	2005329029		2005331028	2005332028	2005333027	2005334027	2005335027	2005336027
	2005329031		2005331029	2005332029	2005333028	2005334028	2005335028	2005336028
			2005331030	2005332030	2005333030	2005334029	2005335029	2005336029

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BOX #81

2005332033	2005333033	2005334032	2005335032	2005336032
2005332034	2005333034	2005334033		2005336033
2005332035	2005333035	2005334034	2005335034	2005336034
2005332036	2005333036	2005334035	2005335035	2005336035
2005332037	2005333037	2005334036	2005335036	2005336036
2005332038	2005333038		2005335037	2005336037
2005332039	2005333039	2005334038	2005335038	2005336038
2005332040	2005333040	2005334039	2005335039	2005336039
2005332041		2005334040	2005335040	2005336040
2005332042		2005334041	2005335041	2005336041
2005332043		2005334042	2005335042	2005336042
2005332044		2005334043	2005335043	2005336043
2005332045		2005334044		2005336044
2005332046		2005334045		2005336045
		2005334046	2005335046	2005336046
		2005334047	2005335047	2005336047
				2005336048
				2005336049
				2005336050
				2005336051
				2005336052

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BOX #82

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005337001	2005338001	2005339001	2005340001	2005341001	2005342001	2005343001	2005344001	2005345001
2005337002	2005338002	2005339002	2005340002	2005341002	2005342002	2005343002	2005344002	2005345002
2005337003	2005338003	2005339003	2005340003	2005341003	2005342004		2005344003	2005345003
2005337004	2005338004	2005339004	2005340004	2005341004	2005342005	2005343004	2005344004	2005345004
2005337005	2005338005	2005339005	2005340005	2005341005	2005342006	2005343005	2005344005	2005345005
2005337006	2005338006	2005339006	2005340006	2005341006	2005342007	2005343006	2005344006	2005345006
2005337007	2005338007	2005339007	2005340007	2005341007	2005342008	2005343007	2005344007	2005345007
2005337008	2005338008	2005339008	2005340008	2005341008	2005342009	2005343008	2005344008	2005345008
2005337009	2005338009	2005339009	2005340009	2005341009	2005342010	2005343009	2005344009	2005345009
2005337010	2005338010	2005339010	2005340010	2005341010	2005342011	2005343010	2005344010	2005345010
2005337011	2005338011	2005339011	2005340011	2005341011	2005342012	2005343011	2005344011	2005345011
2005337012	2005338012	2005339012	2005340012	2005341012	2005342013	2005343012	2005344012	2005345012
2005337013	2005338013		2005340013	2005341013	2005342014	2005343013	2005344013	2005345013
2005337014	2005338014	2005339014	2005340014	2005341014	2005342015	2005343014	2005344014	2005345014
2005337015	2005338015	2005339015	2005340015	2005341015	2005342016	2005343015	2005344015	2005345015
2005337016	2005338016	2005339016	2005340016	2005341016	2005342017	2005343016	2005344016	2005345016
2005337017	2005338017	2005339017	2005340017	2005341017	2005342018	2005343017	2005344017	2005345017
2005337018	2005338018	2005339018	2005340018	2005341018	2005342019	2005343018	2005344018	2005345018
2005337019	2005338019	2005339019	2005340019	2005341019	2005342020	2005343019	2005344019	2005345019
2005337020	2005338020	2005339020	2005340020	2005341020	2005342021	2005343020	2005344020	2005345020
2005337021	2005338021	2005339021	2005340021	2005341021	2005342022	2005343021	2005344021	2005345021
2005337022	2005338022	2005339022	2005340022	2005341022	2005342023	2005343022	2005344022	2005345022
2005337023	2005338023	2005339023	2005340023		2005342024	2005343023	2005344023	2005345023
2005337024	2005338024	2005339024	2005340024	2005341024	2005342025	2005343024	2005344024	2005345024
2005337025		2005339025	2005340025	2005341025	2005342026	2005343025	2005344025	2005345025
2005337026		2005339026	2005340026	2005341026	2005342027	2005343026	2005344026	2005345026
2005337027	2005338027	2005339027	2005340027	2005341027	2005342028	2005343027	2005344027	2005345027
2005337028	2005338028	2005339028	2005340028	2005341028		2005343028	2005344028	2005345028
2005337029	2005338029		2005340029			2005343029	2005344029	2005345029

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BOX #82

2005337032	2005338032	2005340032	2005341032	2005342033	2005343032	2005344032	2005345032
2005337033	2005338033	2005340033	2005341033	2005342034	2005343033	2005344033	2005345033
2005337034	2005338034	2005340034	2005341034	2005342035	2005343034	2005344034	2005345034
2005337035		2005340035		2005342036	2005343035	2005344035	2005345035
		2005340036		2005342037		2005344036	2005345036
2005337037		2005340037		2005342038		2005344037	2005345037
		2005340038		2005342039			2005345038
		2005340039		2005342040			2005345039
		2005340040		2005342041			2005345040
		2005340042		2005342042			2005345041
		2005340043		2005342043			
		2005340044		2005342044			2005345043
		2005340045		2005342045			2005345044
		2005340046					2005345045
		2005340047					2005345046
		2005340048					2005345047
		2005340049					2005345048
							2005345049

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BOX #83

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005346001	2005347001	2005348001	2005349001	2005350001	2005351001	2005352001
2005346002	2005347002	2005348002	2005349002	2005350002	2005351002	2005352002
2005346003	2005347003	2005348003	2005349003	2005350003	2005351003	2005352003
2005346004	2005347004	2005348004	2005349004	2005350004	2005351004	2005352004
2005346005	2005347005	2005348005	2005349005	2005350005	2005351005	2005352005
2005346006		2005348006	2005349006	2005350006	2005351006	2005352006
2005346007	2005347007	2005348007	2005349007	2005350007	2005351007	2005352007
2005346008	2005347008	2005348008	2005349008	2005350008	2005351008	2005352008
2005346009	2005347009	2005348009	2005349009	2005350009	2005351009	2005352009
2005346010	2005347010	2005348010	2005349010	2005350010	2005351010	2005352010
2005346011	2005347011	2005348011	2005349011	2005350011	2005351011	2005352011
2005346012	2005347012	2005348012	2005349012	2005350012	2005351012	2005352012
	2005347013	2005348013	2005349013	2005350013	2005351013	2005352013
2005346014	2005347014	2005348014	2005349014	2005350014	2005351014	2005352014
2005346015	2005347015	2005348015	2005349015		2005351015	2005352015
2005346016	2005347016	2005348016	2005349016	2005350016	2005351016	2005352016
2005346017	2005347017	2005348017	2005349017	2005350017	2005351017	2005352017
2005346018		2005348018	2005349018	2005350018	2005351018	2005352018
2005346019	2005347019	2005348019	2005349019	2005350019	2005351019	2005352019
2005346020	2005347020	2005348020	2005349020	2005350020	2005351020	2005352020
2005346021	2005347021	2005348021	2005349021	2005350021	2005351021	2005352021
2005346022	2005347022	2005348022	2005349022	2005350022	2005351022	2005352022
2005346023	2005347023	2005348023	2005349023	2005350023	2005351023	2005352023
2005346024	2005347024	2005348024	2005349024	2005350024	2005351024	2005352024
2005346025	2005347025	2005348025	2005349025	2005350025	2005351025	2005352025
2005346026	2005347026	2005348026	2005349026	2005350026	2005351026	2005352026
2005346027	2005347027	2005348027	2005349027	2005350027	2005351027	2005352027
2005346028	2005347028	2005348028	2005349028	2005350028	2005351028	2005352028
2005346029	2005347029	2005348029	2005349029	2005350029	2005351029	2005352029

12/12/05-12/18/05

BOX #83

2005346032	2005347032	2005348032	2005349032	2005350032	2005351032	2005352032
2005346033	2005347033	2005348033	2005349033	2005350033	2005351033	2005352033
2005346034	2005347034	2005348034	2005349034		2005351034	2005352034
2005346035	2005347035	2005348035	2005349035	2005350035	2005351035	2005352035
2005346036	2005347036	2005348036	2005349036	2005350036	2005351036	2005352036
2005346037	2005347037	2005348037	2005349037	2005350037	2005351037	2005352037
2005346038	2005347038	2005348038	2005349038	2005350038		2005352038
	2005347039	2005348039	2005349039	2005350039		2005352039
2005346040	2005347041	2005348040		2005350040		2005352040
2005346041	2005347042	2005348041		2005350041		2005352041
2005346042	2005347043	2005348042		2005350042		
2005346043	2005347044	2005348043		2005350043		
2005346044	2005347045	2005348044		2005350044		
2005346045	2005347046	2005348045		2005350045		
2005346046	2005347047	2005348046		2005350046		
2005346047	2005347048	2005348047		2005350047		
2005346048	2005347049	2005348048		2005350048		
2005346049	2005347050	2005348049		2005350049		
2005346050	2005347051	2005348050		2005350050		
2005346051	2005347052	2005348051		2005350051		
2005346052		2005348052		2005350052		
2005346053		2005348053		2005350053		
2005346054		2005348054		2005350054		
2005346055		2005348055		2005350055		
		2005348056		2005350056		
		2005348057		2005350057		
		2005348058		2005350058		
		2005348059		2005350059		
				2005350060		
				2005350061		

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BOX #83

2005350064
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2005350070
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12/19/05-12/25/05

BOX #84

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
2005353001	2005354001	2005355001	2005356001	2.005E+09	2005358001	2005359001
2005353002	2005354002	2005355002	2005356002	2005357002	2005358002	2005359002
2005353003	2005354003	2005355003	2005356003	2005357003	2005358003	2005359003
2005353004	2005354004	2005355004	2005356004	2005357004	2005358004	2005359004
2005353005	2005354005	2005355005	2005356005	2005357005	2005358005	2005359005
2005353006	2005354006	2005355006	2005356006	2005357006	2005358006	2005359006
2005353007	2005354007	2005355007	2005356007	2005357007	2005358007	2005359007
2005353008	2005354008	2005355008	2005356008	2005357008	2005358008	2005359008
2005353009	2005354009	2005355009	2005356009	2005357009	2005358009	2005359009
2005353010	2005354010	2005355010	2005356010	2005357010	2005358010	2005359010
2005353011	2005354011	2005355011	2005356011	2005357011	2005358011	2005359011
2005353012	2005354012	2005355012	2005356012	2005357012	2005358012	2005359012
2005353013	2005354013	2005355013	2005356013	2005357013	2005358013	2005359013
2005353014	2005354014	2005355014	2005356014	2005357014	2005358014	2005359014
2005353015	2005354015	2005355015		2005357015	2005358015	2005359015
2005353016	2005354016	2005355016	2005356016	2005357016	2005358016	2005359016
2005353017	2005354017	2005355017	2005356017	2005357017	2005358017	2005359017
2005353018	2005354018	2005355018	2005356018	2005357018	2005358018	2005359018
2005353019	2005354019	2005355019	2005356019	2005357019	2005358019	2005359019
2005353020	2005354020	2005355020	2005356020	2005357020	2005358020	2005359020
2005353021	2005354021	2005355021	2005356021	2005357021	2005358021	2005359021
2005353022	2005354022	2005355022	2005356022	2005357022	2005358022	2005359022
2005353023		2005355023	2005356023	2005357023	2005358023	2005359023
2005353024	2005354024	2005355024	2005356024	2005357024	2005358024	2005359024
2005353025	2005354025	2005355025	2005356025	2005357025	2005358025	2005359025
2005353026	2005354026	2005355026	2005356026	2005357026	2005358026	2005359026
2005353027	2005354027	2005355027	2005356027	2005357027		2005359027
2005353028	2005354028		2005356028	2005357028		2005359028
2005353029	2005354029	2005355029	2005356029	2005357029		2005359029

12/19/05-12/25/05

BOX #84

2005353032	2005354032	2005355032	2005356032	2005357032	2005359032
	2005354033	2005355033	2005356033	2005357033	2005359033
2005353034	2005354034	2005355034	2005356034	2005357034	
2005353035	2005354035	2005355035	2005356035	2005357035	
2005353036	2005354036		2005356036	2005357036	
2005353037	2005354037	2005355037	2005356037	2005357037	
2005353038	2005354038	2005355038	2005356038	2005357038	
2005353039	2005354039	2005355039	2005356039	2005357039	
2005353040	2005354040	2005355040	2005356040	2005357040	
2005353041	2005354041	2005355041	2005356041	2005357041	
2005353042	2005354042	2005355042	2005356042	2005357042	
2005353043	2005354043	2005355043	2005356043	2005357043	
2005353044	2005354044	2005355044	2005356044	2005357044	
2005353045	2005354045	2005355045	2005356045		
2005353046	2005354046	2005355046	2005356046		
2005353047	2005354047	2005355047	2005356048		
	2005354048	2005355048	2005356049		
2005353049	2005354049	2005355049	2005356050		
2005353050	2005354050	2005355050	2005356051		
	2005354051	2005355051	2005356052		
		2005355052	2005356053		
	2005354053	2005355053	2005356054		
	2005354054	2005355054	2005356055		
	2005354055	2005355055	2005356056		
		2005355056	2005356057		
		2005355057	2005356058		
			2005356059		
			2005356060		
			2005356061		
			2005356062		

12/19/05-12/25/05

BOX #84

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12/26/05-12/31/05

BOX #85

CASE#	CASE#	CASE#	CASE#	CASE#	CASE#
	2005361001	2005362001	2005363001	2005364001	2005365001
2005360002	2005361002	2005362002	2005363002	2005364002	2005365002
2005360003	2005361003	2005362003	2005363003	2005364003	2005365003
2005360004	2005361004	2005362004	2005363004	2005364004	2005365004
2005360005	2005361005	2005362005	2005363005	2005364005	2005365005
2005360006	2005361006	2005362006	2005363006	2005364006	2005365006
2005360007	2005361007	2005362007	2005363007	2005364007	2005365007
2005360008	2005361008	2005362008	2005363008	2005364008	2005365008
2005360009	2005361009	2005362009	2005363009	2005364009	2005365009
2005360010	2005361010	2005362010	2005363010	2005364010	2005365010
2005360011	2005361011	2005362011	2005363011	2005364011	2005365011
2005360012	2005361012	2005362012	2005363012	2005364012	2005365012
2005360013	2005361013	2005362013	2005363013	2005364013	2005365013
	2005361014	2005362014	2005363014	2005364014	2005365014
2005360015	2005361015	2005362015	2005363015	2005364015	2005365015
2005360016	2005361016	2005362016	2005363016	2005364016	2005365016
2005360017	2005361017	2005362017	2005363017	2005364017	2005365017
2005360018	2005361018	2005362018	2005363018	2005364018	
	2005361019	2005362019	2005363019	2005364019	2005365019
2005360020	2005361020	2005362020	2005363020	2005364020	2005365020
2005360021	2005361021	2005362021		2005364021	
2005360022	2005361022	2005362022	2005363022	2005364022	2005365022
2005360023	2005361023	2005362023	2005363023	2005364023	2005365023
2005360024	2005361024	2005362024	2005363024	2005364024	2005365024
	2005361025	2005362025	2005363025	2005364025	2005365025
2005360026	2005361026	2005362026	2005363026	2005364026	2005365026
2005360027	2005361027	2005362027	2005363027	2005364027	2005365027
2005360028	2005361028	2005362028	2005363028	2005364028	
2005360029	2005361029	2005362029	2005363029	2005364029	2005365029

12/26/05-12/31/05

BOX #85

2005360032	2005361032		2005363032	2005364032	
2005360033	2005361033	2005362033	2005363033	2005364033	2005365033
2005360034	2005361034	2005362034	2005363034	2005364034	2005365034
2005360035	2005361035	2005362035	2005363035	2005364035	2005365035
2005360036	2005361036	2005362036	2005363036	2005364036	2005365037
2005360037	2005361037	2005362037	2005363037	2005364037	2005365038
	2005361038	2005362038	[redacted]	2005364038	2005365039
	2005361039	2005362039	2005363039	2005364039	2005365040
	2005361040	2005362040	2005363040		2005365041
	2005361041	2005362041	2005363041		
	2005361042	2005362042	2005363042		
	2005361043	2005362043	2005363043		
	2005361044	2005362044	2005363044		
	2005361045	2005362045	2005363045		
	2005361046	2005362046	[redacted]		
	2005361047	2005362047			
	2005361048	2005362048	2005363048		
	2005361049	2005362049	2005363049		
	2005361050	2005362050	2005363050		
	2005361051	2005362051	2005363051		
	2005361052	2005362052	[redacted]		
	2005361053	2005362053	2005363053		
	2005361054	2005362054	2005363054		
	2005361055		2005363055		
	2005361056		2005363056		

Recreation Division

RECORDS DESTRUCTION REQUEST
2019

APPROVALS

DEPARTMENT HEAD	DATE	CITY CLERK	CITY ATTORNEY	COUNCIL MEETING
[signature]	3/12/19	[signature]	[signature]	4-8-19

TITLE OR DESCRIPTION OF RECORD	DATE	BOX NO.	COMMENTS
Citrus/Cabrillo/Baldy View/ Upland Elem. Surveys	SY 2011-2014	REC-19-215	D-2019
CDBG Summer Day Camp 2013	SY 2013	REC-19-224	D-2019
Access Invoices (Destruction Year Changed)	SY 2015/2016	REC-17-240	D-2019
Access Invoices (Destruction Year Changed)	SY 2015/2016	REC-17-241	D-2019
Animal Services Duplicates: Donations, CalCard, Demands, Invoices, Deposit Log, Senior and Pet Adoptions Library Duplicates: Invoices	2014-2016	REC-19-242	D-2019
Senior Center: Flu Shot Consent Forms	SY 2005-2009	REC-19-250	D-2019
Senior Center Sign in Sheets: FSA Nutrition Program and SC Activities	SY 2016	REC-19-255	D-2019

7 BOXES IN THIS REQUEST.

STAFF REPORT

ITEM NO. 11.D.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	LONDA BOCK-HELMS CPA, ACTING ADMINISTRATIVE SERVICES DIRECTOR
SUBJECT:	TREASURER'S REPORT MARCH 2019

RECOMMENDED ACTION

It is recommended that the City Council receive and file the March 2019 Treasurer's Report.

GOAL STATEMENT

The proposed action supports the City's goal to manage the City's resources in a fiscally responsible manner.

BACKGROUND

Per California Government Code Section 53646(b), the City's treasurer or fiscal officer shall render a treasurer's report to the City Council (at a minimum) on a quarterly basis. This report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, current market value as of the date of the report, investments and moneys held by the local agency and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. The report shall state compliance to the City's investment policy and shall include a statement noting the City's ability to meet its expenditure requirements for the next six months.

ISSUES/ANALYSIS

The submission of the monthly Treasurer's Report is a compliance measure.

FISCAL IMPACTS

There is no fiscal impact associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

March Treasurer's Report

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended
March 31, 2019

Investment Portfolio	Cost	Par Value	Market Value	% of Portfolio
State Local Agency Investment Fund	$ 20,184,277	N/A	$ 20,235,284	25.0%
Bank Accounts and Change Funds	6,448,008	N/A	6,448,008	8.0%
ABS-Corporate Paydown Securities	-	N/A	-	0.0%
Money Market Fund	4,515,610	N/A	4,515,610	5.6%
Government Agency Securities	34,412,812	34,455,000	34,260,487	42.6%
Corporate Bonds	13,419,255	13,428,000	13,441,020	16.7%
US Treasury	1,579,020	1,580,000	1,571,135	2.0%
Total Cash and Investments	$ 80,558,982	$ 49,463,000	$ 80,471,544	100.0%

PARS Investment Portfolio	Cost	Market Value	% of Portfolio
115 Trust-OPEB Investment as of 3/31/19	1,088,465	1,088,465	14.3%
Pension Trust Investment as of 3/31/19	6,535,621	6,535,621	85.7%
Total Cash and Investments	$ 7,624,086	$ 7,624,086	100.0%

Weighted Average Days to Maturity	472.02

Blended Yield:	2.210%
Benchmarks:	
LAIF	2.436%
2yr U.S. Treasury	2.270%
5yr U.S. Treasury	2.230%

Restricted Funds with Fiscal Agent	Book Value	Market Value
Water System Lease Revenue Refunding Bonds 2011	179,226	179,226
Colonies CFD Area #2 2015	2,015,994	2,015,994
Colonies CFD Area #1 2012	2,760,603	2,760,603
Upland 54 CFD 2004	242,023	242,023
Successor Agency TAN 2013 / TAN 2016- Merged Project	2,454,689	2,454,689
Total Restricted Funds	$ 7,652,535	$ 7,652,535

1. I hereby certify that the investments are in compliance with the investment policy adopted by the City Council in June, 2018.
2. The City has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in banking institutions do not change. The amounts listed as market values for these items are the same as their book values.
4. The book value for the State Pool is the withdrawal value provided by the State Treasurer. The market value of funds held by the State Treasurer equates to the City's pro-rata share of the market value of the entire State Pool.
5. Sources for current market valuation are Account Statements and the Wall Street Journal GNMA Mortgage rates on the last trading day of the month.
6. This report meets the requirements of Government Code Section 53646.

Reviewed by Finance Officer — Date: 4/18/19

City Treasurer — Date: 4-22-19

 Prepared By: Angela Durham

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

State Local Agency Investment Fund

For Period Ended
March 31, 2019

Fund or Account		Account Balance	Market Value (See Note 4)
City	98-36-942	20,184,277	
Successor Agency	65-36-007	-	
Upland Public Financing Authority	40-36-004	-	
	Totals	**$ 20,184,277**	**$ 20,235,284**
Yield for Period Ended	**3/31/2019**	**2.436%**	

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

Bank Accounts and Change Funds

For Period Ended
March 31, 2019

Account Name	Institution	Insured Deposits	Collateralized Deposits	Total Deposits
Petty Cash City of Upland	City of Upland	$ -	$ 11,880	$ 11,880
City of Upland Payroll Zero Balance Account	Chase	-	-	-
City of Upland Checking Account	Chase	250,000	5,307,229	5,557,229
City of Upland Successor Agency	Chase	-	878,899	878,899
	Totals	**$ 250,000**	**$ 6,198,008**	**$ 6,448,008**

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended

March 31, 2019

Investment	Purchased From	Cusip #	Cost	Market Value	Stated Rate	Maturity Date
	Government Securities					
FHLMC	Morgan Stanley & Co	3137EADZ9	199,934	199,896	1.125%	4/15/2019
FHLB	Wells Fargo Sec LLC	313379EE5	202,912	199,684	1.625%	6/14/2019
FHCB	Keybanc Capital Mkt Inc	3133EFW52	200,854	199,404	1.150%	7/1/2019
FHLMC	Bnp Paribas Securities	3137EADK2	198,576	199,196	1.250%	8/1/2019
FHLB	Wells Fargo Sec LLC	313380FB8	101,020	99,512	1.375%	9/13/2019
FFCB	Federal Farm Credit Bks	3133EHKA0	1,500,000	1,493,415	1.400%	9/23/2019
FHLMC	Morgan Stanley & Co	3137EADM8	198,617	198,786	1.250%	10/2/2019
FNMA	Deutsche Bank Sec Intl	3135G0R39	1,485,675	1,487,745	1.000%	10/24/2019
FHLB	Wells Fargo Sec LLC	3130AA3R7	1,498,710	1,490,625	1.375%	11/15/2019
FHLB	Wells Fargo Sec LLC	3130A0JR2	205,698	199,946	2.375%	12/13/2019
FHLB	Wells Fargo Sec LLC	3130A7PU3	199,088	197,500	1.200%	4/6/2020
FFCB	Wells Fargo Sec LLC	3133ECPD0	204,100	202,811	1.420%	5/13/2020
FHLB	Federal Home Loan Bks	3130ADPR7	2,500,000	2,500,825	2.500%	9/15/2020
FHLB	Federal Home Loan Bks	313382J53	1,508,501	1,485,990	1.750%	9/28/2020
FNMA	Deutsche Bank Sec Intl	3135G0RM7	1,499,295	1,483,140	1.630%	10/30/2020
FFCB	Federal Farm Credit Bks	3133EJMX4	1,000,000	1,000,020	2.680%	11/2/2020
FNMA	Deutsche Bank Sec Intl	3135G0F73	1,492,515	1,478,625	1.500%	11/30/2020
FFCB	Federal Farm Credit Bks	3133EHYU1	1,236,313	1,235,300	1.840%	9/13/2021
FNMA	Deutsche Bank Sec Intl	3135G0Q89	1,481,400	1,466,850	1.375%	10/7/2021
FFCB	Federal Farm Credit Bks	3133EFPT8	2,020,180	1,981,280	1.960%	11/19/2021
FHLB	Federal Home Loan Bks	3130AFD79	1,500,000	1,501,215	3.000%	11/23/2021
FHLB	Federal Home Loan Bks	3130AFCU9	1,500,000	1,505,430	3.125%	11/26/2021
FFCB	Federal Farm Credit Bks	3133EJPE3	1,000,000	1,000,010	2.950%	2/15/2022
FHLMC	Morgan Stanley & Co	3134GSFS9	2,500,000	2,501,200	2.375%	9/6/2022
FFCB	Federal Farm Credit Bks	3133EHYB3	1,232,838	1,234,350	1.940%	9/12/2022
FHLB	Federal Home Loan Bks	3130ACH72	1,247,738	1,239,375	2.260%	10/4/2022
FFCB	Federal Farm Credit Bks	3133EHF73	1,248,850	1,244,000	2.280%	10/17/2022
FHLMC	Federal Home LN Corp	3134GB3A8	1,500,000	1,489,800	2.250%	11/28/2022
FHLB	Wells Fargo Sec LLC	3130ACX82	1,250,000	1,243,738	2.375%	12/5/2022
FHLMC	Morgan Stanley & Co	3134GSLT0	1,500,000	1,500,570	1.125%	5/30/2023
FHLB	Federal Home Loan Bks	3130AFYU5	1,000,000	1,000,250	3.000%	3/7/2024
	Government Securities Subtotal		34,412,812	34,260,487		
	Money Market Fund					
	City of Upland US Bank	31846V203	4,515,610	4,515,610	0.93%	N/A
	Money Market Fund Subtotal		4,515,610	4,515,610		
	Corporate Bonds					
	Homestreet Bank CD	43785QMQ3	250,000	250,005	2.300%	4/15/2019
	Bank of China New York City	06426WY63	250,000	249,960	2.200%	5/15/2019
	Maple Bank Champlin CD	565109AZ8	250,000	249,973	2.200%	5/15/2019
	Toyota Motor Mountain	89236TDE2	124,825	124,799	1.400%	5/20/2019
	Bank of India New York Branch	06279KML7	250,000	249,995	2.350%	6/5/2019
	RBS Citizens NA CD	75524KLS1	250,000	250,058	2.450%	7/9/2019
	Berkshire Bank CD	084601SB0	250,000	249,948	2.300%	7/15/2019
	Mechanics Bank CD	583614BN1	250,000	250,020	2.400%	7/23/2019
	Microsoft Note	594918BN3	119,876	119,381	1.100%	8/8/2019
	Paccar Financial Corp Note	69371RN36	90,000	89,515	1.200%	8/12/2019
	Bank India New CD	06279KSJ6	250,000	250,203	2.600%	8/28/2019

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended

March 31, 2019

Investment	Purchased From	Cusip #	Cost	Market Value	Stated Rate	Maturity Date
	First Fid Bank Oklahoma City CD	32024FAB7	250,000	251,555	2.850%	9/14/2019
	Safra National Bank CD	78658Q3T8	250,000	250,123	2.500%	9/16/2019
	Preferred Bank CD	740367GU5	250,000	250,183	2.550%	9/20/2019
	BMO Harris CD	05581WJ22	250,000	250,230	2.600%	9/30/2019
	Lakeside Bank CD	51210SPT8	250,000	249,975	2.400%	10/30/2019
	USNY Bank CD	90344LEQ8	250,000	250,318	2.650%	11/5/2019
	Wex Bank Midvale CD	92937CHF8	250,000	250,190	2.550%	12/13/2019
	Bank Baroda New CD	06063HBF9	250,000	250,628	2.800%	12/27/2019
	The Fahey CD	303117CQ6	250,000	250,095	2.500%	1/10/2020
	Union Bank CD	90520VAG8	250,000	250,390	2.650%	1/16/2020
	Merrick Bank CD	59013J5A3	250,000	250,493	2.700%	1/21/2020
	Valley N B CD	919853BX8	250,000	250,505	2.700%	2/7/2020
	Iberia Bank CD	45083ALH3	250,000	250,750	2.800%	3/2/2020
	Compass BK CD	20451PWE2	250,000	250,755	2.800%	3/4/2020
	United Bankers CD	909557HZ6	250,000	251,045	2.850%	5/19/2020
	Brookline Bank CD	11373QFU7	250,000	251,213	2.900%	5/29/2020
	First Financial CD	32021SFP6	250,000	251,293	2.900%	6/26/2020
	Ally Bank Midvale Utah	02007GDM2	250,875	250,840	2.750%	6/29/2020
	TCF National Bank CD	87227RCN2	250,000	250,383	2.600%	7/2/2020
	Wells Fargo Bank CD	949763SP2	249,873	251,073	2.800%	7/27/2020
	State Street Bank Note	857477AS2	103,593	99,944	2.550%	8/18/2020
	Bank of Hope CD	062683BX4	250,000	251,190	2.800%	9/14/2020
	Comenity CAP BK CD	20033AXY7	250,000	248,215	2.000%	10/23/2020
	First Internet CD	32056GDD9	250,000	252,318	3.000%	12/28/2020
	JP Morgan Chase CD	48128F4V1	250,000	251,085	3.000%	1/8/2021
	Live Oak CD	538036DX9	250,000	252,483	3.000%	2/9/2021
	Eagle Bank CD	27002YDY9	250,000	251,888	2.800%	3/8/2021
	CitiBank NA CD	17312QH93	250,000	251,425	2.750%	4/12/2021
	Capital One NA CD	14042RFV8	246,218	247,058	2.250%	5/24/2021
	B Bay LLC Promissory Notebal	05580ANK6	250,000	252,558	3.000%	7/13/2021
	Abacus Federal CD	00257TBA3	250,000	251,893	2.900%	8/31/2021
	Wells Fargo Bank CD	949763LT1	250,000	247,345	2.250%	12/8/2021
	Synchorony Bank CD	87164WYK8	250,000	249,768	2.700%	3/8/2022
	Sterling Bank CD	85916VCW3	250,000	252,578	3.100%	3/9/2022
	Morgan Stanley CD	61690UFC9	250,000	250,440	2.800%	3/14/2022
	American CD	02587DN38	249,675	242,790	2.400%	4/5/2022
	First Northeast CD	33583FAB8	239,570	241,529	2.000%	4/19/2022
	Old Missouri CD	68002LBL1	250,000	252,500	3.100%	5/5/2022
	American Express CD	02587CFU9	250,000	245,163	2.400%	8/29/2022
	BMO Harris CD	05581WN35	250,000	250,345	2.850%	9/14/2022
	Apple Inc	037833DE7	494,750	496,265	2.400%	1/13/2023
	Goldman Sachs CD	38148PYQ4	250,000	249,355	2.800%	2/28/2023
	Sallie Mae Bank Salt Lke	795450P66	250,000	253,003	3.200%	5/9/2023
	Discover Bank Greenwood Del CD	254673RF5	250,000	254,000	3.300%	7/11/2023
	Corporate Bonds Subtotal		13,419,255	13,441,020		

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended

March 31, 2019

Investment	Purchased From	Cusip #	Cost	Market Value	Stated Rate	Maturity Date
	US Treasury					
US T-note	Bmo Capital Mkt Corp	912828SN1	176,798	175,000	1.500%	3/31/2019
US T-note	Jefferies LLC	912828ST8	200,157	199,790	1.250%	4/30/2019
US T-note	Citigroup Global Mkt Inc	912828SX9	203,952	204,547	1.125%	5/31/2019
US T-note	Morgan Stanley	912828TH3	197,673	198,930	0.875%	7/31/2019
US T-note	Bmo Capital Mkt Corp	912828TR1	198,118	198,540	1.000%	9/30/2019
US T-note	Barclays Capital Inc	912828G61	199,188	198,750	1.500%	11/30/2019
US T-note	Citigroup Global Mkt Inc	912828H52	202,258	198,054	1.250%	1/31/2020
US T-note	Morgan Stanley	912828UV0	200,876	197,524	1.125%	3/31/2020
		US Treasury Subtotal	1,579,020	1,571,135		
	Total Portfolio		**$ 53,926,697**	**$ 53,788,252**		

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended March 31, 2019	Market Value	Availability 03/31/19 04/01/19	No. of days until maturity	weight	days to maturity weighted average	Total by maturity	
Petty Cash	11,880	04/01/19	1	0.0%	0.00		
Checking Account	5,557,229	04/01/19	1	6.9%	0.07		
Successor Agency	878,899	04/01/19	1	1.1%	0.01	6,448,008	
Total Bank Accounts	**6,448,008**						
State Local Agency Investment Fund	**20,235,284**	04/01/19	1	25.1%	0.25	20,235,284	
US Bank	4,515,610	04/01/19	1	5.6%	0.06	4,515,610	
Total Money Market Accounts	**4,515,610**						
Morgan Stanley & Co	199,896	04/15/19	15	0.2%	0.04	199,896	
Government Securities	**199,896**						
Homestreet Bank CD	250,005	04/15/19	15	0.3%	0.05	250,005	
Corporate Bonds	**250,005**						
Bmo Capital Mkt Corp	175,000	03/31/19	-	0.2%	-		
Jefferies LLC	199,790	04/30/19	30	0.2%	0.07	374,790	
US Treasury	**374,790**						
						32,023,592	**1 - 30 days**
Bank of China New York City	249,960	05/15/19	45	0.3%	0.14		
Maple Bank Champlin CD	249,973	05/15/19	45	0.3%	0.14		
Toyota Motor Mountain	124,799	05/20/19	50	0.2%	0.08	624,731	
Corporate Bonds	**624,731**						
						624,731	**31 - 60 days**
Wells Fargo Sec LLC	199,684	06/14/19	75	0.2%	0.19		
Keybanc Capital Mkt Inc	199,404	07/01/19	92	0.2%	0.23	399,088	
Government Securities	**399,088**						
Bank of India New York Branch	249,995	06/05/19	66	0.3%	0.21		
RBS Citizens NA CD	250,058	07/09/19	100	0.3%	0.31		
Berkshire Bank CD	249,948	07/15/19	106	0.3%	0.33		
Mechanics Bank CD	250,020	07/23/19	114	0.3%	0.35	1,000,020	
Corporate Bonds	**1,000,020**						
Citigroup Global Mkt Inc	204,547	05/31/19	61	0.3%	0.16	204,547	
US Treasury	**204,547**						
						1,603,655	**61 - 120 days**
Bnp Paribas Securities	199,196	08/01/19	123	0.2%	0.30		
Wells Fargo Sec LLC	99,512	09/13/19	166	0.1%	0.21		
Federal Farm Credit Bks	1,493,415	09/23/19	176	1.9%	3.27	1,792,123	
Government Securities	**1,792,123**						
Microsoft Note	119,381	08/08/19	130	0.1%	0.19		
Paccar Financial Corp Note	89,515	08/12/19	134	0.1%	0.15		
Bank India New CD	250,203	08/28/19	150	0.3%	0.47		
First Fid Bank Oklahoma City CD	251,555	09/14/19	167	0.3%	0.52		
Safra National Bank CD	250,123	09/16/19	169	0.3%	0.53		
Preferred Bank CD	250,183	09/20/19	173	0.3%	0.54	1,210,958	
Corporate Bonds	**1,210,958**						
Morgan Stanley	198,930	07/31/19	122	0.2%	0.30	198,930	
US Treasury	**198,930**						
						3,202,011	**121 - 180 days**
Morgan Stanley & Co	198,786	10/02/19	185	0.2%	0.46		
Deutsche Bank Sec Intl	1,487,745	10/24/19	207	1.8%	3.83		
Wells Fargo Sec LLC	1,490,625	11/15/19	229	1.9%	4.24		
Wells Fargo Sec LLC	199,946	12/13/19	257	0.2%	0.64	3,377,102	
Government Securities	**3,377,102**						
BMO Harris CD	250,230	09/30/19	183	0.3%	0.57		
Lakeside Bank CD	249,975	10/30/19	213	0.3%	0.66		
USNY Bank CD	250,318	11/05/19	219	0.3%	0.68		
Wex Bank Midvale CD	250,190	12/13/19	257	0.3%	0.80		
Bank Baroda New CD	250,628	12/27/19	271	0.3%	0.84		
The Fahey CD	250,095	01/10/20	285	0.3%	0.89		
Union Bank CD	250,390	01/16/20	291	0.3%	0.91		
Merrick Bank CD	250,493	01/21/20	296	0.3%	0.92		
Valley N B CD	250,505	02/07/20	313	0.3%	0.97		

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended March 31, 2019	Market Value	Availability 03/31/19 04/01/19	No. of days until maturity	weight	days to maturity weighted average	Total by maturity	
Iberia Bank CD	250,750	03/02/20	337	0.3%	1.05		
Compass BK CD	250,755	03/04/20	339	0.3%	1.06	2,754,328	
Corporate Bonds	**2,754,328**						
Bmo Capital Mkt Corp	198,540	09/30/19	183	0.2%	0.45		
Barclays Capital Inc	198,750	11/30/19	244	0.2%	0.60		
Citigroup Global Mkt Inc	198,054	01/31/20	306	0.2%	0.75	595,344	
US Treasury	**595,344**						
						6,726,774	**181 - 1 year**
Wells Fargo Sec LLC	197,500	04/06/20	372	0.2%	0.91		
Wells Fargo Sec LLC	202,811	05/13/20	409	0.3%	1.03		
Federal Home Loan Bks	2,500,825	09/15/20	534	3.1%	16.60		
Federal Home Loan Bks	1,485,990	09/28/20	547	1.8%	10.10		
Deutsche Bank Sec Intl	1,483,140	10/30/20	579	1.8%	10.67		
Federal Farm Credit Bks	1,000,020	11/02/20	582	1.2%	7.23		
Deutsche Bank Sec Intl	1,478,625	11/30/20	610	1.8%	11.21	8,348,911	
Government Securities	**8,348,911**						
United Bankers CD	251,045	05/19/20	415	0.3%	1.29		
Brookline Bank CD	251,213	05/29/20	425	0.3%	1.33		
First Financial CD	251,293	06/26/20	453	0.3%	1.41		
Ally Bank Midvale Utah	250,840	06/29/20	456	0.3%	1.42		
TCF National Bank CD	250,383	07/02/20	459	0.3%	1.43		
Wells Fargo Bank CD	251,073	07/27/20	484	0.3%	1.51		
State Street Bank Note	99,944	08/18/20	506	0.1%	0.63		
Bank of Hope CD	251,190	09/14/20	533	0.3%	1.66		
Comenity CAP BK CD	248,215	10/23/20	572	0.3%	1.76		
First Internet CD	252,318	12/28/20	638	0.3%	2.00		
JP Morgan Chase CD	251,085	01/08/21	649	0.3%	2.02		
Live Oak CD	252,483	02/09/21	681	0.3%	2.14		
Eagle Bank CD	251,888	03/08/21	708	0.3%	2.22	3,112,967	
Corporate Bonds	**3,112,967**						
Morgan Stanley	197,524	03/31/20	366	0.2%	0.90	197,524	
US Treasury	**197,524**						
						11,659,401	**1- 2 years**
Federal Farm Credit Bks	1,235,300	09/13/21	897	1.5%	13.77		
Deutsche Bank Sec Intl	1,466,850	10/07/21	921	1.8%	16.79		
Federal Farm Credit Bks	1,981,280	11/19/21	964	2.5%	23.73		
Federal Home Loan Bks	1,501,215	11/23/21	968	1.9%	18.06		
Federal Home Loan Bks	1,505,430	11/26/21	971	1.9%	18.17		
Federal Farm Credit Bks	1,000,010	02/15/22	1,052	1.2%	13.07	8,690,085	
Government Securities	**8,690,085**						
CitiBank NA CD	251,425	04/12/21	743	0.3%	2.32		
Capital One NA CD	247,058	05/24/21	785	0.3%	2.41		
B Bay LLC Promissory Notebal	252,558	07/13/21	835	0.3%	2.62		
Wells Fargo Bank CD	247,345	12/08/21	983	0.3%	3.02		
Synchorony Bank CD	249,768	03/08/22	1,073	0.3%	3.33		
Morgan Stanley CD	250,440	03/14/22	1,079	0.3%	3.36		
Sterling Bank CD	252,578	03/09/22	1,074	0.3%	3.37	1,751,170	
Corporate Bonds	**1,751,170**						
						10,441,255	**2- 3 years**
Morgan Stanley & Co	2,501,200	09/06/22	1,255	3.1%	39.01		
Federal Farm Credit Bks	1,234,350	09/12/22	1,261	1.5%	19.34		
Federal Home Loan Bks	1,239,375	10/04/22	1,283	1.5%	19.76		
Federal Farm Credit Bks	1,244,000	10/17/22	1,296	1.5%	20.03		
Federal Home LN Corp	1,489,800	11/28/22	1,338	1.9%	24.77		
Wells Fargo Sec LLC	1,243,738	12/05/22	1,345	1.5%	20.79	8,952,463	
Government Securities	**8,952,463**						
American CD	242,790	04/05/22	1,101	0.3%	3.32		
First Northeast CD	241,529	04/19/22	1,115	0.3%	3.35		
Old Missouri CD	252,500	05/05/22	1,131	0.3%	3.55		
American Express CD	245,163	08/29/22	1,247	0.3%	3.80		
Abacus Federal CD	251,893	10/04/22	1,283	0.3%	4.02		
BMO Harris CD	250,345	09/14/22	1,263	0.3%	3.93		
Apple Inc	496,265	01/13/23	1,384	0.6%	8.54		
Goldman Sachs CD	249,355	02/28/23	1,430	0.3%	4.43	2,229,839	
Corporate Bonds	**2,229,839**						
						11,182,301	**3- 4 years**

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended March 31, 2019	Market Value	Availability 03/31/19 04/01/19	No. of days until maturity	weight	days to maturity weighted average	Total by maturity	
Morgan Stanley & Co	1,500,570	05/30/23	1,521	1.9%	28.36		
Federal Home Loan Bks	1,000,250	03/07/24	1,803	1.2%	22.41	2,500,820	
Government Securities	**2,500,820**						
Sallie Mae Bank Salt Lke	253,003	05/09/23	1,500	0.3%	4.72		
Discover Bank Greenwood Del CD	254,000	07/11/23	1,563	0.3%	4.93	507,003	
Corporate Bonds	**507,003**						
						3,007,823	**4- 5 years**
Total Investments	**$ 80,471,543**			100.00%	472.02	**$ 80,471,543**	

Average Maturity in Days	472.02
Average Maturity in Years:	1.293

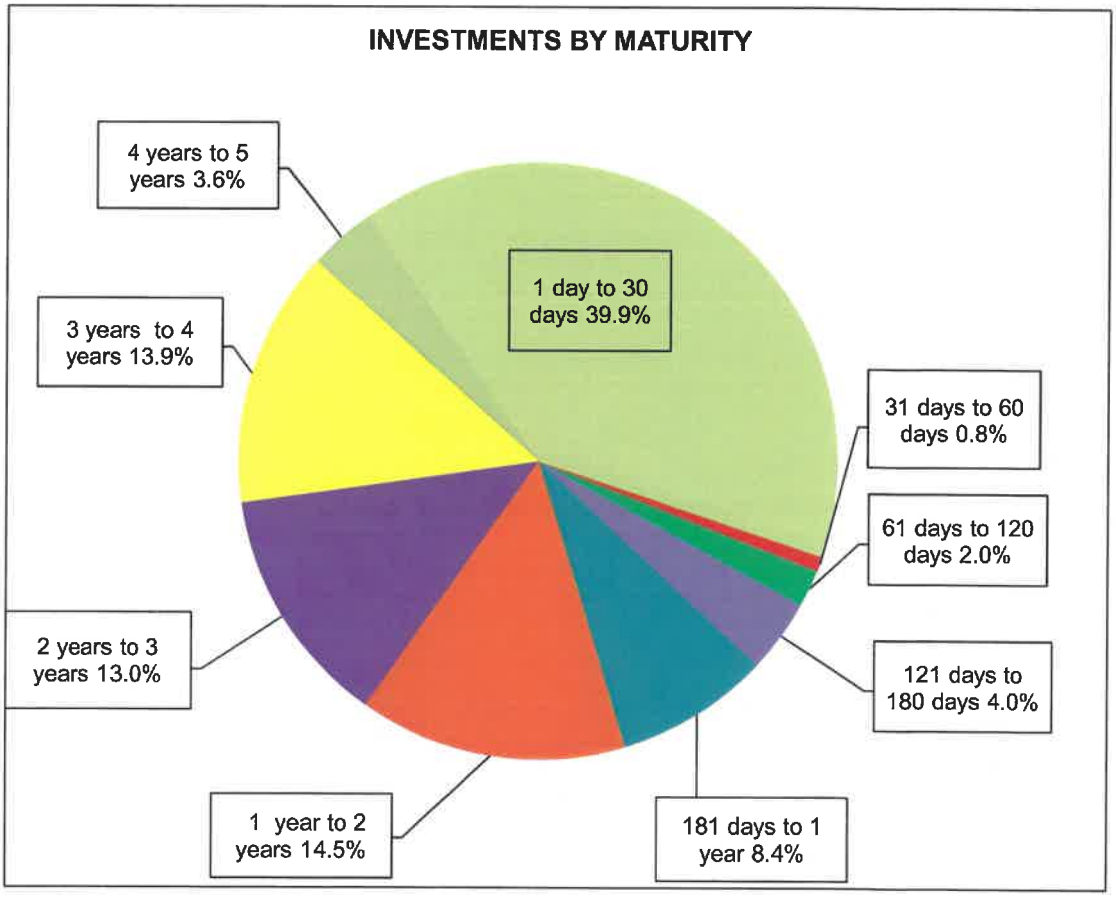
LAIF Amortized Cost	$ 87,121,896,414
LAIF Fair Value	$ 87,342,058,054
Check:	1.002527053

TREASURY REPORT
City of Upland - Successor Agency - Public Financing Authority

For Period Ended
March 31, 2019

Par Values Maturing by Date and Type
Maturities in Thousands of Dollars

Investment Portfolio	1 day to 30 days	31 days to 60 days	61 days to 120 days	121 days to 180 days	181 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 years
State Local Agency Investment Fund	20,235	-	-	-	-	-	-	-	-
Bank Accounts and Change Funds	6,448	-	-	-	-	-	-	-	-
ABS	-	-	-	-	-	-	-	-	-
Government Securities	200	-	399	1,792	3,377	8,349	8,690	8,952	2,501
Money Market Fund	4,516	-	-	-	-	-	-	-	-
Corporate Bonds	250	625	1,000	1,211	2,754	3,113	1,751	2,230	507
US Treasury	375	-	205	199	595	198	-	-	-
Total Cash and Investments	32,024	625	1,604	3,202	6,726	11,660	10,441	11,182	3,008
Percentage	39.9%	0.8%	2.0%	4.0%	8.4%	14.5%	13.0%	13.9%	3.6%



STAFF REPORT

ITEM NO. 11.E.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	LONDA BOCK-HELMS CPA, ACTING ADMINISTRATIVE SERVICES DIRECTOR
SUBJECT:	APPROVAL OF AGREEMENT WITH ACCOUNTEMPS FOR TEMPORARY ACCOUNTING SERVICES AND UPDATE FINANCE DEPARTMENT STAFFING

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to execute an amendment to the current agreement with Accountemps (A Robert Half Company) providing temporary accounting assistance and extend the agreement through June 30, 2020; and update finance department staffing with the elimination of the accounting clerk position and the addition of a senior accounting technician position.

GOAL STATEMENT

The proposed action supports the City's goal to provide fiscal oversight.

BACKGROUND

The City currently has a contract with Accountemps which will expire June 30, 2019 and is close to reaching its not to exceed amount of $45,000. Earlier in the year, temporary assistance was needed to fill the vacant payroll technician position in addition to needing backfill during a maternity leave. Currently, additional services are needed. This will require an amendment to the service agreement and will require City Council approval as the contract amount will exceed $50,000.

ISSUES/ANALYSIS

Temporary accounting services are needed immediately to fill the Accounting Clerk position which has been recently vacated. This position is key to budget preparation and is backup for

accounts payable. The Accounting Technician responsible for the accounts payable process will also be vacant during a maternity leave expected to begin in early July. Services are needed immediately and the need will continue through the middle of fiscal year 2019/20.

During discussions with Accountemps, it was determined that the services needed were at a higher level than an accounting clerk. At the time of position vacation, Finance was in the process of upgrading the position to an accounting technician. In addition, a current accounting technician is performing duties at a level higher than the occupied position. In order to help prevent additional turnover in the department, we would like to make sure staff is being compensated commensurate with the higher level of duties being performed. Finance would like to eliminate the accounting clerk position and add a senior accounting technician position. This will allow Finance to recruit an accounting technician and upgrade the current accounting technician to a senior accounting technician.

FISCAL IMPACTS

There would be no fiscal impact in FY 2018/19 for the Accountemp's contract amendment as the salary savings from the vacant position and budget still available in the contract services account will cover the cost of services used during the remainder of the year. Any fiscal impact in FY 2019/20 for the temporary accounting technician and the backfill for the maternity leave will be off set by the salary savings from the vacant position and a reduction in the finance department's overtime budget.

The annual fiscal impact going forward from adding the senior accounting technician position and eliminating the accounting clerk position would be approximately $11,500. There won't be any fiscal impact in the current year as the one position is currently vacant and the senior accounting technician cost is minimal through the end of the year. Going forward, the fiscal impact will be offset by a reduction in the part-time salary budget.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Accountemps Agreement Amendment No. 1

FIRST AMENDMENT TO
PROFESSIONAL CONSULTANT SERVICES AGREEMENT
BETWEEN THE
THE CITY OF UPLAND
AND
ACCOUNTEMPS

THIS FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT (the "First Amended Agreement") is made as of the 13th day of May 2019, by and between the City of Upland (the "City"), and Accountemps, a Robert Half Company (the "Consultant"). Collectively, City and Consultant are referred to herein as the "Parties".

WITNESSETH THAT:

WHEREAS, City and Consultant previously entered into an original Professional Consultant Services Agreement (the "Original Agreement") dated July 9, 2018 (the "Commencement Date") for the service delivery period of July 9, 2018 through June 30, 2019 (the "Term"); and

WHEREAS, the Agreement can be extended one (1) year additional term; and

WHEREAS, the parties wish to extend the Agreement to include one additional term (fiscal year 2019-20; and

WHEREAS, pursuant to the Original Agreement, the Consultant is to provide a variety of accounting services in support of the City's Finance Department, as defined within Exhibit "A"; and

WHEREAS, the City's projected estimate for the cost of services for the previous vacancies was not to exceed $45,000 and was therefore approved by the City Manager; and

WHEREAS, contracts in excess of $50,000 exceed the City Manager's signing authority; and

WHEREAS, there is an immediate need for temporary services and the cost is expected to be an additional $45,000; and

WHEREAS, Consultant confirms that it is able to provide the level of service required, as defined in Exhibit "A"; and

WHEREAS, Consultant's costs are included with City's FY 2018-19 budget; and

WHEREAS, it now becomes necessary to amend said Agreement and the Parties are desirous of such amendment.

NOW, THEREFORE, in consideration of the mutual undertakings herein, the Parties amend the Agreement as follows:

1. Section 5, PAYMENT, Subsection a. is amended in its entirety as follows:

    a. The City agrees to pay Consultant monthly, in accordance with the payment rate and terms and the schedule of payment as set forth in the Amended Exhibit "B", Payment Rates and Schedule, attached hereto and incorporated herein by the reference as though fully set forth

2. All remaining provisions of the Original Agreement shall remain the same.

IN WITNESS WHEREOF, the City and Consultant have approved this First Amended Agreement effective the day and year first above written.

CITY:

City of Upland

By: _____
Jeannette Vagnozzi
City Manager

ATTEST:

By: _____
Keri Johnson
City Clerk

APPROVED AS TO FORM:

By: _____
James L. Markman
City Attorney

CONSULTANT:

Robert Half International Inc.

By: _____
John Schafer
Senior Regional Vice President

Exhibit "A"

TASKS TO BE PERFORMED

Various accounting duties including accounts payable, journal entries, processing budget amendments and other duties as assigned by the Accounting Supervisor and Finance Officer.

Exhibit "B"

HOURLY RATES FOR SERVICES:

Fiscal Years 2018 – 2019 and 2019 – 2020

Title	Rate
Accounting Clerk	$24.49-$27.89
Accounts Payable	$27.49-$37.89
Payroll Clerk	$30.89-$45.79
Accounts Receivable	$28.89-$41.88
Staff Accountant	$38.89-$67.89
Senior Accountant	$45.89-$83.88

STAFF REPORT

ITEM NO. 11.F.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	ROSEMARY HOERNING, PUBLIC WORKS DIRECTOR RICHARD SMIDERLE, OPERATIONS MANAGER
SUBJECT:	AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT

RECOMMENDED ACTION

It is recommended that the City Council authorize an amendment to the Landscape Services Agreement with Brightview (Formerly Valley Crest).

GOAL STATEMENT

The proposed action supports the City's goal to maintain quality landscape and irrigation service throughout the City of Upland at a cost effective service price.

BACKGROUND

On July 28, 2014, the City Council approved the Landscape Maintenance Service Agreement with Valley Crest now BrightView. The City solicited service proposals for this landscape work and received proposals from six landscaping firms:

Company Name	**Total Proposal Amount**
Valley Crest (Now BrightView)	$675,157.68
CLS Landscaping Services	$833,506.57
Merchants	$1,038,814.41
Mariposa	$1,136,980.57
Midori	$1,441,618.00
DW Landscaping (1 Landscape Area only, LM3)	$418,196.03

Valley Crest (now BrightView) was the lowest responsible proposer. Brightview has done a good job for the City in maintaining City owned landscape areas and cleaning and closing park restrooms

ISSUES/ANALYSIS

The existing Landscape Maintenance Agreement is for two years with three one year extensions. This current agreement will expire September 1, 2019.
As mentioned, the 2014 service proposals and vendor selection was conducted through a competitive process. BrightView's proposal was favorable. BrightView has maintained their pricing through the contract period. BrightView's current proposal will provide the City with additional services at no additional cost. BrightView has been responsive to City requests for service and has provided quality work. BrightView's headquarters are located in the City of Upland and they are vested in the community.
.
BrightView has provided a proposal to include additional services at no cost to the City of Upland in exchange for a one year extension to the service agreement term. This proposal has been converted into Amendment No. 1 for Council consideration. If this amendment is approved BrightView will provide additional services to the City at no additional cost and the agreement term will be extended to September 1, 2020.

Staff believes the proposal provided by BrightView provides added value to the City. Currently, it takes two operations staff three full work days to clean up trash in the parks. BrightView proposes to assume these responsibilities, which will allow these staff members to be used on other assignments (pot hole repair, sidewalk repair, weed abatement, etc.).

The extra services will be beneficial to the City mission of maintaining the community standard of quality living. Staff recommends approval of this proposal.

FISCAL IMPACTS

No additional appropriations are requested at this time as this is a regular annually budgeted service and will be included in the fiscal year 2019/20 budget.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Amendment No. 1 to the Agreement
Agreement

ADDENDUM No.1 TO LANDSCAPE MAINTENANCE AGREEMENT (10144)

This Addendum No. 1 dated May 13, 2019 ("Addendum") amends that Landscape Maintenance Agreement (10144) dated July 29, 2014 ("Agreement") by and between the City of Upland, a municipal corporation ("City") and BrightView Landscape Services, Inc. ("Contractor") as successor-in-interest to Valley Crest Landscape Maintenance, Inc. (each a "Party" and collectively the "Parties").

RECITALS

1. The Parties are parties to the Agreement, pursuant to which Consultant performs certain professional services for City pursuant to the Agreement.

2. The Parties mutually desire to amend the Agreement as set forth in this Addendum.

ADDENDUM

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the Parties agree as follows:

1. The Term of the Agreement, is hereby extended until September 1, 2020.

2. Contractor shall provide City with the services and tasks described in Exhibit 1 to this Addendum (the "Additional Services") in addition to those services and tasks described in Exhibit A to the Agreement and at no additional cost to City. Exhibit 1 to this Addendum is hereby incorporated in full into this Addendum as though set forth in full.

3. Except as expressly amended by this Addendum, all terms and provisions of the Agreement shall remain unaltered and in full effect.

IN WITNESS WHEREOF City and Contractor have executed this Addendum the day and year first herein above written.

CITY OF UPLAND

Debbie Stone, Mayor

Attest:

City Clerk

Approved as to Form:

James L. Markman

CONTRACTOR

By: [signature]

Name: Rene Rivera

Title: Vice President - GM

By: [signature]

Name: Leon Vitort

Title: Branch Manager

Exhibit 1

(ADDENDUM No.1 TO LANDSCAPE MAINTENANCE AGREEMENT (10144))

1. Trash Pickup. Contractor will pick up all trash every Monday, Wednesday, and Friday at each of the following City Park locations at no additional cost to the City:

   Citrus Park; Olivedale Park; Fern Reservoir Park; Cabrillo Park; Baldy View Park; Memorial Park; 13th Street Reservoir Park; Greenbelt Park; Magnolia Park; Sierra Vista Park; McCarthy Park; and San Antonio Park.

2. Additional Service Areas. Contractor will provide Landscape Maintenance Services to the following additional locations in the same manner it provides such services to other locations under the Agreement and at no additional to the City:

   Mountain Avenue Medians from the I-10 to 24th Street, including the median north of the I -10 Freeway; and two (2) turf areas at a City Parking lot on the south west corner of Arrow and 3rd Avenue (Approximately 26,000SF).

2. Installation of Annual Flowers. Contractor will install annual flowers no less than four times a year and at no additional cost to the City.

   At two (2) locations: 1) City of Upland Entry Monument on Euclid Avenue at 7th Street; and 2) City of Upland – City Yard front entry monument sign

LANDSCAPE MAINTENANCE AGREEMENT
10114

THIS AGREEMENT is made and effective as of July 29, 2014, between the City of Upland, a municipal corporation ("City") and Valley Crest Landscape Maintenance ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.** This Agreement shall commence on September 1, 2014, and shall remain in effect for two (2) years. The City may, upon mutual agreement, extend the contract for three one (1) year additional terms. If contract is extended beyond the original term, contract price may be adjusted at the beginning of each calendar year in accordance with the changes in the Consumer Price Index for all Urban Consumers in the Los Angeles-Anaheim-Riverside Area published monthly by the United States Bureau of Labor Statistics (CPI).

2. **SERVICES.** Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Scope of Services.

3. **PERFORMANCE.** Contractor shall at all time faithfully, competently and to the best of his or her ability, experience, and talent, performs all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **PREVAILING WAGES.** Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract from the Director of the Department of Industrial Relations. Copies may be obtained from the California Department of Industrial Relations' Internet web site at http://www.dir.ca.gov. Contractor shall provide a copy of prevailing wage rates to any staff or sub-contractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Consultant shall forfeit to the City, as a penalty, the sum of $25.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this contract, by him or by any subcontractor under him, in violation of the provisions of the Contract

5. PAYMENT.

a. The City agrees to pay Contactor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth Required Documents with RFP Response Document Description 9(Landscape Maintenance Services Schedule and Pricing), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in (Landscape Maintenance Services Schedule and Pricing) than the scope of work to be performed, payment rates and schedule of payment are null and void. This amount shall not exceed $675,157.68*(Six Hundred Seventy Five Thousand, One Hundred and Fifty Seven Dollar and Sixty Eight Cents)* for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

b. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Public Works Director. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by Public Works Director and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

c. Contractor will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of the contractors fees it shall give written notice to Contractor within 30 days of receipt of a invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

a. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the contractor at least ten (10) days' prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 4.

7. DEFAULT OF CONTRACTOR.

a. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of

this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractors control, and without fault or negligence of the Contractor, it shall not be considered a default.

b. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS.

a. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

9. INDEMNIFICATION.

a. The Contractor agrees to defend, indemnify, protect and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, including attorney fees and expert witness fees,

or liability of any kind or nature which the City, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement, excepting only liability arising out of the negligence of the City.

b. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor's shall render any reasonable assistance and cooperation which City might require.

10. INSURANCE REQUIREMENTS. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

a. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88.

(2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92 covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

(3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

(4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Contractor's profession.

b. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

(1) General Liability: One million dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: One million dollars ($1,000,000) per accident for bodily injury and property damage.

(3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars ($1,000,000) per accident for bodily injury or disease.

(4) Professional Liability coverage: Two million ($2,000,000) per claim and in aggregate

c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(1) The City, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

(2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

(3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

(4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30)

days' prior written notice by certified mail, return receipt requested, has been given to the City.

e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VIII, and admitted and licensed to do business in the State of California, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

f. Verification of Coverage. Contractor shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Contractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

11. INDEPENDENT CONTRACTOR.

a. Contractor is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

b. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

c. PERS Eligibility Indemnification: In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City,

including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

12. LEGAL RESPONSIBILITIES. The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Contractor is responsible for compliance with the Patient Protection and Affordable Care Act (2010), and City shall not be obligated to provide any health care coverage to Contractor. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

13. RELEASE OF INFORMATION.

a. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

b. Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (I) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third

business day following deposit with the document delivery service or United States Mail as provided above.

To City:	City of Upland Mailing Address: P.O. Box 460 Upland, California 91785 460 North Euclid Avenue Upland, California 91785 Attention: City Manager
To Contractor:	ValleyCrest Landscape Maintenance, Inc Paul Bird, Operations Manager 8726 Calabash Ave Fontana, CA 92335

15. ASSIGNMENT. The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

16. LICENSES. At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

17. GOVERNING LAW. The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Upland. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

18. PROHIBITED INTEREST. No officer, or employee of the City of Upland shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Upland has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

19. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

20. AUTHORITY TO EXECUTE THIS AGREEMENT. The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

21. SEVERABILITY. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

22. WAIVER. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

23. CONSTRUCTION. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

24. COSTS. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

25. RESPONSIBILITY FOR ERRORS. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or

omission attributable to Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

26. ATTORNEYS' FEES. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF UPLAND

_____
Ray Musser, Mayor

_____
Marty Lomeli, Interim City Manager

Attest:

_____
Stephanie A. Mendenhall, City Clerk

Approved As to Form:

_____
Kimberly Hall Barlow, City Attorney

CONTRACTORT

ValleyCrest Landscape Maintenance, Inc
Paul Bird, Operations Manager
8726 Calabash Ave
Fontana, CA 92335

By:_____
Name: PAUL BIRD
Title: OPERATIONS MANAGER

By:_____
Name: George Magaña
Title: Regional Manager

(Two Signatures of Corporate Officers Required For Corporations)

STAFF REPORT

ITEM NO. 11.G.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	ROSEMARY HOERNING, PUBLIC WORKS DIRECTOR
SUBJECT:	RESOLUTION APPROVING AN AMENDMENT TO PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS BETWEEN THE CITY AND THE SAN ANTONIO WATER COMPANY FOR THE CITY'S PURCHASE OF PROPERTY (A PORTION OF ASSESSOR'S PARCEL NO. 1005-271-03, 1723 N. BENSON AVENUE) TO FACILITATE THE CONSTRUCTION OF A REPLACEMENT 7.5 MG WATER RESERVOIR

RECOMMENDED ACTION

It is recommended that the City Council adopt a Resolution approving an amendment to the purchase and sale agreement and escrow instructions between the City and the San Antonio Water Company for the City's purchase of property to be used to facilitate the construction of a replacement 7.5 MG reservoir, Project No. 9128. This amendment will extend the outside closing date by 60 days, and will authorize the City Manager to further extend the outside closing date for another 60 days, if necessary, to accommodate delays by the State Water Resources Control Board in the issuance of the construction financing agreement delayed due to the State's accounting system transition.

GOAL STATEMENT

The proposed action supports the City's goal to maintain water facilities in good operable condition in order to provide safe reliable water service to the community.

BACKGROUND

On October 10, 2016, the City Council adopted its Resolution No. 6366 declaring an emergency condition and approved the Emergency Work Plan Phase 1, which included, among other emergency actions, the procurement of professional property acquisition appraisal services, environmental and engineering design services to acquire a portion of the San Antonio Water Company property, and the preparation of construction documents to replace the Reservoir 15 facility, which receives imported water from the Water Facilities Authority and

other groundwater facilities. In August 14, 2017, the City Council additionally approved an increase in the Emergency Work Plan Phase 1 budget to authorize the design and construction of temporary improvements at Reservoir 15 to enhance the facility structure, pursuant to California Public Contract Code Sections 20168 and 22050. Continuing progress update reports were provided to the City Council regarding all aspects of the Emergency Work Plan Phase 1.

On March 11, 2019, the City Manager and the Public Works Director notified the City Council that the City had completed all of the actions comprising the Emergency Work Plan Phase 1, and pursuant to Section 4 of Resolution No. 6366 and Public Contract Code Section 22050(c)(2), the completion of all of the Emergency Work Plan Phase 1 actions constituted a termination of the emergency action.

As noted above, certain of the actions completed in the Emergency Work Plan Phase 1 relate to the construction of a new reservoir facility to replace the Reservoir 15 facility. At this time, the remaining work involves purchasing the required property and the construction of the Replacement Reservoir at the north west corner of 17th Street and Benson Avenue (i.e., Phase 2). Because all of the Emergency Work Plan Phase 1 actions have been completed, the Phase 2 work will proceed in regular order and are not subject to California Public Contract Code Sections 20168 and 22050.

Pursuant to Resolution No. 6482, adopted by the City Council on March 11, 2019, the City and the San Antonio Water Company entered into a Purchase and Sale Agreement and Escrow Instructions, dated as of March 31, 2019 (the "Purchase Agreement"), relating to the proposed sale by SAW Co. to the City of the property for the City's replacement reservoir project for a purchase price of $1,720,000, payable in five annual installments with interest on unpaid principal at a rate of 1.88% per annum.

ISSUES/ANALYSIS

Reservoir at 17th and Benson Work:

Staff has completed the project plans and specifications for a 7.5 million gallon replacement reservoir; the environmental documentation and Notice of Determination; the property appraisal; and submitted all of the required documents to the State for the City's application for up to $16.5 million in construction financing under the Drinking Water State Revolving Fund (DWSRF) program. Pursuant to Resolution No. 6482, the City has entered into the Purchase Agreement with the San Antonio Water Company for the City's purchase of property for the replacement reservoir project. In accordance with the Purchase Agreement, escrow for the proposed property acquisition has been opened with Lawyers Title Company.

Close of escrow under the Purchase Agreement is contingent on securing the DWSRF loan. At the time the City Council and the SAW Co. Board approved the Purchase Agreement, it was anticipated the City would have all of the State financing work completed in early 2019. In this regard, the State has confirmed the completeness of all information required to be submitted by the City to the State in connection with the construction financing. The City Attorney's Office and legal counsel for the State have reached concurrence on the terms of the financing agreement and related documentation required by the State.

In late April, the State informed City staff and the City Attorney's Office that, due to complications arising from the State's accounting system transition, the State is experiencing a delay in its issuance of financing agreements under the DWSRF program. This issue is affecting all applicants under the program and it is highly unlikely the State will be in a position to issue the financing agreement for the replacement reservoir project by the scheduled outside closing date of May 30, 2019 under the Purchase Agreement.

As these issues are beyond the City's control, the City has requested the San Antonio Water Company enter into the attached Amendment to the Purchase and Sale Agreement and Escrow Instructions (the "Amendment") extending the scheduled outside closing date under the Purchase Agreement for the property acquisition.

If approved by the City Council and the SAW Co. Board of Directors, the proposed Amendment will extend the outside closing date by 60 days (i.e., through July 29, 2019), with authorization for the City Manager and the President or the General Manager of SAW Co. to further extend the outside closing date for another 60 days (i.e., through September 27, 2019), if necessary. This is deemed necessary to accommodate for additional delays (beyond the control of either the City or SAW Co.) that may occur by the State in issuing of the construction financing agreement for reasons.

Disbursements to the City under the State's construction financing are contingent upon the City's acquisition of project-required property.

Once the DWSRF funding is secured, it is anticipated the construction will take 12-18 months.

FISCAL IMPACTS

Except for the extension of the outside closing date, the terms of the Purchase Agreement in all other respects will remain the same, including preservation of the purchase price, installment terms, and interest rate.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Resolution - Approving Amendment to Purchase and Sale Agreement
Amendment to the Purchase and Sale Agreement

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND APPROVING AN AMENDMENT TO PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS BETWEEN THE CITY AND THE SAN ANTONIO WATER COMPANY FOR THE PURCHASE BY THE CITY OF PROPERTY TO FACILITATE THE CONSTRUCTION OF A REPLACEMENT 7.5 MG WATER RESERVOIR

Intent of the Parties and Findings

(i) The City of Upland (the "City") owns and operates a water system (such system, including all additions, improvements and extensions thereto, is referred to herein as the "Water System"); and

(ii) The City has determined that an essential existing 7.5 million gallon water reservoir (the "Existing Reservoir"), a part of the Water System, is structurally deficient and in need of replacement; and

(iii) On August 13, 2018, the City Council of the City (the "City Council") adopted its Resolutions Nos. 6463, 6464, and 6465 authorizing certain actions relating to the planning, design, and construction of a replacement 7.5 MG reservoir and appurtenances (collectively, the "Replacement Reservoir") at 17th Street and Benson Avenue, including but not limited to application for, and execution of, a financial assistance agreement from the State Water Resources Control Board to reimburse the City for such planning and design costs and to finance such construction costs; and

(iv) City staff has completed the entitlement, environmental, preparation of final plans and specifications for the construction of the Replacement Reservoir and is in the final process of securing financing from the State Water Resources Control Board for the construction; and

(v) The San Antonio Water Company (the "Seller") is the owner of and desires to sell to the City approximately 2.41 acres of land and an access easement appurtenant thereto consisting of approximately 0.13 acres (collectively, the "Property"), being a portion of Assessor's Parcel No. 1005-271-03 (1723 N. Benson Avenue) and located at the northwest corner of 17th Street and Benson Avenue and adjacent to the Existing Reservoir; and

(vi) The Property is suitable for the construction of the Replacement Reservoir; and

(vii) Pursuant to the Subdivision Map Act Section 66426.5, the City is authorized to acquire the Property by deed without subdivision; and

(viii) Pursuant to Resolution No. 6482, adopted by the City Council on March 11, 2019, the City and the Seller have entered into that certain Purchase and Sale Agreement and Escrow Instructions, made and entered into as of March 31, 2019 (the "Purchase Agreement"), relating to the proposed sale by the Seller to the City of the Property for the City's Replacement Reservoir project; and

(ix) Pursuant to the terms of the Purchase Agreement, escrow for the proposed sale by the Seller to the City of the Property has been opened with Lawyers Title Company; and

(x) The Purchase Agreement provides that the Close of Escrow and the Closing Date shall occur on or before that date which is sixty (60) days after March 31, 2019 (i.e., May 30, 2019); and

(xi) The City has been in the final process of securing financing from the California State Water Resources Control Board (the "State Water Board") under the State Revolving Fund program for the construction of the Replacement Reservoir project, and the State Water Board has confirmed the completeness of all information required to be submitted by the City to the State Water Board in connection with such construction financing; and

(xii) The construction financing for the Replacement Reservoir project and the Purchase Agreement are intertwined in the following respects: (a) the Purchase Agreement provides that, unless waived by the City, a condition of the City's obligations to consummate the purchase of the Property thereunder is the issuance by the State Water Board for execution by the City of the final version of the financing agreement providing for the construction financing for the Replacement Reservoir project and the execution by the City and the State Water Board of such financing agreement; and (b) while the State Water Board is willing to issue the construction financing agreement prior to the City's acquisition of the Property, no disbursements will be made by the State Water Board under the construction financing agreement until the Property has been acquired by the City; and

(xiii) In late April, the State Water Board informed the City that, due to complications arising from the State Water Board's accounting system transition, the State Water Board is experiencing a delay in its issuance of financing agreements under the State Revolving Fund program for all applicants under the program and is highly unlikely to be in a position to issue the financing agreement for the City's construction costs of the Replacement Reservoir project in time for the City and the Seller to complete the real property transaction subject to the Purchase Agreement by May 30, 2019; and

(xiv) Due to these issues at the State Water Board beyond the City's control, the City has requested the Seller to enter into the attached Amendment to Purchase and Sale Agreement and Escrow Instructions (the "Amendment") for the purpose of extending the scheduled outside date for the Close of Escrow and the Closing Date under the Purchase Agreement; and

(xv) Subject to approval by its Board of Directors, scheduled for consideration at the May 21, 2019 Board meeting, the Seller is willing to enter into the Amendment.

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

Section 1. The above recitals, and each of them, are true and correct.

Section 2. The form of the Amendment, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby approved, and any one of the Mayor (or in the absence of the Mayor, the Mayor Pro Tem) or the City Manager (collectively with the Mayor and the Mayor Pro Tem, the "Authorized Officers") is hereby authorized to execute the Amendment in substantially the form hereby approved, with such additions thereto and changes therein as may be approved by such officer upon consultation with the City Attorney. Approval of such additions and changes shall be conclusively evidenced by the respective execution and delivery of the Amendment.

Section 3. The land acquisition described herein is a component of the overall Replacement Reservoir project, the impacts of which were fully analyzed in the mitigated negative declaration (SCH No. 2017111003) prepared for the project in accordance with the requirements of the California Environmental Quality Act. The land acquisition and work contemplated by the Replacement Reservoir project is within the scope of the project for which the mitigated negative declaration was prepared and is subject to any and all mitigation

measures that apply to the contemplated work; thus, no additional environmental review is required.

Section 4. All actions heretofore taken by the Mayor, the Mayor Pro Tem, the City Manager, the Public Works Director, the Finance Officer, the Development Services Director, and other officers and agents of the City with respect to the Amendment, or in connection with or related to any of the agreements or documents referenced herein, are hereby approved, confirmed, and ratified. The Mayor, each of the Authorized Officers, the Public Works Director, the Finance Officer, the Development Services Director, and other officers and staff of the City are hereby authorized and directed to take any actions, and execute and deliver any and all documents as are necessary to comply with the Purchase Agreement, as amended by the Amendment, and effectuate the purpose and intent of this Resolution. Any document authorized herein to be signed by the City Clerk may be signed by a duly appointed deputy clerk.

Section 5. This Resolution shall take effect immediately upon adoption.

Section 6. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED this 13th day of May, 2019.

_____
Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 13th day of May, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

EXHIBIT "A"

FORM OF AMENDMENT TO
PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS

(Attached)

AMENDMENT TO
PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS

This Amendment to Purchase and Sale Agreement and Escrow Instructions (this "Amendment") is dated as of May 21, 2019 and is made by and between the San Antonio Water Company, a California corporation (the "Seller"), and the City of Upland (the "Buyer"), a municipal corporation.

RECITALS:

A. The Buyer has determined that an essential existing 7.5 million gallon reservoir is structurally deficient and in need of replacement.

B. The Seller and the Buyer previously have entered into that certain Purchase and Sale Agreement and Escrow Instructions, made and entered into as of March 31, 2019 (the "Original Agreement"), relating to the proposed sale by the Seller to the Buyer of the "Property" (as defined in the Original Agreement) for the Buyer's replacement reservoir facility project (the "Project").

C. Pursuant to the terms of the Original Agreement, escrow for the proposed sale by the Seller to the Buyer of the Property has been opened with Lawyers Title Company.

D. Section 2 of the Original Agreement provides that the Close of Escrow and the Closing Date shall occur on or before that date which is sixty (60) days after March 31, 2019 (i.e., May 30, 2019).

E. The Buyer has been in the final process of securing financing from the California State Water Resources Control Board (the "State Water Board") under the State Revolving Fund program for the construction of the Project, and the State Water Board has confirmed the completeness of all information required to be submitted by the Buyer to the State Water Board in connection with such construction financing.

F. The construction financing for the Project and the Original Agreement are intertwined in the following respects: (i) Section 12(i) of the Original Agreement provides that, unless waived by the Buyer, a condition of the Buyer's obligations to consummate the purchase of the Property thereunder is the issuance by the State Water Board for execution by the Buyer of the final version of the financing agreement providing for the construction financing for the Project and the execution by the Buyer and the State Water Board of such financing agreement; and (ii) while the State Water Board is willing to issue the construction financing agreement prior to the Buyer's acquisition of the Property, no disbursements will be made by the State Water Board under the construction financing agreement until the Property has been acquired by the Buyer.

G. In late April, the State Water Board informed the Buyer that, due to complications arising from the State Water Board's accounting system transition, the State Water Board is experiencing a delay in its issuance of financing agreements under the State Revolving Fund program for all applicants under the program and is highly unlikely to be in a position to issue the financing agreement for the Buyer's construction costs of the Project in time for the

Buyer and the Seller to complete the real property transaction subject to the Original Agreement by May 30, 2019.

H. Due to these issues at the State Water Board beyond the Buyer's control, the Buyer has requested the Seller to enter into this Amendment for the purpose of extending the scheduled outside date for the Close of Escrow and the Closing Date under the Original Agreement.

I. The Seller is willing to enter into this Amendment.

NOW, THEREFORE, the Seller and the Buyer agree as follows:

Section 1. Amendment to the Original Agreement. The Original Agreement is hereby amended by amending and restating the last sentence of Section 2 thereof in its entirety to read as follows:

> "The Close of Escrow shall occur on or before that date which is one hundred and twenty (120) days after the Effective Date (the "Closing Date"), i.e., July 29, 2019; provided, that the City Manager, on behalf of the Buyer, and the President or the General Manager, on behalf of the Seller, may agree in writing (including by email) to further extend the foregoing period establishing the outside Closing Date for an additional sixty (60) days for reasons beyond the control of either the Buyer or the Seller, including but not limited to the continued delay in the State's issuance of the final Construction Installment Sale Agreement referred to in Section 12(i) of this Agreement."

Section 2. Effect of Amendment. Save and except as expressly amended by this Amendment, the Original Agreement shall remain in full force and effect. From and after the date hereof, all references to the "Agreement" shall mean the Original Agreement, as amended by this Amendment.

Section 3. Severability. Invalidation of any of the terms, conditions, covenants, or other provisions contained herein by judgment or court order shall in no way affect any of the other terms, conditions, covenants, or provisions hereof, and the same shall remain in full force and effect.

Section 4. Governing Law. This Amendment shall be governed by and construed in accordance with the laws of the State of California.

Section 5. Counterparts. This Amendment may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes of this Amendment, facsimile or photocopied signatures shall be deemed to be original signatures, and shall be followed by the immediate overnight delivery of original signature pages.

Section 6. Effective Date. The effective date of this Amendment shall be the date first written above.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the date first above written.

SELLER:

San Antonio Water Company,
a California corporation

By: _____
Name: Tom Thomas
Title: President

BUYER:

City of Upland,
a municipal corporation

By: _____
Name: Jeannette Vagnozzi
Title: City Manager

ATTEST:

_____
Keri Johnson, City Clerk

APPROVED AS TO FORM:

Counsel to San Antonio Water Company

By:_____
Thomas H. McPeters, Esq.

APPROVED AS TO FORM:

Richards, Watson & Gershon,
A Professional Corporation

By: _____
City Attorney

STAFF REPORT

ITEM NO. 11.H.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	ROSEMARY HOERNING, PUBLIC WORKS DIRECTOR
SUBJECT:	PROFESSIONAL SERVICE AGREEMENT FOR SOLID WASTE RATE EVALUATION

RECOMMENDED ACTION

It is recommended that the City Council approve the Professional Services Agreement with R3 Consulting Group, Inc. for the 2019 Solid Waste Rate Evaluation and Review in the amount of $39,745.

GOAL STATEMENT

The proposed action supports the City's goal of ensuring the community is receiving solid waste services that are cost effective to our customers and provide satisfactory means and methods for maintaining regulatory compliance.

BACKGROUND

In accordance with the City Solid Waste Franchise Agreement and Amendments, Burrtec Waste Industries (Burrtec), the City's Solid Waste Service provider, is required to submit proposed increases to the Solid Waste Rates.

On the March 15, 2019, the City received notification from Burrtec of a request for the Consumer Price Index (CPI) adjustment and also notice of increases to various waste disposal streams. The staff has confirmed the CPI adjustment of 3.8% based on the 2018 CPI data. The evaluation and verification of all of the items associated with the Solid Waste Rates is complex and required a dedication of resources. The last solid waste rate schedule was adopted June 9, 2014.

The 2019 rate adjustment will require the City to undertake a Proposition 218 Rate Review process. This process includes recommending a solid waste rate schedule, publishing this proposed rate schedule, holding a public hearing, and considering adoption of a rate

schedule.

ISSUES/ANALYSIS

Staff resources are limited and cannot satisfactorily review all of the components of the adjustment request. As such, staff issued a request for proposal letter to three solid waste rate industry professional consultants Hilton Farnkopf Hobson, LLC (HF&H), MSW Consultants, and R3 Consulting Group, Inc.

In response to this request, the City received proposals from MSW Consultants and R3 Consulting Group, Inc. These proposals were reviewed and ranked by staff. Based upon the proposal submitted, R3 was determined to be the best suited for this work effort.

Staff considers the costs for these services to be reasonable.

FISCAL IMPACTS

Sufficient funds are available in the budget for this work. The cost of $39,745 will be funded from the Solid Waste Program (Fund 641).

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

R3 Professional Service Agreement
Burrtec Request for Solid Waste Rate Adjustment
Request for Proposal
Staff Rating Sheet
MSW Consultant Proposal

AGREEMENT
FOR PROFESSIONAL CONSULTANT SERVICES
2019 Solid Waste Rate Evaluation & Review

THIS AGREEMENT is made and effective as of **May 13, 2019**, between the City of Upland, a municipal corporation ("City") and **R3 CONSULTING GROUP, INC.** ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.** This Agreement shall commence on **May 14, 2019,** and shall remain and continue in effect for a period of **one (1)** year and terminate on **May 14, 2020,** unless sooner terminated pursuant to the provisions of this Agreement. In addition this Agreement may be extended for two additional option periods of one year apiece subject to mutual agreement.

2. **SERVICES.** Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the ***tasks according to the schedule of performance which is also set forth in Exhibit A.***

3. **PERFORMANCE.** Consultant Consultant represents that it has that degree of knowledge and experience and holds all necessary licenses to practice and perform the services herein contemplated and shall at all times faithfully, competently and to the complete satisfaction of the City, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **PREVAILING WAGES.** Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract from the Director of the Department of Industrial Relations. Copies may be obtained from the California Department of Industrial Relations' Internet web site at http://www.dir.ca.gov. Consultant shall provide a copy of prevailing wage rates to any staff or sub-contractor hired, and shall pay the adopted prevailing wage rates as a minimum. Consultant shall comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Consultant shall forfeit to the City, as a penalty, the sum of $25.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this contract, by him or by any subcontractor under him, in violation of the provisions of the Contract.

5. **PAYMENT.**

a. The City agrees to pay Consultant monthly, in accordance with the ***payment rates and terms and the schedule of payment as set forth in Exhibit B***, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed **$39,745** ***(Thirty Nine Thousand Seven Hundred Fortyfive dollars and zero cents)*** for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

b. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall

be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

The City Manager may approve additional work up to ten percent (10%) of the amount of the Agreement or fifty thousand dollars ($50,000.00). In no event shall the total sum of the agreement *(basic agreement amount and additional work)* exceed fifty thousand dollars ($50,000.00). Any additional work in excess of this amount shall be approved by the City Council.

c. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of consultant's fees it shall give written notice to Consultant within 30 days of receipt of a invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

a. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days' prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 4.

7. DEFAULT OF CONSULTANT.

a. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

b. If the City Manager or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS.

a. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of

services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

c. With respect to the design of public improvements, the Consultant shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit A without the written consent of the Consultant.

9. INDEMNIFICATION.

a. The Consultant agrees to defend, indemnify, protect and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, including attorney fees and expert witness fees, or liability of any kind or nature which the City, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Consultant's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement, excepting only liability arising out of the negligence of the City.

b. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

10. INSURANCE REQUIREMENTS. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

a. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88.

(2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92 covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

(3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no

employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

(4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Consultant's profession.

b. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

(1) General Liability: One million dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: One million dollars ($1,000,000) per accident for bodily injury and property damage.

(3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars ($1,000,000) per accident for bodily injury or disease.

(4) Professional Liability coverage: Two million ($2,000,000) per claim and in aggregate.

c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(1) The City, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

(2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

(3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

(4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

(6) Additional Insured – All policies, except for Worker's Compensation and Professional Liability policies, shall contain endorsements naming the City of Upland and their officers, employees, agents, and volunteers as additional insured parties with respect to liabilities arising out to the performance of Work hereunder. The additional insured endorsements shall also be primary and non-contributory.

(7) Waiver of Subrogation Rights - CONSULTANT shall require the carriers of Commercial General Liability, Automobile Liability and Worker's Compensation to waive all rights of subrogation against the City of Upland, and its officers, employees, agents and volunteers. Such insurance coverage provided shall not prohibit CONSULTANT's employees or agents from waiving the right of subrogation prior to a loss or claim. CONSULTANT hereby waives all rights of subrogation against the City of Upland.

e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VIII, and admitted and licensed to do business in the State of California, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

f. Verification of Coverage. Consultant shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

11. INDEPENDENT CONTRACTOR.

a. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

b. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

c. PERS Eligibility Indemnification: In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

12. LEGAL RESPONSIBILITIES. The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant is responsible for compliance with the Patient Protection and Affordable Care Act (2010), and City shall not be obligated to provide any health care coverage to Consultant. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

13. RELEASE OF INFORMATION.

a. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

b. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (I) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Upland
Mailing Address:
460 N. Euclid Avenue
Upland, California 91786

Attention: City Manager

To Consultant: R3 Consulting Group, INC.
121 Marine Street, Suite 100
Santa Monica, CA. 90405

Attention: Richard Tagore-Erwin, Principal

15. ASSIGNMENT. The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

16. LICENSES. At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

17. GOVERNING LAW. The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Upland. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

18. PROHIBITED INTEREST. No officer, or employee of the City of Upland shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Upland has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

19. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are

merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

20. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

21. **SEVERABILITY.** If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

22. **WAIVER.** The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

23. **CONSTRUCTION.** The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

24. **COSTS.** Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

25. **RESPONSIBILITY FOR ERRORS.** Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

26. **ATTORNEYS' FEES.** In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF UPLAND

_____
Jeannette Vagnozzi, City Manager

Attest:

_____
Keri Johnson, City Clerk

Approved As to Form:

_____
James L. Markman, City Attorney

CONSULTANT

R3 CONSULTING GROUP, INC.

By: _____

Name: Richard Tagore-Erwin

Title: President

By: _____

Name: GARTH SCHULTZ

Title: Principal - Vice President

EXHIBIT A

TASKS TO BE PERFORMED

The specific elements (scope of work) of this service include: The tasks outlined in the letter proposal date April 15, 2019, attached hereto.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

The payment rates and schedule are are included as Table 1, Table 2 and Table 3 in the letter proposal dated April 15, 2019, attached hereto.

R3 CONSULTING GROUP, INC.
RESOURCES · RESPECT · RESPONSIBILITY

www.r3cgi.com

Northern California Office
1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

San Francisco Bay Area Office
2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

Southern California Office
212 Marine Street, Suite 100, Santa Monica, CA 90405
Tel: 323-491-8868

April 15, 2019

Ms. Rosemary Hoerning, PE, PLS, MPA
Public Works Director
City of Upland
1370 North Benson Avenue
Upland, CA 91786-0460

Subject: Proposal to Conduct a Solid Waste Rate Evaluation Validation & Services Agreement Compliance Review & Consultation

Dear Ms. Hoerning:

R3 Consulting Group, Inc. (R3) is pleased to submit the attached proposal to conduct a solid waste rate application review, multi-year budget-setting, initial negotiations strategy support, and collection services agreement review for the City of Upland (City). We have proposed a full solid waste management assistance package for the City's consideration, including the following main tasks:

- *Task 1: Document Request and Kick-Off Meeting*;
- *Task 2: Rate Review and Rate Setting*, to provide a multi-year rate schedule and evaluation of Burrtec Waste Industries, Inc. (Burrtec)'s proposal to bundle Food Waste service with garbage and recycling service;
- *Task 3: Agreement and Compliance Review*, to review the current Agreement, determine if current operations are compliant with the contractual requirements, and evaluate the Agreement for consistency with industry standard practices and the City's ability to comply with SB 1383;
- *Task 4: Negotiation Strategy Options*, to summarize options and identify additional services for the City to request in the event of negotiations with Burrtec;
- *Task 5: Rate and Service Survey*, to provide a cost comparison with other local agencies; and
- *Task 6: Public Meetings and Presentations*, to present the results of Tasks 1 – 5.

R3 has also proposed an optional *Task 7, Negotiations with Burrtec*, for which a budget and scope will be developed upon City request.

We recognize that the City staffing levels are limited, and that time is of the essence, as the City intends to notice under Proposition 218 for rates effective July 1, 2019. R3 staff is available to drive the review and noticing process forward to achieve the City's desired outcomes in an efficient and cost-effective manner.

* * * * * * *

We welcome this opportunity to continue our work with the City of Upland. Should you have any questions regarding our proposal, or need any additional information, please contact me by phone at (916) 782-7821 or by email at rterwin@r3cgi.com. As Principal, I am authorized to contractually obligate R3 and negotiate contracts on behalf of the organization.

Sincerely,

R3 CONSULTING GROUP

Richard Tagore-Erwin

Richard Tagore-Erwin | Principal

Attachments:

1. *Scope of Work*
2. *Project Schedule*
3. *Project Budget & Personnel Rate Schedule*
4. *Firm & Staff Qualifications*

Attachment 1: Scope of Services

Scope of Services

Project Background

The City of Upland (City) entered into an exclusive Agreement for Solid Waste Collection, Processing, and Disposal Services (Agreement) with Burrtec Waste Industries, Inc. (Burrtec) for solid waste collection services. The Second Amendment (2007) changed the Agreement term to a 7-year rolling evergreen. The Third Amendment (2014) added street sweeping to Burrtec's list of services, adopted a five-year rate schedule, and temporarily extended the Agreement term to 12 years until July 1, 2019, at which time the rolling 7-year term will be engaged.

While the City is in compliance with AB 939 requirements, the City submitted a compliance plan to CalRecycle for AB 1826 and is under monitoring by CalRecycle. The City also conducted a rate-adjustment process effective September 2018, which allowed for expansion of free commercial recycling services.

Burrtec has proposed to the City a bundled commercial rate that includes recycling and organics service. The City has requested assistance with reviewing the rate proposal as well as preparing for potential future negotiations, which includes: a multi-city rate survey; evaluation of Burrtec's current contractual obligations and identification of any deficiencies; and recommendation of additional services that the City may consider requesting of Burrtec in the event that the City chooses to enter negotiations.

The City's current Agreement includes several provisions relevant to the Scope of Work addressed in this proposal. Importantly, Burrtec is required to attain 50% diversion by total weight, which they may not currently be meeting. The Agreement also includes provisioning of commercial waste audits to businesses that request that service, which is important to future compliance with state law. Additionally, Exhibit H to the Agreement includes a number of public education provisions, such as newsletters, flyers, and participation in community events, which R3 will evaluate under Task 3 of this Scope of Work.

Current State Laws

The next few years present a large paradigm shift in the handling of organic waste, and significant changes in the financial and programmatic requirements for implementation of solid waste programs. AB 341 and AB 1826 require businesses and multi-family dwellings with five or more units that generate four (4) cubic yards of solid waste per week or more to receive recycling and organic waste collection service. AB 1594 goes into effect in 2020 and will prohibit green material used as alternative daily cover (ADC) from qualifying for diversion credit. SB 1383 goes into effect in 2022, with a target of 50% reduction of organic waste sent to landfills from the 2014 level by 2020 and 75% reduction by 2025, along with a target to recover for human consumption 20% or more currently disposed edible food. These bills are described in more detail below.

AB 341 – Mandatory Commercial Recycling

AB 341 went into effect in 2012 and requires all multi-family residential properties (regardless of solid waste generation) and businesses that generate four (4) cubic yards of solid waste per week to sign up for recycling collection service. Recycling collection service in the City is currently made available to residential properties and businesses by Burrtec; however, there are components that may still need to be realized, such as providing follow-up education and outreach to noncompliant covered generators, tracking compliance, and achieving full compliance of businesses.

AB 1826 – Mandatory Commercial Organics Recycling

Signed by Governor Brown in 2014, AB 1826 requires commercial businesses and multi-family properties to implement organics recycling programs for the diversion of organic waste from landfills.

Under AB 1826, local jurisdictions are required to implement an organics recycling program appropriate for that jurisdiction, designed specifically to divert commercial organic waste. AB 1826 implementation includes the following four local jurisdiction requirements:

- Identify Covered Generators Component – identify commercial businesses and multi-family properties[1] (collectively, "covered generators") that must comply;
- Organics Recycling Service Component – ensure that organics recycling services[2] are available to all covered generators;
- Education and Outreach Component – conduct education and outreach about the law and compliance methods to covered generators; and
- Compliance Monitoring Component – identify covered generators that are not in compliance; inform them of their requirements and how to comply.

SB 1383 – Short-Lived Climate Pollutants

Passed in 2016, SB 1383 sets a goal to reduce organic waste by 50% from the 2014 level by 2020 and 75% from the 2014 level by 2025. Additionally, the law establishes a target of recovering 20% of currently disposed edible food for human consumption by 2025.

SB 1383 includes requirements for local jurisdictions to implement organic waste diversion for all generators of organic waste, extensive outreach and education programs, and edible food recovery programs. If jurisdictions do not implement these programs, they will be assessed significant fines by CalRecycle. The City should consider beginning to budget and plan for implementation of required programs; a report showing compliance with requirements will be due to CalRecycle on March 1, 2022.

The law's requirements are still under development and, though specific regulatory language was released by CalRecycle in January 2019, minor adjustments may be made until requirements become effective on January 1, 2022. Current draft regulations present the following potential impacts to local jurisdictions:

- Local jurisdictions may be required to impose subscription, source separation, education requirements, and associated penalties on generators, including businesses and multi-family customers;
- Local jurisdictions may be required to have residential customers' food scraps collected separately from garbage;
- Local jurisdictions may be required to meet certain targets for procurement of end-use organic waste products internally and/or as a requirement on contractors and/or haulers;
- Local jurisdictions may be required to engage in annual outreach efforts to generators, outreach to edible food generators, and quarterly contamination route monitoring with distribution of contamination tags to customers;

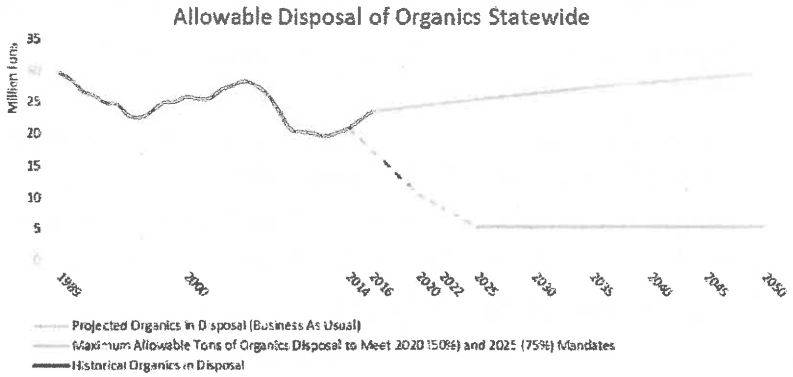
---

[1] For the purposes of AB 1826 compliance, a "multi-family property" is defined as a multi-family dwelling that consists of five or more units. Multi-family dwellings that consist of four units or fewer are exempt from all provisions of the law.

[2] Organic waste, which is regulated under AB 1826, means food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste.

- Some edible food generators may be required to donate edible food, with the local jurisdiction collecting records and enforcing requirements;
- Self-haulers of organic waste may be required to source-separate, deliver for diversion, keep records of amounts delivered, and report annually to jurisdictions (residential self-haulers are exempt); and
- Local jurisdictions may be required to replace containers with those that have lids of statewide standardized colors.

(Left) The current, projected, and necessary reductions in statewide disposed organic waste needed to meet 2020 and 2025 mandates (provided by CalRecycle in a 2017 stakeholder workshop).



AB 1594 – Waste Management

AB 1594 prohibits the use of green material used as alternative daily cover (ADC) for diversion credit. Waste haulers can continue to deliver green material to facilities that use green material as ADC, but they will not be allowed to report the material tonnage as diverted material (particularly important for meeting contractual and/or state diversion requirements). This law commences January 1, 2020, and should be accounted for in revisions to the Agreement with Burrtec, at minimum.

This law has the potential to affect the City in the following ways:

- Inability to meet State AB 939 diversion requirements (as reported in the EAR);
- Increase of organic waste material feedstock to local organic waste facilities; and
- Increased customer rates due to waste hauler alternative method(s) of handling the material (if green material is used as ADC currently, switching to a processing method may be more expensive), etc.

Scope of Services

Task 1 Document Request and Kick-Off Meeting

Task 1.1 Document Request

Upon authorization to proceed, R3 will provide the City with a preliminary list of documents in support of this Scope of Work. Requested documents may include, but will not necessarily be limited to, the following:

- Municipal code and pertinent resolution data;
- List of cities that the City wishes to include in the rate survey;
- CalRecycle Annual Report for 2017;
- Copy of January 2018 notice from CalRecycle;
- Copy of compliance plan(s) submitted to CalRecycle;
- Subscription data from Burrtec for all accounts within the City's jurisdiction;
- Copies of most recent quarterly and annual reports, including tonnage reporting; and
- Any other relevant data.

R3 will review the data and information submitted and identify any additional data requirements or issues for discussion at the Kick-Off Meeting (Task 1.2).

Task 1.2 Kick-Off Meeting

R3 will prepare a draft agenda for and attend one Kick-Off Meeting with City staff to discuss key project issues. During the Meeting we suggest confirming the specific cities to be used for the Task 5 Rate and Service Survey. We recommend either including Burrtec staff in the Kick-Off Meeting or scheduling a separate break-out session with the hauler and the City immediately following the Kick-Off Meeting.

Task 1 Deliverables

- Document request;
- Attendance at one (1) in-person Kick-Off Meeting by R3 project staff;
- Review and confirm cites for Task 5 Rate and Service Survey; and
- Possible attendance at one (1) break-out session with Burrtec staff.

Task 2 Rate Review and Rate Setting

Task 2.1 Rate-Adjustment Review

The City bills residential solid waste customers two months in arrears, and Burrtec bills commercial customers one month in arrears. The City receives all revenue from both residential and commercial customers, pays Burrtec based on the number of customers subscribed to service, and retains a portion of the revenues to pay for program costs.

The City adopted a five-year rate schedule in 2014 via a Third Amendment to the service Agreement. Rate increases after the rate restructure have been based on the CPI adjustment. The rates are bundled for residential, with recycling and organics included in the base cost. For commercial accounts, recycling has been bundled for recycling services equal to or lower than the garbage service level.

The City offers food waste and green waste services for commercial customers at a separate charge. In September 2018, the City modified its commercial rate structure to encourage subscription to organics service.

The City's current solid waste rate structure is based on a three-component system: Program Cost Component; Service Component; and Tipping Fee Component. The City collects a portion of the total solid waste collection revenue through the Program Cost Component. In 2014, the City's expenses included payments to Burrtec for collection, processing, and disposal, landfill post-closure costs, Household Hazardous Waste (HHW) and sharps programs, fees paid to Burrtec for billing of commercial businesses, and administrative costs. Rates are included in Exhibit M to the City's Agreement.

Burrtec provided the City with a rate-adjustment package with a CPI adjustment on March 15, 2019. The City has confirmed the CPI adjustment amount but has requested Excel backup from Burrtec to support the rate-adjustment calculations and the disposal component increases. Once the requested information is received by the City, R3 will evaluate the two pending items against the Agreement's requirements (including the rate-adjustment ceilings described in Amendment 3). We will provide our findings in electronic memorandum format to the City, including an Excel workbook with the final Burrtec rate-adjustment recommendation for the City's consideration.

Task 2.2 Evaluate and Provide Recommendations on Bundled Food Waste Rates Proposed by Burrtec

AB 1826 has a coverage threshold of 4 cubic yards of solid waste service per week. R3's ongoing work with CalRecycle on SB 1383 indicates that as of January 1, 2020, the threshold will be further reduced to 2 cubic yards of solid waste service per week. Without a full evaluation of the City's subscription records, R3 estimates that the SB 1383 coverage threshold will substantially increase the number of covered generators in the City, making a bundled rate more appealing. With a bundled rate, commercial accounts pay for organics service whether or not they receive it, which would improve subscribership and also help support the costs of organic service on a wide rate base. Increasing subscribership to this service would also substantially change the financials of the bundled rate; R3 will account for this effect by projecting increases in subscription level over time.

R3 understands that Burrtec proposed bundled food waste commercial rates for the City's evaluation, which R3 will assess under this Task. We will undergo one (1) round of data requests with Burrtec to obtain necessary additional data (aside from what will be requested as a part of Task 1.1) and provide a list of pros and cons to the City for adopting the bundled food waste commercial rates. If appropriate, R3 will also propose an alternative "bundled" commercial solid waste rate for the City's consideration and/or negotiation with Burrtec. We will report on the results of our analysis via electronic letter with applicable Excel workbook attachments, and via one (1) additional meeting with the City.

Task 2.3 Recommend Multi-Year Rate-Schedule Format

As described in Task 2.1, the City retains some revenue to pay for program costs. During the prior 5-year rate-setting process, R3 assisted the City in projecting increases in the City's expenses of a 5-year budgeting horizon. This year, R3 will refresh this analysis, and identify areas for the City's consideration for upcoming compliance with SB 1383.

The City has expressed the following priorities for a new, multi-year rate schedule:

- Transparency to the customer;
- Efficiency in implementing the service rates and collection disposal fees, which are treated as a pass-through; and
- Recovery of the cost of service.

As a part of this process, R3 proposes to develop a Solid Waste Rate Model that projects revenues and expenses over an appropriate planning period to be established in coordination with City staff. All Solid Waste Rate Model projections would be based on actual solid waste revenue and expenses as provided by the City. Those results would then be projected over the 5-year planning period based on established annual adjustment factors:

- Revenue growth would be projected based on:
  - Growth factors and rate adjustments applied to rate revenues; and
  - Growth and/or other established adjustments to non-rate revenues.
- Expenses would be adjusted based on growth factors and inflation assumptions.

The Solid Waste Rate Model would also allow the user to specify additional City Program Cost expenses (i.e., revenue requirements) that are to be implemented into the solid waste rate base over the planning period. *R3 strongly recommends that the City consider building in some SB 1383 funding as part of the City Program Costs.*

Based on the projected revenues and expenses over the 5-year planning period, as well as any additional City Program Cost expenses entered by the user, the Solid Waste Rate Model automatically determines the required rate increases to the City's Program Cost Component based on forecasted CPI data and the additional City Program Cost revenue requirements. In addition, the Solid Waste Rate Model provides the user with:

- A summary of projected solid waste rate component increases over the 5-year planning period;
- Sample solid waste customer rates over the planning period as a result of the calculated rate adjustments; and
- A breakdown of the effect of additional City Program Cost revenue requirements on individual single-family residential rates.

Task 2.4 Proposition 218 Notice Preparation

R3 will assist the City in preparing the Proposition 218 Notice for distribution by the City.

We understand that the City intends to notice under Proposition 218 for rates effective July 1, 2019. Given the 45-day noticing window, time is of the essence in completing Tasks 2.1 - 2.4 and R3 is prepared to meet this schedule.

Task 2 Deliverables

- Evaluation of and recommendation for CPI rate-adjustment recommendation and Excel workbook with rate tables;
- Evaluation of and recommendation for bundled food waste rates proposed by Burrtec, including electronic letter, Excel workbook, and one (1) phone meeting to present results;
- Preparation of a new multi-year rate-schedule format, including one (1) phone meeting to present results; and
- Preparation of one (1) Proposition 218 Notice for City distribution.

Task 3 Agreement and Compliance Review

R3 will prepare a Contract Compliance Checklist that includes the major objective items in the Agreement that require Burrtec to do the following: provide specific services; meet specific performance standards; track and document information; and submit payments, information, or reports. Our primary focus in completing the Contract Compliance Checklist will be to review areas identified by the City to be of particular concern or interest, and those areas critical to the City to comply with SB 1383.

As such, these and other items will be included on the Checklist:

- Service recipient fees;
- Commingling of material streams in the same truck, across service sectors, and across franchises;
- Hours of Collection;
- Vehicle Maintenance and Replacement;
- Public Education and Outreach;
- Public Access to the Contractor and Service Complaints and Response;
- Quarterly and Annual Reporting;
- Insurance Scope and Limits;
- Major requirements in the Scope of Services related to:
    - Refuse Collection;
    - Recyclable Materials Collection;
    - Green Waste Collection;
    - Recyclable Materials Processing and Marketing;
    - Green Waste and Food Waste Processing and Marketing;
    - Annual Fall Cleanup Event;
    - Christmas Tree Collection;
    - Residential and Multi-Family Bulky Goods Collection;
    - Walk-Out Service for Disabled Residential Customers;
    - Collection Services for City Buildings and Parks, if applicable; and
    - Collection from Public Containers, if applicable.
- Performance Standards related to:
    - Contractor Standards;
    - Collection Containers;
    - Collection Vehicles;
    - Collection;
    - Collection Routes;
    - Collection Requirements;
    - Personnel; and
    - Recyclable Materials Processing and Marketing.
- The Contract Compliance Checklist will also include:
    - The specific procedure to assess the Contractor's compliance with each requirement;

- The information and documentation that could be obtained, as well as the testing that could be conducted, to determine compliance; and
- R3's assessment of compliance for areas of particular concern or interest to the City.

Task 3 Deliverables

- Contract Compliance Checklist with compliance status identified for those areas of particular concern identified by the City and R3.

Task 4 Negotiation Strategy Options

R3 proposes to develop an initial list of modifications to the Agreement for the City's consideration in the event of negotiations with Burrtec. A number of new requirements are anticipated under SB 1383, as outlined in the "Project Background" section of this attachment. R3 has assisted many jurisdictions in preparing for SB 1383 and will leverage the work products developed to quickly identify any requirements that R3 would recommend be included in the City's collection Agreement with Burrtec. These additional requirements may also include a requirement to facilitate food scraps collection from residential customers, which may entail re-direction of the flow of organic material, depending upon the existing facility's capacity to accept food scraps. The financial stability and guaranteed material flow from the City due to the City's evergreen Agreement with Burrtec may assist in developing organics processing infrastructure, which may be needed as diversion requirements increase.

It should also be noted that meeting the mandates of SB 1383 may require that the City increase its current budget for solid waste administration due to increased program monitoring, tracking, and enforcement.

This initial list will be similar in substance to the one provided by R3 to the City during our work together in 2013. The list will include:

- A list of departures from the Agreement, as identified via Task 3;
- Recommended modifications to the Agreement;
- Additional optional services for the City's consideration, including an analysis of the general areas related to AB 1826 and SB 1383 compliance.

Task 4 Deliverable

- Initial list of negotiation deal points and services for the City's consideration in the event of negotiations with Burrtec.

Task 5 Rate and Service Survey

To assist the City in placing current and potential services in the context of neighboring communities, R3 will conduct a survey of comparable services and rates in at least ten (10) other jurisdictions, with a focus on organics collection in cities served by Burrtec in the City's general service area. R3 regularly reviews solid waste rates and services and conducts surveys of rates and services throughout the state. As such, we are well positioned to provide a cost-effective survey for the City.

The City has expressed specific interest in including the following cities in the rate survey: Rancho Cucamonga, Ontario, Fontana, Chino, Chino Hills, and Montclair. R3 has a list of all the jurisdictions in the City's region, and we suggest that R3 and the City establish which specific cities' rates and services are most appropriate for comparison during the Project Kick-off Meeting (Task 1.1). Careful selection of comparable agencies is important – variances in rate-setting methodology, potential subsidies between residential and commercial sectors, post-collection agreement terms, disposal and processing fees, government and regulatory fees, distribution of container sizes in the community, and many other factors

can make a seemingly "apples-to-apples" comparison very complex, with results that may not be representative for the purposes of this comparison and benchmarking exercise.

Once the list of 10 communities is finalized, R3 will then communicate with staff at the selected cities via phone, email, and written request to gather the following information:

- Community data, as made available (community population and total number of accounts for residential, commercial, and industrial customers);
- Services rates for container sizes, waste streams, and other services;
- Detailed list of services that are provided via any "bundled" service rates, and the specific service offerings for those services (e.g., bulky-item pickups, extra service charges, street sweeping services, City services, HHW service, etc.);
- Types, sizes, and frequency of collection of containers provided for residential, commercial, and industrial customers;
- Specific information regarding post-collection costs specifically for organics processing fees, if available;
- Governmental and regulatory fess, as applicable; and
- Other information discussed and confirmed in consultation between R3 and the City.

One draft electronic memorandum summarizing the information gathered in this Task will be provided to the City. Following the City's review and comments, R3 will revise the draft memorandum to incorporate the City's consolidated written comments, if any, and send the final memorandum to the City.

Task 5 Deliverables

- One (1) survey of comparable services and rates specifically related to identify organics collection services for at least ten (10) other jurisdictions; and
- One (1) draft and one (1) final electronic memorandum summarizing the survey results.

Task 6 Public Meetings and Presentations

While not specifically called for in the RFP, in coordination with City staff R3 will present findings and recommendations to the City Council. R3 project staff will attend two (2) public meetings, as may be directed by City staff, covering either or both of the following:

- General Information: Present an education session to the City Council or a Subcommittee, as directed by City staff, on the background of the Agreement with Burrtec, and the current and draft legislation for AB 341, AB 1826, AB 1594, and SB 1383;
- Recommendations: Present the recommended 5-year rate schedule and organics rate structure to the City Council.

Task 6 Deliverables

- Attendance at two (2) public meetings covering general information and/or recommendations.

Task 7 Negotiations with Burrtec (optional)

Scope and budget for assisting the City in negotiations will be developed upon City request.

Attachment 2: Project Schedule & Ability to Dedicate Resources to Meet the Time Constraints

Project Schedule

Table 1 below includes the tentative project schedule, which is subject to change.

Table 1
Tentative Schedule

Task # and Description	Start Date	End Date
1 Document Request and Kick-Off Meeting	4/22/19	4/29/19
2 Rate Review and Rate Setting	4/22/19	5/15/19
3 Agreement and Compliance Review	5/1/19	5/30/19
4 Negotiation Strategy Options	5/1/19	5/30/19
5 Rate and Service Survey	4/22/19	5/15/19
6 Public Meetings and Presentations	Scheduled as directed by the City to allow for Prop 218 Noticing	
7 Negotiations with Burrtec (optional)	Scheduled as directed by the City	

Ability to Dedicate Resources to Meet the Time Constraints

With a staff of 14 full-time professionals who are all dedicated to providing solid waste management consulting services to public agencies, R3 has the breadth of industry knowledge and staffing to meet the City's project needs. R3 regularly tracks and monitors the status of all company projects and staff assignments and has reviewed the proposed Scope of Work and project schedule, our client commitments, and staff availability for the time frame of the City's engagement. We are confident that staff assigned to this engagement have sufficient time available to complete the requested tasks and present our deliverables within the expected project timeline. Additional detail on our current and planned projects and staff utilization can be provided upon request.

To ensure quality control, as well as budget and schedule control, we take an organized, systematic, and comprehensive project approach. R3 will work with City staff to further develop and adjust our Scope of Work and accompanying schedule to best fit the City's needs. Project Manager Richard Tagore-Erwin will ensure that the project team delivers the agreed-upon scope and objectives within the defined budget and timeline and at the highest quality. Mr. Tagore-Erwin will plan on how best to utilize the project staff and manage the team's performance of project tasks based on the City's needs. At every phase of the project, Mr. Tagore-Erwin will communicate with the City and provide necessary project updates. Project team members will engage with the City on an as-needed basis (as often as daily).

Attachment 3: Project Budget & Personnel Rate Schedule

Project Budget

R3 proposes to complete the entire proposed Scope of Work for a total, not-to-exceed amount of **$39,745.** This budget proposal includes all items in the Scope of Services (Attachment 1) as well as labor, travel, and project expenses.

We would be happy to discuss changes to our Scope or Budget as may be needed to align with the City's needs and will match any of our competitors' price for a similar level of effort.

Table 2
Project Cost

Task # and Description		Hours	Cost
1	Document Request and Kick-Off Meeting	15	$2,845
2	Rate Review and Rate Setting	96	$16,660
3	Agreement and Compliance Review	30	$4,810
4	Negotiation Strategy Options	26	$5,190
5	Rate and Service Survey	40	$6,260
6	Public Meetings and Presentations	20	$3,980
	Total	**227**	**$39,745**

Personnel Rate Schedule

Table 3
R3 2019 Rate Schedule

Classification	Hourly Rate
Principal	$215 per hour
Project Director	$215 per hour
Senior Project Manager	$190 per hour
Project Manager	$175 per hour
Senior Project Analyst	$160 per hour
Senior Administrative Support	$160 per hour
Project Analyst	$145 per hour
Associate Analyst	$130 per hour
Administrative Support	$115 per hour
Reimbursable Costs (Included in Hourly Rates)	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel — Private or company car	At Current Federal Rate
Travel — Other	Direct cost

Payments

Unless otherwise agreed in writing, fees for work completed will be billed monthly at the first of each month for the preceding month and will be payable within 30 days of the invoice date.

Attachment 4: Firm & Staff Qualifications

Firm Qualifications

Incorporated in 2002, R3 is a California Certified Small Business that is led by Principals Richard Tagore-Erwin and Garth Schultz, who each bring decades of solid waste consulting experience and knowledge. R3 has both the resources and capabilities for undertaking and performing the work proposed by the City. Our seasoned, professional team members have backgrounds in the public and private sectors, engineering, resource management, environmental science, and urban planning. Having dedicated our careers to the field of solid waste management and sustainability, we skillfully deliver expert industry analysis and recommendations to our clients. We have conducted hundreds of solid waste management consulting projects for clients throughout the western United States, and we are strongly committed to providing our clients with unbiased opinions and recommendations. Accordingly, **R3 works only for municipal agencies**. R3 is pleased to provide a broad range of services, including the following:

- Solid waste rate review, analysis, and restructuring, and financial planning;
- Development and compliance reviews of service contracts and Franchise Agreements (Agreements);
- Legislative compliance assistance (e.g., AB 939, AB 341, SB 1383, AB 901, AB 1826, and more);
- Negotiation and competitive procurement assistance for collection, processing, and disposal services (including bundling of food waste collection);
- Rate surveys, cost comparisons, and other data gathering services;
- Strategic solid waste planning (including Zero Waste and C&D program planning) and implementation, and operations and performance reviews.

We aim to always complete work in a cost-effective manner while achieving our clients' goals and objectives. We do this by streamlining processes, simplifying methodologies, and providing work products that concisely identify next steps and strategic actions. With R3, the City will always receive:

- Top-level attention:
  - An R3 Principal is Project Manager or Lead Analyst on every project.
- Unbiased, conflict-free project management and objective, fair treatment:
  - We work exclusively for public agencies – no entanglements with local districts, no hidden agendas, and no pre-ordained vendors. This translates to a high repeat customer rate and solid, respectful relationships with cities and haulers.
  - Extensive experience managing projects with multiple stakeholders, which includes planning realistic goals, schedules, and budgets, effectively communicating with all key players, working collaboratively to achieve objectives and stay responsive, and streamlining processes.
- Data-driven, money-saving solutions and clear deliverables:
  - Best-approach, honest recommendations to the City's contractual needs, derived from decades of solid waste consulting experience and analysis of client data.
  - Focused on improving safety and customer service, increasing productivity, and reducing costs.
  - Fair, affordable rates and clearly-defined deliverables – no overages.
- Comprehensive, up-to-the-minute understanding of industry regulations:
  - Principals and key staff have superior knowledge base from over decades of hands-on industry and legislative compliance experience.

Relevant Experience

Solid Waste Rate Review, Restructuring, and Financial Planning

R3 staff members have broad experience setting rates and performing rate-structure analysis and reviews for municipalities, public utilities, and regional authorities. Our rate analysis projects are designed to provide our clients with the financial information and comparative analysis required to make sound, informed decisions. We also work to find opportunities for our clients to achieve their goals, such as determining if a different rate structure might be needed to achieve greater diversion. Our understanding of the fundamental challenge of local governments to balance complex services and programs with the realities of budget constraints allows us to provide effective and meaningful financial consulting services to our clients.

R3 believes that **transparent, clear, and explainable** rate-setting processes foster mutual understanding for all parties – most importantly, the ratepayers. We have found in our years of providing services to municipalities (and in serving them directly as employees) that complicated and difficult-to-explain processes are generally not well received by the public, precisely because they are not easy to understand, or, by extension, to trust. To this end, R3 regularly provides recommendations for streamlining and simplification of the rate- adjustment process to our clients, highlighting changes in policies and/or procedures that would support cost-effective preparation and review of future rate applications. We do this because we believe that helping our clients conduct business responsibly is in the best interest of their governing bodies and, ultimately, their rate-payers and the solid waste companies that serve them.

Clients for whom R3 has conducted financial planning and other rate analysis services include: the cities of **Merced, Long Beach, Redlands, Chico, Davis, Fairfield, Folsom, Menlo Park, Tulare,** and **Visalia;** and the local government agencies of **Marin Franchisors' Group, West Contra Costa Integrated Waste Management Authority (RecycleMore),** and the **Kings Waste Regional Authority.**

Previously, R3 completed a *Solid Waste Rate Study* for the **City of Upland**, developing a Rate Model to project the Solid Waste Division's (Division) solid waste revenues and expenses over a 5-year planning period. R3 analyzed the financial aspects of the current solid waste system. We identified an annual Division shortfall of approximately $500,000 that would require a significant system-wide customer rate increase to maintain, and provided the City with thorough evaluation of three options for balancing the shortfall over the 5-year planning period, including an in-depth analysis of a proposal submitted by Burrtec for a franchise term extension that included providing additional services at no cost to the City. As a result of our work, the initial overall customer rate increase was reduced by 3.5%, and the Division was provided with funding options to increase commercial recycling and bring the City into compliance with AB 341.

R3 has also assisted dozens of cities and counties with reviewing the cost of commercial recycling and organic waste collection services, determining the true cost of service and associated cost-of-service rates, and setting commercial rates that support diversion. We have also developed "materials management rates;" within a system that provides universal solid waste, recycling, and organic services, those rates include "base rates" that fully cover commercial solid waste costs, unlimited commercial recycling costs, and the cost of the established minimum organic service level, with larger organic service levels priced appropriately. Most recently, R3 provided organics rate-setting / analysis services for the cities of **Irwindale, Riverside, Temple City, Thousand Oaks, San Bernardino, Chico, Corte Madera, El Cerrito, Los Altos, Piedmont,** and **Rancho Cordova.**

Franchise Agreement Compliance Reviews & Development

R3's contract performance compliance reviews not only determine franchised contractor compliance with the terms and conditions of the contracts, they also enable us to assess how to best structure contractual terms and conditions in order to positively impact and monitor hauler operational performance.

Key contractual elements typically included in our compliance reviews:

- Determining compliance with diversion, commercial recycling, and organics requirements as well as required outreach to multi-family and commercial accounts;
- Verifying compliance with quarterly and annual reporting requirements;
- Reviewing detailed customer listings and financial records;
- Conducting on-site audits;
- Confirming that all required services are provided as specified, and the required insurance and bonds are in place and complete; and
- Verifying required data tracking and reporting and confirming that vehicle load weights, maintenance requirements, and replacement schedules comply with the applicable contract terms.

R3 has completed detailed performance reviews, which included contract performance compliance reviews, for such Southern California cities as **Irwindale, Rancho Cucamonga, Rolling Hills Estates, San Juan Capistrano, Temple City,** and **Wildomar**; and Northern California cities, such as **Cotati, Fairfield, Piedmont, Salinas, Santa Rosa,** and **Stockton.**

Our staff brings to this engagement a comprehensive understanding of Agreement contractual issues and an operational perspective. Specifically, we assess how the contractual terms and conditions can best be structured to positively impact operational performance and provide the City with the information it needs to effectively monitor and administer both performance and compliance with contractual obligations.

R3 is very familiar with all aspects of solid waste contract language, including operational, programmatic (i.e., solid waste programs and services), financial, and legal terms and conditions. We draft some of the most progressive, high-diversion "performance-based" contracts in the state, which incorporate hauler self-reporting performance requirements. We focus on the development of effective franchisee technical assistance and outreach programs with associated reporting of subscription compliance and participation compliance of both AB 341 and AB 1826 programs. With these parts in place, the administering jurisdictions receive the information they need to effectively and efficiently assess the franchisees' safety, customer service, and diversion performance.

We have provided Agreement review services to many clients throughout California, including the cities of **Cerritos, Downey, Huntington Beach, Irwindale, Rolling Hills Estates, San Bernardino, San Juan Capistrano, Temple City, Chico, Corcoran, Fairfield, Los Altos, Tulare, Visalia,** and **Vallejo.**

Legislative Compliance Assistance

One of our main practice areas is providing assistance to our clients to achieve legislative compliance and reach the aggressive diversion requirements and goals set by the state. These include AB 939 (California Integrated Waste Management Act), SB 1383 (Short-Lived Climate Pollutants), AB 341 (Mandatory Commercial Recycling), AB 1826 (Mandatory Commercial Organics Recycling), AB 1594 (Ban on Green Material ADC Diversion Credit), as well as new legislation such as AB 1669 (Displaced Employees), AB 901 (Solid Waste Reporting Requirements), and AB 876 (Organics Management Infrastructure Planning).

Our corporate headquarters is located in the greater Sacramento region, which perfectly positions us for legislative monitoring and tracking. We regularly attend in-person workshops and engage in stakeholder discussions related to AB 1826 and SB 1383 both regionally and statewide. As a member of regional planning groups in California, we facilitate discussions with municipalities about the potential implications of AB 1826 and SB 1383 on programs and help develop plans to prepare for the future of organics infrastructure, policy, and programs across the state. In fact, R3 Principal Richard Tagore-Erwin worked with the state legislature to develop the regulations and guidelines for the Model Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and Non-Disposal Facility Element (NDFE) components of AB 939.

R3's knowledgeable, experienced staff advise and guide our clients to ensure that jurisdictions meet and remain compliant with all current regulatory requirements, and proactively plan for the demands of impending legislation. We provide a coordinated approach that is logical, cost-effective, and draws upon our operational, public policy, and public education and outreach capabilities. Our specific legislative and regulatory compliance services include the following:

- Developing and evaluating commercial recycling and organics recycling programs;
- Analyzing options for program improvement and potential new programs to implement;
- Identifying businesses subject to compliance with AB 341 and AB 1826;
- Monitoring and tracking covered generator compliance;
- Designing and assessing public education and outreach materials and methods for notifying businesses of their requirements and compliance options;
- Developing franchised waste hauler tracking methods for necessary reporting, public education and outreach, and compliance monitoring requirements;
- Providing on-site waste assessments, material characterizations, and hands-on technical assistance to regulated businesses to support their compliance; and
- Facilitating private sector diversion opportunities, including food donations and recycle/reuse vendors.

The organics processing infrastructure in northern California is much more developed than in southern California. Fully operational commercial organic diversion programs are more widespread and have been operational for 10 or more years in some northern California jurisdictions. As a result, within the past five years R3 has had the opportunity to successfully assist many of our northern California clients with organics planning issues and achieve compliance with the very same legislative issues that the City is currently facing. We are currently applying what we have implemented in northern California with our southern California clients. This experience informs and demonstrates our ability to successfully assist the City with meeting all new and impending state laws pertaining to organics services.

Clients for whom we have provided organics planning assistance include:

- **Alameda**
- **Amador**
- **Brentwood**
- **CalRecycle**
- **Carlsbad**
- **Concord**
- **Corte Madera**
- **Cudahy**
- **El Cerrito**
- **Irwindale**
- **Los Altos**
- **Marin County**
- **Rancho Cordova**
- **RecycleSmart**
- **Riverside**
- **Rolling Hills Estates**
- **Roseville**
- **Temple City**
- **Yolo Food Bank**

Most recently, for the **City of Riverside,** we conducted an evaluation of the City's existing Solid Waste Organic Services Program, which included review and assessment of the following: Municipal Code, Franchise Agreements, and commercial solid waste rates; disposal, transfer, and processing options and capabilities; existing commercial customer practices; available food-recovery program options; the City's current collection program vis-à-vis California state legislation mandating organics and recycling; and waste hauler involvement in the provision of services.

In October 2018, R3 provided the City with our study findings and made recommendations that would facilitate both the City's immediate and long-term plans, maximize efficiency, sustainability, and customer satisfaction, and also achieve compliance with the state's mandatory solid waste collection laws. Specifically, we recommended the establishment of commercial food waste collection service either through an extension to the City's current commercial franchise hauling contracts via a 1-year amendment, a competitive RFP process, or a hybrid approach. We also made recommendations to modify and update the City's existing program in support of recycling and organics diversion legislative requirements, such as AB 341, SB 1383, and AB 1594.

As part of this same engagement, R3 updated the City's AB 1826 (MORe) Plan to CalRecycle, providing a memorandum summarizing the actions needed by the City and its haulers and the timelines thereof. R3 developed tools for the City to use in its MORe outreach, including a tracking Excel workbook, scripts for outreach calls, and sample compliance letters to send to the businesses and multi-family properties in the City that are non-compliant with AB 1826.

Negotiation & Procurement Assistance

R3 has successfully provided technical support on the design, development, procurement, evaluation, and negotiation of franchised collection services for over 100 municipal clients throughout California and the western United States. These range from sole-source negotiations with existing service providers to managing all aspects of a competitive procurement process for refuse collection, transfer, recycling, processing, and disposal services. For our competitive procurement process, we typically provide "full-service" assistance, working closely with our client staff on all aspects of the project.

Our procurement and negotiation services include the following:

- Negotiation, development, and monitoring of contracts and Agreements;
- Assistance with the technical and financial evaluation of proposals;
- Evaluation of commercial collection system service options and structures;
- Development and evaluation of policy and programmatic alternatives that meet the specific needs of the community;
- Compliance monitoring and review;
- Design of performance standards, incentives, and penalties related to contractor performance;
- Development of an annual adjustment mechanism to the contractor compensation and user rates and fees;
- Leadership in community and stakeholder engagement processes, including workshops, focus groups, surveys, interviews, and presentations; and
- Preparation and distribution of Request for Proposals (RFP) packages, including the Agreement and operating contracts.

R3 typically has several sole-source negotiations and competitive procurement projects in various stages at any given time and is one of the most experienced procurement consultants in the state.

We help our clients procure services under exclusive and non-exclusive Franchise Agreements at reasonable rates, and with reporting requirements that provide our clients with the concise information they need to effectively monitor and manage those contracts. Our experience negotiating multiple contracts and contract amendments, combined with our successful track record conducting dozens of operational and performance reviews of private sector providers such as Burrtec, has endowed us with a valuable perspective on how to best structure Agreements. Project results from R3's negotiation and procurement projects have included:

- Bundling / universal food-waste collection for all commercial customers;
- Implementation of SB 1383 collection compliance and reporting.
- Implementation of expanded recycling programs;
- Simplified rate-adjustment methodology;
- Specified performance and program requirements;
- Increased landfill diversion and hauler performance, plus accountability and management controls for franchising jurisdictions;
- Implementation of air quality standards for collection vehicles;
- Reasonable rates and potential cost savings to jurisdictions;
- Additional and/or improved services for the municipalities' customers;
- Improved customer service;
- Additional hauler fees/increased franchise fees;
- Better relationship between the jurisdiction and the hauler; and
- Longer terms that require less jurisdiction involvement to maintain.

R3 recently assisted the cities of **Half Moon Bay, Galt, Piedmont, Santa Rosa, the Town of Windsor**, and **Nevada County** with their procurement processes. Prior procurement clients include the **Town of Colma**, and cities of **Oakland, San Jose, West Sacramento, Albany, Chico, Fairfield, Los Altos, Piedmont, Rancho Cordova,** and **San Bernardino**. Currently, R3 is assisting the cities of **Beaumont, Salinas, San Juan Capistrano, Temple City and Vallejo** with Franchise Agreement negotiations, and the **City of Santa Clarita** with a Franchise Agreement review.

Rate Surveys / Cost Comparisons

In support of projects involving negotiations, procurement, and contracting, R3 has conducted rates and services surveys of neighboring jurisdictions or facilities, for purposes including:

- Compiling and comparing rates, fees, practices, programs and services of communities;
- Identifying differences in Franchise Agreement terms and conditions and rate structures; and
- Identifying solid waste goals and adopting Zero Waste strategies.

Our services include conducting internet research, phone surveys, document review and comparison, and data compilation. R3 staff members recently conducted, or are currently conducting rate surveys from the cities of **Irwindale, Santa Clarita,** and **Thousand Oaks** in support of their ongoing negotiations with their franchised haulers.

CalRecycle recently contracted with R3 to conduct a statewide survey related to SB 1383 and organics infrastructure needs. R3 collected and compiled rate structure, funding, and policy data from waste haulers, facility operators, and jurisdictions/regional agencies throughout the state. This information will be analyzed to determine potential policy and program alternatives that could be used as a model for jurisdictions throughout the state.

References

Beaumont, CA – *Negotiation Support*

R3 is currently assisting Beaumont (City) with negotiating a new Agreement with Waste Management (WM), providing the City with recommendations for Agreement updates that incorporate the latest state/international solid waste trends and recent legislation, including AB 341, AB 1826, AB 901, AB 1594 and SB 1383, and advising the City on how to cost effectively implement commercial organics. We are also validating WM's cost basis for the new services.

Client Contact: Kristine Day, Assistant City Manager, (951) 769-8520

Irwindale, CA – *Organic Waste Unit Cost Audit Services*

R3 assisted the City of Irwindale in reviewing the organic waste unit cost rates proposed by Athens and developing a rate structure that will allow and encourage all commercial and multi-family customers to participate in the Organics Waste Collection Program, support the diversion of organic waste of both mandated and non-mandated customers, and meet AB 1826 and SB 1383 requirements. We are currently assisting the City in negotiating an amendment to the City's Agreement with Athens to include an approved rate structure for organic services, as well as providing the City with AB 341 and AB 1826 strategic implementation assistance.

Client Contact: Elizabeth Rodriguez, Sr. Management Analyst, (626) 430-2211

Rancho Cucamonga – *Rate Adjustment Review & Franchise Waste Hauler Review*

R3 reviewed the Rate Adjustment Application submitted by the City of Rancho Cucamonga's franchised waste hauler, **Burrtec,** per the rate-adjustment methodology specified in **Burrtec**'s Agreement with the City. R3 verified the accuracy of the hauler's calculations, and recommended that the City require future rate applications to include all supporting documentation as part of the initial submittal. R3 is currently engaged by the City to conduct a review of **Burrtec**'s diversion reporting and billing accuracy and is also currently providing additional solid waste rate adjustment review consulting services to the City.

Client Contact: Linda Ceballos, Environmental Programs Manager, (909) 477-2740 ext. 4060

Santa Clarita, CA – *Franchise Agreement Review*

R3 is currently reviewing the City of Santa Clarita's existing Agreements (and amendments) for solid waste residential and commercial service with Waste Management (WM) and **Burrtec** as a basis to provide recommendations for contract enhancements. Among other items in our review of the City's existing Agreements, R3 is addressing current and future compliance and reporting requirements related to California legislative mandates, including AB 341, AB 1826, and SB 1383 and rate-setting methodology and adjustments for changes in recyclables markets and organics processing.

Client Contact: Curtis William, Administrative Analyst, (661) 255-4308

Temple City – *Negotiation Assistance*

Currently, R3 is providing ongoing negotiation assistance to modify the City of Temple City's 30-year term Franchise Agreement with **Burrtec** to incorporate new state legislation (including AB 1826 and SB 1383) and full residential and commercial organic collection, among other services.

R3 also recently assisted the City in reviewing a rate adjustment proposed by **Burrtec** to implement AB 1826 requirements.

Client Contact: Bryan Cook, City Manager, (626) 285-2171

Half Moon Bay, CA – *Solid Waste Procurement Assistance*

R3 provided "full-service assistance" with the City of Half Moon Bay's procurement of solid waste collection and street sweeping services. We conducted the RFP process, evaluated proposals and negotiated improvements to the collection service Agreement to include a dedicated recycling specialist and food waste collection and processing for all customers with the winning proposer, Republic.

Client Contact: John T. Doughty, Community Development Director, (650) 726-8252

Menlo Park, CA – *Rate Restructure Analysis & Revision*

R3 developed a revised rate structure to calculate rates based on cost-of-service information provided by the City's franchised hauler (Recology). R3 facilitated a transparent rate-setting process, producing rates that aligned to cost-of-service and supported the City's Zero Waste goals by preserving incentives to divert solid waste from landfill, including financial incentives for waste reduction.

The new rate structure R3 developed allows the City to provide its customers with long-term consistency for their expected rates because it ensures that customers are charged in accordance with the specific services they receive and protected from potential rate spikes. In addition, it ensures the ease of future implementation during rate-setting processes for the City. With R3's assistance, the City successfully adopted the rate structure and rate-setting methodology in November 2017.

Client Contact: Rebecca Lucky, Sustainability Manager, (650) 330-6765

Marin Franchisors' Group – *Rate Methodology Review*

R3 recently worked with the cities of San Rafael, Larkspur, and Ross, the County of Marin, and the Las Gallinas Valley Sanitary District (Marin Franchisors' Group or Group) to review their solid waste rate-setting methodology. Project tasks include developing new, simplified methodologies for rate adjustment, recycling revenues balancing account, and addressing commercial migration.

Client Contact: Cory Bytof, Sustainability & Volunteer Prog. Coordinator, City of San Rafael, (415) 485-3407

San Francisco, CA – *Rate Application Review*

R3 recently assisted the City of San Francisco Public Works Department (SFPWD) with detailed examination and analysis of the rate-adjustment application to determine if Recology's calculated costs, revenues, and assumptions were reasonable, appropriate and accurate. R3 also evaluated Recology's proposed changes to the single-family and multi-family rate structure – specifically, changes to the fixed and variable portions of the single-family and multi-family rates, and the associated impact on ratepayers. Additionally, R3 provided the SFPWD with recommended programmatic changes to achieve higher levels of material diversion from landfill in support of SFPWD's Zero Waste goal, and recommended adjustments to operating costs, revenues, and projection assumptions to better represent service area conditions and balance Recology's needs with the interests of the SFPWD and its ratepayers.

Client Contact: Julia Dawson, Deputy Director, (415) 306-1800

Staff Qualifications

Below, we have provided biographies and a brief description of qualifications for primary staff members proposed for this project. Resumes will be provided upon request.

Richard Tagore-Erwin — R3 Principal | Project Manager

Over the past 30 years, Mr. Tagore-Erwin has successfully provided hundreds of jurisdictions and public agencies throughout southern and northern California with a wide range of solid waste management consulting services that are critical to the City's engagement, including: contract analysis and compliance review; rate review and financial planning; hauler negotiations and procurement assistance; legislative compliance; and rate surveys and cost comparisons. Previously, he led as Project Manager for the **City of Upland's** *Solid Waste Rate Study* project in 2012.

Currently, Mr. Tagore-Erwin is leading: negotiation projects for the cities of **Beaumont, Temple City, Thousand Oaks,** and **San Juan Capistrano**; an organic waste unit cost rate review, legislative compliance, and rate survey for the **City of Irwindale**; and an Agreement review for the **City of Santa Clarita.** Additionally, he is leading a statewide survey for **CalRecycle** on SB 1383 implementation, which entails researching rate structures, infrastructure development, and compost facility capacity. He is also leading our *SB 1383 Compliance Plan* project for the **City of Vallejo.**

He is also currently assisting with R3's Operational Analysis and Rate Study of the **City of Santa Monica's** municipal solid waste and recycling operations, and led an evaluation of the **City of Riverside's** organics services program. Additionally, he is working further with the City of Riverside to review their residential collection operation, examine the City's collection and processing Agreements, provide general recommendations to strengthen the City's Municipal Code, and conduct a financial review of collection rates that includes 5- and 10-year financial projections and a proposed 5-year rate plan.

Carrie Baxter — R3 Project Manager | Key Project Analyst

Ms. Baxter has over 10 years of experience in a wide range of solid waste planning, negotiation and procurement, and financial projects with R3. As a Project Manager, she specializes in assisting local jurisdictions to negotiate and improve waste hauler collection contracts that incorporate best practices and legislative requirements. She has assisted with procurement and/or negotiation processes for the cities of **Half Moon Bay, Rolling Hills Estates, Rohnert Park, Santa Clara,** and **Santa Clarita; the Town of Windsor;** and **Nevada County.** She also assisted the **SCWMA** in the procurement process for an organics processing facility, which resulted in two short-term processing Agreements and one long-term processing Agreement to provide for organics processing capacity throughout the Sonoma County region.

She also has experience providing contract compliance support for solid waste management services including staff training, review of reports and outreach materials, financial analysis such as studying client jurisdiction rates and how to incentivize diversion, and review of rate-adjustment requests. Contract compliance clients include the cities of **Cotati, Fairfield, Petaluma, Rohnert Park, Santa Rosa, Vallejo,** and **Town of Windsor**.

Ms. Baxter's financial analysis experience includes serving recently as Lead Analyst on our *Solid Waste Rate Study* for the **City of Merced,** amending the customer solid waste rates and revenue to meet the projected future expenses and obligations for its solid waste program and legislative requirements over the coming five years. She also recently served a leading role in conducting the annual indexed rate-

adjustment reviews for the cities of **Cloverdale, Healdsburg, Rohnert Park, Santa Rosa, Windsor, Rolling Hills Estates,** and **Temple City**.

Most recently, Ms. Baxter wrote an article, "Rate Setting for Organics Diversion," which was published in the March/April 2019 edition of **BioCycle** magazine and presented at the BioCycle West Coast conference.

Ms. Baxter has also assisted **Sonoma County Waste Management Agency (SCWMA), Nevada County**, and the cities of **Chico, Galt, Irwindale, Merced, Redlands, Rolling Hills Estates, Santa Clarita, San Diego,** and **Thousand Oaks** in compiling a comparative benchmark survey of residential and commercial solid waste rates and services.

William Schoen — R3 Project Director | Key Project Analyst

Mr. Schoen is an engineer with more than 30 years of solid waste operational and consulting experience. With his background in managing recycling and landfill operations, he has a deep understanding and significant experience in conducting operational, performance, and financial reviews of municipally operated and franchised solid waste systems. He has assessed performance and contract compliance, and conducted financial analyses and rate reviews of dozens of regional and local franchised haulers. Within southern California, Mr. Schoen has assisted municipalities with a wide range of solid waste services, including strategic planning, contract negotiations, performance audits, and rate reviews. Mr. Schoen's focus is on developing recommendations that save money, improve program and operational effectiveness, and increase our clients' ability to efficiently and effectively manage their contractors.

Mr. Schoen previously assisted in the development of a solid waste rate model for the **City of Upland** to project the City's program costs and to study and forecast future financial impacts. He previously conducted contract compliance and operational and performance reviews for clients including the cities of **El Cerrito, Fairfield, Los Altos, Paso Robles, Petaluma, Piedmont, Rancho Cordova,** and **Salinas,** and the counties of **Napa, Plumas** and **Stanislaus.** Mr. Schoen is currently conducting a financial analysis for our *Proposition 218 Assistance* project for the **City of Apple Valley.**

He has also managed and assisted with contract negotiations on behalf of the cities of **Downey, Temple City,** and **West Hollywood.** Mr. Schoen recently assisted the **City of Cerritos** with reviewing and evaluating CalMet Services' proposed 10-year extension to their current franchise with the City. In the past, he assisted Mr. Tagore-Erwin with the **City of Barstow's** contract compliance audit of **Burrtec.** Currently, for the **City of Cudahy,** Mr. Schoen is conducting an assessment of Republic Services' operational performance and compliance with its Franchise Agreement and supporting the City's negotiation of an amendment to its Agreement.

Mr. Schoen is currently leading the development of a *Sustainable Materials Management Plan* for the **City of Carlsbad,** including recommending policy, program, partnership, and facility diversion options so that the City can realistically achieve full compliance with AB 314, AB 1826, and SB 1383, and other relevant regulatory requirements through revised sustainability strategies and new programs.

Rose Radford — R3 Project Manager | Key Project Analyst

With her strong background in research and technical writing and her solid waste industry experience, Ms. Radford has accumulated valuable experience in environmental consulting, research, policy, data, and financial analysis. Her strong analytical skills enable her to provide support for R3's financial review and planning projects, which include rate reviews, rate models, and rate studies.

Currently, Ms. Radford is conducting reviews of the Solid Waste Management Fees (SWMF) paid by facilities to the **County of Los Angeles** Department of Public Works. She is also leading our solid waste hauler and rate-adjustment reviews for the **City of Rancho Cucamonga.**

Ms. Radford previously worked with the **City and County of San Francisco** on their *2017 Detailed Rate Review* project, helping develop the implementation of planned improvements to capital infrastructure in support of new Zero Waste programs. She also recently assisted with the *2018 Rate-Setting* for **RecycleMore**, and a *10-year Financial Plan and Cost-of-Service Analysis* for the **City of Davis** that is anticipated to result in a Proposition 218 notice and hearing process for adoption of rates. Ms. Radford also recently assisted Mr. Schultz in creating a comprehensive model of costs and revenues as part of setting cost-of-service solid waste rates for the **City of Menlo Park.** The rate model incorporated hauler expenses and disposal costs to calculate the cost of service.

Additionally, Ms. Radford has assisted several jurisdictions in planning for SB 1383 requirements. Ms. Radford has evaluated new solid waste program proposals for the **City of Concord** on SB 1383 compliance, including evaluating additional diversion potential calculations, and SB 1383 goalsetting analysis conducted by the hauler. Ms. Radford also conducted an extensive study of organics disposal and diversion for the **Marin County Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin).**

Natalie Lessa	R3 Project Manager | Key Project Analyst	

With her extensive experience in developing Zero Waste and other waste-diversion strategies, Ms. Lessa assists our clients with planning, implementing, and achieving legislative compliance with ABs 341, 1826, and 939, and SB 1383. Her work has also included reviewing and analyzing Agreements, collaborating with cities to determine solid waste needs and potential services, developing RFPs and other procurement documents, analyzing waste hauler procurement proposals, and transitioning municipalities to new contracts. Currently, she is working with the **City of Santa Monica** to evaluate the City's existing Zero Waste plan, engage stakeholders, and develop recommendations with the goal of achieving the City's goal for 95% diversion by 2030. For the **City of Carlsbad,** she is creating a sustainable materials management plan to address actions the City is to take in order to achieve a circular economy, upstream and downstream system. This includes the development of creative solutions for procurement, EPR, material reuse infrastructure, and end-of-life management.

Ms. Lessa has provided legislative compliance assistance for the cities of **Rancho Cordova, Citrus Heights.** and the **Town of Corte Madera.** She provided support for the **City of Rancho Cordova's** negotiations with the current residential franchised hauler, Republic. Ms. Lessa also helped create a comprehensive organic waste diversion plan to strategically address the needs of AB 1826 and plan for SB 1383 by building new requirements into the commercial contract, establishing protocol with the non-exclusive waste haulers for tracking and increasing compliance, and developing education and outreach material to reduce contamination and increase participation. Additionally, Ms. Lessa played an integral role on the **Town of Windsor** and **City of Santa Rosa** procurements, which included negotiations during best-offer discussions with select contractors. For the cities of **Industry and Downey, she conducted rate** surveys that compared the value of services provided by haulers to neighboring jurisdictions.

BURRTEC
WASTE INDUSTRIES, INC.
"We'll Take Care Of It"

March 15, 2019

Ms. Rosemary Hoerning
Public Works Director
City of Upland – Public Works/Utilities Division
1370 North Benson Avenue
Upland, CA 91786

Re: 2019 Refuse Rate Adjustment

Dear Ms. Hoerning,

Burrtec Waste Industries is respectfully requesting the 2019 Annual Automatic Fee Adjustment for Refuse Collection Rates as per Article 10.06.b.(1) of the Third Amendment to the Agreement Between the City of Upland and Burrtec Waste Industries Inc. for Street Sweeping, Solid Waste Collection, Processing and Disposal Services and Article 10.06.c.(1) of the Second Amendment to the Agreement Between the City of Upland and Burrtec Waste Industries Inc. for Solid Waste Collection, Processing and Disposal Services.

The overall percent change in CPI for the January to December period immediately preceding the effective date of this rate adjustment is 3.80%. As per the Agreement, the percentage change in CPI does not exceed the 4% maximum annual rate adjustment as it pertains to the Service Component and Program Cost Component of the Service Fees. However, uncontrollable circumstances including changes in law and tipping fee increases have impacted the rates resulting in an increase that exceeds the 4% maximum annual adjustment. These cost components are reflected on the attached rate review worksheets.

On behalf of Burrtec Waste Industries, we thank you and the City for your continued support and the opportunity to serve the City of Upland. We look forward to discussing these adjustments in greater detail at your earliest convenience. If there are any questions or concerns please do not hesitate to contact me.

Sincerely,

Michael Arreguin
Vice President

CC: Michelle Madriz, WUEP
Management Analyst

9890 Cherry Avenue • Fontana, California 92335 • 909-429-4200 • FAX 909-429-4290

PUBLIC WORKS DEPARTMENT
1370 North Benson Avenue
Upland, California 91786-0460
Telephone (909) 291-2930
Facsimile (909) 291-2974

March 27, 2019

Richard Tagroe-Erwin
1512 Eureka Road, Suite 220
Roseville, CA. 95661

Subject: Request for Proposal – Solid Waste Rate Evaluation, Validation & Service Agreement Compliance Review & Consultation

Dear Mr. Tagore-Erwin,

The City of Upland has a Solid Waste Service Agreement with Burrtec Waste Industries. There have been several amendments service agreement, which dates back to November 2000.

In June 2014, the City adopted a five year rate schedule, based on the approval of a Third Amendment to the service agreement. Rates implemented would be based on the CPI adjustment. Since that time, the solid waste industry, solid waste regulations and solid waste market place has changed.

To comply with AB939, the City adopted a bundled rate for residential based on the refuse container size. We have been in compliance with the required residential diversion. AB341 Mandatory Commercial Recycling (MCR) was adopted. To encourage compliance of the City's Commercial accounts, the City adopted a bundled refuse and recycling rate based on the refuse bin size. This allows for recycling services equivalent or less than the refuse service level. Recycling service above this criteria is an additional charge. For Mandatory Organics Recycling (MORe), the City adopted standalone Food Waste and Green Waste services.

In January 2018, the City received notification from Cal Recycle of program deficiencies in both the MCR and MORe compliance programs. In response to this notification, the City adopted and submitted compliance plans to CalRecycle intended to increase participation levels in both the MCR and MORe programs. In September 2019, new Commercial Rates were adopted increasing the Commercial Recycling Program Fee to allow for the expansion of free commercial recycling program to encourage compliance with AB 1826 requirements. Participation in the MRC program has increased. CalRecycle has performed a site review and inspection and acknowledged that program participation is up from the January notification. CalRecycle is watching Upland program compliance growth and actions to promote compliance with the regulatory requirements.

On March 15, 2019, the City received notice from Burrtec of a request for the CPI adjustment and also notice of increases to various waste disposal streams. Additionally, Burrtec has included an option for the City consideration to bundle Food Waste.

The City has confirmed the CPI adjustment of 3.8% based on 2018 consumer price index data. The City has requested excel spread sheets from Burrtec for the rate adjustment work sheets. The City has also request back up information on the solid waste disposal waste stream increases. The City staffing levels necessary to perform the detailed review, analysis, and validation of the proposed adjustments and impacts to the program revenue and expenditures is limited.

The City is seeking to retain a solid waste industry professional to provide the following services:

- Review the existing Solid Waste Services Contract Agreement;
- Determine if the current operations and fees are in accordance with the review the existing Agreement;
- Evaluate the Agreement for consistency with industry practices;
- Identify any departures from the Agreement;
- Identify any departures from industry practice that would be beneficial any potential negotiation with Burrtec;
- Recommend options the City could pursue in the event of a negotiation;
- Recommend rate schedule (multi-year rate schedule) format that is transparent to the customer, efficiently implements the service rates and collection disposal fees (Pass through) cost of service recovery;
- Evaluate and provide recommendations regarding the option to bundle of Food Waste;
- Provide a Solid Waste Service cost comparison with other local agencies (Rancho Cucamonga, Ontario, Fontana, Chino, Chino Hills, Montclair, etc.); and
- Propose optional services the City may want to consider based on industry understanding

The rate adjustment will require a Proposition 218 Review process. The scheduled implementation date requirement is for the adjustment to become effective July 1, 2019. Thus, time is of the essence in performing this Solid Waste Service review.

The City is soliciting services from several firms. The City is requesting a letter proposal that addresses the tasks presented above and the man hours associated with the tasks, a project schedule with assumptions, a personnel rate schedule, ability to dedicate resources to meet the time constraints. It is envisioned that consultant would participate and assist the City in three meetings with Burrtec on this review. **The City is requesting your letter proposal by April 15, 2019.**

The successful consultant will be required to enter into a professional service agreement. Information for the consultants review has been provided in a drop box.

Should you require additional information or have questions, please contact me at (909) 291-2931.

Sincerely,

Rosemary Hoerning, PE, PLS, MPA
Public Works Director

Att: Drop Box https://www.dropbox.com/sh/ir3ahv17tkfu0sf/AADdyv_8gPpoOF6onGtJfXl4a?dl=0

Burrtec Agreement Information
Resolution No. 6230 – Multi-Year Rates Schedule (Proposition 218 Notice)
- Rate Increase 7/1/2014 per the Res. No. 6230
- Rate Increase 12/1/2015
- Rate Increase 2/1/2017
- Rate Increase 2/1/2018
- Rate Increase 9/1/2018
- Proposed Rate Increase 7/1/2019

Financial Data FY2018 & Year to Date FY2019
City of Upland Professional Service Agreement - Template

Solid Waste Rate Proposal Review & Comparison

Rating Schedule:	Available Points	R3 Consultants	MSW Consultants
Qualifications	15	13	12
Experience with Solid Waste Rate Review	25	23	20
Experience with Negotiations	25	23	23
Proposal Completeness	20	20	15
Ability to perform timely	15	15	15
	100	**94**	85

R. Hoerning 4/30/19

Rating Schedule:	Available Points	R3 Consultants	MSW Consultants
Qualifications	15	14	12
Experience with Solid Waste Rate Review	25	22	21
Experience with Negotiations	25	22	21
Proposal Completeness	20	14	12
Ability to perform timely	15	14	13
	100	**86**	79

M. Madriz 4/30/19

Combined Results	**90**	82

SOLID WASTE CONSULTANTS
TO LOCAL GOVERNMENT

April 22, 2019

Ms. Rosemary Hoerning, PE, PLS, MPA
Public Works Director
City of Upland
460 N. Euclid Ave.
Upland, California 91786

Proposal to Provide Solid Waste Rate Evaluation and Validation, and Service Agreement Compliance Review and Consultation Services

Dear Ms. Hoerning:

MSW Consultants is pleased to submit this proposal to the City of Upland (City) to provide solid waste rate evaluation and validation, and service agreement compliance review and consultation services. This letter describes the background, objectives, scope of work, project staff, and proposed fees related to this engagement. We have also included a brief profile of MSW Consultants, and attached a summary of our qualifications.

BACKGROUND

The City is currently being requested by its exclusive waste hauler to approve a significant and complicated adjustment to solid waste customer rates effective July 1, 2019. The rate adjustment is largely driven by increases in required recycling services resulting from the State's mandatory commercial recycling laws.

The Agreement and its Amendments

The City arranges for solid waste collection through an exclusive franchise agreement (Agreement) with Burrtec Waste Industries (Burrtec). The Agreement became effective in 2000, and has been amended three times.

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951.694.4001 951.704.9776 (CELL)

The First Amendment to the Agreement, executed in 2004, converted the original term to a 7-year 'evergreen' term in which the term of the Agreement was automatically extended each year by an additional one-year period.

The Second Amendment to the Agreement, executed in 2007, made several key changes. In particular, the Second Amendment set forth the current rate adjustment methodology, and established that the total rate charged to customers would be comprised of several components (e.g., tipping fee component, service component, program cost component). The Second Amendment also established procedures for a Special Rate Review, to consider any unusual proposed changes to customer rates.

The Third Amendment to the Agreement, executed on May 27, 2014, extended the term of the Agreement and further modified the rate adjustment methodology. The Third Amendment placed an annual limit of four percent (4%) on CPI increases to the service component, and limited annual increases to the tipping fee component to the lesser of: the change in the CPI, or, the actual increase in tipping fees.

The Third Amendment also extended the term of the Agreement to May 27, 2026. In addition, the Third Amendment provided that, beginning July 1, 2019, and each July 1 thereafter, the term of the Agreement will automatically extend for an additional one-year period. As a result, on July 1, 2019, the term will again convert to a 7-year 'evergreen' term.

AB 341, AB 1826, and SB 1383

AB 341 and AB 1826 require all businesses in the State that generate more than four (4) cubic yards of waste per week to participate in recycling, and organics recycling, respectively. These two laws require cities to conduct education and outreach, and to monitor the recycling activities of their businesses. Cities are also required to ensure that recycling services, and organics recycling services, are made available to their businesses. SB 1383 will require cities to begin enforcement of these mandatory recycling laws in 2022. These new laws are

administered by CalRecycle. The City is currently under pressure from CalRecycle to increase the level of recycling participation by its commercial businesses.

Structure of Commercial Rates

The City's current commercial refuse bin rates are bundled such that they cover the cost of a certain level of recycling participation among the City's commercial bin customers. Under the bundled rate structure, commercial bin customers are provided with a recycle bin as part of their refuse service at no additional charge. The refuse bin rate includes a recycling regulatory fee to provide funds to recover the cost of recycling. However, the recycling regulatory fee provides no-charge recycling capacity for only a portion of commercial customers. Recycling bin service above the portion covered by the recycling regulatory fee must be charged at the stand-alone recycling rate.

The City's commercial refuse bin rates do not include any amount to fund the cost of commercial greenwaste or commercial food waste collection. Commercial customers with greenwaste or food waste collection service pay a stand-alone rate for those services.

The July 2019 Requested Rate Adjustment

On March 15, 2019, the City received a formal request from Burrtec to:

- Increase its single-family residential rates by approximately 13% to 17%;
- Increase its commercial refuse bin rates by approximately 8% to 11%; and,
- Increase its food waste collection rates by approximately 14% to 17%.

Burrtec's formal request also included an option to bundle the food waste rates.

According to Burrtec, the requested rate adjustments exceeded the 4% limit due to 'Uncontrollable Circumstances' including changes in law and increases in tipping fees. In its rate adjustment request, Burrtec cited Section 10.06.c of the Second Amendment, which

provides that Burrtec may apply to the City for consideration of a Special Rate Review upon the occurrence of either 1) an Uncontrollable Circumstance, or, 2) a change in tipping fees.

Section 10.06.c of the Second Amendment also sets forth a procedure by which the City is to review Burrtec's request for a Special Rate Review. Burrtec is required to submit its request for a Special Rate Review along with complete cost and operational data in a form and manner specified by the City no later than March 15th of the year in which the proposed rate adjustment is to take effect.

Burrtec provided several detailed schedules along with its March 15th rate adjustment request. However, it is not clear whether these schedules provided by Burrtec included complete cost and operational data in a form and manner specified by the City as required by Section 10.06c of the Second Amendment.

Section 11.03.b of the Agreement requires Burrtec to give the City immediate notice to the City if it experiences an Uncontrollable Circumstance. This notice is to include a description of any consequent adjustment of the service fees in accordance with Section 10 of the Agreement. It is not clear when Burrtec became aware of the Uncontrollable Circumstances that led to its request for a Special Rate Review in its request to the City on March 15, 2019.

Prop 218

Any adjustments to the City's solid waste rates must comply with Proposition 218. As a result, the City must schedule a public hearing to consider the new rates. The City is required to provide ratepayers with 45 days advance notice of the hearing, including notice of the proposed new rates.

Additionally, Section 53756 of the Government Code allows the City to adopt a schedule of refuse collection rates authorizing automatic adjustments over a five-year period without having to annually notify customers and conduct a public hearing. However, the schedule of

adjustments must include a clearly defined formula for adjusting for inflation, and any inflation adjustment must not exceed the cost of providing service.

OBJECTIVES

Solid Waste Program Goals

The purpose of this engagement is to assist the City in accomplishing its solid waste program goals, which are:

- Provide residents and businesses with safe, reliable, and high-quality solid waste collection services at a competitive cost.
- Minimize the amount of waste landfilled, and comply with the State's waste diversion and recycling requirements (e.g., AB 939, AB 341, AB 1826, AB 1594, and SB 1383).
- Enable the City to retain appropriate control over the City's solid waste services while minimizing administrative burden on City staff.

Project Objectives

In support of the City's solid waste program goals, the objectives of this engagement are to:

- Identify any areas in the City's current Agreement that can be improved or updated.
- Identify any areas in which the City's current solid waste operations, services, and rate structure, might be improved to enable the City to more efficiently or effectively meet its waste management program goals.
- Review and validate the rate adjustment proposed by Burrtec, and recommend any modifications, as needed.

SCOPE OF WORK

We will accomplish these project objectives by performing the following tasks.

Task 1 – Review the City's Agreement and Identify Areas for Improvement

We will review the City's existing Agreement and its amendments. We will determine if the City's current operations and fees are in conformance with the Agreement. Based on our review, we will identify any areas in which Burrtec is not adhering to the Agreement.

Based on our experience in the solid waste industry, and using our library of municipal waste agreements as a resource, we will evaluate the Agreement for consistency with industry practices. In particular, we will compare the City's Agreement to solid waste agreements in nearby cities, and to the agreements that Burrtec has entered into in other jurisdictions. Based on our review and our evaluation, we will recommend options that the City could pursue in the event of a negotiation with Burrtec.

Task 2 - Review the City's Current Solid Waste Operations, Services, and Rate Structure

The purpose of this task is to identify areas in which the City can more efficiently and effectively accomplish its waste management program goals through improvements to its operations, services, and fee structure.

We will review relevant background documents related to the City's Agreement and its compliance with AB 939, AB 341, AB 1826, AB 1594, and SB 1383. These documents will include, but not be limited to, City Council staff reports, internal City memos, the City's AB 939 Annual Report (EAR), CalRecycle conference call agendas, CalRecycle correspondence and emails, and periodic tonnage and customer participation reports submitted to the City by Burrtec pursuant to Section 7.02 of the Agreement.

We will visit Burrtec's operations yard in Fontana, and service areas in the City. We will observe the company's operations and equipment, and interview its key personnel. We will also interview City staff regarding the City's solid waste program objectives.

We will obtain from Burrtec detailed downloads from its billing system regarding the number of commercial refuse and recycling customers in the City. Based on this information, we will quantify the level of participation in commercial recycling, greenwaste, and foodwaste collection.

Based on our observations, the information we review, and based on our experience in other jurisdictions, we will identify areas in which the City can more efficiently and effectively accomplish its waste management program goals. We will outline our recommendations in a brief technical memo.

Task 3 - Review and Validate the Rate Adjustment Proposed by Burrtec

We will discuss the basis for the proposed rate adjustments with Burrtec's managers and accounting staff. We will identify, request, and obtain the financial and operational records needed to justify the requested increase in rates.

We will analyze the information we obtain for reasonableness and internal consistency. For example, we will calculate common industry ratios (e.g., lbs. per home per week, lbs. per cubic yard, etc.), and compare them to industry ratios with which we are familiar. We will confirm certain information to external sources (e.g., tipping fees). We will visit Burrtec's office and perform limited detailed testing of the supporting documents to validate the incremental revenues and expenses on which the company's requested rate adjustment is based.

We will also review Burrtec's proposal to bundle the cost of food waste collection into its commercial bin rates. We will also obtain solid waste rate information from nearby jurisdictions. We will prepare a schedule that compares the residential and commercial refuse and recycling rates in the City of Upland to those in other nearby jurisdictions.

Based on our review, we will recommend a multi-year rate schedule that is transparent to the customer, efficiently implements the service rates, and passes through disposal fees. We will prepare a brief technical memo describing the work we performed, our findings, and any proposed adjustments to customer rates.

We will submit our memo and any revised rate schedules to the City and to Burrtec for their review and feedback. We will incorporate this feedback and update our workproducts, as appropriate. We will submit our finalized workproducts to the City and to Burrtec. The rate schedules we prepare will be suitable for including in a Prop 218 notice to customers.

FIRM PROFILE - MSW CONSULTANTS

MSW Consultants is a local solid waste consulting firm located in the City of Murrieta. MSW Consultants provides solid waste consulting services exclusively to local governments in the areas of finance, economics, and public policy. Our mission is to work with municipal managers to maximize the value of the solid waste services that are delivered to their ratepayers.

MSW Consultants was founded in 2000 by David L. Davis, CMA. In his over 30 years in the solid waste industry, Mr. Davis has provided a broad range of solid waste consulting service to over 60 cities, counties and special districts in the areas of auditing, contract negotiation, rate setting, competitive service procurement, contract compliance, waste diversion, and regulatory compliance.

MSW Consultants offers the following services to local governments:

- Contract negotiation and procurement assistance
- Performance audits of franchised waste haulers
- Rates studies for collection, processing, transfer and disposal service
- Solid waste program planning and design
- Reviews of contractor's requests for rate increases

- Route audits and routing efficiency studies
- Design and implementation of waste diversion programs
- AB 939 compliance

Exclusive Service to Local Governments

MSW Consultants works exclusively for local governments to avoid any actual or perceived conflicts of interest that may exist in firms that work for both private haulers and municipal clients.

PROJECT STAFF

David L. Davis, CMA – Project Manager

David Davis is a Certified Management Accountant (CMA) and an expert in solid waste macro- and micro-economics. Mr. Davis has held executive management positions in both local government, and in the private sector. Mr. Davis has served as the chief financial officer for hauling and landfill divisions of a national waste management company. He has provided solid waste consulting service to over 60 local government agencies in the areas of finance, economics, and public policy.

Mr. Davis has conducted solid waste audits for numerous local governments including the cities of Azusa, Baldwin Park, Burbank, Carlsbad, Carpinteria, Glendale, Hawthorne, Los Angeles, Orange, Palm Springs, Rancho Palos Verdes, San Buenaventura, Santa Barbara, and Vernon. Over the course of these engagements, he has audited over 30 separate waste hauling companies.

In his over 30 years in the solid waste industry, Mr. David Davis has drafted and negotiated several solid waste collection and disposal agreements. These have included exclusive and non-exclusive agreements, and agreements for single-family, multi-family, commercial, and rolloff collection service. In 2015, Mr. Davis assisted the City of Burbank in negotiating a

recycling facility operating agreement with Burrtec. Mr. Davis has personally prepared, revised, negotiated or procured solid waste agreements for the agencies shown below in Table 1.

Table 1 – Waste Agreements Prepared, Revised, Negotiated or Procured by David Davis

Burbank	Hawthorne	Orange Co. City Managers Committee
Cal State Long Beach	Hermosa Beach	Pomona
Calabasas	Imperial Beach	Rolling Hills
County of Monterey	La Canada Flintridge	San Fernando
Glendale	La Habra	Santa Barbara
Goleta	La Habra Heights	Vernon

Mr. Davis is an active contributor in the solid waste industry, and has served on the Board of Directors of the Southern California Waste Management Forum (SCWMF) since 1999. Mr. Davis graduated from Cal State Fullerton with a B. A. in Finance. He is the founder and president of MSW Consultants.

Craig D. Stroud, CPA - Senior Project Analyst

Craig Stroud will serve as senior project analyst. Mr. Stroud is a Certified Public Accountant (CPA) and operational analyst with over 16 years of experience revamping the operations of companies. He is familiar with corporate internal controls and accounting flow to performing in-depth analysis and modeling extensive what-if scenarios. Mr. Stroud has conducted solid waste performance audits in the cities of Chula Vista, Orange, Placentia, Rancho Palos Verdes, Signal Hill, and Vernon. He has audited the franchise fees of over 20 different solid waste haulers. He has conducted solid waste consulting projects for the cities of Auburn (Alabama), Copperas Cove (Texas), Glendale, Lompoc, Monterey County, Orange, Placentia, Prescott (Arizona), Rancho Palos Verdes, Rolling Hills, and Santa Maria.

Mr. Stroud has served in managerial, operational, analytical and marketing roles within the professional services, Department of Defense, healthcare and e-commerce industries. As a

revenue analyst with Science Applications International Corporation (SAIC), Mr. Stroud was responsible for executing extensive data queries and financial models to maximize program staffing revenue. He has built multiple departments within companies, from conception to operational profitability.

Mr. Stroud is a veteran of the U.S. Air Force. He graduated from California Polytechnic State University, San Luis Obispo with a BS in Business Management, with a focus on Accounting. He earned his CPA while employed as an auditor with the national CPA firm Ernst & Young.

Chen Newman – Project Analyst

Chen Newman will serve as project analyst. She is a skilled accountant and financial analyst with three years of experience in retail, banking, and local government. She has been responsible for analyzing the budgets of special municipal districts to ensure that they meet their debt service coverage ratios, and comply with their reserve requirements. She has been responsible for budgeting, accounts receivable, accounts payable, monthly close, and management reporting. She is highly skilled in MS Excel. She has participated in solid waste financial consulting engagements for the cities of Chula Vista, Lompoc, and the County of Monterey.

She earned a BA in Business Administration and Management; Finance from Shijiazhuang University of Economics in Hebei, China, an MPAcc in Accounting and Related Services from China University of Geosciences in Wuhan, China, and a MS in Accounting and Taxation from University of San Diego.

Proposed Fees

We propose to perform the above tasks for a not-to-exceed amount of $34,900. We have based our proposed fee on the hours and billing rates for each of our staff members shown on the following page in Table 1.

Table 1 – Proposed Not-to-Exceed Fees

Task	Description	Davis $190	Stroud $175	Chen $155	Hours	Proposed Fees
1	Review the City's Agreement and Identify Areas for Improvement	32	16	4	52	$9,500
2	Review the City's Current Solid Waste Operations, Services, and Rate Structure	16	24	16	56	$9,720
3	Review and Validate the Rate Adjustment Proposed by Burrtec	40	32	16	88	$15,680
	Total Hours	88	72	36	196	
	Total Proposed Fees	$16,720	$12,600	$5,580	$34,900	

We will only bill for the hours we work. If the City requests that we perform additional work outside the scope of work, we will do so at the same hourly rates. We will obtain the City's written approval prior to performing any additional work outside the scope of service described above. We will invoice the City monthly. Our invoices will describe the work performed by each staff member with the hours worked each day extended by the hourly billing rate. Payments will be due in 30 days.

* * *

SOLID WASTE CONSULTANTS
TO LOCAL GOVERNMENT

We appreciate the opportunity to offer our services to the City. If you have any questions, please call me at (951) 704-9776.

Sincerely,

David L. Davis, CMA
President

Attachment – Summary of Qualifications

41760 IVY ST., SUITE 203, MURRIETA, CALIFORNIA 92562
951.694.4001 951.704.9776 (CELL)

Firm Overview

MSW Consultants provides solid waste consulting services exclusively to government agencies in the areas of finance, economics, and public policy. Our mission is to work with municipal managers to maximize the value of the solid waste services that are delivered to their ratepayers.

We perform the following services:

- Rates studies for collection, processing, transfer and disposal service
- Economic analysis and feasibility studies for capital projects
- Solid waste system planning and design
- Reviews of contractor's requests for rate increases
- Franchise fee audits
- Hauler contract compliance reviews
- Contract negotiation and procurement assistance

Firm History

MSW Consultants was founded in 2000 by David L. Davis, CMA. In his over 30 years in the solid waste industry, Mr. Davis has provided a broad range of solid waste consulting service to over 60 local jurisdictions in the areas of rate setting, service procurement, regulatory compliance, waste diversion, facility feasibility analysis, and operational assessment.

Firm Personnel

David L. Davis, CMA - President

David Davis is a cost accountant and an expert in solid waste macro- and micro-economics. Mr. Davis has held executive management positions in both local government, and in the private sector. Mr. Davis has served as the chief financial officer for hauling and landfill divisions of a national waste management company, and provided solid waste consulting service to over 60 local government agencies.

Mr. Davis is an active contributor in the solid waste industry, and has served on the Board of Directors of the Southern California Waste Management Forum (SCWMF) since 1999. Mr. Davis graduated from Cal State Fullerton with a B. A. in Finance, and is a Certified Management Accountant (CMA).

Craig D. Stroud, CPA - Senior Consultant

Craig Stroud is a Certified Public Accountant (CPA) and operational analyst with over 16 years of experience revamping the operations of companies. He is familiar with corporate internal controls and accounting flow to performing in-depth analysis and modeling extensive what-if scenarios. He has served in managerial, operational, analysis and marketing roles within the professional services, Department of Defense, healthcare and e-commerce industries.

As a revenue analyst with Science Applications International Corporation (SAIC) Mr. Stroud was responsible for executing extensive data queries and financial models to maximize program staffing revenue. He has built multiple departments within companies, from conception to operational profitability.

Mr. Stroud has conducted solid waste consulting engagements for the cities of Auburn, Alabama and Copperas Cove, Texas, as well as for the California cities of Glendale, Orange, Placentia, Rancho Palos Verdes and Vernon. In addition, Mr. Stroud has audited the accounting records of approximately twenty solid waste haulers.

Mr. Stroud is a veteran of the U.S. Air Force. He graduated from California Polytechnic State University, San Luis Obispo with a BS in Business Management, with a focus on Accounting. He earned his CPA while employed as an auditor with the national CPA firm Ernst & Young.

Client: City of Anaheim, California
Orange County City Managers Association (OCCMA)

Project: Negotiation Assistance for Long Term Disposal Agreement

Project Description: In 2010 and 2015, we assisted the OCCMA, which represents all the incorporated cities in Orange County, in negotiating a long term waste disposal agreement with the County of Orange. The County owns and operates the three landfills used by the Cities. In 2010, the OCCMA and the County negotiated a new long term Waste Disposal Agreement with a value of over $1 billion. MSW Consultants served as lead analyst. Work included reviewing the County's extensive landfill tip fee model, and evaluating the reasonableness of the County's projected tons, revenues, operating expenses, and capital expenditures. We also identified and quantified key deal points, and recommended negotiating strategies. In 2015, we again assisted the OCCMA in re-negotiating the Waste Disposal Agreement.

Results: In 2010, our analysis led to the cities in Orange County saving approximately $250 million in tipping fees over the ten year term of the waste disposal agreement. In 2015, we assisted the OCCMA in obtaining approximately $30 million in revenue sharing for the cities in Orange County.

Contacts:

Ms. Lisa Kim / City of Orange – Economic Development / (714) 744-2207
Mr. Dan DeBassio / City of Anaheim - Public Works Ops. Manager / (714) 765-6860
Ms. Ayumi Takayasu/City of Anaheim - Sanitation Mgr. / (714) 765-6860

Client: City of Azusa, California

Projects: Material Recovery Facility - Tonnage Review
Analysis of Incremental Cost of Using More Distant Landfill

Project Descriptions: In 2003, we tested and analyzed the amount of solid waste tons delivered to a material recovery facility (MRF) operated by the City's exclusive solid waste service provider, Athens Services. The company's compensation was based on the amount of tons it reported as collected in the City and delivered to its material recovery facility.

In 2014, we analyzed the incremental cost borne by Athens of using a more distant landfill due to the closure of the Puente Hills Landfill.

Results: We found that the tons reported to the City by the MRF operator (Athens) were reasonable. We reported our findings of Athens' incremental cost to the City.

Contact: Mr. Cary Kalscheuer / Assistant to the Director of Public Utilities / (626) 812-517

Client: City of Bloomington, Illinois

Project: Solid Waste Rate Study

Project Description: In 2014, we prepared a rate model to mirror the financial performance of the City's solid waste enterprise fund. We designed new variable rates for single family customers, and projected future cash balances based on three rate adjustment scenarios. We prepared a report of our findings and recommendations.

Results: The City implemented a new variable rate structure for single family customers.

Contacts: Mr. Tom Beckley / Manager - Raftelis Financial Consultants / (816) 285-9024

Client: City of Brea, California

Project: Stormwater Rate Study

Project Description: In 2005, we assisted the City in designing new customer rates to provide funding for the City's stormwater management program. Work involved developing various approaches to allocating the City's stormwater management costs among the residential, commercial, industrial and agricultural sectors. We developed a spreadsheet model that emulated the various impacts on each of the City's 30,000 utility ratepayers.

Results: City implemented new stormwater fees which generated approximately $325,000 in annual revenue.

Contacts: Mr. Charles View / Public Works Director / (retired)
Mr. Bill Gallardo / Administrative Services Director / 714.990.7600

Client: City of Burbank, California

Project: Recyclable Processing Agreement Negotiation Assistance
Hauler Fee Audits

Project Description: In 2009, we assisted the City in re-negotiating its recyclable processing agreement with Burbank Recycling, Inc. (BRI). The City owns a recyclable processing center to which it delivers the recyclable materials it collects through its curbside and commercial collection routes. The City contracts with BRI to operate and maintain the facility. Our work included gathering information about similar recyclable processing arrangements, developing a negotiation strategy, drafting an updated operating agreement, and assisting in contract discussions. In 2011, we assisted the City in negotiating an assignment of the BRI operating agreement to Burrtec Waste Industries, Inc. In 2013, MSW Consultants reviewed the franchise fees paid by the City's independent commercial waste haulers.

Results: City Council unanimously approved new operating agreement that will provide the City with over $400,000 in new annual revenue.

Contacts: Mr. John Molinar / Assistant Director of Public Works / (818) 238-3919
Mr. Kreigh Hampel / Recycling Coordinator / (818) 238-3902

Client: City of Calabasas, California

Project: Solid Waste Franchise Agreement Procurement Assistance

Project Description: In 2015, assisted the City in conducting a competitive procurement of an exclusive solid waste franchise agreement. Our work included assisting with the preparation of the RFP package and franchise agreement, evaluating proposals, interviewing finalists, and presenting the results to the City Council.

Results: The City awarded a new franchise agreement to Waste Management.

Contacts: Mr. Robert Yalda / Public Works Director / (805) 224-1671
Ms. Marina Issakhani / Recycling Coordinator / (805) 224-1682

Client: City of Carpinteria, California

Project: Financial Review of Waste Hauler; Solid Waste Procurement Assistance

Project Description: In 2011, we assisted the City in performing a financial review of its exclusive solid waste service provider. Our work included performing an on-site review of the waste hauler's operational and financial records. We reviewed the hauler's billing accuracy, and proper payment of fees to the City. We also reviewed the hauler's profitability, and presented our findings to the City Council. Additionally, we are assisting the City in re-negotiating the City's current franchise agreement.

Results: Financial review found that hauler was accurately billing customers and correctly paying fees to the City.

Contacts: Mr. Charlie Ebeling / Public Works Director / (805) 684-5405 xt. 402
Ms. Erin Maker / Environmental Coordinator / (805) 684-5405 xt. 415

Client: City of Chula Vista, California

Project: Solid Waste Fee Survey

Project Description: In 2011, we performed a solid waste fee survey for the City. We gathered information about the franchise fees, AB 939 Fees, and other solid waste-related fees charged by other jurisdictions outside San Diego County.

Results: Found that the solid waste fees charged by the City of Chula Vista were lower than the average of those charged in the jurisdiction we surveyed.

Contact: Ms. Lynn France / Conservation Coordinator / (retired)

Client: City of Claremont, California

Project: Cost and Policy Analysis of Privatization of Solid Waste Collection Operations

Project Description: In 2013, we analyzed the operating costs of the City's solid waste collection operations. Our work included segregating the City's operating costs between those that would be avoided by contracting with a private hauler vs. those that would

continue to be borne by the City. We also compared the City's route productivity to that of private haulers. We prepared a report, and presented our findings to the City Council's solid waste subcommittee.

Results: We found that the City's route productivity was similar to private haulers in other jurisdictions. We also found that a significant portion of the City's operating costs would continue to be borne by the City even if it were to hire a private waste hauler.

Contacts: Mr. Sam Pedroza / Councilmember / (909) 399-5444
Ms. Kristin Mikula / Community Services Manager / (909) 399-5433

Client: City of Goleta, California

Project: Assistance with Negotiation of Solid Waste Franchise Agreement

Project Description: In 2011, we assisted the City in negotiating a new citywide franchise agreement with MarBorg Industries, Inc. (MarBorg). Previously, the City had been served by two haulers (Allied Waste and MarBorg) that served in separate zones of the City. Our work included gathering information from both haulers about their operations in Goleta, analyzing rate and service information, and determining the total amount of citywide waste collection revenue. We also assisted in developing a negotiation strategy, preparing counter-offers, and preparing sections of the new franchise agreement.

Results: City entered into a new franchise agreement with enhanced services and with customer rates that are among the lowest in Santa Barbara County.

Contacts: Mr. Everett King / Environmental Service Coordinator / (805) 961-7675

Client: City of Hawthorne, California

Projects: Solid Waste Contract Procurement Assistance
Solid Waste Franchise Fee Audit
Review of Hawthorne Airport Ground Lease Agreement

Project Description: In 2007, we assisted the City in a competitive procurement for residential and commercial solid waste service. We designed new recycling programs, specified the scope of services to be included in the new service agreement, prepared RFP documents, and evaluated proposals. In 2005, we assisted the City with franchise fee

audits of its exclusive residential and non-exclusive commercial solid waste service providers.

Results: Our competitive procurement resulted in over $2 million in annual savings to the City's residents and businesses. Our franchise fee audit resulted in the recovery of approximately $1.5 million in undeclared franchise fees. Our review of the Hawthorne Airport Ground Lease Agreement found that Hawthorne Airport, LLC had properly paid its ground lease payments to the City.

Contact: Mr. Arnie Shadbehr / City Manager / (310) 349-2980
Mr. Doug Krauss / Administrative Analyst / (310) 349-2987

Client: City of Hermosa Beach, California

Projects: Solid Waste Contract Negotiation Assistance

Project Description: In 2008, we assisted the City in negotiating a three year extension to its current waste collection franchise agreement with Consolidated Disposal Service. Our work included reviewing contract documents, identifying issues, attending meetings, and recommending negotiating strategies.

Results: The City and the company successfully extended the agreement. The City's rates continue to be among the lowest in Los Angeles County.

Contact: Mr. Stephen Burrell/City Manager/ (retired)

Client: City of Imperial Beach, California

Project: Solid Waste Contract Procurement Assistance

Project Description: In 1998, as part of another firm, we assisted the City in procuring a new solid waste services agreement. We drafted RFP and franchise agreement, and conducted pre-proposal meeting with haulers. We evaluated proposals, identified best proposal, and prepared report of findings and recommendations.

Results: Procured new automated services including single stream recycling and volume-based rates.

Contact: Mr. Hank Levien / Public Works Director / (retired)

Client: City of La Canada Flintridge, California

Projects: AB 939 Compliance Assistance
Solid Waste Contract Negotiation Assistance
Program Planning
Review of Hauler Permit Application

Project Description: In 2001, we assisted the City with AB 939 compliance. Work included correcting the City's waste diversion rate and implementing waste reduction programs in accordance with a Compliance Order from the California Integrated Waste Management Board.

In 2006, we assisted the City with negotiations with its two incumbent haulers for semi-exclusive refuse collection agreements. We conducted policy workshops for the City's Public Works and Traffic Commission, prepared contract and RFP documents, and assisted with contract negotiations.

In 2009, we assisted the City in evaluating the advantages and disadvantages of exclusive vs. non-exclusive service. Our work included policy presentations to the City Council and Public Works and Traffic Commission.

Results: Successfully negotiated two non-exclusive agreements for solid waste services on terms that accomplished the City's solid waste objectives. Key terms include providing the haulers with an economic incentive to recycle through the use of a sliding scale of franchise fee rates for various diversion rates. The City has achieved a diversion rate in excess of 50% every year since 2005.

Contacts: Mr. Mark Alexander / City Manager / (818) 790-8880
Ms. Mary Goytia-Strauss / Sr. Management Analyst / (818) 790-8882

Client: City of La Habra, California

Project: Solid Waste Contract Negotiation Assistance

Project Description: We are currently assisting the City in renegotiating its solid waste franchise agreement with CR&R Incorporated. In 2015, we assisted the City in reviewing Waste Management's request to assign the City's solid waste franchise agreement to CR&R Incorporated. In 2010, we assisted the City in re-negotiating its exclusive franchise

agreement with Waste Management of Orange County (WMOC). Our work included gathering information from WMOC about its operations in La Habra, analyzing rate and service information from surrounding communities, developing a negotiation strategy, drafting a new franchise agreement, preparing counter-offers, and presenting findings and recommendations to the City Council solid waste sub-committee.

Results: In 2015, we reviewed the qualifications of CR&R Incorporated and prepared a report to the City. In 2010, we helped the City negotiate a new agreement with increased services and rates that were approximately 15% lower than the previous rates, which saved ratepayers approximately $6 million over the term of the new agreement.

Contacts: Mr. Jim Sadro / City Manager / (562) 383-4000
Mr. Elias Saykali / Public Works Director / (562) 383-4171

Client: City of La Habra Heights, California

Project: Analysis of Solid Waste Collection System
Competitive Procurement of Exclusive Solid Waste Franchise Agreement

Project Description: In 2010, we assisted the City in analyzing its current solid waste collection system and determined the amount that ratepayers would save if the City were to move to a single exclusive hauler. At the time, the City had two independent haulers that openly competed for residential customers. We gathered operational and rate information from both haulers to determine the ratepayers aggregate cost of solid waste collection service. Based on that information, we prepared and issued a Request for Information (RFI), which was sent to various waste hauling firms to obtain quotes for exclusive citywide service.

In 2014, we assisted the City in conducting a competitive procurement of an exclusive solid waste franchise agreement. Our work included initial sole-source negotiations with the incumbent hauler, assisting with the preparation of the RFP package and franchise agreement, evaluating proposals, interviewing finalists, and presenting the results to the City Council.

Results: The City awarded a new franchise agreement to Republic Services. As a result of the competitive procurement, monthly rates for single family cart service decreased an average of 24%.

Contact: Ms. Shauna Clark / City Manager / (retired)

Ms. Gabriella Yap / (now Deputy City Manager with the City of Rancho Palos Verdes / (310) 544-5200

Client: LA Metro

Project: Preparation of Bid Rate Sheets for Solid Waste Collection Bid

Project Description: In 2012, under subcontract to Constance Hornig, Esq., we assisted LA Metro by preparing bid rates sheets for its solid waste collection bid. Our work included preparing an Excel workbook in which bidders are to enter their bid rates for various services at over 50 collection locations throughout LA Metro's transit system. Based on the bid rates from all the locations, the workbook calculates a single annual revenue amount upon which the winning bid is determined. We also prepared written instructions for bidders.

Results: LA Metro successfully procured new solid waste collection service for the transit system.

Contact: Mr. Steve Jaffe / Finance Manager / (562) 694-6302

Client: City of Lompoc, California

Project: Solid Waste Routing Efficiency; Solid Waste Rate Study

Project Description: From 2001 through 2014, we developed and updated a rate model to allocate costs between the City's landfill and collection operations, and among single family, multi-family, and commercial customers. Our work has included developing new landfill and collection service rates based on allocated costs. We presented our findings to the City Council. In 2008, we re-designed and re-balanced the City's routes to create greater route density.

Results: We developed a rate model and designed new volume-based rates to provide customers with an incentive to divert waste. The City uses our rate model as a tool to project revenues, expenditures, and cash balances for its solid waste enterprise fund. Our re-balance of the City's routes resulted in the elimination of two route-days and capacity to accommodate new growth.

Contact: Ms. Claudia Stine / Solid Waste Superintendent / (retired)
Mr. Brad Wilkie / Financial Services Director / (805) 275-8271

Client: California State University Long Beach

Project: Solid Waste Procurement Assistance

Project Description: In 2003, we assisted the University in procuring new solid waste services. Work included preparing request for qualifications and invitation to bid documents. Provided justification and documentation to the University's legal counsel to support the disqualification of one proposer. Work also included evaluating the University's current waste diversion programs and recommending improvements to comply with the State's waste diversion requirements for State facilities.

Results: Assisted the University in procuring more reliable service at a lower cost.

Contact: Mr. Jon Root / Recycling Coordinator/ (562) 985-7428

Client: County of Los Angeles – Treasurer and Tax Collectors Office

Project: Audit of Business License Tax on Landfill Gross Receipts

Project Description: In 2010, under subcontract to Intelligent Directions Consulting, Inc., we served as technical advisors on an engagement to audit the gross receipts of the five largest landfills in Los Angeles County. All landfills in Los Angeles County are required to pay a 10% Business License Tax based on their gross receipts. This was the first time in the County's history that this tax had been audited. Our role in this project was to develop the procedures used to audit the gross receipts of these landfills. Our work included reviewing key documents that governed the tax calculation method, developing workpaper templates, reviewing tonnage and revenue data, and reviewing draft audit reports.

Results: The engagement resulted in the identification of over $2.5 million in unpaid business license fees, penalties, and interest

Contacts: Mr. Joe Kelly / Chief Deputy – Treasurer and Tax Collector / (213) 974-2184
Ms. Damia Johnson / Assistant Operations Chief / (213) 974-7371

Client: City of Monrovia, California

Project: White Paper on Solid Waste Service Arrangements

Project Description: In 2008, we prepared a white paper describing the advantages of exclusive vs. non-exclusive service arrangements for the commercial and rolloff sectors. The report also included information on the solid waste challenges facing the City, and a recommended course of action to modify the City's current system. Work included gathering rate information from cities in Los Angeles County that had recently competitively procured refuse collection service, and gathering information about the disposal and transfer market in Los Angeles County. We presented our findings to the City Council.

Results: City has continued with its existing solid waste service arrangements.

Contacts: Mr. Scott Ochoa/City Manager/ (now City Manager for Ontario, CA)
Ms. Heather Maloney/ (now Administrative Services Manager for the City of Napa (707) 257-9209)

Client: County of Monterey, California

Projects: Review of Hauler Fee Payments; Cost Analysis;
Analysis of Landfill Disposal System; Rate Adjustment Review

Project Descriptions: In 2014, we reviewed the accuracy of Waste Management's franchise fee payments to the County, and analyzed its costs between the company's operations in the in the Monterey Regional Waste Management District and the Salinas Valley Solid Waste Authority.

In 2011, we performed an analysis of the County's landfill disposal system. In Monterey County, the landfills are owned by two separate special landfill districts, which serve separate areas of the County. The Marina landfill, which serves the coastal areas, is owned and operated by the Monterey Regional Waste Management District (MRWMD). The Johnson Canyon Landfill, which serves the inland areas, is owned by the Salinas Valley Solid Waste Authority (SVSWA). We analyzed the economic and policy impacts if the County were to withdraw from the SVSWA. Our work consisted of measuring the economic impact on the Waste Management, Inc. of re-directing its routes from the Johnson Canyon Landfill, to the Marina Landfill. We also analyzed the policy impacts of such a move on the County, the City of Salinas, and the SVSWA.

In 2009, we reviewed the reasonableness of cost and operational information that supported a rate adjustment request by Waste Management, Inc. related to the closure

of the Crazy Horse Landfill. Work included evaluating the reasonableness of Waste Management's hauled tonnage and incremental cost to redirect its routes to the Johnson Canyon Landfill via the Madison Lane Transfer Station.

Results: We prepared a comprehensive report describing the issues, and outlining our findings and recommendations. We found that Waste Management's rate adjustment request was reasonable. We found that Waste Management had properly paid its franchise fees.

Contacts: Mr. John Ramirez / Environmental Health Director / (831) 755-4539
Mr. Rob Durham/ Management Analyst II / (831) 755-8979

Client: City of Ontario, California

Project: Solid Waste Rate Study

Project Description: In 2005, we performed a rate study for the City's municipally operated solid waste enterprise. We worked in conjunction with the City's water/wastewater rate consultant to develop a rate model to allocate the City's costs and design rates for single family, multi-family, commercial, and rolloff customers.

Results: Re-designed rates based on the cost of service and the type of service.

Contact: Mr. Mike Sigsbee/Administrative Officer/ (909) 395-2653

Client: City of Orange, California

Projects: Sanitation/Stormwater Rate Study
Performance Audits of Waste Hauler

Project Description: In 2012, 2014 and 2016, MSW Consultants conducted performance reviews of CR&R Incorporated for the City of Orange. Our work included auditing the billing accuracy, waste diversion, customer service, vehicle maintenance, and other solid waste contract requirements of CR&R.

In 2007, we assisted the City in performing a cost of service analysis of its sanitation service rates. Work included designing new rates for single family, multi-family, and non-residential customers. Developed a rate model to emulate the rate impact of various scenarios on individual customers and on customer sectors.

In 2012 and 2014, we conducted performance audits of the City's exclusive solid waste service provider, CR&R. Our work included reviewing the contractor's billing accuracy, tonnage reporting, operational safety, and contract compliance.

Results: In 2007, we developed more equitable rates for sanitation service. In 2012, 2014, and 2016 we prepared and submitted reports of our findings to the City.

Contacts: Ms. Katrin Bandhauer / Internal Auditor / (714) 744-2251
Mr. Greg Warren / Solid Waste and Recycling Manager / (714) 744-5551

Client: City of Palm Springs, California

Project: Financial Review of Waste Hauler

Project Description: In 2012, we assisted the City in conducting a financial review of Palm Springs Disposal Service, Inc. Our work included reviewing the company's profitability, billing accuracy, customer service, and contract compliance. We also projected the company's cost of moving from twice-per-week residential collection service to once-per-week collection.

Results: We found that the Palm Springs Disposal's profitability was comparable to other companies in the waste collection industry, and that the company had complied with the terms of its agreement with the City.

Contacts: Mr. David Ready / City Manager / (760) 322-8362

Client: City of Rancho Palos Verdes, California

Project: Performance Audit of Waste Hauler

Project Description: In 2014 and 2017, we assisted with a performance review of the City's two waste haulers, EDCO Waste Services, and Universal Waste Services. Our work included reviewing each haulers billing accuracy, confirming the proper payment of franchise fees, verifying reported tonnage, and evaluating contract compliance.

Results: We found that each company was in material compliance with their respective agreements with the City.

Contacts: Ms. Lauren Ramezani / Sr. Administrative Analyst / (310) 544-5245

Client: City of Rolling Hills, California

Project: Solid Waste Contract Negotiation Assistance

Project Description: In 2010, we assisted the City in re-negotiating its exclusive franchise agreement with Allied Waste Industries, Inc. The City is unique in that it is exclusively residential with large lots. Its residents receive premium backyard service twice per week. Our work included estimating the company's operating costs, gathering rate and service information from comparable communities, developing a negotiating strategy, drafting a new franchise agreement, and assisting City staff in negotiating a new agreement with Allied.

Results: Negotiated a new agreement with stronger terms, increased services and rates that were competitive in relation to other similar communities.

Contact: Mr. Anton (Tony) Dahlerbruch / (now City Manager for Palos Verdes Estates) (310) 378-0383)

Client: City of San Buenaventura, California

Project: Annual Solid Waste Rate Review

Project Description: From 1993 through 1997, as part of another firm, conducted several annual reviews of the rate adjustment application submitted by the City's franchised hauler. Performed on-site testing and evaluation of the company's revenues and expenses, made adjustments based on rate-making provisions in the City's contract, presented findings and recommendations to a subcommittee of the City Council.

Results: Excluded certain costs in the hauler's rate application that should not have been funded by ratepayers (charitable donations, related-party expenses, etc.), and prepared rate adjustment recommendations to the City Council.

Contact: Mr. Ray Olson / Maintenance Service Manager / (retired)

Client: City of San Fernando, California

Project: Solid Waste Contract Procurement Assistance

Project Description: In 2002, we assisted the City in conducting a competitive procurement for solid waste collection services. Our work included conducting study sessions with City Council members, specifying the scope of services, preparing the RFP, drafting the franchise agreement, evaluating proposals, interviewing finalists, and negotiation the final agreement.

Results: The City awarded a contract to Crown Disposal Co., Inc. at lower rates.

Contact: Mr. Mike Drake / Public Works Director / (retired)

Client: City of Santa Barbara, California

Projects: Financial Review of Waste Hauler
Solid Waste Policy Report

Project Description: In 2017, we assisted the City in evaluating the method for setting tipping fees for the Tajiguas Resource Recovery Project, and for allocating project costs among several participating jurisdictions in Santa Barbara County.

In 2013, we assisted the City in a financial review of its exclusive waste hauler, MarBorg Industries, Inc. We allocated MarBorg's revenues, expenses, and profitability among the various jurisdictions it serves in Santa Barbara County. We analyzed the impact of various negotiating deal points on MarBorg's revenue and profitability in the City of Santa Barbara.

In 2003, we assisted the City in evaluating a request by MarBorg Industries, Inc. to extend its contract term by 10 years to secure financing for its C&D MRF through the California Pollution Control Financing Authority (CPCFA). We prepared a policy report for the City Council and assisted with contract negotiations.

Results: Our reports and analysis were used by the City to negotiate a contract terms that were favorable to the City.

Contacts: Mr. Matt Fore / Senior Assistant to the City Manager / (805) 564-5302

Client: City of Santa Maria

Project: Solid Waste Rate Study/Landfill Pricing Strategy Analysis

Project Description: In 2017, we conducted a solid waste rate study and landfill pricing strategy analysis for the City. Our work included gathering financial and operational information about the disposal market in norther Santa Barbara County, preparing a financial rate model to mirror the operating performance of the City's solid waste enterprise fund, and using the model to evaluate various waste import scenarios and pricing strategies.

Results: The City successfully negotiated new landfill waste delivery agreements.

Contacts: Mr. Jeffrey Clarin / Utilities Manager / (805) 925-0951 xt. 7212
Mr. Herb Cantu / Solid Waste Manager / (805) 925-0951 xt. 7239

Client: City of Santa Cruz

Project: MRF Feasibility Study

Project Description: In 2003, under subcontract to Environmental Science Associates, reviewed and analyzed the financial requirements and feasibility of the City's planned expansion of its Resource Recovery Facility. Our work involved estimating capital and operating costs based on various levels of throughput and material mixes. We also performed a 'make vs. buy' analysis by comparing the cost of expanding the facility with the incremental cost of using a facility in a nearby jurisdiction. We compared the incremental travel costs, tipping fee and potential material sales revenue with the cost of expanding the existing facility.

Results: The City developed its own single stream processing facility.
Contacts: Mr. Kelly Runyon / Environmental Science Associates / (415) 896-5900

Client: City of South Gate

Project: Solid Waste Transfer Station Host Fee Negotiation

Project Description: In 2004, we reviewed the revenue, expenses, and throughput for a transfer station located in the City. Assisted the City in negotiations to adjust the transfer station host fees paid to the City by the transfer station operator, Waste Management, Inc. Work involved an analysis of the local market for processing capacity, and performing sensitivity analysis on the transfer station operator's profits.

Results: The project was discontinued because a Federal indictment was handed down against the local service provider.

Contact: Mr. Bob Dickey / Public Works Director / (retired)

Client: City of Tacoma, Washington

Project: Technical Consultant - Solid Waste Rate Study

Project Description: In 2013, we served as technical consultant to Raftelis Financial Consultants in support of a water/wastewater/solid waste utility rate study.

Results: Assisted Raftelis in developing a solid waste rate model.

Contact: Mr. Sudhir Pardiwala
Manager-Raftelis Financial Consultants (626)583-1894

Client: City of Vernon

Project: AB 939 Compliance; Solid Waste Franchise Fee Audits

Project Description: Since 2000, we have assisted the City achieve its AB 939 diversion goals. Our work has consisted of monitoring the City's reported tons, and preparing the City's AB 939 Annual Report. We also assist the City in verifying the fee payments and reported tonnage amounts of its 18 independent refuse haulers. In 2012, we assisted the City in preparing a sustainability action plan.

Results: Since 2000, the businesses in Vernon have consistently achieved a waste diversion rate of well over 50 percent. Our hauler reviews have recovered over $800,000 in unreported franchise fees.

Contact: Mr. Freddie Aygin / Environmental Health Director / (323) 583-8811

STAFF REPORT

ITEM NO. 11.I.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	LONDA BOCK-HELMS, ACTING ADMINISTRATIVE SERVICES DIRECTOR KERI JOHNSON, CITY CLERK
SUBJECT:	RESIGNATION OF CITY COUNCIL ADVISORY COMMITTEE MEMBER

RECOMMENDED ACTION

It is recommended that the City Council accept the resignation from City Council Advisory Member Brinda Sarathy and instruct the City Clerk to post the vacancy pursuant to Government Code Section 54974.

GOAL STATEMENT

The proposed action supports the City's goal to provide opportunities for the citizenry to participate in local government through service on various committees, commissions, and boards.

BACKGROUND

The City Council Advisory Committee reviews any matters which may be referred to the Committee from time to time, and serves as stand-by officers for the City Council in the event of an emergency.

ISSUES/ANALYSIS

Ms. Sarathy was appointed to the City Council Advisory Committee on January 28, 2019 and was nominated by Councilmember Velto. The term of the appointment will expire in December 2020.

The City Clerk's Office received Ms. Sarathy's resignation on April 25, 2019. The resignation

creates an unscheduled vacancy, and Government Code Section 54974 requires vacancies be posted for 10 working days before new appointments can be made.

FISCAL IMPACTS

There are no fiscal impacts associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

No Attachments Available

STAFF REPORT

ITEM NO. 12.A.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	ROBERT D. DALQUEST, DEVELOPMENT SERVICES DIRECTOR LIZ CHAVEZ, DEVELOPMENT SERVICES MANAGER
SUBJECT:	COMMUNITY DEVELOPMENT BLOCK GRANT ONE YEAR ACTION PLAN FOR FISCAL YEAR 2019-20

RECOMMENDED ACTION

It is recommended that the City Council adopt a Resolution approving the City of Upland's One Year Action Plan (Plan) for Fiscal Year 2019-20 and authorize the City Manager to execute any and all necessary related documents to implement the FY 2019-20 Plan.

GOAL STATEMENT

The proposed action supports the City's goal of providing adequate housing, a sustainable living environment, and expanded economic opportunities principally for low and moderate income persons.

BACKGROUND

Consistent with applicable Community Development Block Grant (CDBG) regulations, the U.S. Department of Housing and Urban Development (HUD) requires grantees to prepare a Consolidated Plan every five years. It establishes a strategic vision for housing, community, and economic development actions. The City Council adopted Upland's current Consolidated Plan on May 11, 2015, which covers a five year period for FY 2015-2019. HUD further requires the submission of a One-Year Action Plan each fiscal year during the planning period to outline the planned projects' one-year goals and budgets for CDBG to be implemented during the upcoming program year. The approved documents are due to HUD by May 15, 2019. However, this year the deadline has been extended until the allocation amount has been determined by HUD. The draft documents were available for public review and comment from April 12, 2019 through, and including May 13, 2019. Copies of the draft document were available at the Development Services Department - Housing Division Office, Upland Public Library, Upland City Clerk's Office, and the Gibson Senior Center. The Public Hearing scheduled for May 13, 2019 provides another opportunity for public input. Any and all comments received during the

process (at public meetings and/or in writing) with respect to a particular draft document will be incorporated into the final draft document, as applicable, prior to submission to HUD.

ISSUES/ANALYSIS

Development of the FY 2019-20 One Year Action Plan was coordinated and accomplished with publicly noticed community meetings, direct solicitation of CDBG funding applications from local public service providers and coordination through the Upland CDBG Committee. In that respect, the CDBG Committee is recommending that the City Council approve the FY 2019-20 One Year Action Plan. The CDBG Committee, whose members are appointed by the City Council, conducted several public meetings within the last three months to determine recommended funding amounts for the proposed FY 2019-20 CDBG program. The CDBG Committee's recommendations are summarized on the attached Schedule of FY 2019-20 CDBG Estimated Allocations. Each program/project is described in narrative form within the One Year Action Plan which has been on file with the City Clerk for a thirty (30) day period.

FISCAL IMPACTS

The City will receive $638,558 from HUD for FY 2019-20. Based on the HUD approved allocation, the funds will be distributed to the local service providers based on the Committee's recommendations. The Committee's funding recommendations are consistent with this limit and comply with applicable federal rules and regulations - see attached Table FY 2019-20 Action Plan.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Resolution FY 19-20 Action Plan CDBG
Table FY 19-20 Action Plan
FY 19-20 One-Year Action Plan CDBG

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, CALIFORNIA APPROVING THE CITY OF UPLAND ONE-YEAR ACTION PLAN FOR FISCAL YEAR 2019-20

Intent of the Parties and Findings:

(i) Findings to support, the City of Upland is an Entitlement community in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program; and

(ii) As an entitlement jurisdiction, Upland receives an annual grant of funds under the CDBG Program; and

(iii) For FY 2019-20 the City of Upland will receive $638,558 of CDBG funds; and

(iv) As a prerequisite to receiving CDBG funds, the City of Upland must submit a Consolidated Plan, which serves as a federally required planning document that guides community development efforts in Upland; and

(v) The City Council adopted Upland's current Consolidated Plan May 11, 2015, which covers fiscal years 2015-16 through 2019-20; and

(vi) Upland's Consolidated Plan established goals and objectives that, among other things, addresses HUD's primary objectives for the CDBG program of providing adequate housing, a suitable living environment and expanded economic opportunities principally for low-moderate-income persons; and

(vii) The CDBG Committee (the Committee) has reviewed project proposals for FY 2019-20 and made recommendations to the City Council which are specified in the FY 2019-20 One-Year Action Plan and are consistent with the Consolidated Plan; and

(viii) The City Council's May 13, 2019 public hearing to consider approving the FY 2019-20 One Year Action Plan was properly notice for a (30) day period prior to the date of the public hearing to allow the public an opportunity to provide comments on the FY 2019-20 one Year Action Plan; and

(ix) During its May 13, 2019 public hearing, the City Council heard and considered both oral and written comments with respect to the FY 2019-20 One Year Action Plan; and

(x) Pursuant to Title 14, California Code of Regulations , Chapter 3, Article 18, Section 15262 – Feasibility and Planning Studies, the City Council may determine in its independent judgment that the FY 2019-20 One-Year Action Plan is exempted from the requirements of the California Environmental Quality Act of 1970 , as amended.

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

SECTION 1. The facts set forth above in the Resolution are true and correct.

SECTION 2. The FY 2019-20 One Year Action Plan is exempted by CEQA statue, Section 15262 – Planning Studies and therefore exempted from CEQA per the requirements of the California Environmental Quality Act of 1970 as amended, and the Guidelines promulgated and reflect the independent judgment of the City of Upland.

SECTION 3. The Upland City Council does hereby approve the City of Upland One-Year Action Plan for fiscal year 2019-20.

SECTION 4. The City Council authorizes the City Manager or designee to execute any and all necessary and related documents, including subrecepient agreements, in order to effectuate the implementation of the CDBG Program for fiscal year 2019-20.

SECTION 5. This Resolution shall take effect on the date of its adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 13th day of May, 2019.

_____
Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 13th day of May, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:_____
Keri Johnson, City Clerk

ACTIVITIES TO BE UNDERTAKEN

Table 1 summarizes recommendations of the CDBG Committee for public service projects, economic development, capital improvement and planning and administration activities for FY 2019-20.

Table 1: City of Upland CDBG Program for FY 2019	**Actual Allocation FY 19-20**
Public Services	**$95,783**
Upland Development Services– Graffiti Removal CDBG Areas	15,000
Upland Community Services – Vic's Place	20,000
Foothill Family Shelter – Stepping Stone Program	15,000
St. Joseph's Church – His Hands Food Program	21,283
Inland Valley Hope Partners – Food Security Program	10,000
Inland Valley Drug & Alcohol Recovery – Recovery Books	7,500
Pacific Lifeline – Women's Shelter	7,000
Economic Development Activities	**$60,000**
City of Upland – Business Assistance and Attraction Program FY 19-20	60,000
Capital Projects	**$355,064**
City of Upland - Downtown Façade Enhancement Program FY 19-20	100,000
City of Upland - Emergency Repair Program FY 19-20	155,064
Community Services – Landecena Interior Improvements FY 19-20	100,000
Planning and Administration	**$127,711**
Administrative & Economic Development Costs	85,361
Inland Fair Housing and Mediation Board – Fair Housing	24,200
Inland Fair Housing and Mediation Board – Landlord/Tenant Mediation	18,150
Program Income (none)	0.00
Allocation for FY 2019-20	**$638,558**

2019-2020 Action Plan

Revised Draft 4/23/19
May 13, 2019

City of Upland
Development Services Department
460 N. Euclid Avenue
Upland, CA 91786

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan 2015-2020 was approved on May 11, 2015. Subsequently the Plan was amended and approved (Amendment No. 1) by City Council on June 13, 2016, and HUD approved in April 2017, which included an Economic Opportunity goal. Additionally, a 2nd Amendment to the Consolidated Plan 2015-19 was approved by the City Council on March 12, 2018, adding a Housing Preservation goal.

The 2019-20 Action Plan is the fifth of five annual plans implementing the 2015-19 Consolidated Plan Strategic Plan goals for the investment of annual allocations of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The Action Plan identifies available resources, annual goals, projects and activities for the period beginning July 1, 2019 and ending June 30, 2020.

The City receives CDBG funds from HUD on a formula basis each year, and in turn, awards grants to nonprofit, for-profit or public organizations for programs and projects in furtherance of its 2019-2020 Annual Action Plan. The CDBG programs generally provide for a wide range of eligible activities for the benefit of low- and –moderate-income Upland residents, as discussed below.

Community Development Block Grant (CDBG)

The Housing and Community Development Act of 1974 created the CDBG Program. The primary objective of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- -and moderate-income. The CDBG regulations require that each activity meet one (1) of the following national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums and blight; or
- Meet other community development needs having a particular urgency.

Each year, the City certifies with the submission of its Annual Action Plan that it has given maximum feasible priority to activities, which meet the first and second objectives above. Additionally, the City certifies that no less than 70% of the CDBG funds received, over a three-year certification period, will be designed to benefit low- and moderate-income persons.

2019-2020 Program Year

This document formally introduces the City of Upland's fifth year's Annual Action Plan. For the 2019-2020 program years, the City will receive $638,558 of CDBG funds. There is no CDBG program income. The following program activities will be implemented from July 1, 2019 to June 30, 2020.

ACTIVITIES TO BE UNDERTAKEN

Table 1 summarizes recommendations of the CDBG Committee for public service projects, economic development, capital improvement and planning and administration activities for FY 2019-20.

Table 1: City of Upland CDBG Program for FY 2019	Actual Allocation FY 19-20
Public Services	**95,783**
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Administrative & Economic Development Costs	85,361
Inland Fair Housing and Mediation Board – Fair Housing	24,200
Inland Fair Housing and Mediation Board – Landlord/Tenant Mediation	18,150
Program Income (none)	0.00
Allocation for FY 2019-20	**$638,558**

Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

HUD's Community Planning and Development (CPD) Outcome Performance Measurement Framework classifies objectives in three (3) categories: decent housing, a suitable living environment, and economic opportunity. Based on the Needs Assessment and Market Analysis, the Strategic Plan identifies 8 high priority needs to be addressed through the implementation of activities aligned with 8 strategic Plan goals.

The highest priority needs include:

- Business enhancement through facade rehabilitation
- Improve neighborhoods
- Improve public facilities and infrastructure
- Provide public services for low-income residents
- Prevent and eliminate homelessness
- Ensure equal access to housing opportunities
- Strengthen economic opportunity through business and job creation
- Preserve the supply of affordable housing

Table 1 - The following goals are identified in the Strategic Plan:

	Goal Name	Category	Needs Assessed	Goal Outcome Indicator
1	Facade Rehabilitation	Non-Housing Community Development	Business enhancement through facade rehabilitation	Facade business rehabilitation
2	Neighborhood Preservation	Non-Housing Community Development	Improve Neighborhoods	Public Service activity other than low/mod income housing benefit
3	Public Facilities Improvement	Non-Housing Community Development	Improve public facilities and infrastructure	Pubic Facility or infrastructure
4	Public Services for low-income families	Public Services	Provide public services to low income residents	Public Service
5	Homeless Prevention Services	Homeless	Prevent and eliminate homelessness	Public Service
6	Fair Housing Services	Affordable Housing	Ensure equal access to housing opportunities	Other: Person Assisted
7	Economic Opportunity	non-Housing Community Development	Strengthen economic opportunity through business and job creation	Direct Financial Assistance for profits
8	Housing Preservation	Affordable Housing	Preserve the supply of affordable housing	13 owner housing units

Strategic Plan Goal / Activity	Unit Measure	5-Year Goal	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	YTD Total
Priority 1 - Business Opportunity		8						
Substantial Amendment June 2016 (Business Assistance & Attraction Program)					2 FTE			2 FTE
Business Assistance & Attraction Program FY 16-17	Jobs			1	1			2
Business Assistance & Attraction Program FY 17-18	Business		N/A	N/A	0			0
Priority 2 – Business Enhancement Through Façade Rehabilitation		15						
Downtown Façade Program – FY 15-16	Business		0	4				4
Downtown Façade Program – FY 16-17	Business		N/A	0	2			2
Downtown Façade Program - FY 17-18	Business				0			0
Priority 3- Improve Neighborhoods								
Graffiti Removal (inspections)	People	201,450	20,350	20,350	20,350			61,050
Emergency Repair Program – FY 13-14	Inspections		763	422	585			1,770
Emergency Repair Program – FY 14-15	Households		15	0				15
	Households		3	5				8
Priority 4 – Improve Public Facilities and Infrastructure		8,000						
Concrete Improvement Project FY 14-15 (CT/BG 08.10.2)	People		4,332					4,332
Concrete Improvement Project FY 15-16 (CT/BG 08.24.2)	People		N/A	2,030				2,030
Linda Way Reconstruction Project FY 16-17 (CT/BG 08.25.1)	People		N/A	0	0			0
Priority 5 - Provide Public Service to low-income residents		4,000						
After School Program – FY 17-18	People		233	200	56			489
Vic's Place After School Program- FY 17-18	People		59	54	56			169
His Hands Ministry – Food Pantry – FY 17-18	People		464	530	539			1,533
Food Security Program – FY 17-18	People		100	100	102			302
Inland Valley Drug & Alcohol Recovery – FY 17-18	People		47	46	119			212
Eagles Wings Mentorship FY 17-18	People		N/A	N/A	5			5
More Than a Meal – FY 16-17	People		23	15	N/A			38
Priority 6 – Prevent and Eliminate Homelessness		150						
Foothill Family Shelter FY 17-18	People		15	12	9			36
Pacific Lifeline (Transitional Housing) FY 17-18	People		22	32	16			70
Priority 7 – Ensure Equal Access to Housing Opportunities		2,500						
Fair Housing Services – FY 17-18 Landlord and Tenant Mediation Services - FY 17-18	People		595	622	528			N/A
Priority 8 – Housing Preservation								
Substantial Amendment March 2018 (Housing Preservation) Emergency Repair Program FY 17-18	Households	16			0			0

Past Performance

Goals

The investment of HUD resources during the 2010-2014 program years was a catalyst for positive change in the community. Together with other federal, state and local investments, HUD resources allowed the City and its partners to accomplish the following goals:

- Support services to aid transitional shelters assisting 149 persons
- Support services to aid food distribution programs assisting 6,050 persons
- Support Services to air drug/alcohol abuse recovery programs assisting 445 persons
- Assist in financing the rehabilitation of 37 single family housing units
- Provide emergency repairs to 95 single family & mobile homes for low income families
- Rehabilitate 49 single family and mobile home units with exterior paint
- Rehabilitate 1 historically significant home within redevelopment project area
- Support tenant assistance programs aiding 3,455 households
- Provide loan assistance for 9 first time homebuyers
- Install solar electric in low income households
- Conduct 20,315 code inspections and fund graffiti removal programs to eliminate 8,657 incidents
- Complete 34 infrastructure projects to include water/sewer improvements, street resurfacing and street light installation
- Fund the improvements to 14 park community facilities
- Support the City's youth through educational recreational activities reaching 9,449 youths
- Support senior nutrition and wellness programs reaching 721 elderly
- Provide adult literacy to 251 persons
- Continue to improve economic development by funding programs such as economic strategy programs, visions plan and Upland economic development website along with the administering RDA funded incentive programs
- Provide tenant/landlord counseling services to 3,031 persons
- Assist 329 low and moderate income renter households through fair housing services

While the City and local partners were able to successfully implement the activities listed above during the last five (5) years, there were insufficient resources to fully address the level of need identified in the last Consolidated Plan. The State of California's June 2011 passage of AB1X2, and subsequent court decisions and clarifying legislation, to eliminate Redevelopment Agencies - a substantial funding source for housing, community and economic development programs in California-significantly curtailed the City's ability to implement activities that benefit low- and moderate income residents.

3. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan

Subsequent to the enactment of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, HUD revised the Consolidated Plan regulations at 24 CFR Part 91 to emphasize the importance of citizen participation and consultation in the development of the Consolidated Plan. HUD strengthened the consultation process with requirements for consultation with the CoC (Continuum of

Care), Public Housing Authorities (PHA), business leaders, civic leaders, and public or private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families, homeless individuals and families, youth and/or other persons with special needs. Together with the analytic capabilities of the eCon Plan Suite, HUD's online Consolidated Plan template, these requirements created the conditions necessary to implement a collaborative, data-driven and place-based planning process that includes a robust level of citizen participation and consultation.

The City adopted a new Citizen Participation Plan on October 13, 2014 that reflects regulatory changes and process improvements. In accordance with the City's adopted Citizen Participation Plan, the City facilitated citizen participation through surveys, community meetings and public hearings. Efforts were made to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. The City also made efforts to encourage the participation of minorities and non-English speaking persons, as well as persons with disabilities. The consultation process included representatives of the CoC, PHA, and other specified groups who completed surveys, provided local data and assisted the City to ensure practical coordination of strategies to maximize impact and to avoid duplication of effort.

4. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

In the development of the Action Plan, the City solicited applications through the 2018-19 Notice of Funds Availability (NOFA) process from the City Departments for housing, community and economic development projects. The notice of funding for FY 2019-2020 Action Plan was published on November 23, 2018, and December 2, 2018. Applications were submitted on January 15, 2019, and reviewed for eligibility. A public meeting was held on February 12, 2019, to distribute applications to the committee members. A public meeting/hearing to discuss City Department applications received was held before the CDBG committee on March 5, 2019 in the Pinky Alder Room in Upland City Hall. The remaining service providers who applied for CDBG funds made their presentations to the committee on March 14, 2019.

The draft Action Plan was available for public review and comments from April 12, 2019 to May 13, 2019. The City Council convened a public hearing on May 13, 2019 to receive public comments.

Public Comments:

5. Summary of comments or views not accepted and the reasons for not accepting them

All comments and views received by the City in the development of the Action Plan were accepted and taken into consideration in the development of the Action Plan.

6. Summary

Examination of 2007-2011 American Community Survey (ACS) 5- year estimates and the 2007-2011 Comprehensive Housing Affordability Strategy (CHAS) data, in addition to local data, as well as consultation with citizens and stakeholders revealed eight high priority needs to be addressed through the investment of an anticipated $2.6 million of CDBG funds over the five year period of the Consolidated Plan. The investment of CDBG funds in eligible activities shall be guided principally by the eight goals of the Strategic Plan. Activities submitted for consideration in response to any solicitation or Notice of Funds Availability (NOFA) process must conform to one of the eight Strategic Plan Strategies and the associated action-oriented, measurable goals in order to receive consideration for CDBG funds.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	UPLAND	Development Services Department

Table 1 – Responsible Agencies

Narrative (optional)

City of Upland Development Services Department is the lead agency responsible for the administration of the CDBG programs. The Development Services Department contracted with LDM Associates, Inc. to prepare the 2015-2019 Consolidated Plan and City Staff prepared the 2019-2020 Action Plan.

In the development of this Consolidated Plan, LDM Associates, Inc. developed and implemented a comprehensive citizen participation and consultation process and conducted a needs assessment and market analysis to identify levels of relative need regarding affordable housing, homelessness, special needs, and community development. This information was gathered through consultation with public officials and local agencies, public outreach and community meetings, review of demographic and economic data, and housing market analysis.

In the implementation of the 2015-2019 Consolidated Plan and each of the five (5) Annual Action Plans, the Development Services Department shall be responsible for all grants planning, management and monitoring duties necessary to comply with HUD regulations and City policy.

Consolidated Plan Public Contact Information

Development Services Department
Liz Chavez, Development Services Manager
460 E. Euclid Ave
Upland, CA 91786
Phone (909) 931-4146
Fax (909) 931-4321

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Upland consulted with representatives from multiple agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for low- and moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. To facilitate this consultation, the City solicited feedback through the following methods:

- Stakeholder surveys (web-based and paper-surveys)
- Individual stakeholder consultations
- Community meetings
- Public hearings
- Receipt of written comments

The input gathered from these consultation partners helped establish and inform the objectives and goals described in the Strategic Plan. Specific comments received from consultation partners are included in the Attachments section of the Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City recognizes the importance of careful coordination and alignment among various service providers to maximize the effectiveness of their programs. As a result, during the development of this Consolidated Plan, the City consulted closely with organizations that provide assisted housing, health services and other community-focused agencies. Outreach efforts included surveys including specific questions associated with coordination, invitations to community meetings and follow-up in-person interviews where appropriate.

The City further recognizes the importance of continued coordination and alignment during the upcoming five (5) year planning period with these organizations and agencies. The City will work on strengthening relationships and alignment among these organizations.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

San Bernardino County's homeless Continuum of Care (CoC) is comprised of a network of public, private, faith-based, for-profit, and non-profit service providers who utilize several federal, state and local resources to provide services for homeless people. The region's municipalities, including the City of Upland, also provide resources for services that assist the homeless and those at risk of becoming homeless. The non-profit and faith-based community plays a key role in the current CoC system. Hundreds of agencies throughout the County provide programs ranging from feeding the homeless on the street to creating permanent supportive housing opportunities. These services are available to homeless families with children, and single men and women. The non-profit and faith-based community also serves special needs populations, such as victims of domestic violence, veterans, the disabled and youth.

The CoC guides the development of homeless strategies and the implementation of programs to end homelessness throughout the region. The City provided a detailed questionnaire to the CoC to identify the CoC's perceived needs in the county and its objectives to address the needs of different homeless persons populations, specifically chronically homeless families and individuals, families with children, veterans, unaccompanied youth and persons at risk of homelessness. Following the delivery and response to this questionnaire, the City followed up with the CoC to clarify existing needs and objectives and understand opportunities for collaboration and coordination during the five year planning process.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Although not a direct ESG entitlement community, the City of Upland consulted housing, social service and other entities involved in housing and community and economic development in Upland and throughout the region to obtain valuable information on the priority needs in Upland and how CDBG and other resources should be invested to provide decent affordable housing, a suitable living environment and economic opportunities for low- and moderate-income residents. The San Bernardino County Continuum of Care (CoC) was consulted directly by telephone and email to discuss performance standards, outcomes, and policies and procedures for HMIS. The City of Upland was referred to the Ten Year Plan to End Homelessness and publicly available reports.

The San Bernardino County CoC consults with jurisdictions on an on-going basis. A collaborative has been formed and quarterly meetings are held with representatives of local jurisdictions and the CoC. During the meetings funding priorities are determined which are consistent with the Ten Year Plan to End Homelessness. In the San Bernardino County, funds such as Emergency Solutions Grant (ESG) funds are directed toward emergency shelter and rapid-rehousing programs.

The San Bernardino County CoC performance standards and outcome evaluation methodology is based on data collected from HMIS and Annual Performance Reports (APR's), including data such a employment income , access to mainstream resources, transition to permanent housing, remaining in permanent housing, leveraging, spending, HMIS data quality participation in the PIT Counts and the Homeless Inventory County (HIC). In recent years, the San Bernardino County CoC has reviewed performance criteria gathered from HMIS including, average length of stay, rate of permanent housing exists, rate of returns, net exits to permanent housing, rate of net exits and project budgets through a Performance Improvement Calculator. This information provides the CoC the extent to which projects result in rapid return to permanent housing and the cost of programs.

Table 2 provides a listing of the entities consulted as part of this planning process.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	San Bernardino County Workforce Investment Board
	Agency/Group/Organization Type	Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Survey
2	**Agency/Group/Organization**	INLAND FAIR HOUSING AND MEDIATION BOARD
	Agency/Group/Organization Type	Services – Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Survey
3	**Agency/Group/Organization**	Victor Valley Community Services Council
	Agency/Group/Organization Type	Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Survey
4	**Agency/Group/Organization**	Southern CA Council of Governments (SCAG)
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Survey

Identify any Agency Types not consulted and provide rationale for not consulting

The City attempts to maintain a current and comprehensive list of agencies, organizations and other stakeholders and invited representatives from each entity to participate in the planning process at multiple points in the planning process. If an agency did not attend meetings or participate in surveys, it was done so by the agency's choice.

If an agency or organization was not consulted and would like to be included in the city's list of stakeholders, the agency or organization may contact the Development Services Department at (909) 931-4113.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Human Services Office of Homeless Services	The Homelessness Prevention Services of the County of San Bernardino 10-Year Strategy to End Homelessness.
City 2013-2021 Housing Element	City of Upland Development Services Department	The Goals of the Strategic Plan are consistent with the Housing Element with respect to affordable housing development, affordable housing preservation and furthering fair housing choice.

Table 4 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City established and followed a process for the development of this five-year Consolidated Plan and Action Plan that included broad participation from the community. These activities were coordinated and implemented by the Development Services Department.

Community meetings to discuss the housing and community development needs in the community were held on November 12, 2014 and November 22, 2014. Two (2) public hearings were held at different states in the development of the Consolidated Plan. The first public hearing/meeting on March 19, 2015 focused on the housing, community and economic development strategies/needs in the community. The second hearing on May 11, 2015 was to receive comments on the draft 2015-2019 Consolidated Plan and the 2015-2016 Annual Action Plan.

At each step in the process, the City was careful to ensure that low- and moderate-income residents, members of minority groups, agencies involved in the provision of services to these populations, and others who are directly impacted by the programs and activities supported by the Consolidated Plan programs had the opportunity to be actively involved.

A public meeting /hearing to discuss applications received in response to the City's Notice of Funds Availability (NOFA) for 2019-2020 CDBG was held before the CDBG Committee on February 12, 2019 and on March 5, 2019, the City Departments addressed the Committee to share information about their applications. Lastly, a public meeting on March 14, 2019 was held to hear the non-profit presentations to the Committee. No other public comments were received. The public hearing to receive comments on the draft 2019-2020 Annual Action Plan was held before the City Council on May 13, 2019.

In the preparation of the 2018-2020 Annual Action Plan the City followed the process established for citizen participation set forth in the Citizen Participation Plan. To promote greater public accessibility to program documents, the Citizen Participation Plan, Consolidated Plan, Action Plans, CAPERs and the Analysis of Impediments to Fair Housing Choice are posted on the City website at: http://www.ci.upland.ca.us/#CDBG
Copies are also made available for review at the following locations:

Upland City Hall, 460 N. Euclid Avenue, Upland, CA 91786
George M. Gibson Senior Center, 250 N. Third Avenue, Upland, CA 91786
Upland Public Library, 450 N. Euclid Avenue, Upland, CA 91786

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Newspaper ad published November 23, 2018 and December 2, 2018 in English and Spanish in the Inland Valley Daily Bulletin announcing the NOFA for the FY 2019-20 CDBG program year	Not applicable	Not applicable	
2	Application due date to City	CDBG application FY 18/19	Applications due to the City on January 15, 2019	Not applicable	Not applicable	
3	Internet Outreach	Non-targeted/broad community	None received	None received	None received	
4	Public Meeting	Non-English Speaking - Specify other language: Spanish	Newspaper ad published February 5, 2019 - Present applications to the Committee members and review CAPER 2017-18 on February 12, 2019.	None received	None received	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-English Speaking - Specify other language: Spanish	Newspaper ad published February 26, 2019 - Department applicant presentations to committee members on March 5, 2019	None received	None received	
6	Public Meeting	Non-English Speaking - Specify other language: Spanish	Newspaper ad published on March 7, 2019 - Public Service presentations to committee members on March 14, 2019	None received	None received	
7	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Published newspaper ad on April 12, 2019 announcing availability of the draft Action Plan FY 2019-20 for public hearing on May 13, 2019	None received	None received	
8	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Public Hearing of draft Action Plan FY 2019-20 before the Upland City Council on May 13, 2019 at 7:00 p.m.		None not accepted	

Table 5 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The strategic plan goals included in this Consolidated Plan are based on resources that are reasonably anticipated to be available to the City from federal, state, local and private sources from July 1, 2015 through June 30, 2020. The actual resources available to support activities during the implementation of this Consolidated Plan may vary significantly due to factors outside of the City's control. For example, HUD formula grant allocations are subject to change each year based on a number of factors such as the amount of the national appropriation, changes in ACS population data applied to the CPD grant formulas, statutory changes to the CPD grant formulas, the addition or removal of entitlements receiving a particular CPD grant and the availability of reallocated funds. Additionally, state, local and private resources will vary significantly depending on economic conditions.

For the Program Year 2019-20, the City will approximately receive $638,558 of CDBG funds from HUD.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	638,558	0		638,558	638,558	The expected amount available for the remainder of the Consolidated Plan period assumes level funding in future years.

Table 3 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

As a City with substantial housing and community development needs, Upland needs to leverage its CDBG entitlement grants with a variety of funding resources in order to maximize the effectiveness of available funds. The City's former Redevelopment Agency was the City's primary non-federal source of leveraged funds. With the elimination of the City's Redevelopment Agency, the City's ability to leverage federal funds has been substantially reduced. The City is currently seeking new opportunities to leverage federal funds, such as the State HOME and CalHOME programs as well as Continuum of Care (CoC) funds.

Federal Resources

- Continuum of Care (CoC) Program
- HUD Veterans Affairs supportive Housing (HUD-VASH)
- Supportive Housing for the Elderly (Section 202)
- Supportive Housing for Persons with Disabilities (Section 811)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Youthbuild
- Federal Low-Income Housing Tax Credit Program

State Resources

- State Low-Income Housing Tax Credit Program
- Building Equity and Growth in Neighborhoods Program (BEGIN)
- CalHome Program
- Multifamily Housing Program (MHP)
- Housing Related Parks Grant
- CalHFA Single and Multi-Family Program
- Mental Health Service Act (MHSA) Funding

Local Resources

- San Bernardino County Homeless Partnership (SBCHP)
- Housing Authority of the County of San Bernardino (HACSB)
- Southern California Home Financing Authority (SCHFA) Funding
- San Bernardino County Continuum of Care Program
- Upland Housing Fund

Private Resources

- Federal Home Loan Bank Affordable Housing Program (AHP)
- Community Reinvestment Act Programs
- United Way Funding
- Private Contributions

Matching Requirements

The City receives CDBG funds and does not receive HOME or ESG funds, therefore it is not required to provide any match.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In December 2011, the California Supreme Court upheld Assembly Bill 1X 26, which barred Redevelopment Agencies from engaging in new business and provided for their windup and dissolution. In the last eight years, the elimination of the Redevelopment Agencies has resulted in the loss of a crucial resource for the development and preservation of affordable housing. This was the most significant public policy change impacting affordable housing and residential investment.

While there are mechanisms whereby certain affordable housing assets are tied to the former Redevelopment Agencies (Successor Agencies) that may be utilized today, these resources are finite and scarce.

Discussion

The City expects to leverage its Upland Housing Fund monies with other public and private funding sources, including but not limited to:

- Low-Income Housing Tax Credits
- Project-based Section 8 certificates
- Project financing at favorable interest rates from local lenders
- Private market real estate investments
- Market rate housing that subsidizes affordable units on the same development site

Assuming continued-level funding of the CDBG program, the City expects to spend approximately $1.2 million of CDBG funds on community development, public facilities, infrastructure and neighborhood services activities that promote a suitable living environment between July 2015 and June 2020. It is anticipated that approximately $533,543 will be spent on public facilities and infrastructure projects, $148,183 will be spent on neighborhood preservation and $571,308 on Housing Preservation. Anticipated projects include:

- Graffiti Removal
- Code Enforcement
- Emergency Repair Program
- Public Facilities Improvements (including ADA)

Assuming continued-level funding of the CDBG program, the City expects to spend $593,048 of CDBG funds on business enhancement activities that support local small businesses between July 2015 and June 2020, through a commercial rehabilitation program. And with, the creation of jobs, through the Business Assistance and Attraction Program with funding of $364,038.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Facade Rehabilitation	2015	2019	Non-Housing Community Development	Historic Downtown	Business enhancement through facade rehabilitation	CDBG: $100,000	Facade treatment/business building rehabilitation:3 Business
2	Neighborhood Preservation	2015	2019	Non-Housing Community Development	Low- and Moderate-Income Census Tracts/Block Groups	Improve neighborhoods	CDBG: $15,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20350 Persons Assisted
3	Public Facilities Improvements	2015	2019	Non-Housing Community Development	Low- and Moderate-Income Census Tracts/Block Groups	Public facilities and infrastructure	CDBG: $100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 780 Persons Assisted
4	Public Services for low-income families	2015	2019	Non-Housing Community Development	Citywide	Public services to low-income residents	CDBG: $58,783	Public service activities other than Low/Moderate Income Housing Benefit: 800 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Homelessness Prevention Services	2015	2019	Homeless	Citywide	Prevent and eliminate homelessness	CDBG: $22,000	Homelessness Prevention: 31 Persons Assisted
6	Fair Housing Services	2015	2019	Affordable Housing	Citywide	Ensure equal access to housing opportunities	CDBG: $42,350	Other: 500 Other
7	Economic Opportunity	2015	2019	Non-Housing Community Development	Historic Downtown	Strengthen economic opportunity through businesses	CDBG: $60,000	Jobs created/retained: 2 Jobs Businesses assisted: 1 Businesses Assisted
8	Housing Preservation	2015	2019	Affordable Housing	Citywide	Preserve the supply of affordable housing	CDBG: $155,064	Homeowner Housing Rehabilitated: 12 Household Housing Unit

Table 4 – Goals Summary

Goal Descriptions

1	**Goal Name**	Facade Rehabilitation
	Goal Description	Preserve and strengthen opportunities for business through financial activities that assist in improving the appearance of facade in an attempt to increase business in the area resulting in increased job opportunities..
2	**Goal Name**	Neighborhood Preservation
	Goal Description	Preserve and enhance neighborhood aesthetics and improve infrastructure to benefit low- and moderate-income people or those presumed under HUD regulations to be low- and moderate-income.
3	**Goal Name**	Public Facilities Improvements
	Goal Description	Improve City of Upland public facilities and infrastructure to benefit low- and moderate income people or those presumed under HUD regulations to be low- and moderate-income such as elderly people and disabled adults.

4	**Goal Name**	Public Services for low-income families
	Goal Description	Provide low- and moderate-income families with a range of public services necessary to prevent homelessness and ameliorate the effects of poverty.
5	**Goal Name**	Homelessness Prevention Services
	Goal Description	Support a continuum of services in Upland/SB County to prevent and eliminate homelessness including but not limited to homeless prevention programs, emergency shelter and transitional housing.
6	**Goal Name**	Fair Housing Services
	Goal Description	Fulfill the HUD regulatory mandate to affirmatively further fair housing choice through the provision of fair housing education, counseling, anti-discrimination and landlord-tenant mediation services.
7	**Goal Name**	Economic Opportunity
	Goal Description	To address unemployment and underemployment in the community, the City supports development and expansion of local small businesses through the provision of financial assistance to low- and moderate-income local jobs. Businesses seeking to startup a business or expand their existing business in downtown Upland. Businesses can apply for assistance so long as they can create and retain low- and moderate-income jobs. This approach fulfills several needs in the community, including addressing employment opportunity, offering a wide range of products and services to local residents and in creating the sales tax base.
8	**Goal Name**	Housing Preservation
	Goal Description	Preservation of the quality of existing affordable housing stock occupied by low-moderate income households.

Projects

AP-35 Projects – 91.220(d)

Introduction

To address the high priority needs identified in the Strategic Plan to the 2015-2019 Consolidated Plan, the City of Upland will invest CDBG funds in projects that preserve affordable housing, provide fair housing services, provide services to low- and moderate-income residents, provide public services to low- and moderate-income residents, prevent homelessness, preserve neighborhoods, improve public facilities and infrastructure and improve businesses. Together, these projects will address the housing, community and economic development needs of Upland residents-particularly those residents residing in the CDBG low- and moderate-income areas.

Projects

#	Project Name
1	Facade Rehabilitation
2	Neighborhood Preservation
3	Public Facilities Improvements
4	Public Service for low- income families
5	Homeless Prevention
6	Fair Housing Services
7	CDBG Administration
8	Economic Development
9	Housing Preservation

Table 5 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Based on the Strategic Plan, the City is allocating 79.6 percent of its CDBG funds (excluding Program Administration) for program year 2019-20 to projects and activities that benefit low- and moderate-income people. Due to the nature of the projects and activities to be undertaken, investments in projects concerning Neighborhood Services and Public Facilities and Infrastructure Improvements are limited to the CDBG low- and moderate-income areas while other projects and activities benefit low- and moderate-income limited clientele or to create or expand economic opportunities, housing preservation and homeless prevention are available citywide.

The primary obstacles to meeting the underserved needs of low- and moderate-income people include lack of funding from federal, state and other local sources and the high cost of housing that is not affordable to low-income people. To address these obstacles, the City is investing CDBG funds through the 2019-20 Action Plan in projects that provide neighborhood services, public services, improvements to facilities for low-and moderate-income people and those with special needs, and projects that prevent homelessness.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Facade Rehabilitation
	Target Area	Historic Downtown
	Goals Supported	Facade Rehabilitation
	Needs Addressed	Business enhancement through facade rehabilitation
	Funding	CDBG: $100,000
	Description	Preserve and strengthen economic opportunities for business through financial activities that assist in improving the appearance of the facade in an attempt to increase business in the area resulting in increased job opportunities.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	Historic Downtown
	Planned Activities	Downtown facade program (3 businesses)
2	**Project Name**	Neighborhood Preservation
	Target Area	Low- and Moderate-Income Census Tracts/Block Groups
	Goals Supported	Neighborhood Preservation
	Needs Addressed	Improve neighborhoods
	Funding	CDBG: $15,000
	Description	Preserve and enhance neighborhood aesthetics and safety through activities such as graffiti removal to benefit low-and moderate income residents of the CDBG census track/block group areas.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 18,125 people in low- and moderate income census tract/block groups will benefit from this activity.
	Location Description	Low- and Moderate Income Census Tracts/Block Groups effective 2/14/19
	Planned Activities	Graffiti Removal (18,125 people) - $15,000
3	**Project Name**	Public Facilities Improvements
	Target Area	Low- and Moderate-Income Census Tracts/Block Groups
	Goals Supported	Public Facilities Improvements
	Needs Addressed	Public facilities and infrastructure
	Funding	CDBG $100,000:
	Description	Improve City of Upland public facilities and infrastructure to benefit low and moderate income people or those presumed under HUD regulations to be low- and moderate income such as elderly and disabled adults,
	Target Date	6/30/20

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 870 low-and moderate income residents will benefit from this activity.
	Location Description	Low and Moderate Income Census Track/Block Group (9.01.1)
	Planned Activities	Community Services – Landecena Interior Improvements.
4	**Project Name**	Public Service for low- income families
	Target Area	Citywide
	Goals Supported	Public Services for low-income families
	Needs Addressed	Public services to low-income residents
	Funding	CDBG: $58,783
	Description	Provide low- and moderate income families with a range of public services necessary to prevent homelessness and ameliorate the effects of poverty.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 800 people will benefit from the proposed activity.
	Location Description	Citywide
	Planned Activities	Vic's Place After School Program (50) People - $20,000 His Hands Ministry Food Pantry (450) People - $21,283 Food Security Program (100) People – $10,000 Inland Valley Recovery Services (Hygiene packet) (200) People - $7,500
5	**Project Name**	Homeless Prevention
	Target Area	Citywide
	Goals Supported	Homelessness Prevention Services
	Needs Addressed	Prevent and eliminate homelessness
	Funding	CDBG: $22,000
	Description	Support a continuum of services in San Bernardino County to prevent and eliminate homelessness including but not limited to homelessness prevention programs, emergency shelter and transitional housing.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 31 people will benefit from the proposed activity.
	Location Description	Citywide
	Planned Activities	Foothill Family Shelter (15) People - $15,000 Pacific Lifeline (16) People - $7,000
6	**Project Name**	Fair Housing Services
	Target Area	Citywide
	Goals Supported	Fair Housing Services
	Needs Addressed	Ensure equal access to housing opportunities
	Funding	CDBG: $43,250

	Description	Fulfill the HUD regulatory mandate to affirmatively further fair housing choice through the provision of fair housing education, counseling anti-discrimination and landlord tenant education services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 people will benefit from the proposed activity.
	Location Description	Citywide
	Planned Activities	Inland Fair Housing and Mediation Board (500) People - $43,250
7	**Project Name**	CDBG Administration
	Target Area	Citywide
	Goals Supported	Facade Rehabilitation Neighborhood Preservation Public Facilities Improvements Public Services for low-income families Homelessness Prevention Services Fair Housing Services Economic Opportunity Housing Preservation
	Needs Addressed	Business enhancement through facade rehabilitation Improve neighborhoods Public facilities and infrastructure Public services to low-income residents Prevent and eliminate homelessness Ensure equal access to housing opportunities Strengthen economic opportunity through businesses Preserve the supply of affordable housing
	Funding	CDBG: $85,361
	Description	Administrative services of the CDBG Program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	City of Upland 460 N. Euclid Avenue Upland CA 91786
	Planned Activities	Administrative Services of the CDBG Program - $80,201
8	**Project Name**	Economic Development
	Target Area	Historic Downtown
	Goals Supported	Economic Opportunity
	Needs Addressed	Strengthen economic opportunity through businesses
	Funding	CDBG: $60,000

	Description	To address unemployment and/or underemployment in the community, the City supports the development and expansion of local small businesses through the provision to provide financial assistance to create low- and moderate income local jobs. Businesses seeking to startup a business or expand their existing business in downtown Upland. Businesses can apply for assistance so long as they can create and retain low- and moderate income jobs. This approach fulfills several needs in the community, including addressing unemployment opportunity, offering a wide range of products and services to local residents and in creating the sales tax base.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2 Low- and moderate income jobs created/retained for this planned activity.
	Location Description	Historic Downtown
	Planned Activities	Jobs created/retained (2) Businesses assisted (1)
9	**Project Name**	Housing Preservation
	Target Area	Citywide
	Goals Supported	Housing Preservation
	Needs Addressed	Preserve the supply of affordable housing
	Funding	CDBG: $155,064
	Description	Preservation of the physical and functional integrity of existing housing units occupied by low- and moderate income households in a cost effective way to invest limited resources to retain existing housing units that are already affordable to low- and moderate income households in the community. Addressing substandard economic segments of the community have the means to ensure that their property meets local standards and that all Upland residents have the opportunity to live in decent housing. Housing preservation is rated as a high priority need based on the demand for service reported by the City's Housing Rehabilitation Program staff and responses to the 2015-2019 Consolidated Plan needs Assessment Survey. The City of Upland has traditionally used Community Development Agency or Upland Housing fund monies to address this need. However, with the elimination of CRA and diminished Upland Housing funds, CDBG funds are needed to meet the need.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Extremely Low Low Moderate
	Location Description	Citywide
	Planned Activities	Emergency Repair Program - (12 Households) - $155,064

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be primarily directed to low- and moderate-income persons or households, however all public facility improvement and neighborhood preservation project funds will be directed at the CDBG low- and moderate-income areas are shown on the map included in section SP-10 of the Consolidated Plan. The CDBG low- and moderate-income areas are comprised of low- and moderate-income Census Tract/Block Groups primarily located on the southeasterly part of Upland. Residents of the CDBG low- and moderate-income areas have median incomes at or below 80 percent of the median household income of $53,900. Therefore, priority is being established within the Consolidated Plan efforts for allocation priorities in this area.

Geographic Distribution

Target Area	Percentage of Funds
Historic Downtown	15
Low- and Moderate-Income Census Tracts/Block Groups	28
Citywide	57

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census tract areas for the 2019-20 program year, the City will invest $410,847 of CDBG funds that will benefit low- and moderate-income people throughout the City. Of this amount, at least 18 percent of all resources will be invested in projects that exclusively benefit the CDBG low- and moderate-income census tract areas. Due to the nature of the projects and activities to be undertaken, investments in projects and activities such as Neighborhood Preservation and Public Facilities are limited to areas that benefit the CDBG low- and moderate-income areas while other projects and activities benefit low- and moderate-income limited clientele and are available citywide.

Discussion

Based on the Strategic Plan, the City is allocating 79.60 percent of its non-administrative CDBG funds for program year 2019-2020 to projects and activities that benefit low- and moderate-income people and housing.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Although there are two high priority affordable housing needs that have been identified in the 2015-2019 Consolidated Plan, the City of Upland has the ability to leverage other funding sources to address the priority needs associated with affordable housing. The City will utilize Upland's Housing Fund, which is received annually, to address the two priority needs noted below.

Expand the Supply of Affordable Housing

Based on evaluation of 2007-2011 ACS and CHAS data, there is a high need for housing units affordable for households earning less than 80 percent of AMI. Of the 8,145 households earning 0-80 percent of AMI in the City, 8,145 are cost burdened households—meaning households paying more than 30 percent of their income for housing. Additionally, 6,015 of the cost burdened households are considered severely cost burdened households—meaning that they pay more than 50 percent of their income for housing. Of the 6,015 severely cost burdened households, 4,365 are renters. Of those severely cost burdened renter households, 2,730 households earn less than 50 percent of AMI and are considered the most at risk of becoming homeless.

Preserve the Supply of Affordable Housing

As the City's housing stock ages, a growing percentage of housing units may need rehabilitation to allow them to remain safe and habitable. The situation is of particular concern for low- and moderate-income home owners who are generally not in a financial position to properly maintain their homes.

The age and condition of Upland's housing stock is an important indicator of potential rehabilitation needs. Commonly, housing over 30 years of age needs some form of major rehabilitation, such as roof replacement, foundation work and plumbing systems. Housing over 15 years of age will generally exhibit deficiencies in terms of paint, weatherization, heating / air-conditioning systems, hot water heaters and finish plumbing fixtures.

According to CHAS data showing the year that housing units were built categorized by owner and renter tenure:

- 9,450 or 63 percent of the 15,039 owner-occupied housing units in Upland were built 34 or more years ago (built prior to 1980)
- 4,481 or 30 percent of the 15,039 owner-occupied housing units in Upland were built between 15 and 34 years ago (built between 1980 and 1999)
- 6,270 or 61 percent of the 10,308 renter-occupied housing units in Upland were built 34 or more years ago (built prior to 1980)
- 3,311 or 32 percent of the 10,308 renter-occupied housing units in Upland were built between 15

and 34 years ago (built between 1980 and 1999)

Preservation of the physical and functional integrity of existing housing units occupied by low- and moderate-income households is a cost-effective way to invest limited resources to retain existing housing units that are already affordable to low- and moderate-income households in the community. Addressing substandard housing conditions through housing preservation activities provide that all economic segments of the community have the means to ensure that their property meets local standards and that all Upland residents have the opportunity to live in decent housing.

One Year Goals for the Number of Households to be Supported	
Homeless	31
Non-Homeless	0
Special-Needs	0
Total	31

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	10

Table 8 - One Year Goals for Affordable Housing by Support Type

Discussion

Although the City has made it a high priority need to expand the supply of affordable housing and a high priority need to preserve the supply of affordable housing, during the 2019-20 program year, the City of Upland will invest CDBG Fund monies in the preservation of affordable housing units. Specifically, the CDBG funds will be used to support affordable housing preservation projects through the Emergency Repair Program. In addition, Foothill Family Shelter and Pacific Lifeline supply transitional housing.

AP-60 Public Housing – 91.220(h)

Introduction

The Upland Housing Authority was formed in 1940 under State of California Housing Authority Law to actively improve existing neighborhoods and develop affordable housing opportunities using local, state and federal resources. The Housing Authority County of San Bernardino (HACSB) administers the Upland Housing Authority (UHA) conventional public housing and Section 8 voucher program in the City of Upland since July, 2017.

Actions planned during the next year to address the needs to public housing

The HACSB will manage on behalf of the UHA to maintain and provide public housing through Section 8 vouchers and the Los Olivos program. According to UHA's 2015 five-year plan, it may attempt to project-base some of its Section 8 vouchers in the upcoming five-year period.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The HACSB will implement on behalf of UHA:

- Actively encourages residents to be involved in the organization through resident councils and active participation in housing authority decisions via surveys and other forms of engagement.

- Maintains an active listing of all home ownership opportunities and resources in San Bernardino County and the greater metro area for residents to explore and identify potential home ownership opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

PHA is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City will invest CDBG funds during the program year to address high priority needs identified in the 2015-2019 Consolidated Plan including preventing homelessness and providing assistance to those who have become homeless. This will be accomplished though the funding of the Stepping Stone Program (Foothill Family Shelter) and the Woman's Program (Pacific Lifeline) which provide homeless shelter and transitional housing services.

According to the results of the most recent data available from the bi-annual Point-in-Time Homeless Count (PIT Count) held on January 24, 2019, on any given night in San Bernardino County, approximately 2,607 people are homeless. Of the 2,607 persons, 1,873 adults and 5 were unaccompanied youth under age 18, and 42 were children under age 18 in families- are unsheltered and 687 persons-were sheltered. Four hundred forty-four (440) persons - were living in shelters or received a motel vouchers, and 247 persons were living in transitional housing. Of the 2,607 homeless, 58 were counted in Upland.

To address incidences of homelessness in Upland and to prevent extremely-low income Upland families from becoming homeless, the City places a high priority on programs that work to prevent homelessness or rapidly connect homeless individuals with housing and supportive services. To address this need, the City will support two continuum of services in the City of Upland, the Stepping Stone Program and the Woman's Program, utilizing its CDBG funds in addition to programs implemented through the San Bernardino County CoC to prevent and eliminate homelessness including, but not limited to, homelessness prevention programs, emergency shelter programs and transitional housing. The two aforementioned programs funded by the City anticipate serving 31 unduplicated people during the 2019-2020 Program Year.

Services for Residents with Special Needs

Analysis of available data and consultation with organizations providing services for special needs populations revealed a need for a range of additional services including, but not limited to, those concerned with developmentally disabled adults. To address these needs, the City will support activities that provide services to developmentally disabled adults. The Upland Housing Rehabilitation Program (funded with Upland Housing Funds) will provide grants and loans to complete necessary improvements to the dwelling to make the unit accessible. In addition, through the five-year period of the Consolidated Plan, the City will be funding improvements to community facilities to make them ADA accessible for disabled adults who may frequent these facilities.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In June 2010, the Obama Administration released Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors), in which HUD and its federal partners set goals to end Veteran and

chronic homelessness by 2015, and end family and youth homelessness by 2020.

According to the Ten-Year Plan to End Homelessness in San Bernardino County adopted in June 2009 (Ten-Year Plan) and the three year evaluation of the 2009-2019 10-Year Strategy adopted April 2013, the CoC is in the process of implementing several regional strategies that will enhance local coordination to more effectively assist people in need. To more rapidly identify and assess people experiencing homelessness, the CoC is working to create regional homeless access centers that will offer fully coordinated systems of outreach and will facilitate universal assessment, intake, referral and transportation to resources. The CoC is also developing resources of information (such as 2-1-1) to better serve individuals who are homeless or at risk of becoming homeless. In addition, the CoC is working to implement a database using real time information from intake and assessment that is housed in the Homeless Management Information System (HIMS). Collectively these strategies will help minimize duplication of effort and better connect the most vulnerable individuals and families, chronically homeless, and people at risk of becoming homeless to appropriate resources.

Since the adoption of the Ten-Year Plan in 2009, the CoC has taken initial steps toward fully coordinated systems of outreach and assessment. The CoC completed the inventory of existing access centers in San Bernardino County noting the locations of each access center. The CoC also conducts informational outreach presentations concerning homelessness in San Bernardino County.

In the winter of 2013, the City of Upland organized community members to form a Homeless Stakeholders Team. This team is comprised of individuals and organizations that have a desire to help the community and see a positive change in the city, specifically as it relates to those affected by homelessness. This partnership with staff from the Development Services, Parks and Recreation, and the Police Departments are committed to the mission to establish realistic strategies, make tangible recommendations, and foster community oriented relationships that address the needs of the Upland community, residents, businesses, and the homeless. The team is working hand in hand with the CoC in addressing some of the concerns and issues facing the community in terms of homelessness including: community outreach, engagement and education initiatives, treatment and permanent supportive housing, housing first initiatives, and enforcement. The team is working hard to ensure that services and opportunities are available for homeless individuals and families in the community. Some may or may not want the services provided, but the City of Upland and the Homeless Stakeholders Team want to ensure that everyone has something or someone to be directed to. As the team moves forward they continue to find ways for the organizations and homelessness service agencies to partner with each other to maximize resources and services. The team meets monthly and hosts event regularly to reach out to the homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Upland supports the efforts of the San Bernardino County Continuum of Care (CoC) and its member organizations that address homelessness. As described earlier, the City supports local nonprofit agencies who provide emergency rental assistance and housing counseling to low- and moderate-income residents to prevent homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals

and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In support of CoC efforts, this Strategic Plan provides for the use of CDBG funds to support activities implemented by local nonprofit organizations that provide services to help prevent and eliminate homelessness, including families at risk of homelessness, veterans, victims of domestic violence and emancipated foster youth. The City will also leverage CDBG funds to expand the supply of affordable housing in Upland.

Additional efforts are underway at the regional level to shorten the period of time that individuals and families have experienced homelessness and to prevent individuals and families who were recently homeless from becoming homeless again. The 2-1-1 regularly works with public service agencies to analyze the resources and funding being used to operate transitional housing programs and consider how these resources could be used more in alignment with the best practices (i.e. rapid re-housing and permanent housing) for ending homelessness. Many transitional housing providers are working to End Homelessness to evaluate strategies to lower program threshold requirements and improve outcomes including shorter shelter stays and more rapid transitions to permanent housing.

The City of Upland has been awarded $127,000 in HEAP funding to assist in combating homelessness over the next two years (7/1/21).

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

An individual or family is considered to be at-risk of becoming homeless if it experiences extreme difficulty maintaining their housing and has no reasonable alternatives for obtaining subsequent housing. Homelessness often results from a complex set of circumstances that require people to choose between food, shelter and other basic needs. Examples of common circumstances that can cause homelessness include eviction, loss of income, insufficient income, disability, increase in the cost of housing, discharge from an institution, irreparable damage or deterioration to housing, and fleeing from family violence.

The most effective and cost efficient means to address homelessness is to prevent episodes of homelessness from occurring in the first place. San Bernardino County's current CoC system encourages services aimed at reducing incidences of homelessness, including:

- Emergency Rental and Utility Assistance: Short-term financial assistance to prevent eviction and utility shut-off.
- Credit Counseling: Financial counseling and advocacy to assist households to repair credit history.
- Legal/Mediation Services: Tenant-landlord legal/mediation services to prevent eviction.
- Food Banks and Pantries: Direct provision of food, toiletries and other necessities.
- Transportation Assistance: Direct provision of bus vouchers and other forms of transportation

assistance.

- Clothing Assistance: Direct provision of clothing for needy families and individuals.
- Prescription/Medical/Dental Services: Direct provision of prescription, medical and dental services.
- Workforce Development: Direct provision of job training services designed to develop and enhance employment skills, as well as to help clients secure and retain living wage jobs.
- Information & Referral Services: Direct provision of 24-hour/7-days-a-week call center services to provide health and human service information to at-risk populations.
- Recuperative care for homeless individuals who become ill or injured.

Discussion

With limited CDBG resources available, the City is investing CDBG public service funds through the CDBG Public Service Capacity Building Grants made to Foothill Family Shelter and Pacific Lifeline to assist 31 unduplicated persons during the program year to prevent homelessness in Upland.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

A barrier to affordable housing is a public policy or nongovernmental condition that constrains the development or rehabilitation of affordable housing, such as land use controls, property taxes, state prevailing wage requirements, environmental protection, cost of land and availability of monetary resources. Barriers to affordable housing are distinguished from impediments to fair housing choice in the sense that barriers are lawful and impediments to fair housing choice are usually unlawful.

Based on information gathered during community meetings, the Consolidated Plan Needs Assessment Survey, the 2013-2021 Housing Element and market analysis, the primary barriers to affordable housing in Upland are housing affordability and the lack of monetary resources necessary to develop and sustain affordable housing. The two barriers are related in the sense that demand for affordable housing exceeds the supply and insufficient resources are available to increase the supply of affordable housing to meet demand.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the development of the 2013-2021 Housing Element, the City evaluated significant public policies affecting affordable housing development such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges and growth limitations. Based on this evaluation, the City determined that it has taken all necessary steps to ameliorate the negative effects of public policies that may have been a barrier to affordable housing. Moreover, the City is actively engaged with affordable housing developers concerning the siting of affordable housing and ensuring that the entitlement process runs smoothly from inception to completion.

Discussion:

To address housing affordability and the lack of monetary resources for affordable housing, the City will be using Upland Housing Fund dollars for the future acquisition or development of affordable rental housing units during the five year period of the Consolidated Plan and the rehabilitation and preservation of existing affordable housing units over the next five years through its Housing Rehabilitating Program. Although the City no longer has access to Redevelopment Housing Set-Aside funds, the City will continue to leverage its Upland Housing Funds to attract private and other available public resources for the purpose of affordable housing, to facilitate affordable housing development. This strategy will increase the supply of affordable housing and preserve existing affordable housing in the City.

AP-85 Other Actions – 91.220(k)

Introduction:

In the implementation of the 2019-20 Annual Action Plan, the City will invest CDBG resources to address obstacles to meeting underserved needs, reduce the number of poverty-level families, develop institutional structure and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The primary obstacles to meeting the underserved needs of low- and moderate-income people include lack of funding from federal, state and other local sources, the high cost of housing that is not affordable to low-income people and the lack of availability of home improvement financing in the private lending industry. To address these obstacles, the City is investing CDBG funds through the 2019-20 Action Plan in projects that provide public and neighborhood preservation services to low- and moderate-income people. To address underserved needs, the City is allocating 79 percent of its non-administrative CDBG investments for program year 2019-20 to projects and activities that benefit low- and moderate-income people.

Actions planned to foster and maintain affordable housing

In the implementation of the 2019-20 Annual Action Plan, the City will invest Upland Housing Fund dollars to preserve and maintain affordable housing through the City of Upland Residential Rehabilitation Program that will provide grants and loans to low- and moderate-income owners of single-family housing units. Additionally, the Upland Housing Fund provides financial assistance to low- and moderate-income households that are in need of home repairs.

Actions planned to reduce lead-based paint hazards

The Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) emphasizes prevention of childhood lead poisoning through housing-based approaches. To reduce lead-based paint hazards, the City of Upland Residential Rehabilitation Program (through the Upland Housing Fund) will conduct lead-based paint testing and risk assessments for each property assisted that was built prior to January 1, 1978 and will incorporate safe work practices or abatement into the scope of work as required to reduce lead-based paint hazards in accordance with 24 CFR Part 35.

Actions planned to reduce the number of poverty-level families

The combination of CDBG and Upland Housing Fund activities will be used in meeting the goals established in the 2015-2019 Consolidated Plan - Strategic Plan and this Annual Action Plan. These funds will help to reduce the number of poverty-level families by:

- Supporting activities that expand the supply of housing that is affordable to low- and moderate-income households;
- Supporting activities that preserve the supply of decent housing that is affordable to low- and moderate-income households;
- Supporting a continuum of housing and public service programs to prevent and eliminate homelessness;
- Supporting housing preservation programs that assure low income households have a safe,

decent and appropriate place to live;

- Supporting public services for low- and moderate-income residents including those with special needs and those at-risk of homelessness offered by nonprofit organizations receiving CDBG Public Service Capacity Building Grants; and
- Promoting economic opportunity for business that will employ low- and moderate-income residents.

In addition to these local efforts, mainstream state and federal resources also contribute to reducing the number of individuals and families in poverty. Federal programs such as the Earned Income Tax Credit and Head Start provide pathways out of poverty for families who are ready to pursue employment and educational opportunities. Additionally in California, the primary programs that assist families in poverty are CalWORKS, CalFresh (formerly food stamps) and Medi-Cal. Together, these programs provide individuals and families with employment assistance, subsidy for food, medical care, childcare and cash payments to meet basic needs such as housing, nutrition and transportation. Other services are available to assist persons suffering from substance abuse, domestic violence and mental illness.

Actions planned to develop institutional structure

The institutional delivery system in Upland is high-functioning and collaborative—particularly the relationship between local government and the nonprofit sector comprised of a network of capable non-profit organizations that are delivering a full range of services to residents. Strong City departments anchor the administration of HUD grant programs and the housing, community and economic development activities that are implemented by the City support and enhance this existing institutional structure, the City of Upland will collaborate with affordable housing developers and nonprofit agencies receiving CDBG funds through the 2019-20 Annual Action Plan to ensure that the needs of low- and moderate-income residents are met as envisioned within the 2015-2019 Consolidated Plan - Strategic Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

Upland has a long track record of successful partnerships among public and private sector entities. The delivery system for the HUD grant programs is no exception. Communication and cooperation between the City of Upland Development Services Department and the partner agencies and organizations that administer activities is strong. City staff continues to work closely with the other organizations to improve regulatory compliance, monitoring, cooperation and partnerships among agencies and technical capacity of organizations involved in project delivery.

To enhance coordination between public and private housing and social service agencies, the City will continue consulting with and inviting the participation of a wide variety of agencies and organizations involved in the delivery of housing and supportive services to low- and moderate-income residents in Upland—particularly the CDBG low- and moderate-income areas.

Discussion:

In the implementation of the 2019-2020 Annual Action Plan, the City will invest CDBG resources to address obstacles to meeting underserved needs, reduce the number of poverty-level families, develop institutional structure and enhance coordination between public and private housing and social service agencies.

Program Specific Requirements
AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:
In the implementation of programs and activities under the 2019-20 Annual Action Plan, the City of Upland will follow all HUD regulations concerning the use of program income, forms of investment, overall low- and moderate-income benefit for the CDBG program.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	79.6%

In the implementation of programs and activities under the 2019-20 Annual Action Plan, the City of Upland will follow all HUD regulations concerning the use of CPD funds.

Attachments

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(formerly The Daily Report)
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909-987-6397
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PROOF OF PUBLICATION
(2015.5 C.C.P.)

STATE OF CALIFORNIA
County of San Bernardino

I am a citizen of the United States, I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of INLAND VALLEY DAILY BULLETIN, a newspaper of general circulation printed and published daily for the City of Ontario, County of San Bernardino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, on the date of August 24, 1951, Case Number 70663. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

11/23, 12/7/18

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Rancho Cucamonga, San Bernardino Co. California

This 7 Day of December, 20 18

Signature

r.LP13-09/02/17 377624:94

1

PUBLIC NOTICE

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
NOTICE OF FUNDS AVAILABILITY (NOFA)
FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FOR FISCAL YEAR 2019-2020

The Federal Housing and Community Development Act of 1974, as amended provides Federal Community Development Block Grant (CDBG) for projects that promote the development of viable urban communities by providing decent housing, suitable living environments, and expanded economic opportunities, particularly for persons of low and moderate income.

Over the past years, the City of Upland has participated with the CDBG Program. It is anticipated that the City will be receiving grant funds for fiscal year 2019-2020 for CDBG is estimated at $612,759. The City invites applications for programs/projects. A general description of the type of eligible projects is summarized below. The list is condensed and simplified from the CDBG regulations. The CDBG Committee will review applications and make funding recommendations to the City Council.

Goals of Upland's CDBG Program:

1) Business enhancement through façade rehabilitation;
2) Improve neighborhoods;
3) Improve public facilities and infrastructure;
4) Provide public services for low-income residents;
5) Prevent and eliminate homelessness; and
6) Ensure equal access to housing opportunities.
7) Strengthen economic opportunity through business and job creation
8) Housing Preservation

ELIGIBLE ACTIVITIES: To be eligible for CDBG funding consideration, projects must meet one of the following three national program objectives:

1) Benefiting low- and moderate-income persons;
2) Aiding in the prevention or elimination of slums and blight; or
3) Urgent need (i.e., emergency assistance for disaster relief)

Programs/Projects submitted under the low- and moderate-income objective can be qualified by one of two methods. It can be located and primarily serve residents within the "Eligible Area-Benefit Zones" or, it can be approved as a "Direct Benefit" program/project. A direct benefit program/project is one serving only low- and moderate-income individuals (not exceeding 80% of County median income), whose eligibility is determined by obtaining income and residency verification.

If the program/project is being submitted under the objective of aiding in the prevention or elimination of slum and blight, HUD requires documentation substantiating the slum and blighting conditions.

PROGRAM MANDATED LIMITS: At least 70% of the yearly CDBG allocation must be used to benefit low- and moderate-income persons. A maximum of 20% of current year CDBG funding for planning and administration. A maximum of 15% of the total current year CDBG allocation may be devoted to public service projects.

APPLICATION: Proposed program/project application must be submitted to the City no later than 5:00 P.M., January 15, 2019. Application can be obtained at the Development Services Department office located at 460 N. Euclid Ave, Upland, CA 91786, application also available on the City website: www.ci.upland.ca.us For additional information, please call Housing Division (909) 931-4113

Publish: November 23, 2018 and December 7, 2018

AVISO AL PÚBLICO

AYUNTAMIENTO DE LA CIUDAD DE UPLAND
DEPARTAMENTO DE SERVICIOS DE DESARROLLO
AVISO DE DISPONIBILIDAD DE FONDOS (NOFA) PARA EL PROGRAMA DE SUBSIDIOS GLOBALES PARA EL DESARROLLO COMUNITARIO AÑO FISCAL 2019-2020

La Ley Federal de Vivienda y Desarrollo Comunitario de 1974, según enmendado proporciona fondos Federales para Subsidios Globales para el Desarrollo Comunitario (CDBG, por sus siglas en inglés) para los proyectos que promueven el desarrollo de comunidades urbanas viables, proporcionando vivienda decente, ambientes apropiados para vivir y amplias oportunidades económicas, particularmente para las personas de bajos y moderados ingresos.

Durante los últimos años, el Ayuntamiento de la Ciudad de Upland ha participado con los programas de

Publish: November 23, 2018 and December 7, 2018

AVISO AL PÚBLICO

AYUNTAMIENTO DE LA CIUDAD DE UPLAND DEPARTAMENTO DE SERVICIOS DE DESARROLLO AVISO DE DISPONIBILIDAD DE FONDOS (NOFA) PARA EL PROGRAMA DE SUBSIDIOS GLOBALES PARA EL DESARROLLO COMUNITARIO AÑO FISCAL 2019-2020

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Durante los últimos años, el Ayuntamiento de la Ciudad de Upland ha participado con los programas de CDBG. Se anticipa que el Ayuntamiento recibirá fondos para el año fiscal 2019-2020 para CDBG aproximadamente $612,759. El Ayuntamiento invita solicitudes para proyectos. Una descripción general del tipo de programas/proyectos admisibles se resumen enseguida. La lista está condensada y simplificada de los reglamentos de CDBG. El Comité de CDBG revisará las solicitudes y hará las recomendaciones para asignar fondos al Concejo Municipal.

Metas del Ayuntamiento de la Ciudad de Upland para el Programa CDBG:

1) Mejora de Negocios a través de la rehabilitación de fachada;
2) Mejorar Vecindarios;
3) Mejorar las instalaciones públicas e infraestructura;
4) Proporcionar servicios públicos a los residentes de bajos y moderados ingresos;
5) Prevenir y eliminar la cifra de personas sin hogar; y
6) Asegurar el acceso equitativo a oportunidades de vivienda.
7) Fortalecer oportunidades económicas a través de negocios y creación de empleos.
8) Preservación de Vivienda

ACTIVIDADES ADMISIBLES: Para ser una actividad que reúne todos los requisitos para tomarse en consideración para recibir fondos provenientes de CDBG, los proyectos deben satisfacer uno de los tres objetivos nacionales que se mencionan enseguida:

1. Beneficiar a personas de bajos y moderados ingresos;
2. Ayudar en la prevención o la eliminación de los tugurios y áreas deterioradas; o
3. Necesidad urgente (es decir, ayuda de emergencia para auxiliar desastres)

Programas/Proyectos sometido bajo el objetivo de bajo y moderado ingreso puede ser calificado por uno de dos métodos. Puede ser localizado y primordialmente servir a los residentes dentro de "Áreas Admisibles-Zonas de Beneficio" o, puede ser aprobada como programa/proyecto de "Beneficio Directo". Un programa/proyecto de "Beneficio Directo" es el que sirve a individuos de bajos y moderados ingresos (que no exceda del 80% del ingreso medio del Municipio), y a quienes se determinan si son admisibles una vez que se haya obtenido la verificación de residencia e ingresos.

Si el programa/proyecto será sometiendo bajo el objetivo de ayudar en la prevención o la eliminación de los tugurios y áreas deterioradas, HUD requiere la documentación que verifica las condiciones de los tugurios y áreas deterioradas.

LÍMITES OBLIGATPRIOS DEL PROGRAMA: Por lo menos el 70% de la asignación anual de fondos de CDBG se deben utilizar para beneficiar a personas de bajos y moderados ingresos. Un máximo del 20% de la asignación anual de fondos de CDBG se pueden programar para la planificación y administración. Un máximo del 15% de la asignación total anual de fondos de CDBG se puede dedicar a los proyectos de servicios público.

SOLICITUD: La solicitud sobre programa/proyectos propuestos deberá ser sometida al Ayuntamiento de la ciudad no más tarde de las 5:00 P.M., Enero 15, 2019. La solicitud y la guía de directrices puede ser obtenida directamente en la oficina del Departamento de Servicios de Desarrollo ubicada en 460 N. Euclid Avenue, Upland, CA 91786. También la solicitud estará disponible en la página de internet: www.ci.upland.ca.us

Para información adicional, por favor comuníquese con Departamento de Vivienda, (909) 931-4113.

Publicado: Noviembre 23, 2018 Diciembre 7, 2018
#11202465

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STATE OF CALIFORNIA
County of San Bernardino

I am a citizen of the United States, I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of INLAND VALLEY DAILY BULLETIN, a newspaper of general circulation printed and published daily in the City of Ontario, County of San Bernardino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, on the date of August 24, 1951, Case Number 70663. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

2/05/2019

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Rancho Cucamonga, San Bernardino Co. California

This 5 Day of February, 2019

Signature

PUBLIC NOTICE

The City of Upland Community Development Block Grant Committee will hold a public and open meeting on February 12, 2019 beginning at 2:00 p.m. in the Pinky Alder Room at City Hall to discuss and review the FY 2019-20 CDBG Applications, to review FY 2018-19 quarterly reports and to review the City's FY 2017-18 CAPER.

If there are any questions relative to this notice or the meeting, please call Deborah Alcorn, Housing Programs Consultant at (909) 931-4113.

Publish February 5, 2019

AVISO PÚBLICO

El Comité del Programa de Subsidios Globales para el Desarrollo Comunitario del Ayuntamiento de la Ciudad de Upland, celebrará una reunión pública y abierta el 12 de Febrero de 2019 comenzando a las 2:00 p.m. en el salón Pinky Alder de la presidencia municipal, con el fin de analizar las solicitudes de fondos de CDBG para el Año Fiscal 2019-20 y los Reportes de Rendimiento Trimestrales del Año Fiscal 2018-19, incluyendo el CAPER del Año Fiscal 2017-18.

Si tiene preguntas relativas a este aviso o de la junta, por favor llame a Deborah Alcorn, Consultora de Servicios de Vivienda al (909) 931-4113.

Publicar en: Febrero 5, 2019

#11231396

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2/24, 3/7/19

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Rancho Cucamonga, San Bernardino Co. California

This 7 Day of March, 2019

Signature

CITY OF UPLAND
CITY COUNCIL

NOTICE OF PUBLIC MEETINGS/HEARINGS

NOTICE IS HEREBY GIVEN that the Community Development Block Grant (CDBG) Committee of the City of Upland will conduct Public Meetings/Hearings to consider the use of CDBG funds to be incorporated within the City's One Year Action Plan FY 2019-2020.

Date of Hearings :	March 5, 2019	March 14, 2019
Time of Hearings :	4:00 p.m.	4:00 p.m.
Locations of Hearings :	Mildura Conference Room 460 N. Euclid Avenue Upland, CA 91786	City Council Chambers

PROPOSAL

The U.S. Department of Housing and Urban Development (HUD) requires the City of Upland to prepare and adopt an annual Action Plan outlining the City's use of CDBG funds for one year. The City of Upland is eligible to receive from HUD an estimated amount of $612,759 in Community Development Block Grant (CDBG) funds for FY 2019-2020. The City may allocate a maximum of 15 percent (15%) of the annual CDBG funds to public service providers. Therefore, a total of $91,913 is potentially available to public service providers. The remainder of the funds are allocated to City initiated projects in low and moderate income Census Block areas (65%) and administrative costs (20%). CDBG funds are designed to assist the City in providing decent housing and a suitable living environment, addressing community service and facility needs, and expanding economic opportunities for primarily low and moderate income persons.

The City Council has established a CDBG Committee to review Public Service provider applications, Economic Development and City Capital Improvement Project applications for FY 2019-2020. At their May 13, 2019 meeting, the City Council will consider the recommendations of the CDBG Committee and will then set the funding levels for the entire Final Action Plan for FY 2019-2020.

The Draft FY 2019-2020 Action Plan will be available for public review at the following locations beginning April 12, 2019 through May 12, 2019:

City Hall, 460 N. Euclid Avenue
George M. Gibson Sr. Center, 250 N. 3rd Avenue
Upland Public Library, 450 N. Euclid Avenue
www.ci.upland.ca.us

The Upland City Council will consider all comments received during the public review period. The FY 2019-2020 Action Plan is scheduled for final adoption at the May 13, 2019 City Council Meeting.

INVITATION TO BE HEARD

All interested persons are invited to the Public Meetings/Hearings to comment on the City's proposed CDBG allocations. In addition, written comments may be submitted to the Upland Development Services Department prior to the public meetings/hearings.

Information on the City's CDBG program is available for public review at the Development Services Department of the City of Upland, 460 N. Euclid Avenue, Upland, California 91786, (909) 931-4113.

Publish: February 26, 2019 and March 7, 2019
Paper: Inland Valley Daily Bulletin

CIUDAD DE UPLAND
AYUNTAMIENTO

AVISO DE REUNIONES/AUDIENCIAS PÚBLICAS

POR MEDIO DE LA PRESENTE se da aviso que el Comité de Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG, por sus siglas en inglés) de la Ciudad de Upland realizará reuniones/audiencias públicas para considerar el uso de los fondos de CDBG para incorporarse al Plan de Desempeño Anual 2019-2020 del Ayuntamiento de la Ciudad de

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4/12/19

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Rancho Cucamonga, San Bernardino Co., California, on this 12 day of April 20 19.

Signature

LP13-09/02/17 377624:94

NOTICE OF PUBLIC HEARING AND REVIEW FOR THE CITY OF UPLAND FY 2019-2020 ACTION PLAN

NOTICE IS HEREBY GIVEN that the City of Upland has prepared its draft FY 2019-2020 Action Plan. The publication of this notice is the beginning of the 30-day public review period required under Federal Regulation 21 CFR 91.105 (b)(2). The public review and written comment period begins April 12, 2019 and runs through May 13, 2019.

NOTICE IS HEREBY FURTHER GIVEN that the FY 2019-2020 Action Plan will be presented to the City Council for approval on the following date:

DATE: May 13, 2019
TIME: 7:00 p.m.
LOCATION: City Council Chambers
460 N. Euclid Ave
Upland, CA 91786

At this meeting, the City Council will receive public comment on the draft FY 2019-2020 Action Plan that is to be submitted to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND
The Five-Year Consolidated Plan FY 2015-2019 is part of the City's grant application to the Department of Housing and Urban Development (HUD). The plan establishes a framework of housing and community development priorities for Upland, aides in identifying and sets the foundation for projects and programs to help local low- and moderate-income communities solve their problems, meet their needs, and achieve their goals over five years. An annual Action Plan then allocates funding to specific programs and projects for a given year. The Action Plan will appropriate Community Development Block Grant (CDBG) funding to specific programs and projects for the 2019-2020 fiscal year.

PUBLIC COMMENT
Copies of the latest drafts of the FY 2019-2020 Action Plan will be available for public review at the following locations:

City Clerk Office, 460 N. Euclid Ave, Upland, CA, 91786, (909) 931-4120
George M. Gibson Senior Center, 250 N. 3rd Avenue, Upland, CA, 91786, (909) 981-4501
Upland Public Library, 450 Euclid Ave, Upland, CA 91786, (909) 931-4200
City's Website: www.ci.upland.ca.us

The public is invited to submit written comments on the proposed projects as articulated in the draft FY 2019-2020 One Year Action Plan. All comments relative to the draft document mentioned above should be submitted to the Upland Development Services Department no later than 4:00 p.m. May 13, 2019.

Questions and written comments regarding the draft FY 2019-2020 Action Plan may be addressed to Ms. Deborah Alcorn, Housing Services Assistant at (909) 931-4113 with the Upland Development Services Department at 460 N. Euclid Ave., Upland, California 91786. You may also call Liz Chavez, Development Services Manager at (909) 931-4146 with any questions concerning the above documents.

ACCESSIBILITY TO MEETINGS AND DOCUMENTS

It is the objective of the City to comply with Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008, the Fair Housing Act, and the Architectural Barriers Act in all respects. If you require public documents in an accessible format, the City will make reasonable efforts to accommodate your request. If you require a disability-related accommodation to attend or participate in a hearing or meeting, including auxiliary aids or services, please contact the City Clerk's Office at least 48 hours prior to the meeting at (909) 931-4120.

Keri Johnson, City Clerk
Publish: April 12, 2019

AVISO DE AUDIENCIA PÚBLICA Y REVISIÓN PARA EL AYUNTAMIETO DE LA CIUDAD DE UPLAND
BORRADOR PLAN DE DESEMPEÑO ANUAL (2019-2020)

POR MEDIO DE LA PRESENTE SE NOTIFICA que el Ayuntamiento de la Ciudad de Upland ha preparado el borrador del Plan de Desempeño del el año fiscal 2019-2020. La publicación de este aviso es el inicio del período de revisión de 30 días requerido bajo el Reglamento Federal 21 CFR 91.105 (b) (2). El período de revisión pública y los comentarios por escrito comienzan en Abril 12, 2019 y se hasta Mayo 13, 2019.

ADEMÁS POR MEDIO DE LA PRESENTE

(2019-2020)

POR MEDIO DE LA PRESENTE SE NOTIFICA que el Ayuntamiento de la Ciudad de Upland ha preparado el borrador del Plan de Desempeño del el año fiscal 2019-2020. La publicación de este aviso es el inicio del período de revisión de 30 días requerido bajo el Reglamento Federal 21 CFR 91.105 (b) (2). El período de revisión pública y los comentarios por escrito comienzan en Abril 12, 2019 y corre hasta Mayo 13, 2019.

ADEMÁS POR MEDIO DE LA PRESENTE TAMBIÉN SE NOTIFICA que el Plan de Desempeño Anual del año fiscal 2019-2020 serán presentados al Consejo Municipal del Ayuntamiento para su aprobación en la fecha que se indica enseguida:

FECHA : Mayo 13, 2019
HORA: 7:00 P.M.
LUGAR: Cámara del Consejo Municipal
460 N. Euclid Ave.
Upland, CA 91786

En esta junta, el Consejo Municipal recibirá comentarios públicos sobre el borrador del Plan de Desempeño del para el año fiscal 2019-2020 los cuales se someterán al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés).

ANTECEDENTES
Cinco Años de Plan Consolidado del año fiscal 2015-2019 parte de la solicitud para subsidios que se somete el Ayuntamiento al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés). El plan establece un marco de trabajo de las prioridades de vivienda y desarrollo comunitario para la Ciudad de Upland, auxilia en la identificación y el establecimiento de los cimientos para los proyectos y programas los cuales ayudan a resolver los problemas de las comunidades locales de bajos- y moderados-ingresos, satisfacer sus necesidades, y lograr sus metas durante cinco años. Para fin de que suceda esto entonces el Plan de Desempeño Anual asigna los fondos subsidiados cada año a programas y proyectos específicos. El Plan de Desempeño Anual asignará fondos de Subsidios Globales para el Desarrollo Comunitario (CDBG, por sus siglas en inglés) a programas y proyectos específicos para el año fiscal 2019-2020.

COMENTARIO PÚBLICO
Copias de actual borrador de los documentos anteriormente mencionados estarán disponibles para la revisión pública en los siguientes lugares:

Oficina del Secretario Municipal, 460 N. Euclid Ave., Upland, CA, 91786, (909) 931-4120
George M. Gibson Senior Center, 250 N. 3rd Avenue, Upland, CA, 91786, (909) 981-4501
Biblioteca Pública de Upland, 450 Euclid Ave, Upland, CA 91786, (909) 931-4200

Sitio Web del Ayuntamiento:
www.ci.upland.ca.us

Se invita al público a que presente sus comentarios por escrito sobre las necesidades de la vivienda, comunidad y desarrollo económico y de los proyectos propuestos tal y como se describen en el borrador del Plan Consolidado, Plan de Desempeño Anual y Plan de Participación del Ciudadano. Todos los comentarios relativos al borrador de los documentos anteriormente mencionados deberán ser presentados al Ayuntamiento de la Ciudad de Upland, Departamento de Servicios de Desarrollo antes de las 4:00 P.M. en Mayo 13, 2019.

Las preguntas y los comentarios por escrito referente al borrador del Plan Consolidado y el Plan de Desempeño Anual pueden ser dirigidos a la Sra. Deborah Alcorn, Asistente de Programas de Vivienda al (909) 931-4113 del Departamento de Servicios de Desarrollo, 460 N. Euclid Ave., Upland, California 91786. Usted también puede llamar la Sra. Liz Chavez, Gerente del Departamento de Servicios de Desarrollo al (909) 931-4146 para cualquier pregunta que le concierne en conexión con los documentos mencionados.

ACCESIBILIDAD A LAS JUNTAS Y DOCUMENTOS
El Ayuntamiento tiene como objetivo cumplir en todo con respecto a la Sección 504 de la Ley de Rehabilitación de 1973, tal y como se enmendó, la Ley de Americanos con Discapacidades (ADA) de 1990 y la Ley de Enmienda a ADA del 2008, la Ley de Vivienda Justa, y la Ley de Barreras Arquitecturales. Si usted necesita documentos públicos en un formato accesible, el Ayuntamiento hará lo posible dentro de lo razonable para dar cabida a su petición. Si usted requiere acomodo especial debido a alguna discapacidad para asistir o participar en una audiencia o junta, incluyendo aparatos auxiliares o servicios, por favor comuníquese a la Oficina del Secretario Municipal por lo menos 48 horas antes de la junta al (909) 931-4120.

Keri Johnson, Secretaria Municipal

Publicar: Abril 12, 2019 #11255607

APPENDIX A

Citizen Participation

Summary of Citizen Participation Process

To encourage citizen participation in the development of the Action Plan, the lead agency, the City of Upland Economic and Development Services Department, offered the following opportunities for input and comments:

- Public meetings before the CDBG Committee – February 12, 2019, March 5, 2019 and March 14, 2019.

The City provides citizens with advance notice of all meetings related to the CDBG program and makes copies of all related materials available for public review as soon as the notice is published. Notice of all public hearings is published in the *Inland Valley Daily Bulletin*. Agendas and staff reports are available in advance, and the meetings are held in City facilities that are fully accessible to the handicapped.

The Draft Action Plan was available for public review for a 30-day period from April 12, 2019 through May 13, 2019.

- Upland City Hall, 460 North Euclid Avenue, Upland, CA 91786
- Upland Library, 450 North Euclid Avenue, Upland, CA 91786
- George M. Gibson Senior Center, 250 North Third Avenue, Upland, CA 91786
- www.ci.upland.ca.us

The Final Plan is available at the following locations:

- Upland City Hall, 460 North Euclid Avenue, Upland, CA 91786
- www.ci.upland.ca.us

Summary of Public Comments

Please see the attached public comments received on Upland's FY 2019-20 Annual Action Plan during the 30-day public review period. City Council members received a copy of each letter at the City Council meeting. However, based on the CDBG Committee (each council member selects an Upland resident to serve on this committee) determinations, funding was allocated to those organizations that best fulfilled the most urgent needs of the community in FY 2019-20.

Summary of Comments Received

All comments and view received by the City in the development of the Annual Action Plan were accepted and taken into consideration in the development of the annual Action Plan. Below is a summary of the comments received from the public meeting and public hearing:

Public Comments:

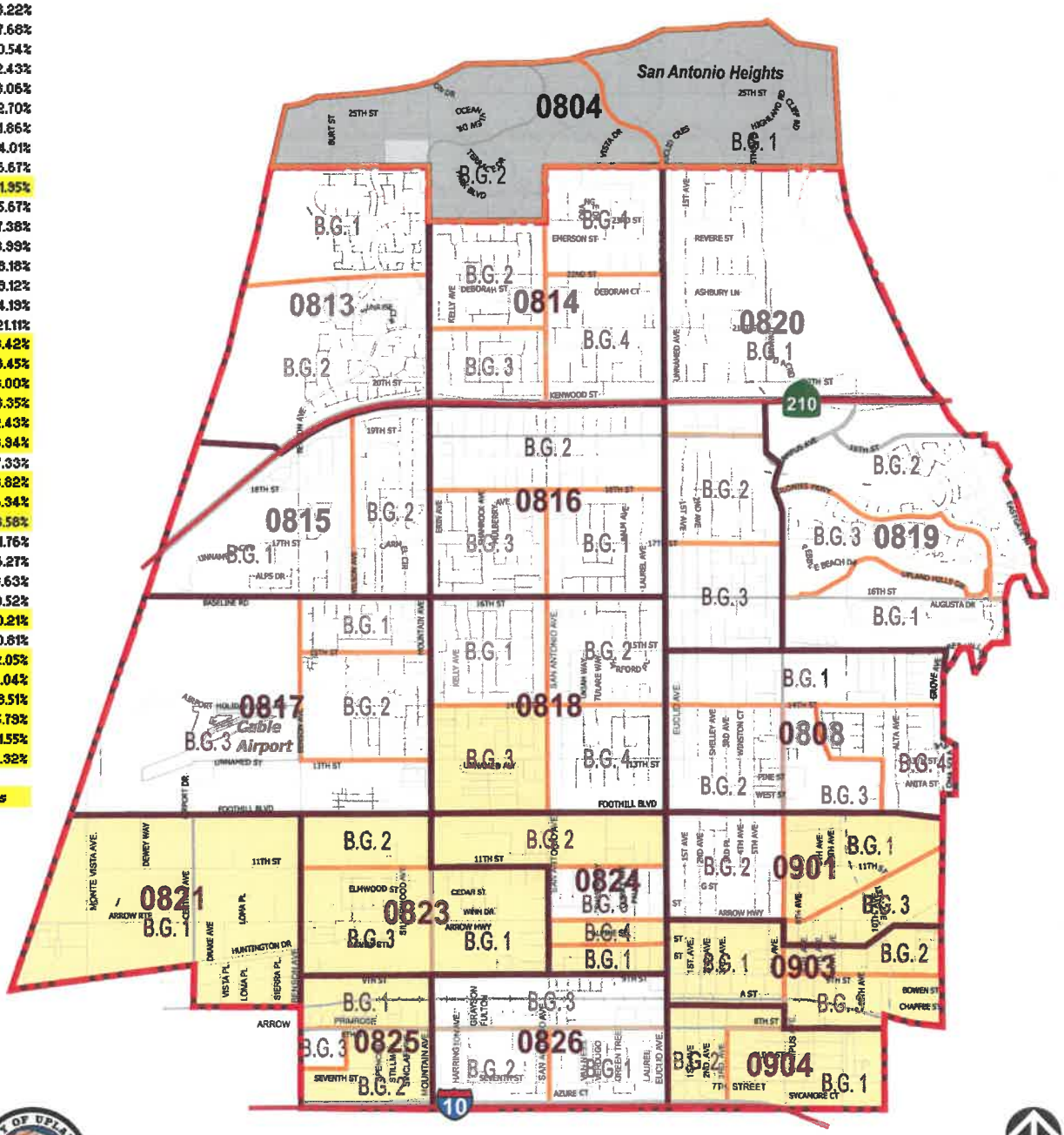
APPENDIX B

- MAPS -CDBG Target Areas
- 2015-2019 Consolidated Plan Allocations Table

LEGEND:

Census Tract	Block Group	LOWMOD PCT
000604	2	22.13%
000608	1	15.57%
000608	2	47.33%
000608	3	46.06%
000608	4	11.26%
000613	1	25.07%
000613	2	12.54%
000614	1	6.37%
000614	2	10.16%
000614	3	7.38%
000614	4	5.23%
000615	1	5.40%
000615	2	28.22%
000616	1	17.66%
000616	2	10.54%
000616	3	12.43%
000617	1	3.06%
000617	2	22.70%
000617	3	41.66%
000618	1	14.01%
000618	2	16.67%
000618	3	51.95%
000618	4	5.67%
000619	1	27.38%
000619	2	18.99%
000619	3	18.18%
000620	1	3.12%
000620	2	4.19%
000620	3	21.11%
000621	1	63.42%
000623	1	63.45%
000623	2	63.00%
000623	3	63.35%
000624	1	72.43%
000624	2	56.94%
000624	3	47.33%
000624	4	68.82%
000625	1	56.34%
000625	2	68.58%
000625	3	41.76%
000626	1	16.27%
000626	2	23.63%
000626	3	29.52%
000901	1	60.21%
000901	2	40.61%
000901	3	52.05%
000903	1	64.04%
000903	2	58.51%
000903	3	75.79%
000904	1	61.55%
000904	2	51.32%

Eligible CDBG Areas



CDBG - LOW AND MODERATE INCOME AREA MAP

2010 -2015 ACS DATA

(As of February 14, 2019)

N.T.S.

LEGEND:

- CITY BOUNDARY
- LOW AND MODERATE INCOME BLOCK GROUPS
- CENSUS TRACT
- BLOCK GROUP

2015-2019 Consolidated Plan - Budget Allocations Summary

	Allocation 13/14	Allocation 14/15	Allocation 15/16	Allocation 16/17	Allocation 17/18	Allocation 18/19	Projected 19/20	Total
1 Business Enhancement								
Façade -Downtown			124,000	125,000	114,028	130,020	100,000	**593,048**
2 Neighborhood Preservation								
Graffiti Removal			15,000	15,000	13,684	9,751	15,000	**68,435**
Code Enforcement			79,748	0	0	0	0	**79,748**
Total Neighborhood Preservation			94,748	15,000	13,684	9,751	15,000	**148,183**
3 Public Facilities Improvement								
Concrete Impr. FY 14/15								
* funds expended in FY 15/16		*177,818						
Concrete Impr. FY 15/16			158,632					
Linda Way St. Impr. FY 16/17				97,093				
Landacena Improvements FT 19-20							100,000.00	
Total Public Facilities Improvement		177,818	158,632	97,093			100,000.00	**533,543**
4 Public Service								
Upland Recreation - Afterschool Program			9,716	10,000	9,122	0	0	**28,838**
Upland Rereation - Vic's Place/Diamond Ct.			5,792	5,890	5,701	16,253	20,000	**53,636**
St Josephs Church - His Hands Ministry			11,083	12,000	14,464	19,503	21,283	**78,333**
Inland Valley HOPE Partners - Food Security			5,000	5,000	5,701	6,501	10,000	**32,202**
Inland Valley Recovery Services			7,183	7,183	5,701	7,400	7,500	**34,967**
Family Service Association - More than a Meal			5,000	6,000				**11,000**
Eagles Wings - Mentorship Program					5,701			**5,701**
Total Public Services			43,774	46,073	46,390	49,657	58,783	**244,677**
5 Homeless Services								
Foothill Familhy Shelter - Stepping Stone			14,025	14,025	12,772	13,002	15,000	**68,824**
Pacific Lifeline - Woman's Program			4,587	5,000	5,701	6,501	7,000	**28,789**
U-HOPE - Upland Homeless, Outreach, Prevention, and Education Program						13,002		**13,002**
Total Homeless Services			18,612	19,025	18,473	32,505	22,000	**110,615**

R:\Debbie\Action Plan FY 2019-20\Con Plan 2015-2019 (Allocations)

2015-2019 Consolidated Plan - Budget Allocations Summary

6 Fair Housing Services								
Landlod Tenant			12,050	14,550	15,000	16,500	18,150	**76,250**
Fair Housing			14,500	17,000	20,000	22,000	24,200	**83,200**
Total Fair Housing Services			26,550	31,550	35,000	38,500	42,350	**173,950**
7 Housing Preservation								
Emergency Repair Program	*56,546	*25,000	0	0	128,471	206,227	155,064	**571,308**
* funds expended in FY 15/16 & 16/17								
8 Economic Development								
Business Attraction Assistance Program			0	125,000	114,028	65,010	60,000	**364,038**

D. Alcorn 4/25/19

APPENDIX C

SF-424 AND Action Plan Certifications

- SF-424 Community Development Block Grant
- SF 424D Assurances – Construction Programs
- 2019-2020 Action Plan Certifications

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
CA063852	B-19-MC06-0569

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CITY OF UPLAND

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
95-6000805	0217908110000

d. Address:

* Street1:	460 N. Euclid Ave.
Street2:	
* City:	Upland, CA 91786
County/Parish:	
* State:	CA: California
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	91786-4732

e. Organizational Unit:

Department Name:	Division Name:
Development Services Dept.	Housing Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mr.	* First Name:	Robert
Middle Name:			
* Last Name:	Dalquest		
Suffix:			

Title: Development Services Director

Organizational Affiliation:

* Telephone Number:	909-931-4148	Fax Number:	909-931-4321

* Email: rdalquest@ci.upland.ca.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

COMMUNITY DEVELOPMENT BLOCK GRANT

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY 2019-2020 Action Plan projects using Community Development Block Grant funds pursuant to Title I of the Housing Development Act of 1974, as Amended.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 26

* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019

* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	638,558.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	638,558.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms. * First Name: Jeannette

Middle Name:

* Last Name: Vagnozzi

Suffix:

* Title: City Manager

* Telephone Number: 909-931-4102 Fax Number: 909-931-4301

* Email: jvagnozzi@ci.upland.ca.us

* Signature of Authorized Representative: * Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Upland	05/15/2019

SF-424D (Rev. 7-97) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

_____ _____

Signature of Authorized Official Date

City Manager

_____

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2017, 2018, 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

_____ _____

Signature of Authorized Official Date

City Manager

_____

Title

Item No. 13.A

SPECIAL INVESTMENTS COMMITTEE MEETING
APRIL 24, 2019
****
CONCLUSION/ACTION SUMMARY

In attendance: Committee Members Elliott and Zuniga, and Finance Officer Bock-Helms
Absent: Committee Chair Kinley

1) **ORAL COMMUNICATIONS,** None

2) **PERIOD ENDING MARCH 31, 2019 INVESTMENT PORTFOLIO REVIEW,** Victor E. Ume-Ukeje from Piper Jaffray discussed the economic trends and provided the committee with an overview of the City's portfolio. There was discussion to move additional funds into the investment account in order to take advantage of the current earning rates.

Special Investments Committee Meeting

April 24, 2019

4:00 PM

Pinky Alder Room - City Hall

****

1. ORAL COMMUNICATIONS
2. PERIOD ENDING MARCH 31, 2019 INVESTMENT PORTFOLIO REVIEW

NOTE: All Agenda items and back-up materials are available for public review at the Upland Public Library, downstairs reference desk at 450 North Euclid Avenue, the City Clerk's Office at 460 North Euclid Avenue and the City website at www.ci.upland.ca.us, subject to staff's ability to post the documents before the meeting.

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 at 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]

POSTING STATEMENT: On April 18, 2019, a true and correct copy of this agenda was posted on the bulletin boards at 450 N. Euclid Avenue (Upland Public Library) and 460 N. Euclid Avenue (Upland City Hall).

STAFF REPORT

ITEM NO. 2.

DATE:	April 24, 2019
TO:	INVESTMENTS COMMITTEE
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	LONDA BOCK-HELMS, ACTING ADMINISTRATIVE SERVICES DIRECTOR
SUBJECT:	PERIOD ENDING MARCH 31, 2019 INVESTMENT PORTFOLIO REVIEW

RECOMMENDED ACTION

It is recommended that the Investments Committee receive and file the period ending March 31, 2019, Investment Report as presented by Piper Jaffray & Co.

GOAL STATEMENT

The proposed action supports the City's goal to provide fiscal stewardship for the City of Upland.

BACKGROUND

The City is currently using Piper Jaffray & Co as its broker-dealer. In accordance with the City's Investment Policy (approved June 25, 2018), Piper Jaffrey & Co. (1) has been in existence for more than five years; (2) has provided proof of net capital position in excess of $100 million; (3) is licensed as a broker-dealer by the State of California; and (4) has a branch office in the State of California.

The City currently has $53.9 million invested in various instruments, none of which exceed any of the investment policy concentration limits. Our investment goal is to maximize investment income while maintaining adequate liquidity. The City's remaining investable cash balances of approximately $20.2 million will continue to be held in the Local Agency Investment Fund (LAIF). Balances in LAIF earn a higher interest rate than a regular bank account and yet can be accessed same day if necessary without penalty or loss of income.

ISSUES/ANALYSIS

The period ending March 31, 2019, Investment Report will be presented by a representative from Piper Jaffray & Co.

FISCAL IMPACTS

There is no fiscal impact associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Portfolio Review 3-31-2019

Portfolio Review

Fixed Income | Strategic Analytics

City of Upland

Upland, CA

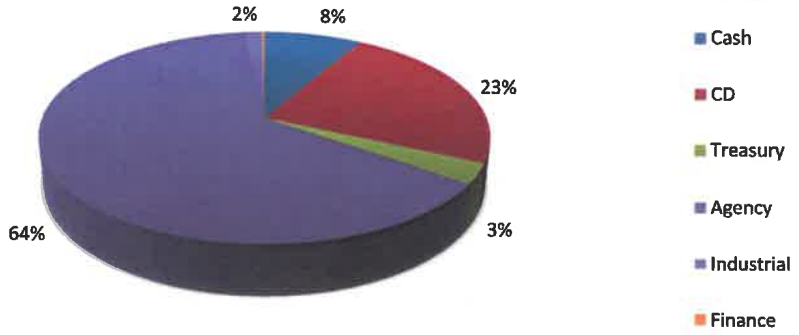
SAG Account: 41018
Portfolio as of: 3/29/2019
Pricing date: 3/29/2019

Portfolio Characteristics

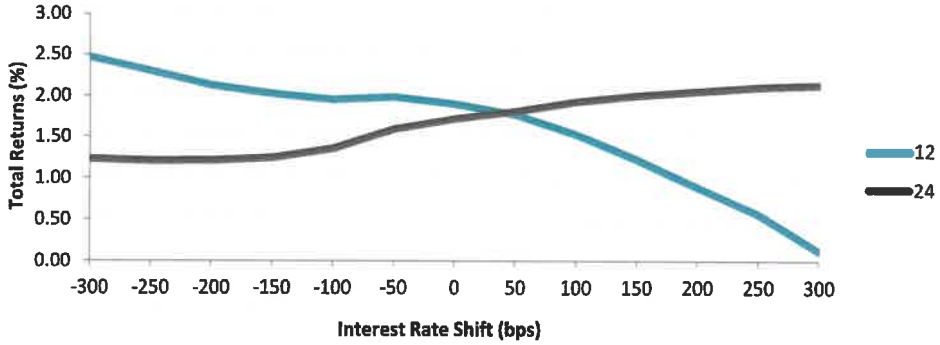
Total Par Value (000)	53,979
Total Market Value w Accrued (000)	54,049
Total Book Value (000)	53,927
Weighted Average Coupon	2.25
Weighted Average Life	1.33
Market Yield	2.46
Book Yield	2.29
Modified Duration	1.80
Effective Duration	1.16
Estimated Total Cash Flow (2-yr,Flat Rate)	40,947

Report Created: 4/16/2019

Sector Distribution



Return Simulations Horizon Months



PiperJaffray. REALIZE THE POWER OF PARTNERSHIP.

Portfolio Distribution Report

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Maturity

Years	%
0.00 - 0.99	32.0%
1.00 - 2.99	42.0%
3.00 - 4.99	25.9%
5.00 - 9.99	
10.00 - 19.99	
20+	

Sector

Sector	%
Cash	8.4%
CD	23.3%
Treasury	2.9%
Agency	63.7%
Pass-Through	
ARM	
CMO	
ABS	
CMBS	
Corporate	1.7%
Industrial	1.5%
Utility	
Finance	0.2%
Municipal	
Provincial	
Sovereign	
Surpranational	
Other	

Quality

Moody's/S&P	%
TSY	2.9%
AAA	72.3%
AA	1.2%
A	0.4%
BBB	
BB	
B	
CCC	
CC	
C	
D	
NR	23.3%

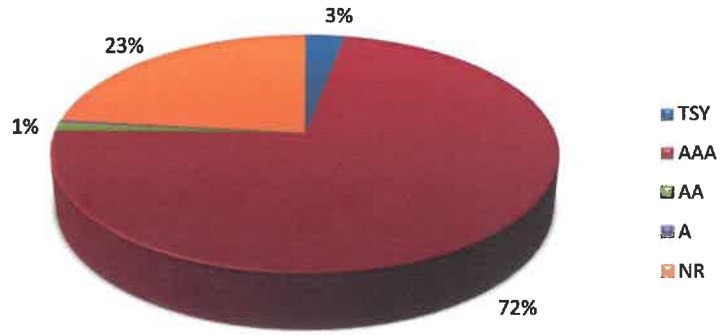
Coupon

Percent	%
0% - 1%	0.4%
1% - 2%	33.5%
2% - 3%	54.9%
3% - 4%	11.2%
4% - 5%	
5% - 6%	
6% - 7%	
7% - 8%	
8% - 9%	
9% - 10%	
10%+	

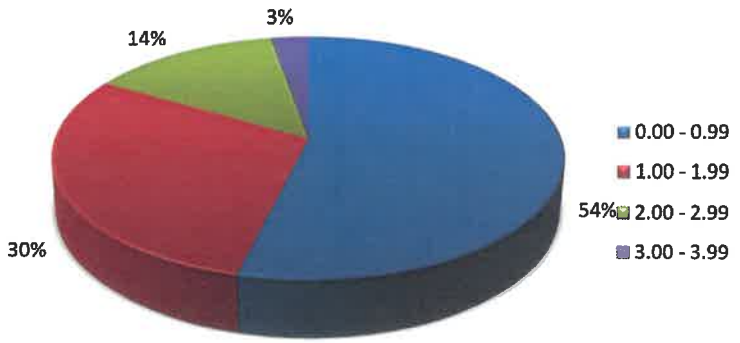
Effective Duration

Years	%
0.00 - 0.99	53.8%
1.00 - 1.99	29.6%
2.00 - 2.99	13.8%
3.00 - 3.99	2.8%
4.00 - 4.99	
5.00 - 5.99	
6.00 - 6.99	
7.00 - 7.99	
8.00+	

Credit Exposure



Effective Duration Breakdown



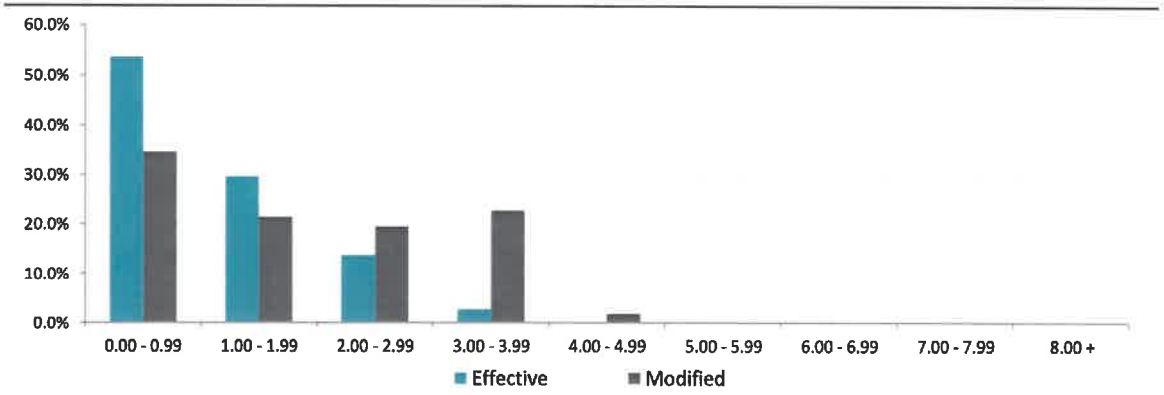
Portfolio Sector & Duration Matrix

City of Upland

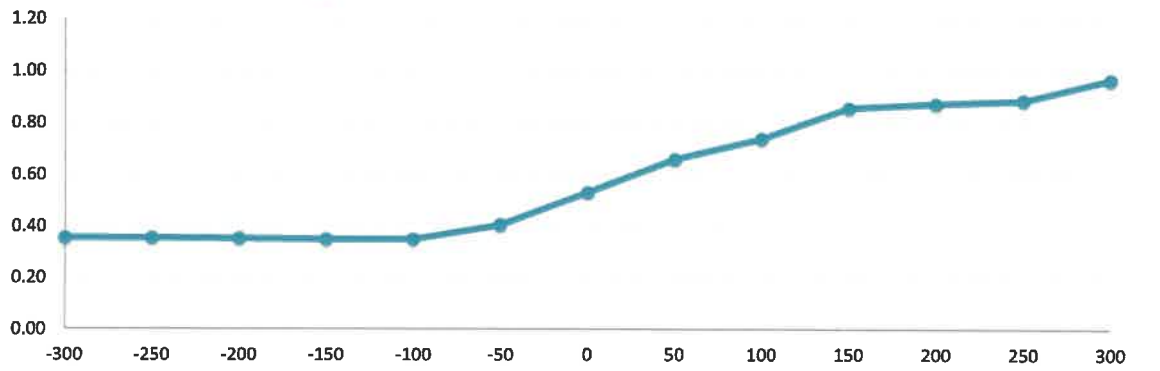
Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Duration		
Years	Effective	Modified
0.00 - 0.99	53.8%	34.6%
1.00 - 1.99	29.6%	21.4%
2.00 - 2.99	13.8%	19.4%
3.00 - 3.99	2.8%	22.7%
4.00 - 4.99		1.9%
5.00 - 5.99		
6.00 - 6.99		
7.00 - 7.99		
8.00 +		

Effective vs. Modified



12 Month Simulations Ending Duration



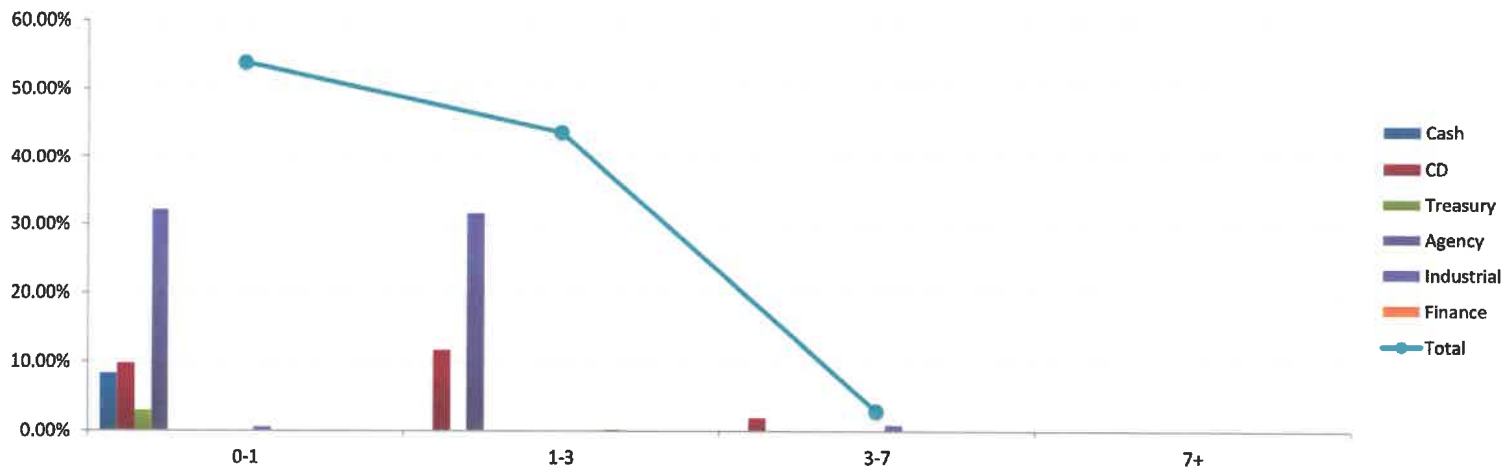
Portfolio Duration Report

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Duration Distribution Matrix (Effective Duration)

	0 -1	1 - 3	3 - 7	7+	Total
Cash	8.4%				8.4%
CD	9.8%	11.6%	1.9%		23.3%
Treasury	2.9%				2.9%
Agency	32.1%	31.6%			63.7%
Pass-Through					
ARM					
CMO					
ABS					
CMBS					
Industrial	0.6%		0.9%		1.5%
Utility					
Finance		0.2%			0.2%
Municipal					
Provincial					
Sovereign					
Surpranational					
Other					
Total	53.8%	43.4%	2.8%		100.0%



Portfolio Parallel Simulation

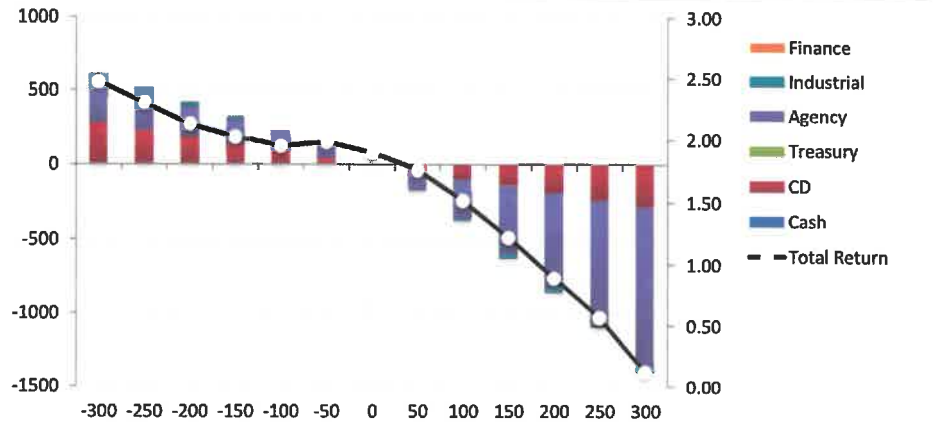
City of Upland

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

12 Month Horizon

Yield Δbps	Returns (%) Total	Income	Price	Average Life	Effective Duration	Market Value (000)
-300	2.47	1.40	1.07	0.36	0.35	54,482
-250	2.30	1.42	0.87	0.36	0.35	54,385
-200	2.12	1.44	0.68	0.35	0.35	54,290
-150	2.02	1.52	0.50	0.35	0.35	54,194
-100	1.95	1.62	0.32	0.35	0.35	54,100
-50	1.98	1.78	0.20	0.50	0.40	54,005
0	1.89	1.91	-0.02	0.69	0.53	53,872
50	1.76	2.11	-0.35	0.80	0.66	53,697
100	1.52	2.23	-0.71	0.80	0.73	53,494
150	1.21	2.37	-1.16	0.91	0.85	53,247
200	0.89	2.46	-1.58	0.93	0.87	53,014
250	0.57	2.55	-1.99	0.92	0.88	52,780
300	0.12	2.65	-2.53	1.03	0.96	52,475

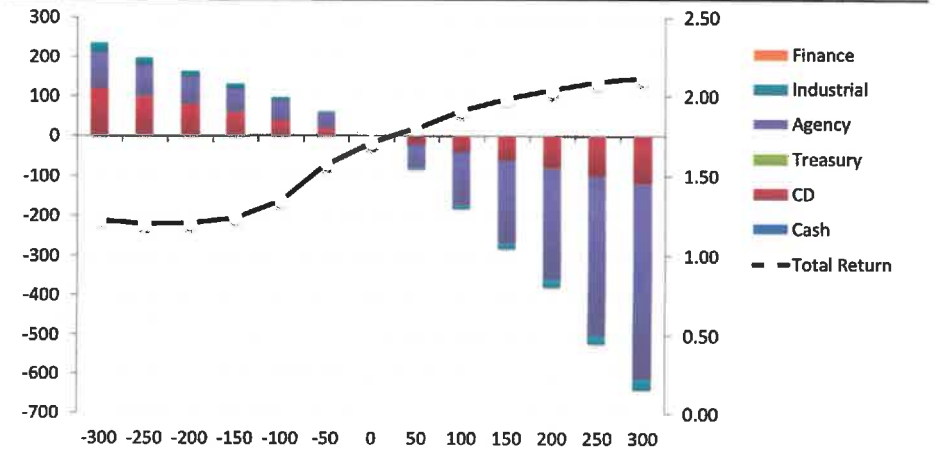
Market Value Change (000) Total Return



24 Month Horizon

Yield Δbps	Returns (%) Total	Income	Price	Average Life	Effective Duration	Market Value (000)
-300	1.22	1.03	0.19	0.13	0.13	54,164
-250	1.20	1.05	0.15	0.13	0.13	54,128
-200	1.20	1.08	0.12	0.13	0.13	54,093
-150	1.24	1.15	0.09	0.13	0.13	54,059
-100	1.35	1.29	0.05	0.13	0.13	54,025
-50	1.58	1.54	0.04	0.20	0.16	53,990
0	1.71	1.72	-0.01	0.33	0.25	53,927
50	1.79	1.88	-0.09	0.33	0.29	53,845
100	1.91	2.09	-0.18	0.38	0.35	53,745
150	1.98	2.25	-0.27	0.38	0.37	53,645
200	2.04	2.40	-0.36	0.38	0.36	53,547
250	2.09	2.57	-0.49	0.44	0.43	53,404
300	2.11	2.70	-0.59	0.46	0.43	53,288

Market Value Change (000) Total Return



Portfolio Interest Rate Sensitivity

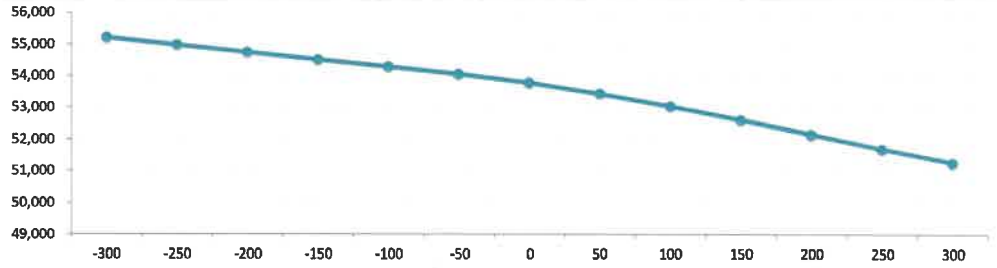
City of Upland

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

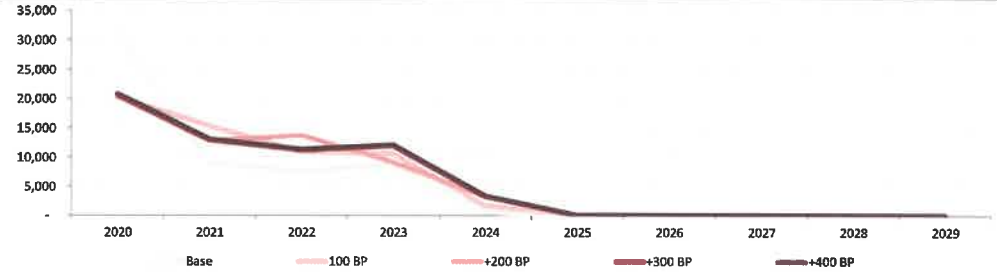
Instantaneous Interest Rate Shift Changes

Yield Δbps	Average Life	Effective Duration	Market Value (000)	Change in Market Value (%)
-300	0.86	0.85	55,212	2.65%
-250	0.86	0.84	54,977	2.21%
-200	0.85	0.84	54,746	1.78%
-150	0.85	0.84	54,517	1.36%
-100	0.84	0.88	54,292	0.94%
-50	1.05	0.99	54,058	0.50%
0	1.33	1.16	53,787	0.00%
50	1.57	1.35	53,442	-0.64%
100	1.73	1.52	53,041	-1.39%
150	1.78	1.63	52,610	-2.19%
200	1.83	1.69	52,164	-3.02%
250	1.83	1.71	51,715	-3.85%
300	1.85	1.72	51,269	-4.68%

Market Value Sensitivity (000)



Cash Flow Sensitivity (000)



Annual Dynamic Rate Shift Cash Flow Comparisons (000)

Reinvestment Rate: 2.46

	-200 BP			-100 BP			Base			+100 BP			+200 BP			+300 BP			+400 BP		
Date	Principal	Coupon*	Total	Principal	Coupon*	Total	Principal	Coupon*	Total	Principal	Coupon*	Total	Principal	Coupon*	Total	Principal	Coupon*	Total	Principal	Coupon*	Total
03/31/2020	38,231	944	39,175	38,231	1,326	39,557	29,981	1,622	31,603	18,481	1,681	20,162	18,481	1,865	20,346	18,481	2,050	20,531	18,481	2,235	20,716
03/31/2021	7,755	322	8,077	7,755	400	8,155	8,255	664	8,919	14,005	1,264	15,269	11,505	1,292	12,797	11,505	1,407	12,912	11,505	1,522	13,027
03/31/2022	5,750	191	5,941	5,750	249	5,999	7,000	493	7,493	10,000	829	10,829	12,500	1,168	13,668	10,000	1,157	11,157	10,000	1,257	11,257
03/31/2023	1,743	51	1,794	1,743	68	1,811	8,243	379	8,622	9,993	582	10,575	8,493	648	9,141	10,993	932	11,925	10,993	1,042	12,035
03/31/2024	500	10	510	500	15	515	500	20	520	1,500	90	1,590	3,000	202	3,202	3,000	232	3,232	3,000	262	3,262
03/31/2025																					
03/31/2026																					
03/31/2027																					
03/31/2028																					
03/31/2029																					
Total	53,979	1,519	55,498	53,979	2,058	56,037	53,979	3,178	57,157	53,979	4,445	58,424	53,979	5,176	59,155	53,979	5,779	59,758	53,979	6,318	60,297

* Includes reinvestment cash flows.

Portfolio 12 month Interest Rate Scenarios

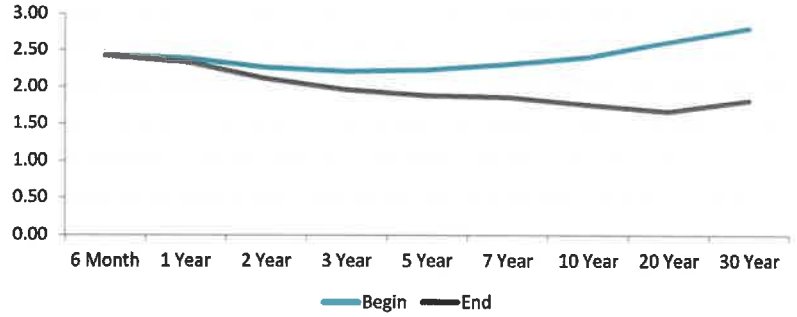
Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Bull Flattener Curve Scenario

	Begin	End	Change (bps)
6 Month	2.42	2.42	0
1 Year	2.39	2.34	-5
2 Year	2.26	2.11	-15
3 Year	2.21	1.96	-25
5 Year	2.23	1.88	-35
7 Year	2.31	1.86	-45
10 Year	2.41	1.76	-65
20 Year	2.62	1.67	-95
30 Year	2.82	1.82	-100

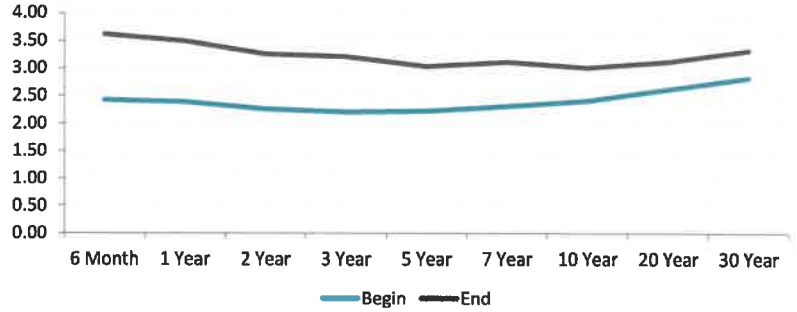
	Begin	End
Total Return		1.95
Price Return		0.04
Income Return		1.91
Mkt Val ($000)	54,049	55,103
Eff Dur	1.16	0.50
Avg Life	1.33	0.69



Bear Flattener Curve Scenario

	Begin	End	Change (bps)
6 Month	2.42	3.62	120
1 Year	2.39	3.49	110
2 Year	2.26	3.26	100
3 Year	2.21	3.21	100
5 Year	2.23	3.03	80
7 Year	2.31	3.11	80
10 Year	2.41	3.01	60
20 Year	2.62	3.12	50
30 Year	2.82	3.32	50

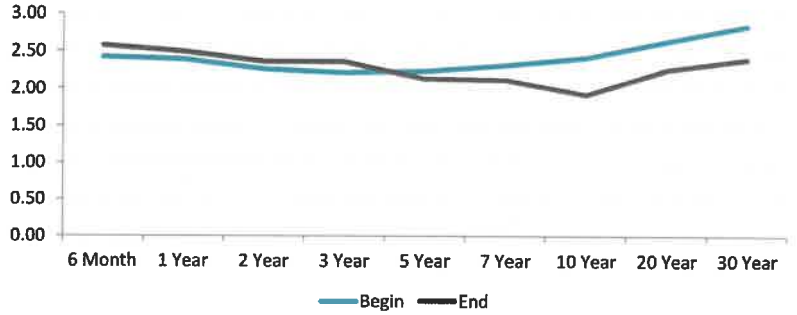
	Begin	End
Total Return		1.02
Price Return		-1.44
Income Return		2.46
Mkt Val ($000)	54,049	54,600
Eff Dur	1.16	0.86
Avg Life	1.33	0.93



Custom Curve Scenario

	Begin	End	Change (bps)
6 Month	2.42	2.57	15
1 Year	2.39	2.49	10
2 Year	2.26	2.36	10
3 Year	2.21	2.36	15
5 Year	2.23	2.13	-10
7 Year	2.31	2.11	-20
10 Year	2.41	1.91	-50
20 Year	2.62	2.25	-37
30 Year	2.82	2.39	-43

	Begin	End
Total Return		1.86
Price Return		-0.09
Income Return		1.95
Mkt Val ($000)	54,049	55,054
Eff Dur	1.16	0.55
Avg Life	1.33	0.70

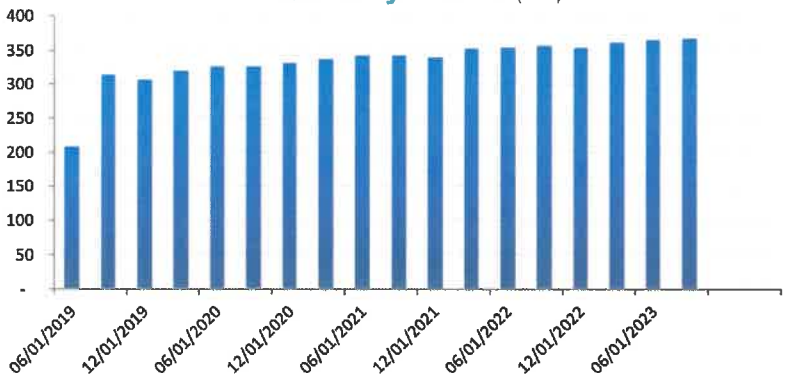


Portfolio Income Analysis

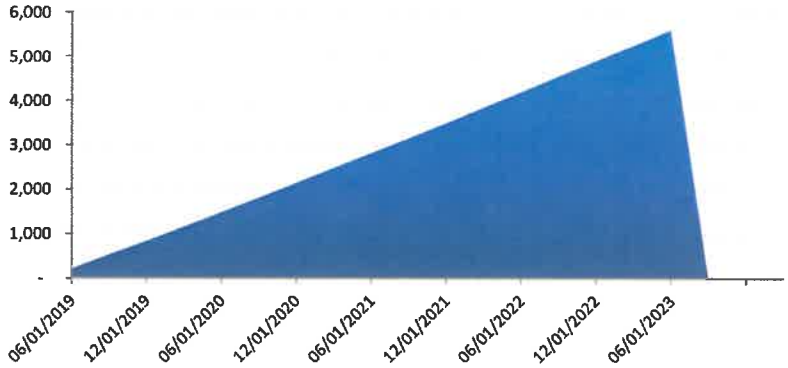
City of Upland

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Quarterly Income (000)



Cumulative Income (000)



Date	Principal (000)	Coupon (000)	Interest on Cash Flow (000)	Change in Accrued Interest (000)	Book Amort/Accret (000)	Total Pre-Tax Income (000)	Cumulative Pre-Tax Income (000)
Beginning							
06/01/2019	11,171	277	15	(89)	6	209	209
09/01/2019	5,760	147	90	67	10	314	523
12/01/2019	10,450	306	133	(137)	5	307	830
03/01/2020	1,900	94	180	44	2	320	1,151
06/01/2020	1,605	194	192	(62)	3	327	1,477
09/01/2020	1,350	67	204	53	3	327	1,805
12/01/2020	5,250	179	223	(75)	5	332	2,136
03/01/2021	500	45	246	44	4	339	2,476
06/01/2021	750	135	252	(46)	4	345	2,820
09/01/2021	500	40	258	43	3	344	3,165
12/01/2021	5,000	125	271	(56)	1	342	3,506
03/01/2022	250	32	296	23	2	354	3,860
06/01/2022	1,493	80	303	(29)	2	356	4,217
09/01/2022	250	31	310	15	2	359	4,575
12/01/2022	5,250	61	324	(30)	1	356	4,932
03/01/2023	2,000	28	355	(21)	0	363	5,294
06/01/2023	250	4	363	(0)	-	367	5,661
	250	4	368	(3)	-	369	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

***Assumes All Cash Flows are Reinvested at the Reinvestment Rate (%):** 2.46

Portfolio Monthly Cash Flow Analysis

City of Upland

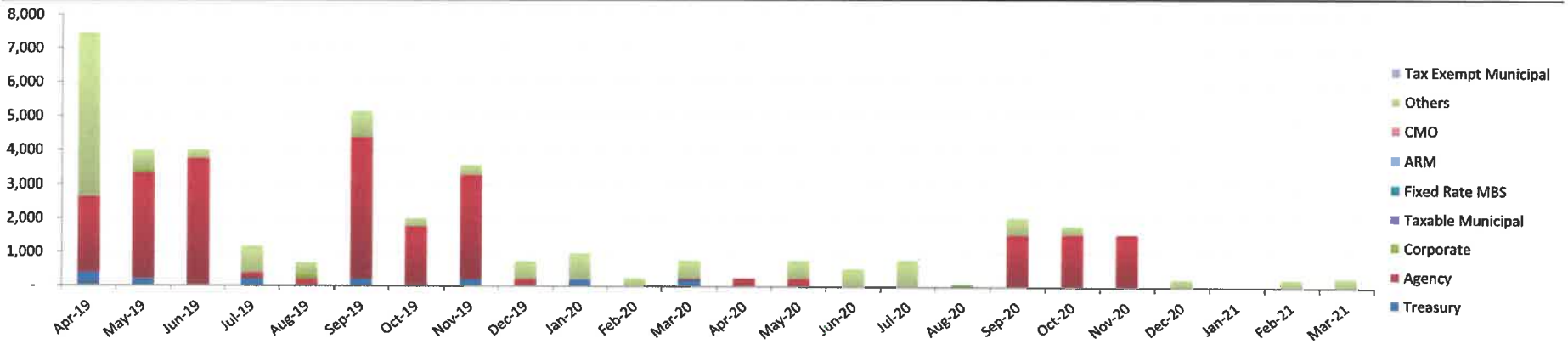
Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Reinvestment Rate: 2.46

Monthly Cashflows (000, Unchanged Rate Scenario)

Date	Treasury	Agency	Corporate	Taxable Municipal	Fixed Rate MBS	ARM	CMO	Others	Tax Exempt Municipal	Principal	Coupon	Interest on Cash Flow	Total	Cumulative
Ending														
04/30/2019	380	2,279						4,795		7,341	112	-	7,453	7,453
05/31/2019	208	3,126	126					535		3,830	165	15	4,010	11,463
06/30/2019		3,749						280		3,950	80	24	4,053	15,517
07/31/2019	202	201	6					787		1,150	46	32	1,228	16,745
08/31/2019		201	212					267		660	21	34	715	17,461
09/30/2019	202	4,181						777		5,050	110	36	5,195	22,656
10/31/2019		1,761						266		1,950	77	46	2,073	24,729
11/30/2019	202	3,083						285		3,450	119	51	3,620	28,349
12/31/2019		217						531		700	48	58	806	29,155
01/31/2020	201		6					775		950	32	60	1,042	30,198
02/29/2020			1					262		250	13	62	325	30,523
03/31/2020	201	37						522		700	60	63	823	31,346
04/30/2020		252						15		200	67	64	331	31,677
05/31/2020		254						518		705	67	65	837	32,513
06/30/2020		15						515		500	29	67	596	33,109
07/31/2020			6					772		750	28	68	846	33,955
08/31/2020			101					9		100	10	70	180	34,135
09/30/2020		1,537						517		2,000	54	70	2,124	36,258
10/31/2020		1,551						262		1,750	63	74	1,888	38,146
11/30/2020		1,548						15		1,500	63	78	1,641	39,786
12/31/2020		15						254		250	19	82	351	40,137
01/31/2021			6					13			19	82	101	40,238
02/28/2021								257		250	7	82	340	40,578
03/31/2021		24						263		250	36	83	370	40,947
	1,595	24,030	465	-	-	-	-	13,491	-	38,236	1,346	1,366	40,947	

Cash Flows by Sector (000)



Portfolio Dynamic Cash Flow Analysis

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

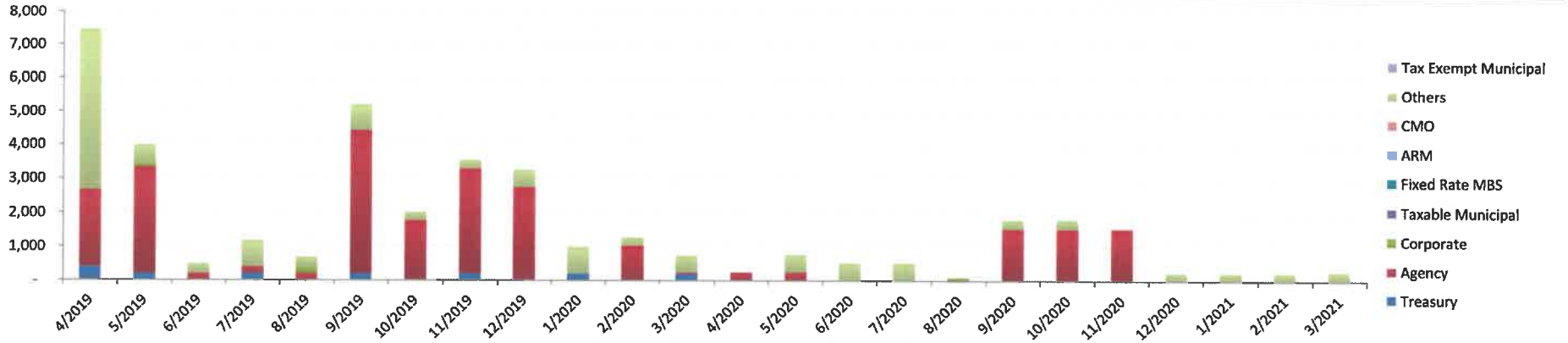
City of Upland

Reinvestment Rate: 2.46

Monthly Cashflows (000, Dynamic Rate Scenario)

Date	Treasury	Agency	Corporate	Taxable Municipal	Fixed Rate MBS	ARM	CMO	Others	Tax Exempt Municipal	Principal	Coupon	Interest on Cash Flow	Total	Cumulative
Ending														
4/30/2019	380	2,279						4,795		7,341	112	-	7,453	7,453
5/31/2019	208	3,126	126					535		3,830	165	15	4,010	11,463
6/30/2019		219						280		450	49	24	523	11,986
7/31/2019	202	201	6					787		1,150	46	25	1,221	13,207
8/31/2019		201	212					267		660	21	27	708	13,915
9/30/2019	202	4,227						777		5,050	156	29	5,234	19,150
10/31/2019		1,761						266		1,950	77	39	2,066	21,216
11/30/2019	202	3,083						285		3,450	119	43	3,613	24,829
12/31/2019		2,733						531		3,200	63	51	3,314	28,143
1/31/2020	201		6					775		950	32	58	1,040	29,183
2/29/2020		1,014	1					262		1,250	28	60	1,338	30,521
3/31/2020	201	37						522		700	60	63	823	31,344
4/30/2020		252						15		200	67	64	331	31,675
5/31/2020		254						518		705	67	65	837	32,511
6/30/2020		15						515		500	29	67	596	33,107
7/31/2020			6					522		500	28	68	596	33,703
8/31/2020			101					9		100	10	69	179	33,882
9/30/2020		1,537						267		1,750	54	69	1,873	35,755
10/31/2020		1,551						262		1,750	63	73	1,886	37,642
11/30/2020		1,548						15		1,500	63	77	1,640	39,281
12/31/2020		15						256		250	21	81	351	39,633
1/31/2021			6					266		250	22	81	354	39,986
2/28/2021								257		250	7	82	339	40,325
3/31/2021		24						265		250	38	83	371	40,696
	1,595	24,076	465	-	-	-	-	13,248	-	37,986	1,399	1,312	40,696	

Cash Flows by Sector (000)



Portfolio Annual Cash Flow Analysis

City of Upland

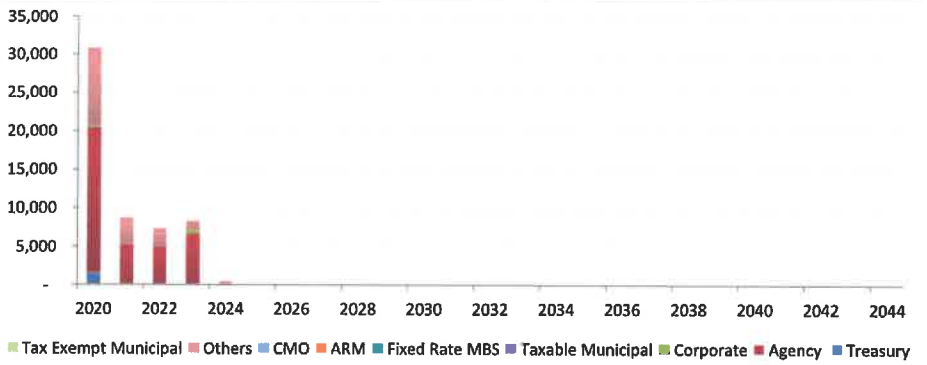
Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Reinvestment Rate: 2.46

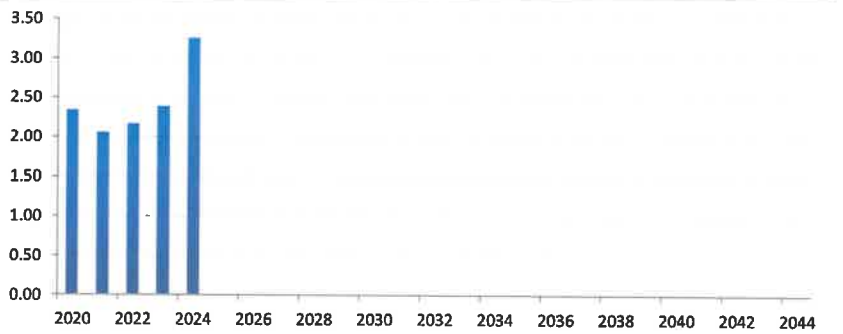
Annual Cashflows (000, Unchanged Rate Scenario)

Date	Treasury	Agency	Corporate	Taxable Municipal	Fixed Rate MBS	ARM	CMO	Others	Tax Exempt Municipal	Principal	Coupon	Interest on Cash Flow	Total	Cumulative	Bk Yld Run-off
Ending															
03/31/2020	1,595	18,835	352					10,083		29,981	884	-	30,865	30,865	2.35
03/31/2021		5,195	113					3,408		8,255	461	759	9,476	40,341	2.06
03/31/2022		4,966	12					2,343		7,000	321	992	8,313	48,654	2.17
03/31/2023		6,632	512					1,275		8,243	176	1,197	9,616	58,270	2.39
03/31/2024								508		500	8	1,433	1,942	60,211	3.25
03/31/2025															
03/31/2026															
03/31/2027															
03/31/2028															
03/31/2029															
03/31/2030															
03/31/2031															
03/31/2032															
03/31/2033															
03/31/2034															
03/31/2035															
03/31/2036															
03/31/2037															
03/31/2038															
03/31/2039															
03/31/2040															
03/31/2041															
03/31/2042															
03/31/2043															
03/31/2044															
	1,595	35,628	989	-	-	-	-	17,617	-	53,979	1,850	4,382	60,211		

Cash Flows by Sector (000)



Run off Book Yield

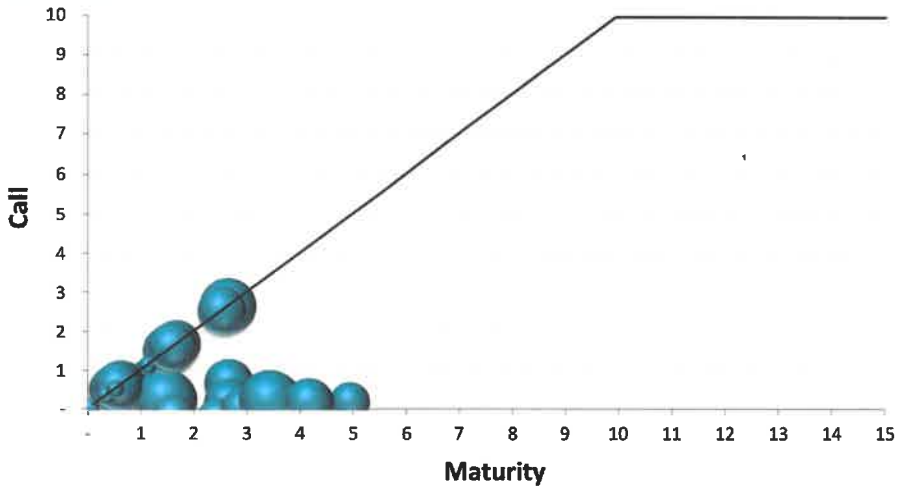


Agency Analysis

City of Upland

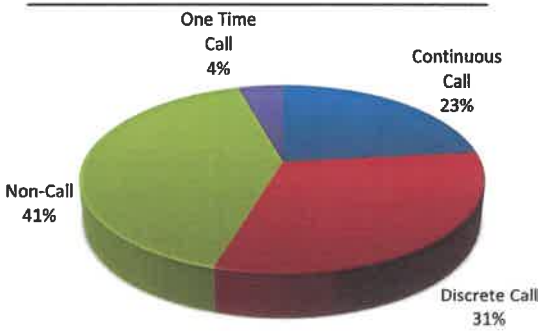
Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Agency Structure

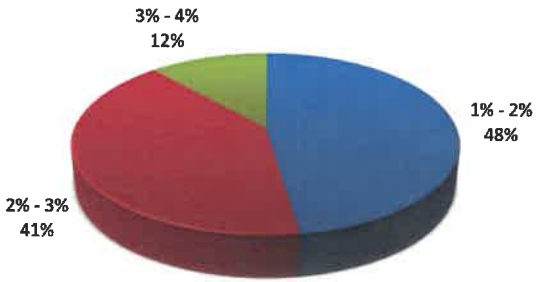


Call Type	Maturity: 0 - 3	3 - 5	5 - 7	7 - 10	10+
NonCall	14,128				
> 3					
2 - 3					
1 - 2					
< 1	6,547	7,777			
Current Call	2,248	3,746			

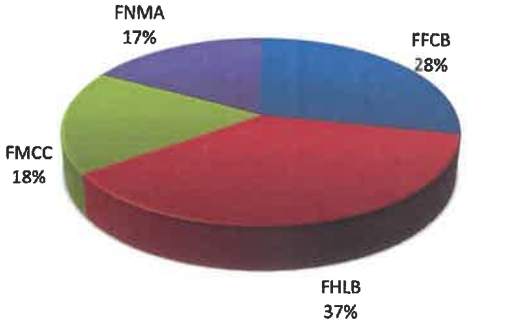
Call Structure



Coupon Breakdown



Issuer Distribution



Agency Call Analysis

City of Upland

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

Interest Rate Shift Projected Calls 12 Months

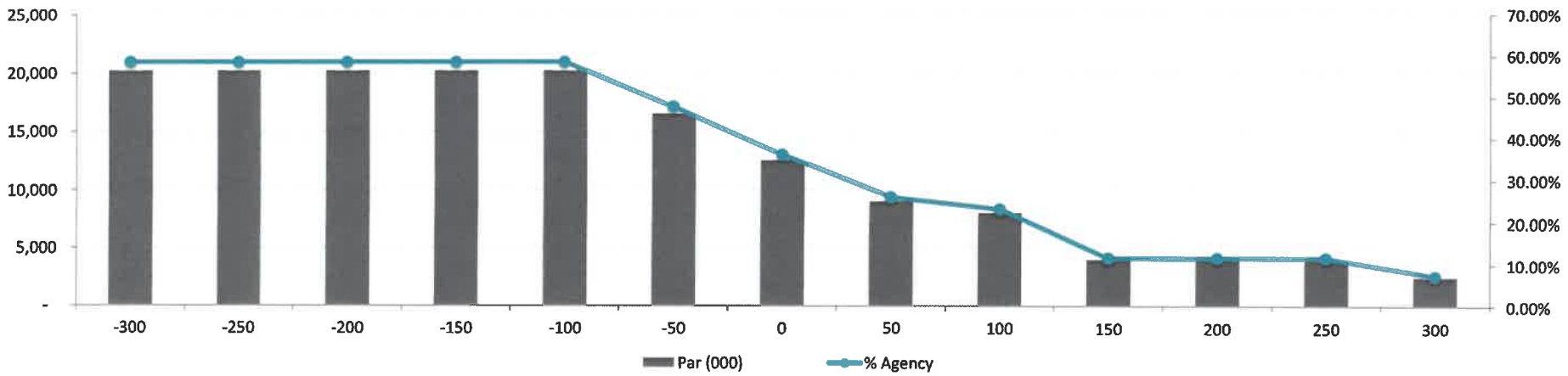
	Par (000)	% Agency	% Portfolio
-300	20,250	58.77%	37.51%
-250	20,250	58.77%	37.51%
-200	20,250	58.77%	37.51%
-150	20,250	58.77%	37.51%
-100	20,250	58.77%	37.51%
-50	16,500	47.89%	30.57%
0	12,500	36.28%	23.16%
50	9,000	26.12%	16.67%
100	8,000	23.22%	14.82%
150	4,000	11.61%	7.41%
200	4,000	11.61%	7.41%
250	4,000	11.61%	7.41%
300	2,500	7.26%	4.63%

Monthly Projected Calls 12 Months

	Discrete	Continuous
04/30/2019		2,000
05/31/2019	3,000	
06/30/2019	2,500	1,000
07/31/2019		
08/31/2019		
09/30/2019	2,500	
10/31/2019		
11/30/2019		
12/31/2019		
01/31/2020		
02/29/2020		
03/31/2020		
04/30/2020		

Call Breakout 12 Months

Projected Agency Call +300/-300 12 Month



Book Value Appraisal

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Par (000)	CUSIP	Issuer	S&P	Mdys	Cpn	Maturity	Average Life	Book Price	Market Price	Book Value (000)	Market Value (000)~	Gain/ Loss (000)	Book Yield	FTE Market Yield	Effective Duration
53,979			AAA	Aaa	2.25	1.95	1.33	99.90	99.65	53,927	54,049	-140	2.30	2.46	1.16
4,516		**Total Cash & Equivalents (8.4%)**	**AAA**	**Aaa**	**2.46**	**0.09**	**0.08**	**100.00**	**100.00**	**4,516**	**4,516**	**0**	**2.46**	**2.46**	**0.08**
4,516	000000CM9	CASH & EQUIVALENTS	AAA	Aaa	2.46	04/29/2019	0.08	100.00	100.00	4,516	4,516	0	2.46	2.46	0.08
12,493		**Total CD (23.3%)**	**NR**	**NR**	**2.67**	**1.60**	**1.60**	**99.95**	**100.14**	**12,486**	**12,575**	**23**	**2.69**	**2.55**	**1.48**
250	43785QMQ3	HOMESTREET BK WASHINGTON	NR	NR	2.30	04/15/2019	0.05	100.00	100.00	250	250	0	2.30	2.19	0.05
250	565109AZ8	MAPLE BANK CHAMPLIN MN	NR	NR	2.20	05/15/2019	0.13	100.00	99.99	250	250	0	2.18	2.27	0.13
250	06426WY63	BANK OF CHINA NEW YORK CITY	NR	NR	2.20	05/15/2019	0.13	100.00	99.98	250	254	0	2.19	2.32	0.13
250	06279KML7	BANK OF INDIA NEW YORK BRANC	NR	NR	2.35	06/05/2019	0.19	100.00	100.00	250	255	0	2.34	2.35	0.18
250	75524KLS1	CITIZENS BK NA PROVIDENCE RI	NR	NR	2.45	07/09/2019	0.28	100.00	100.02	250	251	0	2.47	2.39	0.28
250	084601SB0	BERKSHIRE BK PITTSFIELD MA	NR	NR	2.30	07/15/2019	0.30	100.00	99.98	250	251	0	2.32	2.39	0.29
250	583614BN1	MECHANICS BANK RICHMOND CALI	NR	NR	2.40	07/23/2019	0.32	100.00	100.01	250	251	0	2.42	2.40	0.31
250	06279KSJ6	BANK OF INDIA NEW YORK BRANC	NR	NR	2.60	08/28/2019	0.42	100.00	100.08	250	252	0	2.61	2.42	0.41
250	78658Q3T8	SAFRA NATL BK NEW YORK INSTL	NR	NR	2.50	09/16/2019	0.47	100.00	100.05	250	251	0	2.52	2.42	0.46
250	740367GU5	PREFERRED BK LOS ANGELES CA	NR	NR	2.55	09/20/2019	0.48	100.00	100.07	250	250	0	2.56	2.40	0.47
250	05581WJ22	BMO HARRIS BK NATL ASSN CHIC	NR	NR	2.60	09/30/2019	0.51	100.00	100.09	250	252	0	2.62	2.43	0.50
250	51210SPT8	LAKESIDE BK CHICAGO ILL	NR	NR	2.40	10/30/2019	0.59	100.00	99.99	250	250	0	2.41	2.42	0.58
250	90344LEQ8	USNY BK GENEVA NY	NR	NR	2.65	11/05/2019	0.61	100.00	100.13	250	252	0	2.66	2.45	0.60
250	92937CHF8	WEX BK MIDVALE UTAH	NR	NR	2.55	12/13/2019	0.71	100.00	100.08	250	252	0	2.55	2.44	0.69
250	06063HBF9	BANK BARODA NEW YORK N Y	NR	NR	2.80	12/27/2019	0.75	100.00	100.25	250	252	1	2.81	2.47	0.74
250	303117CQ6	FAHEY BKG CO MARION OHIO	NR	NR	2.50	01/10/2020	0.79	100.00	100.04	250	250	0	2.51	2.46	0.77
250	90520VAG8	UNION BK GREENVILLE NC	NR	NR	2.65	01/16/2020	0.80	100.00	100.16	250	253	0	2.66	2.47	0.78
250	59013J5A3	MERRICK BK SOUTH JORDAN UTAH	NR	NR	2.70	01/21/2020	0.82	100.00	100.20	250	251	0	2.71	2.46	0.80
250	919853BX8	VALLEY NATL BK PASSAIC N J	NR	NR	2.70	02/07/2020	0.86	100.00	100.20	250	253	1	2.71	2.48	0.84
250	45083ALH3	IBERIABANK LAFAYETTE LA	NR	NR	2.80	03/02/2020	0.93	100.00	100.30	250	253	1	2.80	2.48	0.90
250	20451PWE2	COMPASS BK BIRMINGHAM ALA	NR	NR	2.80	03/04/2020	0.93	100.00	100.30	250	253	1	2.80	2.48	0.91
250	909557HZ6	UNITED BANKERS BK BLOOMINGTO	NR	NR	2.85	05/19/2020	1.14	100.00	100.42	250	251	1	2.86	2.49	1.11
250	11373QFU7	BROOKLINE BK MASS	NR	NR	2.90	05/29/2020	1.17	100.00	100.49	250	252	1	2.91	2.49	1.13
250	32021SFP6	FIRST FINL BK HAMILTON OH	NR	NR	2.90	06/26/2020	1.25	100.00	100.52	250	253	1	2.90	2.48	1.21
250	02007GDM2	ALLY BK MIDVALE UTAH	NR	NR	2.75	06/29/2020	1.25	100.35	100.34	251	253	0	2.47	2.48	1.22
250	87227RCN2	TCF NATL BK	NR	NR	2.60	07/02/2020	1.26	100.00	100.15	250	252	0	2.61	2.48	1.23
250	949763SP2	WELLS FARGO BANK NATL ASSN	NR	NR	2.80	07/27/2020	1.33	99.95	100.43	250	251	1	2.85	2.48	1.29
250	062683BX4	BANK HOPE LOS ANGELES CA	NR	NR	2.80	09/14/2020	1.46	100.00	100.48	250	251	1	2.81	2.48	1.42
250	20033AXY7	COMENITY CAP BK UTAH	NR	NR	2.00	10/23/2020	1.57	100.00	99.29	250	248	-2	2.01	2.48	1.53
250	32056GDD9	FIRST INTERNET BK IND	NR	NR	3.00	12/28/2020	1.75	100.00	100.93	250	252	2	3.02	2.47	1.69
250	48128F4V1	JP MORGAN CHASE BANK NA	NR	NR	3.00	01/08/2021	1.75	100.00	100.00	250	252	0	3.00	3.01	1.13
250	538036DX9	LIVE OAK BKG CO NC	NR	NR	3.00	02/09/2021	1.87	100.00	100.99	250	253	2	3.02	2.47	1.80
250	27002YDY9	EAGLEBANK BETHESDA MD	NR	NR	2.85	03/08/2021	1.94	100.00	100.76	250	252	2	2.87	2.46	1.87
250	17312QH93	CITIBANK NATIONAL ASSOCIATIO	NR	NR	2.75	04/12/2021	2.04	100.00	100.57	250	255	1	2.75	2.46	1.95
250	14042RFV8	CAPITAL ONE NATL ASSN VA	NR	NR	2.25	05/24/2021	2.15	98.49	98.82	246	249	1	2.98	2.82	2.07
250	05580ANK6	BMW BK NORTH AMER SALT LAKE	NR	NR	3.00	07/13/2021	2.29	100.00	101.02	250	254	3	3.00	2.54	2.19
250	00257TBA3	ABACUS FED SVGS BK NY	NR	NR	2.90	08/31/2021	2.43	100.00	100.76	250	252	2	2.92	2.59	2.31
250	32024FAB7	FIRST FID BK OKLA CITY OKLA	NR	NR	2.85	09/14/2021	2.46	100.00	100.62	250	252	2	2.87	2.60	2.35
250	949763LT1	WELLS FARGO BANK NATL ASSN	NR	NR	2.25	12/08/2021	2.70	100.00	98.94	250	248	-3	2.26	2.67	2.58
250	87164WYK8	SYNCHRONY BANK	NR	NR	2.70	03/08/2022	2.94	100.00	99.91	250	250	0	2.70	2.73	2.81
250	85916VCW3	STERLING BK POPLAR BLUFF MO	NR	NR	3.10	03/09/2022	2.95	100.00	101.03	250	256	3	3.11	2.74	2.77
250	61690UFC9	MORGAN STANLEY BK N A	NR	NR	2.80	03/14/2022	2.96	100.00	100.18	250	251	0	2.80	2.73	2.82
246	02587DN38	AMERICAN EXPRESS CENTRN	NR	NR	2.45	04/05/2022	3.02	101.49	98.70	250	246	-7	1.94	2.91	2.85

Book Value Appraisal

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Par (000)	CUSIP	Issuer	S&P	Mdys	Cpn	Maturity	Average Life	Book Price	Market Price	Book Value (000)	Market Value (000)~	Gain/ Loss (000)	Book Yield	FTE Market Yield	Effective Duration
53,979			AAA	Aaa	2.25	1.95	1.33	99.90	99.65	53,927	54,049	-140	2.30	2.46	1.16
247	33583FAB8	FIRST NORTHEAST BK NEB LYONS	NR	NR	2.00	04/19/2022	3.06	96.99	97.79	240	243	2	3.05	2.77	2.92
250	68002LBL1	OLD MO BK SPRINGFIELD	NR	NR	3.10	05/05/2022	3.10	100.00	101.00	250	253	3	3.12	2.78	2.92
250	02587CFU9	AMERICAN EXP FED SVGS BK INS	NR	NR	2.40	08/29/2022	3.42	100.00	98.07	250	246	-5	2.40	3.00	3.25
250	05581WN35	BMO HARRIS BANK NA	NR	NR	2.85	09/14/2022	3.50	100.00	100.00	250	250	0	2.86	2.86	1.36
250	38148PYQ4	GOLDMAN SACHS BK USA NY	NR	NR	2.80	02/28/2023	3.92	100.00	99.74	250	250	-1	2.80	2.87	3.68
250	795450P66	SALLIE MAE BK SLT LAKE CITY	NR	NR	3.20	05/09/2023	4.11	100.00	101.20	250	256	3	3.20	2.89	3.79
250	254673RF5	DISCOVER BK	NR	NR	3.30	07/11/2023	4.29	100.00	101.60	250	256	4	3.30	2.90	3.95
1,580		**Total US Treasury (2.9%)**	**AAA**	**Aaa**	**1.20**	**0.46**	**0.45**	**99.94**	**99.44**	**1,579**	**1,578**	**-8**	**1.82**	**2.32**	**0.45**
175	912828SN1	UNITED STATES TREAS NTS	TSY	TSY	1.50	03/31/2019	0.01	101.03	100.00	177	176	-2		1.49	0.01
200	912828ST8	UNITED STATES TREAS NTS	TSY	TSY	1.25	04/30/2019	0.08	100.08	99.90	200	201	0	0.37	2.43	0.09
205	912828SX9	UNITED STATES TREAS NTS	TSY	TSY	1.13	05/31/2019	0.17	99.49	99.78	204	205	1	4.08	2.40	0.17
200	912828TH3	UNITED STATES TREAS NTS	TSY	TSY	0.88	07/31/2019	0.33	98.84	99.47	198	199	1	4.32	2.45	0.34
200	912828TR1	UNITED STATES TREAS NTS	TSY	TSY	1.00	09/30/2019	0.50	99.06	99.27	198	200	0	2.89	2.46	0.50
200	912828G61	UNITED STATES TREAS NTS	TSY	TSY	1.50	11/30/2019	0.67	99.59	99.38	199	200	0	2.11	2.44	0.66
200	912828H52	UNITED STATES TREAS NTS	TSY	TSY	1.25	01/31/2020	0.83	101.13	99.03	202	198	-4	-0.09	2.42	0.83
200	912828UV0	UNITED STATES TREAS NTS	TSY	TSY	1.13	03/31/2020	1.00	100.44	98.76	201	199	-3	0.69	2.38	0.99
34,455		**Total Agency (63.7%)**	**AA+**	**Aaa**	**2.12**	**2.38**	**1.41**	**99.88**	**99.44**	**34,413**	**34,446**	**-152**	**2.16**	**2.43**	**1.19**
200	3137EADZ9	FEDERAL HOME LN MTG CORP	AA+	AGY	1.13	04/15/2019	0.08	99.97	99.95	200	201	0		2.29	0.05
200	313379EE5	FEDERAL HOME LOAN BANKS	AA+	AGY	1.63	06/14/2019	0.25	101.46	99.84	203	201	-3	-5.26	2.38	0.21
200	3133EFW52	FEDERAL FARM CR BKS	AA+	AGY	1.15	07/01/2019	0.25	100.43	99.70	201	200	-1	-0.52	2.32	0.25
200	3137EADK2	FEDERAL HOME LN MTG CORP	AA+	AGY	1.25	08/01/2019	0.33	99.29	99.60	199	200	1	3.37	2.44	0.34
100	313380FB8	FEDERAL HOME LOAN BANKS	AA+	AGY	1.38	09/13/2019	0.42	101.02	99.51	101	100	-2	-0.86	2.46	0.45
1,500	3133EHKA0	FEDERAL FARM CR BKS	AA+	AGY	1.40	09/23/2019	0.50	100.00	99.56	1,500	1,493	-7	1.40	2.32	0.48
200	3137EADM8	FEDERAL HOME LN MTG CORP	AA+	AGY	1.25	10/02/2019	0.50	99.31	99.39	199	200	0	2.63	2.46	0.50
1,500	3135G0R39	FEDERAL NATL MTG ASSN	AA+	AGY	1.00	10/24/2019	0.58	99.05	99.18	1,486	1,494	2	2.70	2.45	0.56
1,500	3130AA3R7	FEDERAL HOME LOAN BANKS	AA+	AGY	1.38	11/15/2019	0.67	99.91	99.38	1,499	1,498	-8	1.51	2.38	0.62
200	3130A0JR2	FEDERAL HOME LOAN BANKS	AA+	AGY	2.38	12/13/2019	0.67	102.85	99.97	206	201	-6	-1.62	2.41	0.70
200	3130A7PU3	FEDERAL HOME LOAN BANKS	AA+	AGY	1.20	04/06/2020	1.00	99.54	98.75	199	199	-2	1.65	2.45	1.00
205	3133ECPD0	FEDERAL FARM CR BKS	AA+	AGY	1.42	05/13/2020	1.08	99.56	98.93	204	204	-1	1.82	2.39	1.10
2,500	3130ADPR7	FEDERAL HOME LOAN BANKS	AA+	AGY	2.50	09/15/2020	0.25	100.00	100.03	2,500	2,503	1	2.50	2.34	0.66
1,500	313382J53	FEDERAL HOME LOAN BANKS	AA+	AGY	1.75	09/28/2020	1.50	100.57	99.07	1,509	1,486	-23	1.37	2.39	1.47
1,500	3135G0RM7	FEDERAL NATL MTG ASSN	AA+	AGY	1.63	10/30/2020	1.58	99.95	98.88	1,499	1,494	-16	1.66	2.36	1.55
1,000	3133EJMX4	FEDERAL FARM CR BKS	AA+	AGY	2.68	11/02/2020	0.08	100.00	100.00	1,000	1,011	0	2.65	2.63	0.62
1,500	3135G0F73	FEDERAL NATL MTG ASSN	AA+	AGY	1.50	11/30/2020	1.67	99.50	98.58	1,493	1,486	-14	1.80	2.38	1.63
1,250	3133EHYU1	FEDERAL FARM CR BKS	AA+	AGY	1.84	09/13/2021	2.42	98.91	98.82	1,236	1,237	-1	2.30	2.34	1.75
1,500	3135G0Q89	FEDERAL NATL MTG ASSN	AA+	AGY	1.38	10/07/2021	2.50	98.76	97.79	1,481	1,477	-15	1.88	2.28	2.45
2,000	3133EFPT8	FEDERAL FARM CR BKS	AA+	AGY	1.96	11/19/2021	2.67	101.01	99.06	2,020	1,995	-39	1.57	2.33	2.54
1,500	3130AFD79	FEDERAL HOME LOAN BANKS	AA+	AGY	3.00	11/23/2021	0.17	100.00	100.08	1,500	1,518	1	2.97	2.43	0.38
1,500	3130AFCU9	FEDERAL HOME LOAN BANKS	AA+	AGY	3.13	11/26/2021	0.67	100.00	100.36	1,500	1,522	5	3.12	2.56	0.88
1,000	3133EJPE3	FEDERAL FARM CR BKS	AA+	AGY	2.95	02/15/2022	0.01	100.00	100.00	1,000	1,004	0	2.94	2.82	0.01
2,500	3134GSFS9	FEDERAL HOME LN MTG CORP	AA+	AGY	2.63	09/06/2022	0.17	100.00	100.05	2,500	2,506	1	2.62	2.36	0.53
1,250	3133EHYB3	FEDERAL FARM CR BKS	AA+	AGY	1.94	09/12/2022	3.42	98.63	98.75	1,233	1,236	2	2.36	2.32	2.18
1,250	3130ACH72	FEDERAL HOME LOAN BANKS	AA+	AGY	2.26	10/04/2022	3.50	99.82	99.15	1,248	1,253	-8	2.31	2.51	1.88
1,250	3133EHF73	FEDERAL FARM CR BKS	AA+	AGY	2.28	10/17/2022	3.58	99.91	99.52	1,249	1,257	-5	2.31	2.42	1.64
1,500	3134GB3A8	FEDERAL HOME LN MTG CORP	AA+	AGY	2.25	11/28/2022	3.67	100.00	99.32	1,500	1,502	-10	2.23	2.45	1.91
1,250	3130ACX82	FEDERAL HOME LOAN BANKS	AA+	AGY	2.38	12/05/2022	3.67	100.00	99.50	1,250	1,254	-6	2.36	2.52	1.70

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City of Upland

Par (000)	CUSIP	Issuer	S&P	Mdys	Cpn	Maturity	Average Life	Book Price	Market Price	Book Value (000)	Market Value (000)~	Gain/ Loss (000)	Book Yield	FTE Market Yield	Effective Duration
53,979			AAA	Aaa	2.25	1.95	1.33	99.90	99.65	53,927	54,049	-140	2.30	2.46	1.16
1,500	3134GSLT0	FEDERAL HOME LN MTG CORP	AA+	AGY	2.75	05/30/2023	0.17	100.00	100.04	1,500	1,514	1	2.73	2.50	0.44
1,000	3130AFYU5	FEDERAL HOME LOAN BANKS	AA+	AGY	3.00	03/07/2024	0.17	100.00	100.03	1,000	1,002	0	3.00	2.86	1.41
835		**Total Corporate - Industrials (1.5%)**	**AA+**	**Aa1**	**1.93**	**2.39**	**2.35**	**99.34**	**99.40**	**829**	**834**	**1**	**2.29**	**2.59**	**2.24**
125	89236TDE2	TOYOTA MOTOR CREDIT CORP	AA-	Aa3	1.40	05/20/2019	0.17	99.86	99.84	125	125	0	2.38	2.53	0.14
120	594918BN3	MICROSOFT CORP	AAA	Aaa	1.10	08/08/2019	0.33	99.90	99.48	120	120	0	1.39	2.55	0.36
90	69371RN36	PACCAR FINL CORP SR MTNS BK	A+	A1	1.20	08/12/2019	0.33	100.00	99.46	90	90	0	1.20	2.67	0.37
500	037833DE7	APPLE INC	AA+	Aa1	2.40	01/13/2023	3.75	98.95	99.25	495	499	2	2.69	2.61	3.56
100		**Total Corporate - Financials (0.2%)**	**A**	**A1**	**2.55**	**1.39**	**1.42**	**103.59**	**99.94**	**104**	**100**	**-4**	**-0.04**	**2.59**	**1.36**
100	857477AS2	STATE STR CORP	A	A1	2.55	08/18/2020	1.42	103.59	99.94	104	100	-4	-0.04	2.59	1.36

Portfolio Holdings Report

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Par (000)	CUSIP	Issuer	S&P	Mdys	Cpn	Maturity	Call Date	Average Life	Market Price	Market Value (000)	Market Yield	Modified Duration	Effective Duration	Convexity
53,979			AAA	Aaa	2.25	1.9513		1.33	99.65	54,049	2.46	1.80	1.16	-0.22
4,516		**Total Cash & Equivalents (8.4%)**	**AAA**	**Aaa**	**2.46**	**0.09**		**0.08**	**100.00**	**4,516**	**2.46**	**0.08**	**0.08**	**0.00**
4,516	000000CM9	CASH & EQUIVALENTS	AAA	Aaa	2.46	04/29/2019		0.08	100.00	4,516	2.46	0.08	0.08	0.00
12,493		**Total CD (23.3%)**	**NR**	**NR**	**2.67**	**1.60**		**1.60**	**100.14**	**12,575**	**2.55**	**1.53**	**1.48**	**0.00**
250	43785QMQ3	HOMESTREET BK WASHINGTON	NR	NR	2.30	04/15/2019		0.05	100.00	250	2.19	0.04	0.05	0.00
250	565109AZ8	MAPLE BANK CHAMPLIN MN	NR	NR	2.20	05/15/2019		0.13	99.99	250	2.27	0.12	0.13	0.00
250	06426WY63	BANK OF CHINA NEW YORK CITY	NR	NR	2.20	05/15/2019		0.13	99.98	254	2.32	0.13	0.13	0.00
250	06279KML7	BANK OF INDIA NEW YORK BRANC	NR	NR	2.35	06/05/2019		0.19	100.00	255	2.35	0.18	0.18	0.00
250	75524KLS1	CITIZENS BK NA PROVIDENCE RI	NR	NR	2.45	07/09/2019		0.28	100.02	251	2.39	0.27	0.28	0.00
250	084601SB0	BERKSHIRE BK PITTSFIELD MA	NR	NR	2.30	07/15/2019		0.30	99.98	251	2.39	0.29	0.29	0.00
250	583614BN1	MECHANICS BANK RICHMOND CALI	NR	NR	2.40	07/23/2019		0.32	100.01	251	2.40	0.31	0.31	0.00
250	06279KSJ6	BANK OF INDIA NEW YORK BRANC	NR	NR	2.60	08/28/2019		0.42	100.08	252	2.42	0.41	0.41	0.00
250	78658Q3T8	SAFRA NATL BK NEW YORK INSTL	NR	NR	2.50	09/16/2019		0.47	100.05	251	2.42	0.46	0.46	0.00
250	740367GU5	PREFERRED BK LOS ANGELES CA	NR	NR	2.55	09/20/2019		0.48	100.07	250	2.40	0.47	0.47	0.00
250	05581WJ22	BMO HARRIS BK NATL ASSN CHIC	NR	NR	2.60	09/30/2019		0.51	100.09	252	2.43	0.49	0.50	0.00
250	51210SPT8	LAKESIDE BK CHICAGO ILL	NR	NR	2.40	10/30/2019		0.59	99.99	250	2.42	0.58	0.58	0.00
250	90344LEQ8	USNY BK GENEVA NY	NR	NR	2.65	11/05/2019		0.61	100.13	252	2.45	0.59	0.60	0.00
250	92937CHF8	WEX BK MIDVALE UTAH	NR	NR	2.55	12/13/2019		0.71	100.08	252	2.44	0.69	0.69	0.01
250	06063HBF9	BANK BARODA NEW YORK N Y	NR	NR	2.80	12/27/2019		0.75	100.25	252	2.47	0.73	0.74	0.01
250	303117CQ6	FAHEY BKG CO MARION OHIO	NR	NR	2.50	01/10/2020		0.79	100.04	250	2.46	0.77	0.77	0.01
250	90520VAG8	UNION BK GREENVILLE NC	NR	NR	2.65	01/16/2020		0.80	100.16	253	2.47	0.78	0.78	0.01
250	59013J5A3	MERRICK BK SOUTH JORDAN UTAH	NR	NR	2.70	01/21/2020		0.82	100.20	251	2.46	0.80	0.80	0.01
250	919853BX8	VALLEY NATL BK PASSAIC N J	NR	NR	2.70	02/07/2020		0.86	100.20	253	2.48	0.84	0.84	0.01
250	45083ALH3	IBERIABANK LAFAYETTE LA	NR	NR	2.80	03/02/2020		0.93	100.30	253	2.48	0.91	0.90	0.01
250	20451PWE2	COMPASS BK BIRMINGHAM ALA	NR	NR	2.80	03/04/2020		0.93	100.30	253	2.48	0.91	0.91	0.01
250	909557HZ6	UNITED BANKERS BK BLOOMINGTO	NR	NR	2.85	05/19/2020		1.14	100.42	251	2.49	1.12	1.11	0.01
250	11373QFU7	BROOKLINE BK MASS	NR	NR	2.90	05/29/2020		1.17	100.49	252	2.49	1.14	1.13	0.01
250	32021SFP6	FIRST FINL BK HAMILTON OH	NR	NR	2.90	06/26/2020		1.25	100.52	253	2.48	1.21	1.21	0.01
250	02007GDM2	ALLY BK MIDVALE UTAH	NR	NR	2.75	06/29/2020		1.25	100.34	253	2.48	1.22	1.22	0.01
250	87227RCN2	TCF NATL BK	NR	NR	2.60	07/02/2020		1.26	100.15	252	2.48	1.23	1.23	0.01
250	949763SP2	WELLS FARGO BANK NATL ASSN	NR	NR	2.80	07/27/2020		1.33	100.43	251	2.48	1.30	1.29	0.01
250	062683BX4	BANK HOPE LOS ANGELES CA	NR	NR	2.80	09/14/2020		1.46	100.48	251	2.48	1.43	1.42	0.01
250	20033AXY7	COMENITY CAP BK UTAH	NR	NR	2.00	10/23/2020		1.57	99.29	248	2.48	1.54	1.53	0.02
250	32056GDD9	FIRST INTERNET BK IND	NR	NR	3.00	12/28/2020		1.75	100.93	252	2.47	1.70	1.69	0.02
250	48128F4V1	JP MORGAN CHASE BANK NA	NR	NR	3.00	01/08/2021	01/08/2020	1.75	100.00	252	3.01	1.71	1.13	-0.32
250	538036DX9	LIVE OAK BKG CO NC	NR	NR	3.00	02/09/2021		1.87	100.99	253	2.47	1.81	1.80	0.02
250	27002YDY9	EAGLEBANK BETHESDA MD	NR	NR	2.85	03/08/2021		1.94	100.76	252	2.46	1.88	1.87	0.02
250	17312QH93	CITIBANK NATIONAL ASSOCIATIO	NR	NR	2.75	04/12/2021		2.04	100.57	255	2.46	1.95	1.95	0.02
250	14042RFV8	CAPITAL ONE NATL ASSN VA	NR	NR	2.25	05/24/2021		2.15	98.82	249	2.82	2.07	2.07	0.03
250	05580ANK6	BMW BK NORTH AMER SALT LAKE	NR	NR	3.00	07/13/2021		2.29	101.02	254	2.54	2.19	2.19	0.03
250	00257TBA3	ABACUS FED SVGS BK NY	NR	NR	2.90	08/31/2021		2.43	100.76	252	2.59	2.33	2.31	0.03
250	32024FAB7	FIRST FID BK OKLA CITY OKLA	NR	NR	2.85	09/14/2021		2.46	100.62	252	2.60	2.37	2.35	0.03
250	949763LT1	WELLS FARGO BANK NATL ASSN	NR	NR	2.25	12/08/2021		2.70	98.94	248	2.67	2.61	2.58	0.04
250	87164WYK8	SYNCHRONY BANK	NR	NR	2.70	03/08/2022		2.94	99.91	250	2.73	2.81	2.81	0.05
250	85916VCW3	STERLING BK POPLAR BLUFF MO	NR	NR	3.10	03/09/2022		2.95	101.03	256	2.74	2.79	2.77	0.05
250	61690UFC9	MORGAN STANLEY BK N A	NR	NR	2.80	03/14/2022		2.96	100.18	251	2.73	2.82	2.82	0.05
246	02587DN38	AMERICAN EXPRESS CENTRN	NR	NR	2.45	04/05/2022		3.02	98.70	246	2.91	2.85	2.85	0.05

Portfolio Holdings Report

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City of Upland

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53,979			AAA	Aaa	2.25	1.9513		1.33	99.65	54,049	2.46	1.80	1.16	-0.22
247	33583FAB8	FIRST NORTHEAST BK NEB LYONS	NR	NR	2.00	04/19/2022		3.06	97.79	243	2.77	2.94	2.92	0.05
250	68002LBL1	OLD MO BK SPRINGFIELD	NR	NR	3.10	05/05/2022		3.10	101.00	253	2.78	2.95	2.92	0.05
250	02587CFU9	AMERICAN EXP FED SVGS BK INS	NR	NR	2.40	08/29/2022		3.42	98.07	246	3.00	3.25	3.25	0.06
250	05581WN35	BMO HARRIS BANK NA	NR	NR	2.85	09/14/2022	09/14/2019	3.50	100.00	250	2.86	3.28	1.36	-0.82
250	38148PYQ4	GOLDMAN SACHS BK USA NY	NR	NR	2.80	02/28/2023		3.92	99.74	250	2.87	3.68	3.68	0.08
250	795450P66	SALLIE MAE BK SLT LAKE CITY	NR	NR	3.20	05/09/2023		4.11	101.20	256	2.89	3.79	3.79	0.08
250	254673RF5	DISCOVER BK	NR	NR	3.30	07/11/2023		4.29	101.60	256	2.90	3.95	3.95	0.09
1,580		**Total US Treasury (2.9%)**	**AAA**	**Aaa**	**1.20**	**0.46**		**0.45**	**99.44**	**1,578**	**2.32**	**0.45**	**0.45**	**0.00**
175	912828SN1	UNITED STATES TREAS NTS	TSY	TSY	1.50	03/31/2019		0.01	100.00	176	1.49	0.01	0.01	0.00
200	912828ST8	UNITED STATES TREAS NTS	TSY	TSY	1.25	04/30/2019		0.08	99.90	201	2.43	0.09	0.09	0.00
205	912828SX9	UNITED STATES TREAS NTS	TSY	TSY	1.13	05/31/2019		0.17	99.78	205	2.40	0.17	0.17	0.00
200	912828TH3	UNITED STATES TREAS NTS	TSY	TSY	0.88	07/31/2019		0.33	99.47	199	2.45	0.34	0.34	0.00
200	912828TR1	UNITED STATES TREAS NTS	TSY	TSY	1.00	09/30/2019		0.50	99.27	200	2.46	0.50	0.50	0.00
200	912828G61	UNITED STATES TREAS NTS	TSY	TSY	1.50	11/30/2019		0.67	99.38	200	2.44	0.66	0.66	0.00
200	912828H52	UNITED STATES TREAS NTS	TSY	TSY	1.25	01/31/2020		0.83	99.03	198	2.42	0.83	0.83	0.01
200	912828UV0	UNITED STATES TREAS NTS	TSY	TSY	1.13	03/31/2020		1.00	98.76	199	2.38	0.99	0.99	0.01
34,455		**Total Agency (63.7%)**	**AA+**	**Aaa**	**2.12**	**2.38**		**1.41**	**99.44**	**34,446**	**2.43**	**2.18**	**1.19**	**-0.35**
200	3137EADZ9	FEDERAL HOME LN MTG CORP	AA+	AGY	1.13	04/15/2019		0.08	99.95	201	2.29	0.04	0.05	0.00
200	313379EE5	FEDERAL HOME LOAN BANKS	AA+	AGY	1.63	06/14/2019		0.25	99.84	201	2.38	0.21	0.21	0.00
200	3133EFW52	FEDERAL FARM CR BKS	AA+	AGY	1.15	07/01/2019		0.25	99.70	200	2.32	0.25	0.25	0.00
200	3137EADK2	FEDERAL HOME LN MTG CORP	AA+	AGY	1.25	08/01/2019		0.33	99.60	200	2.44	0.34	0.34	0.00
100	313380FB8	FEDERAL HOME LOAN BANKS	AA+	AGY	1.38	09/13/2019		0.42	99.51	100	2.46	0.45	0.45	0.00
1,500	3133EHKA0	FEDERAL FARM CR BKS	AA+	AGY	1.40	09/23/2019		0.50	99.56	1,493	2.32	0.48	0.48	0.00
200	3137EADM8	FEDERAL HOME LN MTG CORP	AA+	AGY	1.25	10/02/2019		0.50	99.39	200	2.46	0.50	0.50	0.00
1,500	3135G0R39	FEDERAL NATL MTG ASSN	AA+	AGY	1.00	10/24/2019		0.58	99.18	1,494	2.45	0.56	0.56	0.00
1,500	3130AA3R7	FEDERAL HOME LOAN BANKS	AA+	AGY	1.38	11/15/2019		0.67	99.38	1,498	2.38	0.62	0.62	0.00
200	3130A0JR2	FEDERAL HOME LOAN BANKS	AA+	AGY	2.38	12/13/2019		0.67	99.97	201	2.41	0.69	0.70	0.00
200	3130A7PU3	FEDERAL HOME LOAN BANKS	AA+	AGY	1.20	04/06/2020		1.00	98.75	199	2.45	1.00	1.00	0.01
205	3133ECPD0	FEDERAL FARM CR BKS	AA+	AGY	1.42	05/13/2020		1.08	98.93	204	2.39	1.10	1.10	0.01
2,500	3130ADPR7	FEDERAL HOME LOAN BANKS	AA+	AGY	2.50	09/15/2020	06/15/2019	0.25	100.03	2,503	2.34	1.43	0.66	-0.43
1,500	313382J53	FEDERAL HOME LOAN BANKS	AA+	AGY	1.75	09/28/2020		1.50	99.07	1,486	2.39	1.47	1.47	0.02
1,500	3135G0RM7	FEDERAL NATL MTG ASSN	AA+	AGY	1.63	10/30/2020		1.58	98.88	1,494	2.36	1.54	1.55	0.02
1,000	3133EJMX4	FEDERAL FARM CR BKS	AA+	AGY	2.68	11/02/2020	02/02/2019	0.08	100.00	1,011	2.63	1.53	0.62	-0.52
1,500	3135G0F73	FEDERAL NATL MTG ASSN	AA+	AGY	1.50	11/30/2020		1.67	98.58	1,486	2.38	1.63	1.63	0.02
1,250	3133EHYU1	FEDERAL FARM CR BKS	AA+	AGY	1.84	09/13/2021	12/13/2018	2.42	98.82	1,237	2.34	2.38	1.75	-0.53
1,500	3135G0Q89	FEDERAL NATL MTG ASSN	AA+	AGY	1.38	10/07/2021		2.50	97.79	1,477	2.28	2.44	2.45	0.04
2,000	3133EFPT8	FEDERAL FARM CR BKS	AA+	AGY	1.96	11/19/2021		2.67	99.06	1,995	2.33	2.54	2.54	0.04
1,500	3130AFD79	FEDERAL HOME LOAN BANKS	AA+	AGY	3.00	11/23/2021	05/23/2019	0.17	100.08	1,518	2.43	2.49	0.38	-0.23
1,500	3130AFCU9	FEDERAL HOME LOAN BANKS	AA+	AGY	3.13	11/26/2021	11/26/2019	0.67	100.36	1,522	2.56	2.50	0.88	-0.23
1,000	3133EJPE3	FEDERAL FARM CR BKS	AA+	AGY	2.95	02/15/2022	04/02/2019	0.01	100.00	1,004	2.82	0.01	0.01	0.00
2,500	3134GSFS9	FEDERAL HOME LN MTG CORP	AA+	AGY	2.63	09/06/2022	06/06/2019	0.17	100.05	2,506	2.36	3.23	0.53	-0.34
1,250	3133EHYB3	FEDERAL FARM CR BKS	AA+	AGY	1.94	09/12/2022	03/12/2019	3.42	98.75	1,236	2.32	3.31	2.18	-0.88
1,250	3130ACH72	FEDERAL HOME LOAN BANKS	AA+	AGY	2.26	10/04/2022	04/04/2019	3.50	99.15	1,253	2.51	3.32	1.88	-1.03
1,250	3133EHF73	FEDERAL FARM CR BKS	AA+	AGY	2.28	10/17/2022	01/17/2019	3.58	99.52	1,257	2.42	3.36	1.64	-1.10
1,500	3134GB3A8	FEDERAL HOME LN MTG CORP	AA+	AGY	2.25	11/28/2022	05/28/2019	3.67	99.32	1,502	2.45	3.47	1.91	-1.10
1,250	3130ACX82	FEDERAL HOME LOAN BANKS	AA+	AGY	2.38	12/05/2022	03/05/2019	3.67	99.50	1,254	2.52	3.48	1.70	-1.13

Portfolio Holdings Report

Portfolio as of: 3/29/2019 Pricing date: 3/29/2019

City of Upland

Par (000)	CUSIP	Issuer	S&P	Mdys	Cpn	Maturity	Call Date	Average Life	Market Price	Market Value (000)	Market Yield	Modified Duration	Effective Duration	Convexity
53,979			AAA	Aaa	2.25	1.9513		1.33	99.65	54,049	2.46	1.80	1.16	-0.22
1,500	3134GSLT0	FEDERAL HOME LN MTG CORP	AA+	AGY	2.75	05/30/2023	05/30/2019	0.17	100.04	1,514	2.50	3.83	0.44	-0.27
1,000	3130AFYU5	FEDERAL HOME LOAN BANKS	AA+	AGY	3.00	03/07/2024	06/07/2019	0.17	100.03	1,002	2.86	4.55	1.41	-1.19
835		**Total Corporate - Industrials (1.5%)**	**AA+**	**Aa1**	**1.93**	**2.39**		**2.35**	**99.40**	**834**	**2.59**	**2.25**	**2.24**	**0.03**
125	89236TDE2	TOYOTA MOTOR CREDIT CORP	AA-	Aa3	1.40	05/20/2019		0.17	99.84	125	2.53	0.14	0.14	0.00
120	594918BN3	MICROSOFT CORP	AAA	Aaa	1.10	08/08/2019		0.33	99.48	120	2.55	0.35	0.36	0.00
90	69371RN36	PACCAR FINL CORP SR MTNS BK	A+	A1	1.20	08/12/2019		0.33	99.46	90	2.67	0.37	0.37	0.00
500	037833DE7	APPLE INC	AA+	Aa1	2.40	01/13/2023	12/13/2022	3.75	99.25	499	2.61	3.58	3.56	0.06
100		**Total Corporate - Financials (0.2%)**	**A**	**A1**	**2.55**	**1.39**		**1.42**	**99.94**	**100**	**2.59**	**1.35**	**1.36**	**0.01**
100	857477AS2	STATE STR CORP	A	A1	2.55	08/18/2020		1.42	99.94	100	2.59	1.35	1.36	0.01

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STAFF REPORT

ITEM NO. 14.A.

DATE:	May 13, 2019
TO:	MAYOR AND CITY COUNCIL
FROM:	JEANNETTE VAGNOZZI, CITY MANAGER
PREPARED BY:	ROBERT D. DALQUEST, DEVELOPMENT SERVICES DIRECTOR
SUBJECT:	CONSIDER APPROVAL OF AN URGENCY ORDINANCE AND AN ORDINANCE REGARDING "SMALL WIRELESS FACILITIES", AMENDING SECTION 5.36.190 OF THE UPLAND MUNICIPAL CODE REGARDING THE SAME, AND DECLARING THE URGENCY AND IMMEDIATE EFFECTIVENESS THEREOF, PURSUANT TO GOVERNMENT CODE SECTIONS 36934 AND 36937 AND APPROVE A RESOLUTION ADOPTING A CITY WIDE POLICY REGARDING PERMITTING REQUIREMENTS AND DEVELOPMENT STANDARDS FOR SMALL WIRELESS FACILITIES

RECOMMENDED ACTION

It is recommended that the City Council:

1. Adopt an Urgency Ordinance regarding "small wireless facilities", amending Section 5.36.190 of the Upland Municipal Code regarding the same, and declaring the Urgency and Immediate Effectiveness thereof pursuant to Government Code Sections 36934 and 36937, and approving California Environmental Quality Act Exemptions therewith; and
2. Hold first reading by title only, waive further reading, and introduce an Ordinance regarding small wireless facilities, amending Section 5.36.190 of the Upland Municipal Code regarding the same, and approving California Environmental Quality Act Exemptions in connection therewith; and
3. Approve a Resolution adopting a City wide policy regarding Permitting Requirements and Development Standards for small wireless facilities.

GOAL STATEMENT

The proposed action supports the City's overarching goal of protecting the public health, safety and welfare by establishing consistent regulations governing the deployment of small

wireless facilities at the maximum permissible under current Federal Communications Commission's rules and regulations.

BACKGROUND

The proposed action does not add any new wireless facilities in the City. Rather, it will provide a tool for the City to provide permitting requirements and development standards for applications received by the City for "small wireless facilities". On September 26, 2018, the Federal Communications Commission ("FCC") adopted its Declaratory Ruling and Third Report and Order (the "Report and Order"), which establishes a new category "small wireless facility". The Report and Order, in an effort to streamline the deployment of small wireless facilities for the deployment of infrastructure necessary for 5G and other advanced wireless services, purports to give wireless service providers the right to utilize public right-of-way and to attach small wireless facilities to public infrastructure. The Report and Order substantially restricts local governments' ability to regulate such facilities in public rights-of-way. The Report and Order requires that fees charged for small wireless facilities be reasonable and objective, sets timeframes (referred to as "shot clocks") for reviewing and approving applications for new and additional small wireless facilities and requires that aesthetic standards be reasonable and published in advance.

ISSUES/ANALYSIS

The FCC Report and Order has been challenged by dozens of local government agencies across the country. This pending litigation is anticipated to be heard by the U.S. Court of Appeals for the Ninth Circuit later this year. In the meantime, with the Report and Order now in effect, staff recommends adoption of the attached ordinances and policy resolution. The ordinances would amend the City's Municipal Code to address the FCC Report and Order. The proposed resolution would establish consistent regulations governing deployment of small wireless facilities in the public rights-of-way, in order to fully protect the health, safety, and welfare of the public.

<u>Urgency Ordinance and Ordinance</u>
The proposed Urgency Ordinance (Exhibit A) and Ordinance (Exhibit B) would amend Section 5.36.190 of the Upland Municipal Code ("UMC") by adding new subsection D so that small wireless facilities are subject to the requirements of the City wide policy regarding permitting requirements and development standards for small wireless facilities, adopted by a separate resolution ("Policy Resolution") of the City Council. The reason for both the Urgency Ordinance and the non-urgency Ordinance is that the Urgency Ordinance will permit the policy provisions to take effect in the Municipal Code immediately. The non-urgency Ordinance will end up superseding the Urgency Ordinance so as to eliminate reliance on urgency findings as the underlying foundation and basis for adoption and enforcement of the City's standards.

<u>Policy Resolution</u>
The Report and Order provide for local agencies to regulate, to some degree, the aesthetics of small wireless facilities, including location, compatibility with surrounding facilities, spacing and overall size of the facility. Such requirements must be reasonable, technically feasible, directed at avoiding or mitigating unsightly, out-of-character installations, incorporate clearly defined standards applied in a principled manner and are published in advance. The proposed Resolution (Exhibit C) contemplates all areas affected by the Report and Order and sets forth policies, procedures, and standards for small wireless facilities as outlined below:

- Required Permits and Approvals. Requires a "Small Wireless Facility Permit" for all small wireless facilities. Depending on the nature of the proposed installation, additional permits for construction may be required as consistent with other similar utility work.

- Permit Application Requirements. Establishes the application requirements for proposed small wireless facilities, including procedures for reviewing batched or grouped applications including required fees, construction drawings, site surveys, photo simulations, project narrative and justification, Radio Frequency (RF) Compliance Report, site agreements if applicable, and acoustical analysis for all proposed equipment.

- Permit Application Submittal and Review. Establishes requirements and procedures for submittal and review of small wireless facility permit applications, including meetings with staff, application completeness, withdrawn applications, batched applications.

- Approvals and Denials. Describes the administrative review of applications, required findings for approval, conditional approvals, decision notices, and appeals of permit decisions.

- Conditions of Approval. Sets forth general conditions of approval including permit terms, renewal, installation certification, time for construction build-out, site maintenance, compliance with other laws, impacts on other properties, inspections, emergency response, indemnification of the City, performance bonding, permit revocation, landscaping, cost reimbursement to City for certain items, cooperation with RF compliance evaluations, future undergrounding programs, electrical meter upgrades and relocation requirements.

- Location Requirements. Establishes locations that are based on a hierarchy starting from "most preferred," to "least preferred" for small wireless facilities. The policy uses zoning to established preferred areas over least preferred areas with residential areas on local streets, historic districts and areas within 500 feet of school sites being the least preferred; unless the applicant can demonstrate with clear and convincing evidence that a more-preferred location is not technically feasible.

- Design Standards. Establishes requirements for shielding/shrouding or otherwise concealing equipment, requires that new/replaced poles be consistent with style, texture and color of existing poles in the area, prohibits new ground mounted electrical service/meters, details dimensional requirements and height limits, signage and landscape protection and restoration requirements.

ENVIRONMENTAL DETERMINATION

Staff has determined that the adoption of the Urgency Ordinance and Non-Urgency Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000, et seq.), pursuant to CEQA Regulation §15061(b)(3) (14 Cal. Code Regs. § 15061(b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the proposed ordinances are categorically exempt pursuant to Section 15301 of the CEQA Guidelines which is applicable to minor alterations of existing governmental and/or utility-owned structures.

FISCAL IMPACTS

Adoption of the proposed Urgency Ordinance, Ordinance, and Policy Resolution will have no direct fiscal impact on the City, but the City will need to establish appropriate fees for small wireless facilities. The Report and Order requires such fees to be reasonable and establish the following "safe harbor" amounts as presumptively reasonable:

- $500 for non-recurring fees for applications for up to five small wireless facility sites, with an additional $100 for each additional site;

- $1,000 for non-recurring fees for a new pole to support one or more small wireless facilities; and

- $270 per year for all recurring fees, including any right-of-way encroachment permit fee for attachment to a municipality-owned structure in the public right-of-way (e.g., streetlight pole).

The City can potentially charge higher fees if based on a reasonable approximation on the time and resources the City utilizes in the processing of small wireless facility applications. City staff will therefore study the matter and return to the Council with a fee proposal at a date in the near future.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Exhibit A – Urgency Ordinance amending Section 5.36.190 of UMC

Exhibit B – Ordinance amending Section 5.36.190 of UMC

Exhibit C – Policy Resolution establishing a City wide policy regarding Permitting Requirements and Development Standards for small wireless facilities

ORDINANCE NO. _____

AN URGENCY ORDINANCE OF THE CITY OF UPLAND REGARDING SMALL WIRELESS FACILITIES, AMENDING SECTION 5.36.190 OF THE UPLAND MUNICIPAL CODE REGARDING THE SAME, AND DECLARING THE URGENCY AND IMMEDIATE EFFECTIVENESS THEREOF PURSUANT TO GOVERNMENT CODE SECTIONS 36934 AND 36937

WHEREAS, on September 26, 2018, the Federal Communications Commission ("FCC") adopted its Declaratory Ruling and Third Report and Order ("Report and Order") relating to placement of small wireless facilities in public rights-of-way, and the Report and Order went into effect on January 14, 2019; and

WHEREAS, the Report and Order purports to give providers of wireless services rights to utilize public rights of way and to attach so-called "small wireless facilities" to public infrastructure including infrastructure of the City of Upland, subject to payment of "presumed reasonable", non-recurring and recurring fees, and the ability of local agencies to regulate use of their rights-of-way is substantially limited under the Report and Order; and

WHEREAS, notwithstanding the limitations imposed on local regulation of small wireless facilities in public rights-of-way by the Report and Order, local agencies retain the ability to regulate the aesthetics of small wireless facilities, including location, compatibility with surrounding facilities, spacing, and overall size of the facility, provided the aesthetic requirements are: (i) "reasonable", i.e., "technically feasible and reasonably directed to avoiding or remedying the intangible public harm or unsightly or out-of-character deployments"; (ii) "objective", i.e., they "incorporate clearly-defined and ascertainable standards, applied in a principled manner"; are (iii) published in advance. Regulations that do not satisfy the foregoing requirements are likely to be subject to invalidation, as are any other regulations that "materially inhibit wireless service", (e.g., overly restrictive spacing requirements); and

WHEREAS, local agencies also retain the ability to regulate small wireless facilities in the public rights-of-way in order to more fully protect the public health and safety, ensure continued quality of telecommunications services, and safeguard the rights of consumers; and

WHEREAS, it is the intent of the City Council in adopting this Ordinance to supersede regulations of the City that conflict with the Report and Order, and to establish consistent regulations governing deployment of small wireless facilities in order to more fully protect the public health, safety, and welfare, and the City Council declares that it adopts this Ordinance with the understanding that the City expressly reserves all rights to re-enact and/or establish new regulations consistent with State and federal law as it existed prior to adoption of the Report and Order in the event the Report and Order is invalidated, modified, or limited in any way.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF UPLAND ORDAINS AS FOLLOWS:

Section 1. Findings. The City Council finds that each fact set forth in the preceding recitals are true and correct.

Section 2. Section 5.36.190 of the Upland Municipal Code is hereby amended by the addition thereto of a new paragraph "D" to read as follows:

> Notwithstanding any other provision of the Municipal Code to the contrary, all small wireless facilities as defined by the FCC in 47 C.F.R. § 1.6002(*l*), as may be amended or superseded, shall be subject only to and must comply with the "Citywide Policy Regarding Permitting Requirements And Development Standards For Small Wireless Facilities" adopted by City Council resolution. No person shall construct, install, attach, operate, collocate, modify, reconstruct, relocate, remove, or otherwise deploy any small wireless facility in violation of such policy."

Section 3. CEQA. The City of Upland has determined that the adoption of this Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000, et seq.), pursuant to State CEQA Regulation §15061(b)(3) (14 Cal. Code Regs. § 15061(b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Upland has determined that the ordinance is categorically exempt pursuant to Section 15301 of the CEQA Regulations applicable to minor alterations of existing governmental and/or utility-owned structures.

Section 4. Future Modifications. The City Council finds and declares that it is adopting this Ordinance in order to more fully protect and preserve the public health and safety with respect to City rights-of-way in light of the adoption of the Report and Order. Notice is hereby given to any and all wireless providers obtaining a permit pursuant to the Upland Municipal Code as amended herein, that the City expressly reserves any and all rights it possessed prior to the adoption of the Report and Order concerning its authority to regulate its public rights-of-way. In the event the Report and Order is invalidated, modified, or limited in any way, the City Council reserves the right, subject to reasonable notice and due process, to modify the terms and conditions applicable to any permit issued hereunder including, but not limited to, the term, fees charged, and scope of any future wireless deployments within the City's rights-of-way.

Section 5. Urgency. City Council finds that, as a result of the regulations adopted by the Federal Communications Commission effective as of January 14, 2019, as more fully described in the recitals of this Ordinance, some City regulations governing third party use of its public rights-of-way or private property for telecommunication antennas may be invalidated which will result in an absence of standards designed to protect the public. Therefore, unless this Ordinance is effective and its regulations are immediately put in place, the public health, safety and welfare will be at risk. Therefore the immediate preservation of the public health, safety and welfare requires that this Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 36937(b) and that it take effect immediately upon

adoption pursuant to Government Code Section 36934, and its urgency is hereby declared.

Section 6. Severability. If any sections, subsections, sentence, clause, or phrase of the Chapter adopted by this Ordinance is for any reason held to be invalid or unconstitutional by the decision or legislation of any court of competent jurisdiction, or by reason of preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions of the Chapter. The City Council declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more of the sections, subsections, sentences, clauses, or phrases thereof is declared invalid or unconstitutional.

Section 7. Effective Date. Based upon the findings contained in Section 5 of this Ordinance, this Ordinance shall take effect immediately upon adoption pursuant to Government Code Sections 36937 (b) and 36934.

Section 8. Publication and Certification. The City Clerk shall certify the adoption of this Ordinance and cause it to be published in the manner required by law.

APPROVED AND ADOPTED this ___ day of May, 2019.

_____
Debbie Stone, Mayor

ATTEST:

_____
Keri Johnson, City Clerk

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Upland held on the 13th day of May, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF UPLAND REGARDING SMALL WIRELESS FACILITIES AND AMENDING SECTION 5.36.190 OF THE UPLAND MUNICIPAL CODE REGARDING THE SAME

WHEREAS, on September 26, 2018, the Federal Communications Commission ("FCC") adopted its Declaratory Ruling and Third Report and Order ("Report and Order") relating to placement of small wireless facilities in public rights-of-way, and the Report and Order went into effect on January 14, 2019; and

WHEREAS, the Report and Order purports to give providers of wireless services rights to utilize public rights of way and to attach so-called "small wireless facilities" to public infrastructure including infrastructure of the City of Upland, subject to payment of "presumed reasonable", non-recurring and recurring fees, and the ability of local agencies to regulate use of their rights-of-way is substantially limited under the Report and Order; and

WHEREAS, notwithstanding the limitations imposed on local regulation of small wireless facilities in public rights-of-way by the Report and Order, local agencies retain the ability to regulate the aesthetics of small wireless facilities, including location, compatibility with surrounding facilities, spacing, and overall size of the facility, provided the aesthetic requirements are: (i) "reasonable", i.e., "technically feasible and reasonably directed to avoiding or remedying the intangible public harm or unsightly or out-of-character deployments"; (ii) "objective", i.e., they "incorporate clearly-defined and ascertainable standards, applied in a principled manner"; are (iii) published in advance. Regulations that do not satisfy the foregoing requirements are likely to be subject to invalidation, as are any other regulations that "materially inhibit wireless service", (e.g., overly restrictive spacing requirements); and

WHEREAS, local agencies also retain the ability to regulate small wireless facilities in the public rights-of-way in order to more fully protect the public health and safety, ensure continued quality of telecommunications services, and safeguard the rights of consumers; and

WHEREAS, it is the intent of the City Council in adopting this Ordinance to supersede regulations of the City that conflict with the Report and Order, and to establish consistent regulations governing deployment of small wireless facilities in order to more fully protect the public health, safety, and welfare, and the City Council declares that it adopts this Ordinance with the understanding that the City expressly reserves all rights to re-enact and/or establish new regulations consistent with State and federal law as it existed prior to adoption of the Report and Order in the event the Report and Order is invalidated, modified, or limited in any way;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF UPLAND ORDAINS AS FOLLOWS:

Section 1. Findings. The City Council finds that each fact set forth in the preceding recitals are true.

Section 2. Section 5.36.190 of the Upland Municipal Code is hereby amended by the addition thereto of a new paragraph "D" to read as follows:

> Notwithstanding any other provision of the Municipal Code to the contrary, all small wireless facilities as defined by the FCC in 47 C.F.R. § 1.6002(*l*), as may be amended or superseded, shall be subject only to and must comply with the "Citywide Policy Regarding Permitting Requirements And Development Standards For Small Wireless Facilities" adopted by City Council resolution. No person shall construct, install, attach, operate, collocate, modify, reconstruct, relocate, remove, or otherwise deploy any small wireless facility in violation of such policy."

Section 3. CEQA. The City of Upland has determined that the adoption of this Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000, et seq.), pursuant to State CEQA Regulation §15061(b)(3) (14 Cal. Code Regs. § 15061(b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Upland has determined that the ordinance is categorically exempt pursuant to Section 15301 of the CEQA Regulations applicable to minor alterations of existing governmental and/or utility-owned structures.

Section 4. Future Modifications. The City Council finds and declares that it is adopting this Ordinance in order to more fully protect and preserve the public health and safety with respect to City rights-of-way in light of the adoption of the Report and Order. Notice is hereby given to any and all wireless providers obtaining a permit pursuant to the Upland Municipal Code as amended herein, that the City expressly reserves any and all rights it possessed prior to the adoption of the Report and Order concerning its authority to regulate its public rights-of-way. In the event the Report and Order is invalidated, modified, or limited in any way, the City Council reserves the right, subject to reasonable notice and due process, to modify the terms and conditions applicable to any permit issued hereunder including, but not limited to, the term, fees charged, and scope of any future wireless deployments within the City's rights-of-way.

Section 5. Severability. If any sections, subsections, sentence, clause, or phrase of the Chapter adopted by this Ordinance is for any reason held to be invalid or unconstitutional by the decision or legislation of any court of competent jurisdiction, or by reason of preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions of the Chapter. The City Council declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more of the sections, subsections, sentences, clauses, or phrases thereof is declared invalid or unconstitutional.

Section 6. Publication and Certification. The City Clerk shall certify the adoption of this Ordinance and cause it to be published in the manner required by law.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2019.

_____
Debbie Stone, Mayor

ATTEST:

_____
Keri Johnson, City Clerk

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Upland held on the 13th day of May, 2019, and was finally passed at a regular meeting of the City Council of the City of Upland held on the _____ day of _____, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND ADOPTING A CITY WIDE POLICY REGARDING PERMITTING REQUIREMENTS AND DEVELOPMENT STANDARDS FOR SMALL WIRELESS FACILITIES

Intent of the Parties and Findings

(i) on September 26, 2018, the Federal Communications Commission ("FCC") adopted its Declaratory Ruling and Third Report and Order ("Report and Order") relating to placement of small wireless facilities in public rights-of-way; and

(ii) the Report and Order purports to give providers of wireless services rights to utilize public rights-of-way and to attach so-called "small wireless facilities" to public infrastructure, including infrastructure of the City of Upland, subject to payment of "presumed reasonable", non-recurring and recurring fees, and the ability of local agencies to regulate use of their rights-of-way is substantially limited under the Report and Order; and

(iii) notwithstanding the limitations imposed on local regulation of small wireless facilities in public rights-of-way by the Report and Order, local agencies retain the ability to regulate the aesthetics of small wireless facilities, including location, compatibility with surrounding facilities, spacing, and overall size of the facility, provided the aesthetic requirements are: (i) "reasonable," i.e., "technically feasible and reasonably directed to avoiding or remedying the intangible public harm or unsightly or out-of-character deployments"; (ii) "objective," i.e., they "incorporate clearly-defined and ascertainable standards, applied in a principled manner"; and (iii) published in advance. Regulations that do not satisfy the foregoing requirements are likely to be subject to invalidation, as are any other regulations that "materially inhibit wireless service," (e.g., overly restrictive spacing requirements); and

(iv) local agencies also retain the ability to regulate small wireless facilities in the public rights-of-way in order to more fully protect the public health and safety, ensure continued quality of telecommunications services, and safeguard the rights of consumers, and pursuant to this retained authority, the City Council has amended the Upland Municipal Code to require all small wireless facilities as defined by the FCC in 47 C.F.R. § 1.60002(l), as may be amended or superseded, to comply with the requirements of a policy adopted by resolution of the City Council entitled "City Wide Policy Regarding Permitting Requirements And Development Standards For Small Wireless Facilities";

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

Section 1. Findings. The City Council finds each of the facts in the preceding recitals to be true.

Section 2. City Wide Policy Adopted. The City Council of Upland hereby adopts the "City Wide Policy Regarding Permitting Requirements And Development

Standards For Small Wireless Facilities" set forth in Exhibit A to this Resolution, which is hereby incorporated as though set forth in full.

Section 3. CEQA. The City of Upland has determined that the adoption of this Resolution is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000, et seq.), pursuant to State CEQA Regulation §15061(b)(3) (14 Cal. Code Regs. § 15061(b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Upland has determined that the ordinance is categorically exempt pursuant to Section 15301 of the CEQA Regulations applicable to minor alterations of existing governmental and/or utility-owned structures.

Section 4. Certification. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 13th day of May, 2019.

_____
Debbie Stone, Mayor

I, Keri Johnson, City Clerk of the City of Upland, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 13th day of May, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

EXHIBIT A

CITY OF UPLAND
CITY WIDE POLICY REGARDING PERMITTING REQUIREMENTS AND DEVELOPMENT STANDARDS FOR SMALL WIRELESS FACILITIES

SECTION 1. GENERAL PROVISIONS

SECTION 1.1. PURPOSE AND INTENT

(a) On September 27, 2018, the Federal Communications Commission ("FCC") adopted a *Declaratory Ruling and Third Report and Order,* FCC 18-133 (the *"Small Cell Order"),* in connection with two informal rulemaking proceedings entitled *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment, WT* Docket No. 17-79, and *Accelerating Wireline Broadband Deployment by Removing Barriers to Infrastructure Investment,* WC Docket No. 17-84. The regulations adopted in the *Small Cell Order* significantly curtail local authority over wireless and wireline communication facilities reserved to State and local governments under sections 253 and 704 in the federal Telecommunications Act. Numerous legal challenges to the *Small Cell Order* have been raised but its regulations will become effective while such challenges are pending. Although the provisions may well be invalidated by future action, the City recognizes the practical reality that failure to comply with the *Small Cell Order* while it remains in effect will likely result in greater harm to the City's interests than if the City ignored the FCC's ruling. Accordingly, the City Council adopts this Policy ("Policy") as a means to accomplish such compliance that can be quickly amended or repealed in the future without the need to amend the City's municipal code.

(b) The City of Upland intends this Policy to establish reasonable, uniform and comprehensive standards and procedures for small wireless facilities deployment, construction, installation, collocation, modification, operation, relocation and removal within the City's territorial boundaries, consistent with and to the extent permitted under federal and California state law. The standards and procedures contained in this Policy are intended to, and should be applied to, protect and promote public health, safety and welfare, and balance the benefits from advanced wireless services with local values, which include without limitation the aesthetic character of the City. This Policy is also intended to reflect and promote the community interest by (1) ensuring that the balance between public and private interests is maintained; (2) protecting the City's visual character from potential adverse impacts and/or visual blight created or exacerbated by small wireless facilities and related communications infrastructure; (3) protecting and preserving the City's environmental resources; (4) protecting and preserving the City's public rights-of-way and municipal infrastructure located within the City's public rights-of-way; and (5) promoting access to high-quality, advanced wireless services for the City's residents, businesses and visitors.

(c) This Policy is not intended to, nor shall it be interpreted or applied to: (1) prohibit or effectively prohibit any personal wireless service provider's ability

to provide personal wireless services; (2) prohibit or effectively prohibit any entity's ability to provide any telecommunications service, subject to any competitively neutral and nondiscriminatory rules, regulations or other legal requirements for rights-of-way management; (3) unreasonably discriminate among providers of functionally equivalent personal wireless services; (4) deny any request for authorization to place, construct or modify personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such wireless facilities comply with the FCC's regulations concerning such emissions; (5) prohibit any collocation or modification that the City may not deny under federal or California state law; (6) impose any unreasonable, discriminatory or anticompetitive fees that exceed the reasonable cost to provide the services for which the fee is charged; or (7) otherwise authorize the City to preempt any applicable federal or California law.

SECTION 1.2. DEFINITIONS

(a) **Undefined Terms**. Undefined phrases, terms or words in this Policy will have the meanings assigned to them in 1 U.S.C. § 1, as may be amended or superseded, and, if not defined therein, will have their ordinary meanings. If any definition assigned to any phrase, term or word in Section 1.2 conflicts with any federal or state-mandated definition, the federal or state-mandated definition will control.

(b) **Defined Terms**.

(1) **"Accessory equipment"** means the same as "antenna equipment" as defined by FCC in 47 C.F.R. § 1.6002(b), as may be amended or superseded.

(2) **"Antenna"** means the same as defined by the FCC in 47 C.F.R. § 1.6002(b), as may be amended or superseded.

(3) **"Approval authority"** means the City official(s) responsible for reviewing applications for small cell permits and vested with the authority to approve, conditionally approve or deny such applications as provided in this Policy.

(4) **"Collocation"** means the same as defined by the FCC in 47 C.F.R. § 1.6002(g), as may be amended or superseded.

(5) **"Concealed"** or **"concealment"** means camouflaging techniques that integrate the transmission equipment into the surrounding natural and/or built environment such that the average, untrained observer cannot directly view the equipment and would not likely

recognize the existence of the wireless facility or concealment technique.

(6) **"Decorative pole"** means any pole that includes decorative or ornamental features and/or materials intended to enhance the appearance of the pole. Decorative or ornamental features include, but are not limited to, fluted poles, ornate luminaires and artistic embellishments. Cobra head luminaires and octagonal shafts made of concrete or crushed stone composite material are not considered decorative or ornamental.

(7) **"FCC"** means the Federal Communications Commission or its duly appointed successor agency.

(8) **"FCC Shot Clock"** means the presumptively reasonable time frame within which the City generally must act on a given wireless application, as defined by the FCC and as may be amended or superseded.

(9) **"Ministerial permit"** means any City-issued non-discretionary permit required to commence or complete any construction or other activity subject to the City's jurisdiction. Ministerial permits may include, without limitation, any building permit, construction permit, electrical permit, encroachment permit, excavation permit, traffic control permit and/or any similar over-the-counter approval issued by the City's departments.

(10) **"Personal wireless services"** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(i), as may be amended or superseded.

(11) **"Personal wireless service facilities"** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(ii), as may be amended or superseded.

(12) **"Public right-of-way"** means any land which has been reserved for or dedicated to the City for the use of the general public for public road purposes, including streets, sidewalks and unpaved areas.

(13) **"RF"** means radio frequency or electromagnetic waves.

(14) **"Section 6409"** means Section 6409(a) of the Middle-Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, 126 Stat.

156, codified as 47 U.S.C. § 1455(a), as may be amended or superseded.

(15) **"Small wireless facility"** or **"small wireless facilities"** means the same as defined by the FCC in 47 C.F.R. § 1.6002(1), as may be amended or superseded.

SECTION 2. SMALL WIRELESS FACILITIES

SECTION 2.1. APPLICABILITY; REQUIRED PERMITS AND APPROVALS

(a) **Applicable Facilities**. Except as expressly provided otherwise in this Policy, the provisions in this Policy shall be applicable to all existing small wireless facilities and all applications and requests for authorization to construct, install, attach, operate, collocate, modify, reconstruct, relocate, remove or otherwise deploy small wireless facilities within the City's jurisdictional boundaries.

(b) **Approval Authority**. The approval authority for small wireless facilities in public rights-of-way shall be the Public Works Director or his/her designee. The approval authority for small wireless facilities outside of public rights-of-way shall be the Development Director or his/her designee.

(c) **Small Wireless Facility Permit**. A small wireless facility permit, subject to the approval authority's prior review and approval, is required for any small wireless facility proposed on an existing, new or replacement structure.

(d) **Request for Approval Pursuant to Section 6409**. Requests for approval to collocate, replace or remove transmission equipment at an existing wireless tower or base station submitted pursuant to Section 6409 are not subject to this policy, but shall be reviewed in accordance with Section 6409.

(e) **Other Permits and Approvals**. In addition to a small wireless facility permit, the applicant must obtain all other permits and regulatory approvals as may be required by any other federal, state or local government agencies, which includes without limitation any ministerial permits and/or other approvals issued by other City departments or divisions. All applications for ministerial permits submitted in connection with a proposed small wireless facility must contain a valid small wireless facility permit issued by the City for the proposed facility. Any application for any ministerial permit(s) submitted without such small cell permit may be denied without prejudice. Furthermore, any small cell permit granted under this Policy shall remain subject to all lawful conditions and/or legal requirements associated with such other permits or approvals.

SECTION 2.2. SMALL WIRELESS FACILITY PERMIT APPLICATION REQUIREMENTS

(a) **Application Contents**. All applications for a small wireless facility must include all the information and materials required in this subsection (a).

(1) **Application Form**. The applicant shall submit a complete, duly executed small wireless facility permit application using the then-current City form which must include the information described in this subsection (a).

(2) **Application Fee.** The applicant shall submit all applicable small wireless facility permit application fees. Batched applications must include the applicable small wireless facility permit application fee for each small wireless facility in the batch. Applications submitted without the required fee shall be deemed incomplete. The fee shall be in amounts established by separate City Council resolution.

(3) **Construction Drawings.** The applicant shall submit true and correct construction drawings on plain bond paper and electronically, prepared, signed and stamped by a California licensed or registered structural engineer, depicting all the existing and proposed improvements, equipment and conditions related to the proposed project and project site, which includes without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features. If the applicant proposes to use existing poles or other existing structures, the structural engineer must certify that the existing above and below ground structure will be adequate for the purpose. The construction drawings must: (i) contain cut sheets that contain the technical specifications for all existing and proposed antennas and accessory equipment, which includes without limitation the manufacturer, model number and physical dimensions; (ii) identify all structures within 200 feet from the proposed project site and call out such structures' overall height above ground level; (iii) depict the applicant's plan for electric and data backhaul utilities, which shall include the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches, and points of connection; (iv) traffic control plans for the installation phase, stamped and signed by a California licensed or registered civil or traffic engineer; and (v) demonstrate that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.

(4) **Site Plan.** The applicant shall submit a survey prepared, signed and stamped by a California licensed or registered surveyor. The survey

must identify and depict all existing boundaries, encroachments, buildings, walls, fences and other structures within 200 feet from the proposed project site, which includes without limitation all: (i) traffic lanes; (ii) all private properties and property lines; (iii) above and below-grade utilities and related structures and encroachments; (iv) fire hydrants, roadside call boxes and other public safety infrastructure; (v) streetlights, decorative poles, traffic signals and permanent signage; (vi) sidewalks, driveways, parkways, curbs, gutters and storm drains; (vii) benches, trash cans, mailboxes, kiosks and other street furniture; and (viii) existing trees, planters and other landscaping features.

(5) **Photo Simulations.** The applicant shall submit site photographs and photo simulations that show the existing location and proposed small wireless facility in context from at least three vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point. At least one simulation must depict the small wireless facility from a vantage point approximately 50 feet from the proposed support structure or location.

(6) **Project Narrative and Justification.** The applicant shall submit a written statement that explains in plain factual detail why the proposed wireless facility qualifies as a "small wireless facility" as defined by the FCC in 47 C.F.R. § 1.6002(/). A complete written narrative analysis will state the applicable standard and all the facts that allow the City to conclude the standard has been met. Bare conclusions not factually supported do not constitute a complete written analysis. As part of the written statement the applicant must also include (i) whether and why the proposed support is a "structure" as defined by the FCC in 47 C.F.R. § 1.6002(m); and (ii) whether and why the proposed wireless facility meets each required finding as provided in Section 2.4.

(7) **RF Compliance Report.** The applicant shall submit an RF exposure compliance report that certifies that the proposed small wireless facility, as well as any collocated wireless facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must be prepared and certified by an RF engineer acceptable to the City. The RF report must include the actual frequency and power levels (in watts effective radiated power) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be

clearly marked and identified for every transmitting antenna at the project site.

(8) **Regulatory Authorization.** The applicant shall submit evidence of the applicant's regulatory status under federal and California law to provide the services and construct the small wireless facility proposed in the application.

(9) **Site Agreement.** For any small wireless facility proposed to be installed on any structure located within the public rights-of-way, the applicant shall submit a partially-executed site agreement on a form prepared by the City that states the terms and conditions for such use by the applicant. No changes shall be permitted to the City's form site agreement except as may be indicated on the form itself. Any unpermitted changes to the City's form site agreement shall be deemed a basis to deem the application incomplete. Refusal to accept the terms and conditions in the City's site agreement shall be an independently sufficient basis to deny the application.

(10) **Property Owner's Authorization.** The applicant must submit a written authorization signed by the property owner that authorizes the applicant to submit a wireless application in connection with the subject property and, if the wireless facility is proposed on a utility-owned support structure, submit a written final utility design authorization from the utility.

(11) **Acoustic Analysis.** The applicant shall submit an acoustic analysis prepared and certified by an engineer licensed by the State of California for the proposed small wireless facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators and permanent backup power generators demonstrating compliance with the City's noise regulations. The acoustic analysis must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, the applicant may submit evidence from the equipment manufacturer(s) that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable noise limits.

(12) **Justification for Non-Preferred Location or Structure.** If a facility is proposed anywhere other than the most preferred location or the most preferred structure within 500 feet of the proposed location as described in Section 2.6, the applicant shall demonstrate with clear and convincing written evidence all of the following:

(A) A clearly defined technical service objective and a map showing areas that meet that objective;

(B) A technical analysis that includes the factual reasons why a more preferred location(s) and/or more preferred structure(s) within 500 feet of the proposed location is not technically feasible;

(C) Bare conclusions that are not factually supported do not constitute clear and convincing written evidence.

(b) **Additional Requirements.** The City Council authorizes the approval authority to develop, publish and from time to time update or amend permit application requirements, forms, checklists, guidelines, informational handouts and other related materials that the approval authority finds necessary, appropriate or useful for processing any application governed under this Policy. All such requirements and materials must be in written form and publicly stated to provide all interested parties with prior notice.

SECTION 2.3. SMALL WIRELESS FACILITY PERMIT APPLICATION SUBMITTAL AND COMPLETENESS REVIEW

(a) **Requirements for a Duly Filed Application.** Any application for a small wireless facility permit will not be considered duly filed unless submitted in accordance with the requirements in this subsection (a).

(1) **Submittal Appointment.** All applications must be submitted to the City at a pre-scheduled appointment with the approval authority. Potential applicants may generally submit either one application or one batched application per appointment as provided below. Potential applicants may schedule successive appointments for multiple applications whenever feasible and not prejudicial to other applicants for any other development project. The approval authority shall use reasonable efforts to offer an appointment within five working days after the approval authority receives a written request from a potential applicant. Any purported application received without an appointment, whether delivered in-person, by mail or through any other means, will not be considered duly filed, whether the City retains, returns or destroys the materials received.

(2) **Pre-Submittal Conferences.** The City encourages, but does not require, potential applicants to schedule and attend a pre-submittal conference with the approval authority for all proposed projects that involve small wireless facilities. A voluntary pre-submittal conference is intended to streamline the review process through informal discussion between the potential applicant and staff that includes, without limitation, the appropriate project classification and review process; any latent issues in connection with the proposed project, including compliance with generally applicable rules for public health and safety; potential concealment issues or concerns (if applicable); coordination with other City departments responsible for application review; and application completeness issues.

(b) **Applications Deemed Withdrawn.** To promote efficient review and timely decisions, and to mitigate unreasonable delays or barriers to entry caused by chronically incomplete applications, any application governed under this Policy will be automatically deemed withdrawn by the applicant when the applicant fails to tender a substantive response to the approval authority within 60 calendar days after the approval authority deems the application incomplete in a written notice to the applicant. As used in this subsection (b), a "substantive response" must include the materials identified as incomplete in the approval authority's notice.

(c) **Batched Applications.** Applicants may submit applications individually or in a batch; provided, that the number of small wireless facilities in a batch should be limited to five and all facilities in the batch should be substantially the same with respect to equipment, configuration, and support structure. Applications submitted as a batch shall be reviewed together, provided that each application in the batch must meet all the requirements for a complete application, which includes without limitation the application fee for each application in the batch. If any individual application within a batch is deemed incomplete, the entire batch shall be automatically deemed incomplete. If any application is withdrawn or deemed withdrawn from a batch, all other applications in the same batch shall be automatically deemed withdrawn. If any application in a batch fails to meet the required findings for approval, the entire batch shall be denied.

(d) **Additional Procedures.** The City Council authorizes the approval authority to establish other reasonable rules and regulations for duly filed applications, which may include without limitation regular hours for appointments with applicants, as the approval authority deems necessary or appropriate to organize, document and manage the application intake process. All such rules and regulations must be in written form and publicly stated to provide all interested parties with prior notice.

SECTION 2.4. APPROVALS AND DENIALS

(a) **Review by Approval Authority.** The approval authority shall review a complete and duly filed application for a small wireless facility and may act on such application without prior notice or a public hearing.

(b) **Required Findings.** The approval authority may approve or conditionally approve a complete and duly filed application for a small wireless facility permit when the approval authority finds:

(1) The proposed project meets the definition for a "small wireless facility" as defined by the FCC;

(2) The proposed facility would be in the most preferred location within 500 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record

that any more-preferred location(s) within 500 feet would be technically infeasible;

(3) The proposed facility would not be located on a prohibited support structure identified in this Policy;

(4) The proposed facility would be on the most preferred support structure within 500 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred support structure(s) within 500 feet would be technically infeasible;

(5) The proposed facility complies with all applicable design standards in this Policy;

(6) The applicant has demonstrated that the proposed project will be in planned compliance with all applicable FCC regulations and guidelines for human exposure to RF emissions.

(c) **Conditional Approvals; Denials without Prejudice.** Subject to any applicable federal or California laws, nothing in this Policy is intended to limit the approval authority's ability to conditionally approve or deny without prejudice any small wireless facility permit application as may be necessary or appropriate to ensure compliance with this Policy.

(d) **Decision Notices.** Within five calendar days after the approval authority acts on a small wireless facility permit application or before the FCC Shot Clock expires (whichever occurs first), the approval authority shall notify the applicant by written notice. If the approval authority denies the application (with or without prejudice), the written notice must contain the reasons for the decision.

(e) **Appeals.** Any decision by the approval authority shall be final and not subject to any administrative appeals.

SECTION 2.5. STANDARD CONDITIONS OF APPROVAL

(a) **General Conditions.** In addition to all other conditions adopted by the approval authority permits issued under this Policy shall be automatically subject to the conditions in this subsection (a).

(1) **Permit Term**. This permit will automatically expire 10 years and one day from its issuance unless California Government Code § 65964(b) authorizes the City to establish a shorter term for public safety reasons. Any other permits or approvals issued in connection with any collocation, modification or other change to this wireless facility, which includes without limitation any permits or other approvals deemed-granted or deemed-approved under federal or state law, will not

extend this term limit unless expressly provided otherwise in such permit or approval or required under federal or state law.

(2) **Permit Renewal**. Within one (1) year before the expiration date of this permit, the permittee may submit an application for permit renewal. To be eligible for renewal, the permittee must demonstrate that the subject wireless facility is in compliance with all the conditions of approval associated with this permit and all applicable provisions in the Upland Municipal Code and this Policy that exist at the time the decision to renew the permit is rendered. The approval authority shall have discretion to modify or amend the conditions of approval for permit renewal on a case-by-case basis as may be necessary or appropriate to ensure compliance with this Policy. Upon renewal, this permit will automatically expire 10 years and one day from its issuance, except when California Government Code § 65964(b), as may be amended or superseded in the future, authorizes the City to establish a shorter term for public safety reasons.

(1) **Post-Installation Certification.** Within 60 calendar days after the permittee commences full, unattended operations of a small wireless facility approved or deemed-approved, the permittee shall provide the approval authority with documentation reasonably acceptable to the approval authority that the small wireless facility has been installed and/or constructed in strict compliance with the approved construction drawings and photo simulations. Such documentation shall include without limitation as-built drawings, and site photographs.

(2) **Build-Out Period.** This small wireless facility permit will automatically expire six (6) months from the approval date unless the permittee obtains all other permits and approvals required to install, construct and/or operate the approved small wireless facility, which includes without limitation any permits or approvals required by the any federal, state or local public agencies with jurisdiction over the subject property, the small wireless facility or its use. If this build-out period expires, the City will not extend the build-out period, but the permittee may resubmit a complete application, including all application fees, for the same or substantially similar project.

(3) **Site Maintenance.** The permittee shall keep the site, which includes without limitation any and all improvements, equipment, structures, access routes, fences and landscape features, in a neat, clean and safe condition in accordance with the approved construction drawings and all conditions in this small wireless facility permit. The permittee shall keep the site area free from all litter and debris at all times. The permittee, at no cost to the City, shall remove and remediate any graffiti or other vandalism at the site within 48 hours after the permittee receives notice or otherwise becomes aware that such graffiti or other vandalism occurred.

(4) **Compliance with Laws.** The permittee shall maintain compliance at all times with all federal, state and local statutes, regulations, orders or other rules that carry the force of law ("laws") applicable to the permittee, the subject property, the small wireless facility or any use or activities in connection with the use authorized in this small wireless facility permit, which includes without limitation any laws applicable to human exposure to RF emissions. The permittee expressly acknowledges and agrees that this obligation is intended to be broadly construed and that no other specific requirements in these conditions are intended to reduce, relieve or otherwise lessen the permittee's obligations to maintain compliance with all laws. No failure or omission by the City to timely notice, prompt or enforce compliance with any applicable provision in the Upland Municipal Code, this Policy any permit, any permit condition or any applicable law or regulation, shall be deemed to relieve, waive or lessen the permittee's obligation to comply in all respects with all applicable provisions in the Upland Municipal Code, this Policy, any permit, any permit condition or any applicable law or regulation.

(5) **Adverse Impacts on Other Properties.** The permittee shall use all reasonable efforts to avoid any and all unreasonable, undue or unnecessary adverse impacts on nearby properties that may arise from the permittee's or its authorized personnel's construction, installation, operation, modification, maintenance, repair, removal and/or other activities on or about the site. The permittee shall not perform or cause others to perform any construction, installation, operation, modification, maintenance, repair, removal or other work that involves heavy equipment or machines except during normal construction work hours authorized by the Upland Municipal Code. The restricted work hours in this condition will not prohibit any work required to prevent an actual, immediate harm to property or persons, or any work during an emergency declared by the City or other state or federal government agency or official with authority to declare a state of emergency within the City. The approval authority may issue a stop work order for any activities that violate this condition in whole or in part.

(6) **Inspections; Emergencies.** The permittee expressly acknowledges and agrees that the City's officers, officials, staff, agents, contractors or other designees may enter onto the site and inspect the improvements and equipment City's officers, officials, staff, agents, contractors or other designees may, but will not be obligated to, enter onto the site area without prior notice to support, repair, disable or remove any improvements or equipment in emergencies or when such improvements or equipment threatens actual, imminent harm to property or persons. The permittee, if present, may observe the City's officers, officials, staff or other designees while any such inspection or emergency access occurs.

(7) **Permittee's Contact Information.** Within 10 days from the final approval, the permittee shall furnish the City with accurate and up-to-date contact information for a person responsible for the small wireless facility, which includes without limitation such person's full name, title, direct telephone number, facsimile number, mailing address and email address. The permittee shall keep such contact information up-to-date at all times and promptly provide the City with updated contact information if either the responsible person or such person's contact information changes.

(8) **Indemnification.** The permittee shall defend, indemnify and hold harmless the City, City Council and the City's boards, commissions, agents, officers, officials, employees and volunteers (collectively, the "indemnitees") from any and all (i) damages, liabilities, injuries, losses, costs and expenses and from any and all claims, demands, law suits, writs and other actions proceedings ("claims") brought against the indemnitees to challenge, attack, seek to modify, set aside, void or annul the City's approval of this permit, and (ii) other claims of any kind or form, whether for personal injury, death or property damage, that arise from or in connection with the permittee's or its agents', directors', officers', employees', contractors', subcontractors', licensees' or customers' acts or omissions in connection with this small cell permit or the small wireless facility. In the event the City becomes aware of any claims, the City will use its best efforts to promptly notify the permittee and shall reasonably cooperate in the defense. The permittee expressly acknowledges and agrees that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the permittee shall promptly reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. The permittee expressly acknowledges and agrees that the permittee's indemnification obligations under this condition are a material consideration that motivates the City to approve this small cell permit, and that such indemnification obligations will survive the expiration, revocation or other termination of this small cell permit.

(9) **Performance Bond.** Applicable to small wireless facilities within public rights-of-way. Before the City issues any permits required to commence construction in connection with this permit, the permittee shall post a performance bond from a surety and in a form acceptable to the approval authority in an amount reasonably necessary to cover the cost to remove the improvements and restore all affected areas based on a written estimate from a qualified contractor with experience in wireless facilities removal. The written estimate must include the cost to remove all equipment and other improvements, which includes without limitation all antennas, radios, batteries, generators, utilities, cabinets, mounts, brackets, hardware, cables, wires, conduits, structures, shelters, towers, poles, footings and

foundations, whether above ground or below ground, constructed or installed in connection with the wireless facility, plus the cost to completely restore any areas affected by the removal work to a standard compliant with applicable laws. In establishing or adjusting the bond amount required under this condition, and in accordance with California Government Code § 65964(a), the approval authority shall take into consideration any information provided by the permittee regarding the cost to remove the wireless facility to a standard compliant with applicable laws. The performance bond shall expressly survive the duration of the permit term to the extent required to effectuate a complete removal of the subject wireless facility in accordance with this condition.

(10) **Permit Revocation.** The approval authority may recall this approval for review at any time due to complaints about noncompliance with applicable laws or any approval conditions attached to this approval after notice and an opportunity to cure the violation is provided to the permittee. If the noncompliance thereafter continues, the approval authority may, following notice and an opportunity for the permittee to be heard (which hearing may be limited to written submittals), revoke this approval or amend these conditions as the approval authority deems necessary or appropriate to correct any such noncompliance.

(11) **Record Retention.** Applicable to small wireless facilities within public rights-of-way. The permittee must maintain complete and accurate copies of all permits and other regulatory approvals issued in connection with the wireless facility, which includes without limitation this approval, the approved plans and photo simulations incorporated into this approval, all conditions associated with this approval and any ministerial permits or approvals issued in connection with this approval. In the event that the permittee does not maintain such records as required in this condition, any ambiguities or uncertainties that would be resolved through an inspection of the missing records will be construed against the permittee. The permittee may keep electronic records; provided, however, that hard copies or electronic records kept in the City's regular files will control over any conflicts between such City-controlled copies or records and the permittee's electronic copies, and complete originals will control over all other copies in any form.

(12) **Abandoned Wireless Facilities.** A small wireless facility shall be deemed abandoned if not operated for any continuous six-month period. Within 90 days after a small wireless facility is abandoned or deemed abandoned, the permittee shall completely remove the small wireless facility and all related improvements and shall restore all affected areas to a condition compliant with all applicable laws, which includes without limitation the Upland Municipal Code. In the event that the permittee does not comply with the removal and restoration

obligations under this condition within said 90-day period, the City shall have the right (but not the obligation) to perform such removal and restoration with or without notice, and the permittee shall be liable for all costs and expenses incurred by the City in connection with such removal and/or restoration activities.

(13) **Landscaping.** The permittee shall replace any landscape features damaged or displaced by the construction, installation, operation, maintenance or other work performed by the permittee or at the permittee's direction on or about the site. If any trees are damaged or displaced, the permittee shall hire and pay for a licensed arborist to select, plant and maintain replacement landscaping in an appropriate location for the species. Only workers under the supervision of a licensed arborist shall be used to install the replacement tree(s). Any replacement tree must be substantially the same size as the damaged tree unless otherwise approved by the approval authority. The permittee shall, at all times, be responsible to maintain any replacement landscape features.

(14) **Cost Reimbursement.** Applicable to small wireless facilities within public rights-of-way. The permittee acknowledges and agrees that (i) the permittee's request for authorization to construct, install and/or operate the wireless facility will cause the City to incur costs and expenses; (ii) the permittee shall be responsible to reimburse the City for all costs incurred in connection with the permit, which includes without limitation costs related to application review, permit issuance, site inspection and any other costs reasonably related to or caused by the request for authorization to construct, install and/or operate the wireless facility; (iii) any application fees required for the application may not cover all such reimbursable costs and that the permittee shall have the obligation to reimburse City for all such costs 10 days after a written demand for reimbursement and reasonable documentation to support such costs; and (iv) the City shall have the right to withhold any permits or other approvals in connection with the wireless facility unless and until any outstanding costs have been reimbursed to the City by the permittee.

(15) **Future Undergrounding Programs.** Applicable to small wireless facilities within public rights-of-way. Notwithstanding any term remaining on any small cell permit, if other utilities or communications providers in the public rights-of-way underground their facilities in the segment of the public rights-of-way where the permittee's small wireless facility is located, the permittee must also underground its equipment, except the antennas and any approved electric meter, at approximately the same time. Accessory equipment such as radios and computers that require an environmentally controlled underground vault to function shall not be exempt from this condition. Small wireless facilities installed on wood utility poles that will be removed

pursuant to the undergrounding program may be reinstalled on a streetlight that complies with the City's standards and specifications. Such undergrounding shall occur at the permittee's sole cost and expense except as may be reimbursed through tariffs approved by the state public utilities commission for undergrounding costs.

(16) **Electric Meter Upgrades.** Applicable to small wireless facilities within public rights-of-way. If the commercial electric utility provider adopts or changes its rules obviating the need for a separate or ground-mounted electric meter and enclosure, the permittee on its own initiative and at its sole cost and expense shall remove the separate or ground-mounted electric meter and enclosure. Prior to removing the electric meter, the permittee shall apply for any encroachment and/or other ministerial permit(s) required to perform the removal. Upon removal, the permittee shall restore the affected area to its original condition that existed prior to installation of the equipment.

(17) **Rearrangement and Relocation.** Applicable to small wireless facilities within public rights-of-way. The permittee acknowledges that the City, in its sole discretion and at any time, may: (i) change any street grade, width or location; (ii) add, remove or otherwise change any improvements in, on, under or along any street owned by the City or any other public agency, which includes without limitation any sewers, storm drains, conduits, pipes, vaults, boxes, cabinets, poles and utility systems for gas, water, electric or telecommunications; and/or (iii) perform any other work deemed necessary, useful or desirable by the City (collectively, "City work"). The City reserves the rights to do any and all City work without any admission on its part that the City would not have such rights without the express reservation in this small cell permit. If the Public Works Director determines that any City work will require the permittee's small wireless facility located in the public rights-of-way to be rearranged and/or relocated, the permittee shall, at its sole cost and expense, do or cause to be done all things necessary to accomplish such rearrangement and/or relocation. If the permittee fails or refuses to either permanently or temporarily rearrange and/or relocate the permittee's small wireless facility within a reasonable time after the Public Works Director's notice, the City may (but will not be obligated to) cause the rearrangement or relocation to be performed at the permittee's sole cost and expense. The City may exercise its rights to rearrange or relocate the permittee's small wireless facility without prior notice to permittee when the Public Works Director determines that the City work is immediately necessary to protect public health or safety. The permittee shall reimburse the City for all costs and expenses in connection with such work within 10 days after a written demand for reimbursement and reasonable documentation to support such costs.

SECTION 2.6. LOCATION REQUIREMENTS

(a) **Preface to Location Requirements.** To better assist applicants and decisionmakers to understand and respond to the community's aesthetic preferences and values, subsections (b) and (c) set out listed preferences for locations and support structures to be used in connection with small wireless facilities in an ordered hierarchy. Applications that involve less-preferred locations or structures may be approved so long as the applicant demonstrates that either (1) no more preferred locations or structures exist within 500 feet from the proposed site; or (2) any more preferred locations or structures within 500 feet from the proposed site would be technically infeasible as supported by clear and convincing evidence in the written record. Subsection (d) identifies "prohibited" support structures on which the City shall not approve any small cell permit application for any competitor or potential competitor.

(b) **Locational Preferences.** The City prefers small wireless facilities to be installed in locations, ordered from most preferred to least preferred, as follows:

(1) any location in a non-residential zone or non-residential Specific Plan designation;

(2) any location within a mixed-use zone that allows non-residential and residential uses;

(3) any location in a residential zone or residential Specific Plan that is 200 feet or more from any structure approved for a residential use;

(4) If located in a residential area, a location that is on a designated arterial or collector street;

(5) any location along Euclid Avenue from the southern to the northern City limit line;

(6) any location within a designated local, State or federal historic district;

(7) any parcel or right-of-way within 500 feet of a school site.

(c) **Support Structures in Public Rights-of-Way.** The City prefers small wireless facilities to be installed on support structures in the public rights-of-way, ordered from most preferred to least preferred, as follows:

(1) Existing or replacement streetlight poles;

(2) New, non-replacement streetlight poles;

(3) New or replacement traffic signal poles;

(4) New, non-replacement poles;

(5) Existing or replacement wood utility poles.

(d) **Prohibited Support Structures in Public Rights-of-Way.** The City prohibits small wireless facilities to be installed on the following support structures:

(1) Decorative poles;

(2) Signs;

(3) Any utility pole scheduled for removal or relocation within 12 months from the time the approval authority acts on the small cell permit application;

(4) New, non-replacement wood poles.

SECTION 2.7. DESIGN STANDARDS

(a) **General Standards.**

(1) **Noise.** Noise emitted from small wireless facilities and all accessory equipment and transmission equipment must comply with all applicable City noise control standards.

(2) **Lights.** Small wireless facilities shall not include any lights that would be visible from publicly accessible areas, except as may be required under Federal Aviation Administration, FCC, other applicable regulations for health and safety. All equipment with lights (such as indicator or status lights) must be installed in locations and within enclosures that mitigate illumination impacts visible from publicly accessible areas. The provisions in this subsection (a)(2) shall not be interpreted or applied to prohibit installations on streetlights or luminaires installed on new or replacement poles as may be required under this Policy.

(3) **Landscape Features.** No small wireless facility shall encroach into the protected zone of any designated heritage or landmark tree. Small wireless facilities shall not displace any other existing landscape features unless: (A) such displaced landscaping is replaced with native and/or drought-resistant plants, trees or other landscape features approved by the approval authority and (B) the applicant submits and adheres to a landscape maintenance plan. The landscape plan must include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size and location. Landscaping and landscape maintenance must be performed in accordance with all applicable provisions of the Upland Municipal Code.

(4) **Site Security Measures.** Small wireless facilities may incorporate reasonable and appropriate site security measures, such as locks and anti-climbing devices, to prevent unauthorized access, theft or vandalism. The approval authority shall not approve any barbed wire, razor ribbon, electrified fences or any similarly dangerous security measures. All exterior surfaces on small wireless facilities shall be constructed from or coated with graffiti-resistant materials.

(5) **Signage; Advertisements.** All small wireless facilities must include signage not to exceed one (1) square feet in sign area that accurately identifies the site owner/operator, the owner/operator's site name or identification number and a toll-free number to the owner/operator's network operations center. Small wireless facilities may not bear any other signage or advertisements unless expressly approved by the City, required by law or recommended under FCC, Occupational Safety and Health Administration or other United States governmental agencies for compliance with RF emissions regulations.

(6) **Compliance with Health and Safety Regulations.** All small wireless facilities shall be designed, constructed, operated and maintained in compliance with all generally applicable health and safety regulations, which includes without limitation all applicable regulations for human exposure to RF emissions and compliance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.).*

(7) **Overall Height.** Small wireless facilities must comply with the minimum separation from electrical lines required by applicable safety regulations (such as CPUC General Order 95 and 128).

(b) **Small Wireless Facilities within Public Rights-of-Way.**

(1) **Antennas.**

(A) **Concealment.** All antennas and associated mounting equipment, hardware, cables or other connecters must be completely concealed within an opaque antenna shroud or radome. The antenna shroud or radome must be painted a flat, non-reflective color to match the underlying support structure.

(B) **Antenna Volume.** Each individual antenna may not exceed three cubic feet in volume.

(2) **Accessory Equipment.**

(A) **Installation Preferences.** All non-antenna accessory equipment shall be installed in accordance with the following preferences, ordered from most preferred to least preferred: (i) underground in any area in which the existing utilities are primarily located underground; (ii) on the pole or support

structure; or (iii) integrated into the base of the pole or support structure. Applications that involve lesser-preferred installation locations may be approved so long as the applicant demonstrates that no more preferred installation location would be technically feasible as supported by clear and convincing evidence in the written record.

(B) **Undergrounded Accessory Equipment.** All undergrounded accessory equipment must be installed in an environmentally controlled vault that is load-rated to meet the City's standards and specifications. Underground vaults located beneath a sidewalk must be constructed with a slip-resistant cover. Vents for airflow shall be flush-to-grade when placed within the sidewalk and may not exceed two feet above grade when placed off the sidewalk. Applicants shall not be permitted to install an underground vault in a location that would cause any existing tree to be materially damaged or displaced. The Noise restrictions apply to underground equipment as well, especially ventilation/cooling equipment.

(C) **Pole-Mounted Accessory Equipment.** All pole-mounted accessory equipment must be installed flush to the pole to minimize the overall visual profile. If any applicable health and safety regulations prohibit flush-mounted equipment, the maximum separation permitted between the accessory equipment and the pole shall be the minimum separation required by such regulations. All pole-mounted equipment and required or permitted signage must be placed and oriented away from adjacent sidewalks and structures. Pole-mounted equipment may be installed behind street, traffic or other signs to the extent that the installation complies with applicable public health and safety regulations. All cables, wires and other connectors must be routed through conduits within the pole, and all conduit attachments, cables, wires and other connectors must be concealed from public view. To the extent that cables, wires and other connectors cannot be routed through the pole, applicants shall route them through a single external conduit or shroud that has been finished to match the underlying support structure.

(D) **Base-Mounted Accessory Equipment.** All base-mounted accessory equipment must be installed within a shroud, enclosure or pedestal integrated into the base of the support structure. All cables, wires and other connectors routed between the antenna and base-mounted equipment must be concealed from public view.

(E) **Ground-Mounted Accessory Equipment.** The approval authority shall not approve any ground-mounted accessory

equipment including, but not limited to, any utility or transmission equipment, pedestals, cabinets, panels or electric meters.

(F) **Accessory Equipment Volume.** All accessory equipment associated with a small wireless facility installed above ground level shall not cumulatively exceed: (i) nine (9) cubic feet in volume if installed in a residential district; or (ii) seventeen (17) cubic feet in volume if installed in a non-residential district. The volume calculation shall include any shroud, cabinet or other concealment device used in connection with the non-antenna accessory equipment. The volume calculation shall not include any equipment or other improvements placed underground.

(3) **Streetlights.** Applicants that propose to install small wireless facilities on an existing streetlight must remove and replace the existing streetlight with one substantially similar to the design(s) for small wireless facilities on streetlights described in the City's Road Design and Construction Standards. To mitigate any material changes in the streetlighting patterns, the replacement pole must: (A) be located as close to the removed pole as possible; (B) be aligned with the other existing streetlights; and (C) include a luminaire at substantially the same height and distance from the pole as the luminaire on the removed pole. All antennas must be installed above the pole within a single, canister style shroud or radome that tapers to the pole.

(4) **Wood Utility Poles.** Applicants that propose to install small wireless facilities on an existing wood utility pole must install all antennas in a radome above the pole unless the applicant demonstrates that mounting the antennas above the pole would be technically infeasible as supported by clear and convincing evidence in the written record. Side-mounted antennas on a stand-off bracket or extension arm must be concealed within a shroud. All cables, wires and other connectors must be concealed within the radome and stand-off bracket. The maximum horizontal separation between the antenna and the pole shall be the minimum separation required by applicable health and safety regulations.

(5) **New, Non-Replacement Poles.** Applicants that propose to install a small wireless facility on a new, non-replacement pole must install a new streetlight substantially similar to the City's standards and specifications but designed to accommodate wireless antennas and accessory equipment located immediately adjacent to the proposed location. If there are no existing streetlights in the immediate vicinity, the applicant may install a metal or composite pole capable of concealing all the accessory equipment either within the pole or within an integrated enclosure located at the base of the pole. The pole diameter shall not exceed twelve (12) inches and any base enclosure diameter shall not exceed sixteen (16) inches. All

antennas, whether on a new streetlight or other new pole, must be installed above the pole within a single, canister style shroud or radome that tapers to the pole.

(6) **Encroachments over Private Property.** Small wireless facilities may not encroach onto or over any private or other property outside the public rights-of-way without the property owner's express written consent.

(7) **Backup Power Sources.** Fossil-fuel based backup power sources shall not be permitted within the public rights-of-way; provided, however, that connectors or receptacles may be installed for temporary backup power generators used in an emergency declared by federal, state or local officials.

(8) **Obstructions; Public Safety and Circulation.** Small wireless facilities and any associated equipment or improvements shall not physically interfere with or impede access to any: (A) worker access to any aboveground or underground infrastructure for traffic control, streetlight or public transportation, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors; (B) access to any public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop; (C) worker access to above-ground or underground infrastructure owned or operated by any public or private utility agency; (D) fire hydrant or water valve; (E) access to any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the rights-of-way; (F) access to any fire escape or (G) above ground improvements must be setback a minimum of 2 feet from existing or planned sidewalks, trails, curb faces or road surfaces.

(9) **Utility Connections.** All cables and connectors for telephone, data backhaul, primary electric and other similar utilities must be routed underground in conduits large enough to accommodate future collocated wireless facilities. Undergrounded cables and wires must transition directly into the pole base without any external doghouse. All cables, wires and connectors between the underground conduits and the antennas and other accessory equipment shall be routed through and concealed from view within: (A) internal risers or conduits if on a concrete, composite or similar pole; or (B) a cable shroud or conduit mounted as flush to the pole as possible if on a wood pole or other pole without internal cable space. The approval authority shall not approve new overhead utility lines or service drops merely because compliance with the undergrounding requirements would increase the project cost.

(10) **Spools and Coils.** To reduce clutter and deter vandalism, excess fiber optic or coaxial cables shall not be spooled, coiled or otherwise stored on the pole outside equipment cabinets or shrouds.

(11) **Electric Meters.** Small wireless facilities shall use flat-rate electric service or other method that obviates the need for a separate above-grade electric meter. If flat-rate service is not available, applicants may install a shrouded smart meter. The approval authority shall not approve a separate ground-mounted electric meter pedestal unless required by the utility company.

(12) **Street Trees.** To preserve existing landscaping in the public rights-of-way, all work performed in connection with small wireless facilities shall not cause any street trees to be trimmed, damaged or displaced. If any street trees are damaged or displaced, the applicant shall be responsible, at its sole cost and expense, to plant and maintain replacement trees at the site for the duration of the permit term.

(13) **Lines of Sight.** No wireless facility shall be located so as to obstruct pedestrian or vehicular lines-of-sight.

(c) **Small Wireless Facilities Outside of Public Rights-of-Way**

(1) **Setbacks.** Small wireless facilities on private property may not encroach into any applicable setback for structures in the subject zoning district.

(2) **Backup Power Sources.** The Director shall not approve any diesel generators or other similarly noisy or noxious generators in or within 200 feet from any residence; provided, however, the Director may approve sockets or other connections used for temporary backup generators.

(3) **Parking; Access.** Any equipment or improvements constructed or installed in connection with any small wireless facilities must not reduce any parking spaces below the minimum requirement for the subject property. Whenever feasible, small wireless facilities must use existing parking and access rather than construct new parking or access improvements. Any new parking or access improvements must be the minimum size necessary to reasonably accommodate the proposed use.

(4) **Freestanding Small Wireless Facilities.** All new poles or other freestanding structures that support small wireless facilities must be made from a metal or composite material capable of concealing all the accessory equipment, including cables, mounting brackets, radios, and utilities, either within the support structure or within an integrated enclosure located at the base of the support structure. All antennas must be installed above the pole in a single, canister-style shroud or

radome. The support structure and all transmission equipment must be painted with flat/neutral colors that match the support structure. The pole diameter shall not exceed twelve (12) inches and any base enclosure diameter shall not exceed sixteen (16) inches.

(5) **Small Wireless Facilities on Existing Buildings.**

(A) All components of building-mounted wireless facilities must be completely concealed and architecturally integrated into the existing facade or rooftop features with no visible impacts from any publicly accessible areas. Examples include, but are not limited to, antennas and wiring concealed behind existing parapet walls or facades replaced with RF-transparent material and finished to mimic the replaced materials.

(B) If the applicant demonstrates with clear and convincing evidence that integration with existing building features is technically infeasible, the applicant may propose to conceal the wireless facility within a new architectural element designed to match or mimic the architectural details of the building including length, width, depth, shape, spacing, color, and texture.

(6) **Small Wireless Facilities on Existing Lattice Tower Utility Poles**

(A) Antennas must be flush-mounted to the side of the pole and designed to match the color and texture of the pole. If technologically infeasible to flush-mount an antenna, it may be mounted on an extension arm that protrudes as little as possible from the edge of the existing pole provided that the wires are concealed inside the extension arm. The extension arm shall match the color of the pole.

(B) Wiring must be concealed in conduit that is flush-mounted to the pole. The conduit and mounting hardware shall match the color of the pole.

(C) All accessory equipment must be placed underground unless undergrounding would be technically infeasible as supported by clear and convincing evidence in the written record. Above-ground accessory equipment mounted on a pole, if any, shall be enclosed in a cabinet that matches the color and finish of the structures on which they are mounted. Above-ground cabinets not mounted on a structure, if any, shall be dark green in color.

(D) No antenna or accessory equipment shall be attached to a utility line, cable or guy wire.

(7) **Small Wireless Facilities on Existing Wood Utility Poles.**

(A) All antennas must be installed within a cylindrical shroud (radome) above the top of the pole unless the applicant demonstrates that mounting antennas above the pole would be technically infeasible as supported by clear and convincing evidence in the written record.

(B) All antennas must be concealed within a shroud (radome) designed to match the color or the pole, except as described in (8) (E).

(C) No antenna or accessory equipment shall be attached to a utility line, cable or guy wire.

(D) If it is technically infeasible to mount an antenna above the pole it may be flush-mounted to the side of the pole. If it is technically infeasible to flush-mount the antenna to the side of the pole it may be installed at the top of a stand-off bracket/extension arm that protrudes as little as possible beyond the side of the pole. Antenna shrouds on stand-off brackets must be a medium gray color to blend in with the daytime sky.

(E) Wires must be concealed within the antenna shroud, extension bracket/extension arm and conduit that is flush-mounted to the pole. The conduit and mounting hardware shall match the color of the pole.

(F) All accessory equipment must be placed underground, unless undergrounding would be technically infeasible as supported by clear and convincing evidence in the written record. Above ground accessory equipment mounted on a pole, if any, shall be enclosed in a cabinet that matches the color and finish of the pole. Above-ground cabinets not mounted on a structure, if any, shall be dark green in color.

(8) **Small Wireless Facilities on Existing Water Reservoirs.**

(A) Antennas must be mounted as close as possible to the side of the reservoir.

(B) No antenna or accessory equipment shall project above the top of the reservoir.

(C) Wires must be concealed within a shroud or conduit that is flush-mounted to the reservoir. The conduit and mounting hardware shall match the color of the reservoir.

(D) Antennas and antenna shrouds shall be painted to match the color of the reservoir.

(E) All accessory equipment must be placed underground unless undergrounding would be technically infeasible as supported by clear and convincing evidence in the written record. Above-ground equipment cabinets, if any, shall be dark green in color.

(F) All water reservoir installations must also be approved by the Water District having jurisdiction/ownership.