



UPLAND CITY COUNCIL

AGENDA

**September 9, 2019
City Council Chamber**

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

**ROSEMARY HOERNING, INTERIM 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.

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. GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Legal Counsel Edward Zappia and Interim City Manager Rosemary Hoerning

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

Unrepresented group: Executive Management

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (WORKER'S COMP CLAIM)

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Claimant: Joseph Barna

Agency: City of Upland

C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case L. Filpi v. City of Upland

Name: San Bernardino County Superior Court of California Case No. CIV-DS-172-4985

D. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Yoakum v. City of Upland

Name: San Bernardino County Superior Court of California Case No. CIV-DS-172-1778

E. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Yoakum v. City of Upland

Name: San Bernardino County Superior Court of California Case No. CIV-DS-181-7026

F. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Simpson v. City of Upland

Name: San Bernardino County Superior Court of California Case No. CIV-DS-180-9093

7:00 PM

5. INVOCATION

Pastor Wesley Menke, Grace Lutheran Church

6. PLEDGE OF ALLEGIANCE

7. PRESENTATIONS

Certificates of Recognition Presented to Upland Foothill Little League District Champions

Road to the 2020 Census Presentation by Lupe Camacho, Partnership Specialist, Los Angeles Regional Census Center

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 MINUTES

Approve the Special Meeting Minutes of August 12, 2019 and the Regular Meeting Minutes of August 12, 2019. (Staff Person: Keri Johnson)

B. APPROVAL OF WARRANT AND PAYROLL REGISTERS AUGUST

Approve the August Warrant Registers and Direct Disbursements (check numbers 26490-26949) totaling \$8,103850.71 and Payroll Registers totaling \$1,854,319.55 (check Numbers 160819-160847 and EFTs 16235-16962). (Staff Person: Londa Bock-Helms)

C. TREASURER'S REPORT JULY 2019

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

D. APPOINTMENT TO THE AIRPORT LAND USE COMMITTEE

Ratify the Mayor's appointment of Howard Bunte to the Airport Land Use Committee. (Staff Person: Keri Johnson)

12. PUBLIC HEARINGS

13. COUNCIL COMMITTEE REPORTS

14. BUSINESS ITEMS

A. MEASURE I CAPITAL IMPROVEMENT PLAN AND CAPITAL PROJECT NEEDS ANALYSIS

Approve a Resolution adopting the Measure I Five-Year Capital Improvement Plan for Fiscal Years 2019/2020 through 2023/2024, and approve a Resolution adopting the Measure I Five-Year Capital Project

Needs Analysis for Fiscal Years 2020/2021 through 2024/2025. (Staff Person: Rosemary Hoerning)

B. AWARD OF BID FOR PROJECT NO. 7072 & 7081, CITYWIDE SLURRY SEALS (BID NO. 2019-02)

Approve the specifications for Project No. 7072 & 7081; award the construction contract to Doug Martin Contracting Company, Inc., in the amount of \$472,508.80; and, authorize a construction contingency in the amount of \$72,491.20, for a total amount of \$545,000.00 from the Gas Tax Fund. (Staff Person: Rosemary Hoerning)

C. PROFESSIONAL SERVICES AGREEMENT FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES WITH TIERRA WEST ADVISORS, INC.

Approve a Professional Services Agreement with Tierra West Advisors, Inc. for economic development services and authorize the Interim City Manager to execute the agreement. (Staff Person: Robert Dalquest)

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 Monday, September 23, 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 September 4, 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 SPECIAL MEETING OF THE
UPLAND CITY COUNCIL
AUGUST 12, 2019**

OPENING

The special meeting of the Upland City Council was called to order by Mayor Debbie Stone at 5:00 p.m. in the Council Chamber of the Upland City Hall.

1. ROLL CALL

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

Staff: Interim City Manager Rosemary Hoerning, City Attorney James L. Markman, and City Clerk Keri Johnson

2. ORAL COMMUNICATIONS None

At 5:01 p.m. Mayor Stone announced the City Council would recess to Closed Session.

3. GOVERNMENT CODE SECTION 54956.9 (d) (1) EXISTING LITIGATION (WORKER'S COMP CLAIM)

Claimant: Joseph Barna
Agency: City of Upland

4. GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Legal Counsel Edward Zappia and Interim City Manager Rosemary Hoerning

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

Unrepresented group: Executive Management

5. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Name: Yoakum v. City of Upland
San Bernardino County Superior Court of California Case No. CIV-DS-172-1778

6. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Name: Yoakum v. City of Upland
San Bernardino County Superior Court of California Case No. CIV-DS-181-7026

7. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of California Government Code Section 54956.9)

Case Name: Simpson v. City of Upland
San Bernardino County Superior Court of California Case No.
CIV-DS-180-9093

8. GOVERNMENT CODE SECTION 54957 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

9. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Name of case: CITY OF UPLAND V. ALL PERSONS INTERESTED IN THE MATTER OF THE VALIDITY AND THE CONFIRMATION OF PROCEEDINGS RELATED TO THE AGREEMENT FOR PURCHASE AND SALE AND JOINT ESCROW INSTRUCTIONS BETWEEN THE CITY OF UPLAND AND SAN ANTONIO REGIONAL HOSPITAL TO SELL APPROXIMATELY 4.631 ACRES OF REAL PROPERTY ADDRESSED AS 1299 SAN BERNARDINO ROAD (A PORTION OF ASSESSOR'S PARCEL NO. 1046-183-01).
San Bernardino Superior Court Case No. CIV-DS-181-2143

The City Council reconvened in open session at 6:42 p.m.

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

10. ADJOURNMENT

Mayor Stone adjourned the meeting at 6:42 p.m. The meeting scheduled for August 26, 2019, will be cancelled. The next regular meeting of the City Council is Monday, September 9, 2019.

SUBMITTED BY:


Keri Johnson, City Clerk

APPROVED:

September 9, 2019

**MINUTES OF THE REGULAR MEETING OF THE
UPLAND CITY COUNCIL
AUGUST 12, 2019**

OPENING

The regular meeting of the Upland City Council was called to order by Mayor Debbie Stone at 7:02 p.m. in the Council Chamber of the Upland City Hall.

1. ROLL CALL

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

Staff: Interim City Manager Rosemary Hoerning, City Attorney James L. Markman, and City Clerk Keri Johnson

2. ADDITIONS/DELETIONS TO AGENDA None

3. ORAL COMMUNICATIONS None

4. CLOSED SESSION None

5. INVOCATION Pastor Randy Gardner, Purpose Church

6. PLEDGE OF ALLEGIANCE Councilmember Felix

7. PRESENTATIONS

Police Chief Goodman presented a badge to Police Captain Cliff Mathews.

Certificates were presented to the winners of the City "Picture it Upland" photo contest.

8. CITY ATTORNEY

City Attorney Markman announced there was nothing to report.

9. ORAL COMMUNICATIONS

A number of individuals spoke in support of the approval of the Upland Animal Care and Adoption Services Agreement with Friends of the Upland Animal Shelter, citing positive experiences adopting pets from the shelter, community support, quality of the services provided and the Friends commitment to caring for the animals. The following spoke:

Krupali Tejura
Carrie Eskay, San Antonio Heights
Jennifer Ashley, Upland
Karen Hermann, Upland
Yvette Schoble, Upland
Alice Chow, Grand Terrace
Kathryn Di Stefano, Upland

Shelley Foglesong, Upland
Mike Nunez, Upland
Andy Peterson
Christopher Jackson, Duarte
Brenda Sieger
Steve Bierbaum

Brigitte James, stated concerns about the Friends of the Upland Animal Shelter operating the adoption services and provided information about her experiences while fostering animals through the Friends.

Natasha Walton, thanked the staff for their work on the Memorial Park plan; and stated concerns regarding the potential sale of Memorial Park land, CEQA exemptions, and how these items could affect the receipt of grant funds.

Lois Sicking Dieter, questioned San Antonio Regional Hospital's interest in donating a walking trail in the park and suggested the hospital be required to advertise the potential sale of park land before any election for the sale of land.

Dede Ramella, stated support for term limits for City commissions, committees and boards; and felt that term limits were intended to limit power of individuals.

David Wade, stated support for term limits for City commissions, committees and boards and stated that he was withdrawing his application for the Planning Commission until there was representatives from the southern districts in Upland on the Commission.

Gary Schwary, Upland, stated when his term expires in 2021 he will have served on the Commission for 19 years and he is proud to have served the City; and requested the Council allow the Planning Commissioners to decide the Chairperson for the Planning Commission.

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 Items 11C, 11D, and 11J for separate action. Motion by Councilmember Felix to approve the remainder of the Consent Calendar, seconded by Councilmember Zuniga, and carried unanimously.

A. APPROVAL OF WARRANT AND PAYROLL REGISTERS JULY 2019

Approved the July Warrant Registers and Direct Disbursements (check numbers 26000-26489) totaling \$17,309,829.63 and Payroll Registers totaling \$1,359,116.28 (check Numbers 160763-160799 and EFTs 15744-16234).

B. APPROVAL OF MINUTES

Approved the Special Workshop Minutes of July 20, 2019 and the Regular Meeting Minutes of July 22, 2019.

E. AMENDMENT TO THE MUTUAL AID AGREEMENT WITH THE INLAND EMPIRE UTILITY AGENCY AND ITS MEMBER AGENCIES

Authorized the Interim City Manager to execute an Amendment to the Mutual Aid Agreement with the Inland Empire Utility Agency and its member agencies to update the contact information for the sanitary sewage overflow response program.

F. CITY VEHICLE FUEL PURCHASE AGREEMENT WITH MERIT OIL COMPANY

Approved an agreement between the City and Nuckles Oil Co. Inc. (DBA Merit Oil Co) for gasoline and diesel fuel purchases between July 1, 2019 to June 30, 2022; and authorized the Interim City Manager to execute the agreement.

G. TREASURER'S REPORT JUNE 2019

Received and filed the June 2019 Treasurer's Report.

H. ACCEPTANCE OF PUBLIC IMPROVEMENT FOR PARCEL MAP 17943

Accepted the public improvements for Parcel Map 17943, and released the bonds for this project.

I. ACCEPTANCE OF WORK FOR CITYWIDE SLURRY SEALS 2017/2018

Accepted the work; recorded the Notice of Completion; and, reduced the Faithful Performance Bond to 10% for the Citywide Slurry Seals 2017/2018 Project.

K. COMMUNITY FACILITIES DISTRICTS 2003-1, 2003-2 IMPROVEMENT AREAS 1 AND 2, 2015-1 IMPROVEMENT AREA 1, 2016-1 IMPROVEMENT AREA 1, 2016-2 AND 2017-1: INTENT TO LEVY AND COLLECT SPECIAL TAXES

Adopted Resolution No. 6505 authorizing the levy of a special taxes in: Community Facilities District 2003-1 (Upland 54); Community Facilities District 2003-2 (The Colonies at San Antonio) - Improvement Area No. 1 and Improvement Area No. 2; Community Facilities District 2015-1 (Sycamore Hills) Improvement Area No. 1; Community Facilities District 2016-1 (Harvest at Upland) Improvement Area No. 1; Community Facilities District 2016-2 (Harvest Maintenance) and; Community Facilities District 2017-1 (Maintenance Services) for Fiscal Year 2019/20.

L. MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF UPLAND AND THE UPLAND UNIFIED SCHOOL DISTRICT FOR A SCHOOL RESOURCE OFFICER

Authorized the City Manager, or her designee, to execute a Memorandum of Understanding with the Upland Unified School District to provide one (1) Upland Police Department School Resource Officer to the School District.

ITEMS REMOVED FOR SEPARATE ACTION

C. APPOINTMENT AND REAPPOINTMENT TO THE PLANNING COMMISSION

Council requested to vote separately on the appointments.

There was discussion regarding term limits and the selection process.

Motion by Councilmember Elliott to ratify the Mayor's reappointment of Shelly Verrinder (4/5ths vote required), term expiring June 2023, and seconded by Mayor Stone. The motion failed with Mayor Stone voting yes, Councilmembers Elliott, Felix and Zuniga voting no, and Councilmember Velto abstaining.

Motion by Councilmember Felix to ratify the Mayor's appointment of Candice Moffitt to the Planning Commission, term expiring June 2023, and seconded by Mayor Stone. The motion failed with Mayor Stone and Councilmember Felix voting yes and Councilmembers Elliott, Velto, and Zuniga voting no.

The Mayor directed staff to open the recruitment process for the Planning Commission positions and to schedule another round of interviews.

D. EXTENSION OF PLANNING COMMISSION CHAIRPERSON'S TERM BEYOND FOUR CONSECUTIVE TERMS

There was discussion regarding term limits and Mr. Schwary's service on the Planning Commission,

Motion by Councilmember Elliott to consider allowing the term of Planning Commission Chairperson Gary Schwary to extend more than four consecutive terms, seconded by Velto. The motion failed with Mayor Stone and Councilmember Velto voting yes and Councilmembers Elliott, Felix and Zuniga voting no.

J. UPDATE AND AMENDMENT OF POLICIES AND PROCEDURES RELATIVE TO THE ESTABLISHMENT AND OPERATION OF COMMISSIONS, COMMITTEES, BOARDS, AND AUTHORITIES APPOINTED TO ADVISE THE CITY COUNCIL

There was discussion regarding district based appointments to committees, commissions, and boards and changes to the meeting schedule.

Council requested that additional revisions to the Resolution be brought back to Council at a later date.

Motion by Councilmember Zuniga to adopt Resolution No. 6504 amending the policies and procedures relative to the establishment and operation of Commissions, Committees, Boards, and Authorities appointed to advise the City Council, seconded by Councilmember Velto, and carried unanimously.

12. PUBLIC HEARINGS

A. ANNUAL WEED ABATEMENT PROGRAM - ACCEPTANCE OF YEAR END REPORT AND ASSESSMENTS

Weed Abatement Coordinator Bloomfield presented the staff report, which is on file in the City Clerk's office.

Mayor Stone opened the public hearing.

Hong Zhou, Upland, stated that he received a notice from Code Enforcement and Weed Abatement regarding the same issue. He further stated the violation had been resolved and requested the City Council waive the \$72.00 assessment.

Seth Gudmunson, Upland, stated that he received a bill for \$810.00 for weed abatement on his vacant property, but that he had not received any notices

prior to the abatement. He further stated that he felt the price was inflated and requested that Council waive the assessment.

Joe Villalobos, Upland, stated the he rents the house from the property owner and he has been in the process of cleaning up the property; and requested that the City Council waive the assessment of \$72.00.

There being no other speakers, Mayor Stone closed the public hearing.

There was discussion on the yearly abatements process and the procedures for contacting the property owners.

There was the suggestion to put notices on each property with violations.

Development Services Manager Chavez answered questions from the Council regarding the notification process.

Motion by Mayor Stone to accept the itemized cost report for all weed abatement assessments and authorize placement on the San Bernardino County property tax rolls, seconded by Councilmember Elliott, and carried unanimously.

13. COUNCIL COMMITTEE REPORTS

A. SPECIAL INVESTMENTS COMMITTEE MEETING, JULY 24, 2019

Councilmember Elliott provided a recap of the meeting, which is on file in the City Clerk's Office. This was for information only and no action was required.

14. BUSINESS ITEMS

A. AWARD OF ANIMAL CARE AND ADOPTION SERVICES AGREEMENT

Interim City Manager Hoerning presented the staff report, which is on file in the City Clerk's Office.

There was discussion on the term of the contract and the services the Friends of the Upland Animal Shelter provide.

Motion by Councilmember Elliott to approve the Upland Animal Care and Adoption Services Agreement with Friends of the Upland Animal Shelter non-profit organization.

Councilmember Felix made an amended motion to remove the second sentence of Section 1 of the contract regarding the City Manager approval of contract extension. There being no second the amended motion failed.

Councilmember Elliott's motion to approve the Upland Animal Care and Adoption Services Agreement with Friends of the Upland Animal Shelter non-profit organization, was seconded by Councilmember Velto, and carried unanimously.

B. PRESENTATION OF CONCEPTUAL MASTER PLAN FOR MEMORIAL PARK AND COMPLETED PROPOSITION 68 GRANT

Recreation Services Manager Story presented the staff report, along with a PowerPoint presentation, which is on file in the City Clerk's Office.

This item was for receive and file only, no action was necessary.

B. GIS SOFTWARE AND PROFESSIONAL SERVICES FOR STORM DRAIN AND SEWER FACILITY INFORMATION

Interim City Manager Hoerning presented the staff report, which is on file in the City Clerk's Office.

Motion by Mayor Stone to approve a Professional Services Agreement with Nobel Systems to purchase the Nobel GeoViewer software and implement a data conversion of the City's sewer and storm drain facility improvement drawings and facility information; and authorize the Interim City Manager to execute the agreement, seconded by Councilmember Felix, and carried unanimously.

15. ORAL COMMUNICATION (items not on the agenda)

Jim Thomas, Upland, announced the date of the Lion's Club Fish Bake and provided information on the organization's activities.

Erica Spencer, Upland, stated concerns about government and police organizations spying on her.

Shannan Maust, Upland, thanked the Upland Police Department, Council, and Staff for participating in National Night Out; she also stated pride for the community.

David Wade, thanked the Council for their deliberations and stated it was time to appoint new members to committees.

Miguel Nunez, stated concerns over a potential residential development in his neighborhood and requested the City bring in more businesses.

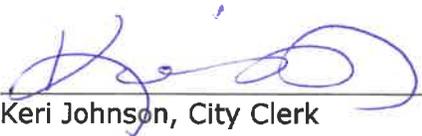
16. CITY MANAGER

Interim City Manager Hoerning announced upcoming City sponsored workshops.

17. ADJOURNMENT

At 10:40 p.m., Mayor Stone adjourned the meeting in memory of Hope Musser, long time resident of Upland. The August 26, 2019 City Council meeting will be cancelled. The next regularly scheduled City Council meeting is Monday, September 9, 2019.

SUBMITTED BY



Keri Johnson, City Clerk

APPROVED

September 9, 2019



STAFF REPORT

ITEM NO. 11.B.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING, INTERIM CITY MANAGER
PREPARED BY: LONDA BOCK-HELMS, CPA, ACTING ADMINISTRATIVE SERVICES DIRECTOR
SUBJECT: APPROVAL OF WARRANT AND PAYROLL REGISTERS AUGUST

RECOMMENDED ACTION

It is recommended that the City Council approve the August Warrant Registers and Direct Disbursements (check numbers 26490-26949) totaling \$8,103,850.71 and Payroll Registers totaling \$1,854,319.55 (check Numbers 160819-160847 and EFTs 16235-16962).

GOAL STATEMENT

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

BACKGROUND

The City Council is presented with the financial disbursements for the purchase of materials, supplies, services, capital projects, and payroll warrants issued in the prior month. This process provides the City Council the opportunity to review the expenses of the City.

ISSUES/ANALYSIS

In accordance with Government Code Section 37208, the Finance Officer hereby certifies that the attached Warrant Registers, Direct Disbursements, and Payroll Registers have been found to conform to the approved budget and have been paid. These demands are submitted to the City Council for review and approval.

FISCAL IMPACTS

Funds are available for the payment of the Warrant Registers, Direct Disbursements, and Payroll Registers.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

August Warrant Register

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	80119000	132551	AMERICAN FIDELI	1,006.58	08/01/2019	
N	80119001	132551	AMERICAN FIDELI	925.54	08/01/2019	
N	80119002	618	ICMA-RC	2,254.16	08/01/2019	
N	80119003	621	KAREN LONG	672.00	08/01/2019	
N	80119004	441	MIDAMERICA ADMI	2,138.60	08/01/2019	
N	80119005	622	UPLAND CITY EMP	890.00	08/01/2019	
N	80219000	65181	CALPERS	134,487.38	08/02/2019	
N	80219001	83401	CARL WARREN & C	46,359.74	08/02/2019	
N	80219002	733	MASSACHUSETTS M	45,902.04	08/02/2019	
N	80219003	624	DEPT OF THE TRE	750.00	08/02/2019	
N	80519001	43651	U S BANK NATION	18,203.07	08/05/2019	
N	80619001	32091	SOUTHERN CALIF	137,443.50	08/06/2019	
N	80619002	543	SOUTHERN CALIF	939.57	08/06/2019	
N	26490	125761	CITY EMPLOYEE A	264.50	08/07/2019	
N	26491	99418	FRANCHISE TAX B	100.00	08/07/2019	
N	26492	295	INLAND EMPIRE U	26.00	08/07/2019	
N	26493	114711	METROPOLITAN LI	22,668.63	08/07/2019	
N	26494	736	UPLAND POLICE M	1,183.00	08/07/2019	
N	26495	737	UPLAND POLICE O	4,296.00	08/07/2019	
N	26496	15750	AFLAC PREMIUM H	1,534.80	08/07/2019	
N	26497	132551	AMERICAN FIDELI	2,449.74	08/07/2019	
N	26498	6109	AMERICAN HERITA	229.50	08/07/2019	
N	26499	37	5 STAR JANITORI	1,500.00	08/07/2019	
N	26500	134421	ABERGEL, FLOREN	535.50	08/07/2019	
N	26501	99181	ACCOMTEMPMS	7,618.53	08/07/2019	
N	26502	14	ACTION AWARDS	93.29	08/07/2019	
N	26503	207	ADLERHORST INTL	443.31	08/07/2019	
N	26504	25	AGUILAR-RILEY,	721.52	08/07/2019	
N	26505	88211	AIR-EX	2,374.00	08/07/2019	
N	26506	3	AIRGAS USA LLC	407.81	08/07/2019	
N	26507	774	ALFORD, SANDIE	228.00	08/07/2019	
N	26508	1291	AMTECH ELEVATOR	496.00	08/07/2019	
N	26509	131971	ANNEALTA GROUP	8,670.00	08/07/2019	
N	26510	15308	AUTOMATED GATE	178.00	08/07/2019	
N	26511	3987	BALDY VIEW GYMN	2,785.46	08/07/2019	
N	26512	1769	BIO-TOX LABORAT	892.00	08/07/2019	
N	26513	120021	BRIGHTVIEW	8,148.40	08/07/2019	
N	26514	817	BUTKA, ANTHONY	1,500.00	08/07/2019	
N	26515	83401	CARL WARREN & C	1,822.17	08/07/2019	
N	26516	291	CARQUEST AUTO P	628.47	08/07/2019	
N	26517	84141	CARTY, DIANE	598.50	08/07/2019	
N	26518	73321	CASTILLO, JUAQU	285.00	08/07/2019	
N	26519	82791	CHEM PRO LAB IN	298.00	08/07/2019	
N	26520	363	CHINO MOWER & E	1,584.83	08/07/2019	
N	26521	448	CINTAS CORPORAT	278.50	08/07/2019	
N	26522	448	CINTAS CORPORAT	579.08	08/07/2019	
N	26523	655	CLEANSTREET INC	2,128.00	08/07/2019	
N	26524	163	CLINICAL LABORA	394.00	08/07/2019	
N	26525	125851	COOPER, MARY KA	690.30	08/07/2019	
N	26526	45421	COSTAR REALTY I	453.19	08/07/2019	
N	26527	521	COUPLAND, DONNA	384.75	08/07/2019	
N	26528	800	CURTIS-ROSENTHA	8,750.00	08/07/2019	
N	26529	16226	DASH MEDICAL GL	1,407.44	08/07/2019	
N	26530	108221	DEPT OF TREASUR	474.69	08/07/2019	

09/03/2019 15:38
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City of Upland, CA
Check Reconciliation

P 2
apchkrcn

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	26531	584	DIRECT LIGHTING	24,877.32	08/07/2019	
N	26532	79031	DOLLARHIDE, GIN	175.35	08/07/2019	
N	26533	19101	DURAN, MAURICE	142.91	08/07/2019	
N	26534	631	E&M ELETRIC AND	7,960.00	08/07/2019	
N	26535	5380	EMPIRE LASER IN	189.00	08/07/2019	
N	26536	97141	EUROFINS EATON	5,600.00	08/07/2019	
N	26537	2435	EVERSOFT	636.00	08/07/2019	
N	26538	10485	EXPERIAN	77.00	08/07/2019	
N	26539	111311	GARCIA, ROBYN	378.00	08/07/2019	
N	26540	255	GLENDORA CHRYSL	213.76	08/07/2019	
N	26541	390	GONZALEZ, CATHY	150.84	08/07/2019	
N	26542	122151	GOSS, CAROLINA	59.88	08/07/2019	
N	26543	129521	GRAFIX SYSTEMS	102.16	08/07/2019	
N	26544	290	GRAINGER	375.95	08/07/2019	
N	26545	14329	GRIFFITHS, SHAN	136.80	08/07/2019	
N	26546	104371	GYMBOREE UPLAND	216.30	08/07/2019	
N	26547	329	HOLLIDAY ROCK C	2,826.85	08/07/2019	
N	26548	629	HONEYCOTT, INC	603.00	08/07/2019	
N	26549	4495	HOSE-MAN INC	1,864.40	08/07/2019	
N	26550	16340	INFOSEND INC	4,058.61	08/07/2019	
N	26551	153	INLAND EMPIRE U	2,407.00	08/07/2019	
N	26552	635	ISOTECH PEST M	446.00	08/07/2019	
N	26553	32431	ITRON INC	2,172.78	08/07/2019	
N	26554	32791	J J KELLER	431.58	08/07/2019	
N	26555	48371	JEEP CHRYSLER O	1,361.70	08/07/2019	
N	26556	132291	JOHNSON, VALERI	640.50	08/07/2019	
N	26557	6930	JONES, SANDY	279.30	08/07/2019	
N	26558	80561	KEENAN & ASSOCI	500.00	08/07/2019	
N	26559	56981	KENDALL, ANDREA	1,108.65	08/07/2019	
N	26560	15595	L D M ASSOCIATE	7,000.00	08/07/2019	
N	26561	29911	LASSETTER, SUEL	841.95	08/07/2019	
N	26562	3020	LAW ENFORCEMENT	57.00	08/07/2019	
N	26563	414	LIEBERT CASSIDY	3,155.00	08/07/2019	
N	26564	781	LINDE CONSTRUCT	1,062.80	08/07/2019	
N	26565	781	LINDE CONSTRUCT	2,995.75	08/07/2019	
N	26566	781	LINDE CONSTRUCT	18,442.05	08/07/2019	
N	26567	3013	LIVE OAK DOG OB	449.75	08/07/2019	
N	26568	122231	LUSSIER, JAMES	125.00	08/07/2019	
N	26569	62081	MAILFINANCE	557.92	08/07/2019	
N	26570	16385	MAIN STREET SIG	910.49	08/07/2019	
N	26571	380	MARY DENNIS	2,007.84	08/07/2019	
N	26572	445	MATHISEN OIL CO	619.02	08/07/2019	
N	26573	801	MCLELLAN, MCROB	99.22	08/07/2019	
N	26574	461	MIJAC ALARM	3,106.00	08/07/2019	
N	26575	550	MOHAVE STATE BA	86,592.00	08/07/2019	
N	26576	473	MUNICIPAL MAINT	747.41	08/07/2019	
N	26577	120861	NATIONAL METER	34,106.61	08/07/2019	
N	26578	609	NIXON-EGIL EQUI	211,307.65	08/07/2019	
N	26579	14483	ONTARIO ICE SKA	707.00	08/07/2019	
N	26580	379	OTERO, JORDAN	6.65	08/07/2019	
N	26581	739	PACIFIC YOUTH S	1,183.50	08/07/2019	
N	26582	30161	PAINT BUCKET IN	22.03	08/07/2019	
N	26583	4509	PARKHOUSE TIRE	1,695.92	08/07/2019	
N	26584	532	PATTON SALES CO	435.99	08/07/2019	

09/03/2019 15:38
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City of Upland, CA
Check Reconciliation

P 3
apchkrnc

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	26585	33021	PELLITTERI, CHR	311.11	08/07/2019	
N	26586	125831	PRICELESS PUPPY	6,617.82	08/07/2019	
N	26587	17563	PROGRESSIVE PRI	713.85	08/07/2019	
N	26588	349	RAIN MASTER IRR	235.90	08/07/2019	
N	26589	828	RICHDAI, INC	473.40	08/07/2019	
N	26590	210	SALDANA DIAZ, N	455.13	08/07/2019	
N	26591	4974	SAN BERNARDINO	11,401.47	08/07/2019	
N	26592	131121	SHRED-IT USA LL	1,000.84	08/07/2019	
N	26593	407	SINGLETON, DENI	336.30	08/07/2019	
N	26594	10673	SO CAL BOLT & I	122.84	08/07/2019	
N	26595	16607	STAPLES BUSINES	656.97	08/07/2019	
N	26596	70251	STEESE, MARION	379.20	08/07/2019	
N	26597	93351	STEVE'S FIVE ST	1,344.00	08/07/2019	
N	26598	2439	T K E ENGINEERI	64,725.00	08/07/2019	
N	26599	935	TERMINIX INTERN	127.00	08/07/2019	
N	26600	118371	TERRY, DONNA	71.40	08/07/2019	
N	26601	4463	THE COUNSELING	1,200.00	08/07/2019	
N	26602	61211	THE ZAPPIA LAW	7,639.50	08/07/2019	
N	26603	11583	THOMPSON PLUMBI	1,133.24	08/07/2019	
N	26604	16541	TODD, ANDREW	483.00	08/07/2019	
N	26605	116791	TOVAR, DONNA	41.40	08/07/2019	
N	26606	67311	UNDERCAR PLUS U	198.67	08/07/2019	
N	26607	3557	UNDERGROUND	1,080.37	08/07/2019	
N	26608	596	UPLAND ARENA SP	1,750.00	08/07/2019	
N	26609	17022	UPLAND MUSIC SC	925.75	08/07/2019	
N	26610	617	VAN LANT & FANK	12,000.00	08/07/2019	
N	26611	392	WAXIE SANITARY	1,272.40	08/07/2019	
N	26612	1725	WEST COAST ARBO	195,837.00	08/07/2019	
N	26613	97071	WEST VALLEY MRF	4,921.69	08/07/2019	
N	26614	14050	WILLDAN FINANCI	1,769.00	08/07/2019	
N	26615	5193	ZAILO, ROBERT	269.55	08/07/2019	
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N	26619	999999	ZZONE TIME TIME	993.25	08/07/2019	
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N	26622	999999	ZZONE TIME TIME	628.75	08/07/2019	
N	26623	999999	ZZONE TIME TIME	49.79	08/07/2019	
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N	26631	999999	ZZONE TIME TIME	95.02	08/07/2019	
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N	26635	999999	ZZONE TIME TIME	108.95	08/07/2019	
N	26636	999999	ZZONE TIME TIME	52.69	08/07/2019	
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N	26638	999999	ZZONE TIME TIME	48.18	08/07/2019	

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N	26640	999999	ZZONE TIME TIME	90.32	08/07/2019	
N	26641	999999	ZZONE TIME TIME	345.00	08/07/2019	
N	26642	999999	ZZONE TIME TIME	876.72	08/07/2019	
N	26643	999999	ZZONE TIME TIME	5,000.00	08/07/2019	
N	26644	999999	ZZONE TIME TIME	83.77	08/07/2019	
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N	26646	999999	ZZONE TIME TIME	136.91	08/07/2019	
N	26647	999999	ZZONE TIME TIME	19.91	08/07/2019	
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N	26649	999999	ZZONE TIME TIME	21.21	08/07/2019	
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N	26652	999999	ZZONE TIME TIME	54.37	08/07/2019	
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N	26659	999999	ZZONE TIME TIME	69.50	08/07/2019	
N	26660	999999	ZZONE TIME TIME	79.41	08/07/2019	
N	80819001	627	STATE OF CALIFO	1,756.00	08/08/2019	
N	80819002	91491	LIBRARY SYSTEMS	100,364.17	08/08/2019	
N	80919001	83401	CARL WARREN & C	9,763.30	08/09/2019	
N	80919002	83401	CARL WARREN & C	28,107.66	08/09/2019	
N	26661	524	HARTFORD LIFE I	27.08	08/14/2019	
N	26662	17278	A T & T	952.52	08/14/2019	
N	26663	16553	AA U-STOR-M	1,425.60	08/14/2019	
N	26664	99181	ACCOMTEMP	2,884.40	08/14/2019	
N	26665	358	ADVANCED AUTO,	31.75	08/14/2019	
N	26666	810	ADVANCED AVANT-	7,550.00	08/14/2019	
N	26667	3	AIRGAS USA LLC	82.85	08/14/2019	
N	26668	131971	ANNEALTA GROUP	18,688.00	08/14/2019	
N	26669	226	ARCHITERRA DESI	2,697.05	08/14/2019	
N	26670	15308	AUTOMATED GATE	290.76	08/14/2019	
N	26671	12171	BOYLE, MICHAEL	52.56	08/14/2019	
N	26672	120021	BRIGHTVIEW	55,786.95	08/14/2019	
N	26673	649	CALIFORNIA RESE	1,615.00	08/14/2019	
N	26674	83401	CARL WARREN & C	1,294.52	08/14/2019	
N	26675	291	CARQUEST AUTO P	2,381.44	08/14/2019	
N	26676	12511	CCSINTERACTIVE	125.00	08/14/2019	
N	26677	759	CLOVERNOTE COFF	21.48	08/14/2019	
N	26678	122791	CODE 3 INC	95.98	08/14/2019	
N	26679	4696	CUCAMONGA VALLE	87.68	08/14/2019	
N	26680	16636	DELL MARKETING	12,159.35	08/14/2019	
N	26681	124	DEPARTMENT OF J	372.00	08/14/2019	
N	26682	19101	DURAN, MAURICE	6.55	08/14/2019	
N	26683	798	ECONO FENCE, IN	5,250.00	08/14/2019	
N	26684	4402	ERC POLICE VEHI	160.00	08/14/2019	
N	26685	21131	ESRI INC	3,800.00	08/14/2019	
N	26686	2435	EVERSOFT	901.86	08/14/2019	
N	26687	10485	EXPERIAN	77.00	08/14/2019	
N	26688	4456	FEDEX	18.98	08/14/2019	

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	26689	42091	FOOTHILL CAR WA	668.51	08/14/2019	
N	26690	96251	FORD OF UPLAND	374.62	08/14/2019	
N	26691	78	FRONTIER	45.83	08/14/2019	
N	26692	78	FRONTIER	62.41	08/14/2019	
N	26693	78	FRONTIER	525.34	08/14/2019	
N	26694	78	FRONTIER	1,220.00	08/14/2019	
N	26695	78	FRONTIER	2,123.88	08/14/2019	
N	26696	58311	G H A TECHNOLOG	22,075.97	08/14/2019	
N	26697	290	GRAINGER	747.26	08/14/2019	
N	26698	5206	H D L COREN & C	645.00	08/14/2019	
N	26699	306	HACH CO	74.68	08/14/2019	
N	26700	16340	INFOSEND INC	4,329.65	08/14/2019	
N	26701	3430	INLAND EMPIRE S	4,169.00	08/14/2019	
N	26702	153	INLAND EMPIRE U	128,398.20	08/14/2019	
N	26703	153	INLAND EMPIRE U	5,319.36	08/14/2019	
N	26704	153	INLAND EMPIRE U	12,908.76	08/14/2019	
N	26705	4719	INTERSTATE BATT	22.88	08/14/2019	
N	26706	83731	J & G ADVERTISI	1,191.44	08/14/2019	
N	26707	48371	JEEP CHRYSLER O	13.81	08/14/2019	
N	26708	743	KNOWBE4, INC	8,011.12	08/14/2019	
N	26709	3020	LAW ENFORCEMENT	1,225.00	08/14/2019	
N	26710	781	LINDE CONSTRUCT	3,000.00	08/14/2019	
N	26711	781	LINDE CONSTRUCT	3,000.04	08/14/2019	
N	26712	469	LONDA BOCK-HELM	285.00	08/14/2019	
N	26713	461	MIJAC ALARM	591.00	08/14/2019	
N	26714	16233	MPOWER COMMUNIC	233.37	08/14/2019	
N	26715	473	MUNICIPAL MAINT	1,042.27	08/14/2019	
N	26716	16877	NEXTDAY DELIVER	153.29	08/14/2019	
N	26717	7734	OFFICE DEPOT	39.18	08/14/2019	
N	26718	6625	P F SERVICES IN	750.00	08/14/2019	
N	26719	4509	PARKHOUSE TIRE	714.47	08/14/2019	
N	26720	532	PATTON SALES CO	223.16	08/14/2019	
N	26721	119	PRISTINE UNIFOR	44.89	08/14/2019	
N	26722	726	ROY ALLAN SLURR	11,719.30	08/14/2019	
N	26723	90591	S & J SUPPLY CO	9,929.82	08/14/2019	
N	26724	601	SAN ANTONIO WAT	350,855.84	08/14/2019	
N	26725	2225	SAN BERNARDINO	24,373.28	08/14/2019	
N	26726	98677	SAN BERNARDINO	638.00	08/14/2019	
N	26727	99141	SONSRAY MACHINE	436.52	08/14/2019	
N	26728	96991	SPEEDE SPEEDOME	307.09	08/14/2019	
N	26729	16607	STAPLES BUSINES	1,457.46	08/14/2019	
N	26730	625	STILES ANIMAL R	90.00	08/14/2019	
N	26731	516	SWAGIT PRODUCTI	2,340.00	08/14/2019	
N	26732	935	TERMINIX INTERN	127.00	08/14/2019	
N	26733	61211	THE ZAPPIA LAW	11,883.16	08/14/2019	
N	26734	11583	THOMPSON PLUMBI	330.73	08/14/2019	
N	26735	21671	TIME WARNER CAB	90.67	08/14/2019	
N	26736	21671	TIME WARNER CAB	219.96	08/14/2019	
N	26737	21671	TIME WARNER CAB	239.96	08/14/2019	
N	26738	62321	TPX COMMUNICATI	2,869.07	08/14/2019	
N	26739	9321	TSENG, JIM	104.63	08/14/2019	
N	26740	82431	TURNBOW, LISA	77.38	08/14/2019	
N	26741	11484	U S BANK	1,750.00	08/14/2019	
N	26742	67311	UNDERCAR PLUS U	796.10	08/14/2019	

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
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N	26744	14735	VERIZON WIRELES	35.17	08/14/2019	
N	26745	14735	VERIZON WIRELES	38.01	08/14/2019	
N	26746	14735	VERIZON WIRELES	38.01	08/14/2019	
N	26747	14735	VERIZON WIRELES	114.79	08/14/2019	
N	26748	14735	VERIZON WIRELES	137.87	08/14/2019	
N	26749	14735	VERIZON WIRELES	152.04	08/14/2019	
N	26750	14735	VERIZON WIRELES	156.94	08/14/2019	
N	26751	14735	VERIZON WIRELES	266.07	08/14/2019	
N	26752	14735	VERIZON WIRELES	414.99	08/14/2019	
N	26753	14735	VERIZON WIRELES	433.73	08/14/2019	
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N	26755	14735	VERIZON WIRELES	1,571.97	08/14/2019	
N	26756	14735	VERIZON WIRELES	1,805.14	08/14/2019	
N	26757	725	VIDO SAMARZICH,	184,975.93	08/14/2019	
N	26758	760	WATER FACILITIE	511,323.64	08/14/2019	
N	26759	392	WAXIE SANITARY	443.86	08/14/2019	
N	26760	97071	WEST VALLEY MRF	2,536.37	08/14/2019	
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N	81519001	618	ICMA-RC	2,254.16	08/15/2019	
N	81519002	621	KAREN LONG	672.00	08/15/2019	
N	81519004	441	MIDAMERICA ADMI	2,206.75	08/15/2019	
N	81519005	622	UPLAND CITY EMP	910.00	08/15/2019	
N	81619000	624	DEPT OF THE TRE	550.00	08/16/2019	
N	81619003	733	MASSACHUSETTS M	46,175.71	08/16/2019	
N	82019000	65181	CALPERS	134,652.21	08/20/2019	
N	82019001	32091	SOUTHERN CALIF	72,986.65	08/20/2019	
N	82019002	80561	KEENAN & ASSOCI	88,727.86	08/20/2019	
N	82119001	441	MIDAMERICA ADMI	24,369.30	08/21/2019	
N	26778	125761	CITY EMPLOYEE A	264.50	08/21/2019	
N	26779	99418	FRANCHISE TAX B	100.00	08/21/2019	
N	26780	295	INLAND EMPIRE U	26.00	08/21/2019	
N	26781	736	UPLAND POLICE M	1,183.00	08/21/2019	
N	26782	737	UPLAND POLICE O	4,296.00	08/21/2019	
N	26783	99181	ACCOMTEMP	3,844.16	08/21/2019	
N	26784	3	AIRGAS USA LLC	287.36	08/21/2019	
N	26785	291	CARQUEST AUTO P	723.08	08/21/2019	
N	26786	282	CERTIFIED ENVIR	3,000.00	08/21/2019	

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
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N	26788	475	CITY OF MONTCLA	4,017.57	08/21/2019	
N	26789	98828	COUNTY SANITATI	1,791.27	08/21/2019	
N	26790	710	DIAZ, OSCAR	431.00	08/21/2019	
N	26791	25141	DRYDOCK DEPOT	5,500.00	08/21/2019	
N	26792	4402	ERC POLICE VEHI	220.00	08/21/2019	
N	26793	2435	EVERSOFT	211.54	08/21/2019	
N	26794	567	FRITTS FORD	43,795.89	08/21/2019	
N	26795	833	G4S SECURE SOLU	7,188.15	08/21/2019	
N	26796	16410	GEOGRAPHICS	53.50	08/21/2019	
N	26797	560	GOTIME CONTROL,	2,280.00	08/21/2019	
N	26798	306	HACH CO	640.04	08/21/2019	
N	26799	12006	HENDRICKSON, GR	109.86	08/21/2019	
N	26800	329	HOLLIDAY ROCK C	281,663.59	08/21/2019	
N	26801	195	INLAND VALLEY D	836.72	08/21/2019	
N	26802	79821	K S M ELECTRIC	3,513.28	08/21/2019	
N	26803	102	LIGHT BULBS ETC	32.08	08/21/2019	
N	26804	90491	LOS ANGELES TIM	487.48	08/21/2019	
N	26805	82811	MARK CHRIS AUTO	150.61	08/21/2019	
N	26806	445	MATHISEN OIL CO	619.02	08/21/2019	
N	26807	552	MEGA BANK	123,739.94	08/21/2019	
N	26808	133641	MORNEAU SHEPELL	265.00	08/21/2019	
N	26809	5109	MR KEYS	144.45	08/21/2019	
N	26810	7816	MR T'S TOWING I	1,350.00	08/21/2019	
N	26811	120861	NATIONAL METER	3,339.75	08/21/2019	
N	26812	30971	OCCUPATIONAL HE	60.00	08/21/2019	
N	26813	7734	OFFICE DEPOT	10.15	08/21/2019	
N	26814	6625	P F SERVICES IN	150.00	08/21/2019	
N	26815	805	R3 CONSULTING G	8,582.50	08/21/2019	
N	26816	67381	ROUTE 66 CAR WA	379.00	08/21/2019	
N	26817	90591	S & J SUPPLY CO	3,111.18	08/21/2019	
N	26818	606	SAN BERNARDINO	439.38	08/21/2019	
N	26819	6610	SAN BERNARDINO	37.18	08/21/2019	
N	26820	830	SAN DIEGO HUMAN	400.00	08/21/2019	
N	26821	637	SMART & FINAL I	884.98	08/21/2019	
N	26822	16607	STAPLES BUSINES	129.20	08/21/2019	
N	26823	93351	STEVE'S FIVE ST	150.00	08/21/2019	
N	26824	417	STEVE'S TOWING	1,800.00	08/21/2019	
N	26825	630	THE BEEKEEPER	650.00	08/21/2019	
N	26826	45851	THE PRINTERS	263.99	08/21/2019	
N	26827	99981	THOMSON REUTERS	1,185.60	08/21/2019	
N	26828	9321	TSENG, JIM	232.76	08/21/2019	
N	26829	125411	TYLER TECHNOLOG	5,545.11	08/21/2019	
N	26830	483	ULINE, INC	1,043.62	08/21/2019	
N	26831	67311	UNDERCAR PLUS U	34.15	08/21/2019	
N	26832	4481	V C A CENTRAL	50.00	08/21/2019	
N	26833	1725	WEST COAST ARBO	23,658.00	08/21/2019	
N	26834	14050	WILLDAN FINANCI	402.10	08/21/2019	
N	26835	999999	ZZONE TIME TIME	141.00	08/21/2019	
N	26836	999999	ZZONE TIME TIME	250.00	08/21/2019	
N	26837	999999	ZZONE TIME TIME	120.00	08/21/2019	
N	26838	999999	ZZONE TIME TIME	277,292.00	08/21/2019	
N	82219001	116231	NEOPOST USA INC	5,000.00	08/22/2019	
N	82319001	83401	CARL WARREN & C	45,971.80	08/23/2019	

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	82719000	132551	AMERICAN FIDELI	1,006.58	08/27/2019	
N	26839	37	5 STAR JANITORI	1,500.00	08/28/2019	
N	26840	36721	A & I REPROGRAP	169.98	08/28/2019	
N	26841	99181	ACCONTEMPS	2,878.34	08/28/2019	
N	26842	207	ADLERHORST INTL	57.11	08/28/2019	
N	26843	774	ALFORD, SANDIE	99.75	08/28/2019	
N	26844	6683	ATMAA INC	2,760.00	08/28/2019	
N	26845	3987	BALDY VIEW GYMN	1,749.87	08/28/2019	
N	26846	120021	BRIGHTVIEW	537.68	08/28/2019	
N	26847	819	BRINKS, INC	613.66	08/28/2019	
N	26848	5944	BURRTEC WASTE I	728,728.43	08/28/2019	
N	26849	291	CARQUEST AUTO P	306.16	08/28/2019	
N	26850	84141	CARTY, DIANE	273.60	08/28/2019	
N	26851	73321	CASTILLO, JUAQU	399.00	08/28/2019	
N	26852	363	CHINO MOWER & E	185.29	08/28/2019	
N	26853	448	CINTAS CORPORAT	96.98	08/28/2019	
N	26854	104521	CONNEY SAFETY	35.95	08/28/2019	
N	26855	125851	COOPER, MARY KA	292.05	08/28/2019	
N	26856	15814	CRIME SCENE STE	750.00	08/28/2019	
N	26857	16636	DELL MARKETING	2,227.65	08/28/2019	
N	26858	124	DEPARTMENT OF J	903.00	08/28/2019	
N	26859	710	DIAZ, OSCAR	323.25	08/28/2019	
N	26860	79031	DOLLARHIDE, GIN	210.90	08/28/2019	
N	26861	44891	FARLEY, SANDRA	699.30	08/28/2019	
N	26862	4456	FEDEX	166.04	08/28/2019	
N	26863	96251	FORD OF UPLAND	723.99	08/28/2019	
N	26864	128	FORTIER, NURIA	1,585.59	08/28/2019	
N	26865	78	FRONTIER	108.87	08/28/2019	
N	26866	833	G4S SECURE SOLU	3,831.72	08/28/2019	
N	26867	111311	GARCIA, ROBYN	128.10	08/28/2019	
N	26868	111251	GNA BROOK FIRE	671.76	08/28/2019	
N	26869	390	GONZALEZ, CATHY	78.75	08/28/2019	
N	26870	122151	GOSS, CAROLINA	89.70	08/28/2019	
N	26871	129521	GRAFIX SYSTEMS	42.28	08/28/2019	
N	26872	290	GRAINGER	1,394.87	08/28/2019	
N	26873	505	GRANITE DATA	27,135.17	08/28/2019	
N	26874	14329	GRIFFITHS, SHAN	91.20	08/28/2019	
N	26875	104371	GYMBOREE UPLAND	81.20	08/28/2019	
N	26876	5206	H D L COREN & C	4,200.00	08/28/2019	
N	26877	306	HACH CO	1,011.39	08/28/2019	
N	26878	329	HOLLIDAY ROCK C	1,959.23	08/28/2019	
N	26879	629	HONEYCOTT, INC	468.00	08/28/2019	
N	26880	16340	INFOSEND INC	4,156.22	08/28/2019	
N	26881	17528	INNOVATIVE PRIN	969.69	08/28/2019	
N	26882	114501	INTERWEST CONSU	125.00	08/28/2019	
N	26883	635	ISOTECH PEST M	210.00	08/28/2019	
N	26884	63221	J C I JONES CH	3,295.50	08/28/2019	
N	26885	132291	JOHNSON, VALERI	658.80	08/28/2019	
N	26886	6930	JONES, SANDY	33.25	08/28/2019	
N	26887	362	KAISER FOUNDATI	273.54	08/28/2019	
N	26888	529	KAISER FOUNDATI	26,262.32	08/28/2019	
N	26889	529	KAISER FOUNDATI	10,426.40	08/28/2019	
N	26890	529	KAISER FOUNDATI	108,139.67	08/28/2019	
N	26891	80561	KEENAN & ASSOCI	5,284.62	08/28/2019	

C	Check #	Vendor	Name	Amount	Check Date	Clear Date
N	26892	56981	KENDALL, ANDREA	621.60	08/28/2019	
N	26893	53451	KENGRAPHICS PRI	75.60	08/28/2019	
N	26894	29911	LASSETTER, SUEL	949.20	08/28/2019	
N	26895	107341	LAWSON PRODUCTS	207.24	08/28/2019	
N	26896	102	LIGHT BULBS ETC	16.04	08/28/2019	
N	26897	3013	LIVE OAK DOG OB	719.60	08/28/2019	
N	26898	13391	MAD SCIENCE OF	1,050.00	08/28/2019	
N	26899	23581	MAGNOLIA COLONY	284.17	08/28/2019	
N	26900	21341	MATT CHLOR, INC	3,798.42	08/28/2019	
N	26901	569	MCMURRAY STERN	38,970.10	08/28/2019	
N	26902	441	MIDAMERICA ADMI	3,744.00	08/28/2019	
N	26903	461	MIJAC ALARM	318.00	08/28/2019	
N	26904	473	MUNICIPAL MAINT	419.00	08/28/2019	
N	26905	120861	NATIONAL METER	161.63	08/28/2019	
N	26906	117121	NUCKLES OIL COM	70,784.53	08/28/2019	
N	26907	42771	OCCU-MED LTD	3,269.50	08/28/2019	
N	26908	30971	OCCUPATIONAL HE	856.50	08/28/2019	
N	26909	379	OTERO, JORDAN	86.45	08/28/2019	
N	26910	515	PACIFIC WESTERN	90,159.33	08/28/2019	
N	26911	532	PATTON SALES CO	299.81	08/28/2019	
N	26912	33021	PELLITTERI, CHR	535.59	08/28/2019	
N	26913	586	PET CRUSADE ANI	1,147.12	08/28/2019	
N	26914	328	POLLARDWATER	224.96	08/28/2019	
N	26915	125831	PRICELESS PUPPY	1,102.97	08/28/2019	
N	26916	119	PRISTINE UNIFOR	17.03	08/28/2019	
N	26917	67381	ROUTE 66 CAR WA	291.00	08/28/2019	
N	26918	90591	S & J SUPPLY CO	2,009.63	08/28/2019	
N	26919	3662	SAFETY-KLEEN	198.93	08/28/2019	
N	26920	210	SALDANA DIAZ, N	426.96	08/28/2019	
N	26921	2225	SAN BERNARDINO	10,984.00	08/28/2019	
N	26922	745	SAX-CLIFFORD, S	450.00	08/28/2019	
N	26923	30461	SELLERS, COLLEE	50.63	08/28/2019	
N	26924	131121	SHRED-IT USA LL	348.65	08/28/2019	
N	26925	507	SILVER & WRIGHT	10,776.45	08/28/2019	
N	26926	407	SINGLETON, DENI	99.75	08/28/2019	
N	26927	2570	SIX BASINS WATE	22,104.00	08/28/2019	
N	26928	18062	SOFFA ELECTRIC	1,535.95	08/28/2019	
N	26929	4640	SPARKLETTS	99.00	08/28/2019	
N	26930	16607	STAPLES BUSINES	1,390.42	08/28/2019	
N	26931	70251	STEESE, MARION	322.95	08/28/2019	
N	26932	69231	STEP SAVER CA L	1,267.14	08/28/2019	
N	26933	799	SUZLER ELECTRO-	13,903.03	08/28/2019	
N	26934	120921	SWRCB-DWOCP	90.00	08/28/2019	
N	26935	4463	THE COUNSELING	300.00	08/28/2019	
N	26936	126761	THE LINCOLN NAT	2,390.14	08/28/2019	
N	26937	61211	THE ZAPPIA LAW	19,160.00	08/28/2019	
N	26938	11583	THOMPSON PLUMBI	113.47	08/28/2019	
N	26939	99981	THOMSON REUTERS	1,185.60	08/28/2019	
N	26940	16541	TODD, ANDREW	128.10	08/28/2019	
N	26941	116791	TOVAR, DONNA	69.00	08/28/2019	
N	26942	62321	TPX COMMUNICATI	1,695.30	08/28/2019	
N	26943	837	UNITED FABRICAT	1,072.11	08/28/2019	
N	26944	128751	URBAN GRAFFITI	5,200.00	08/28/2019	
N	26945	62571	USA BLUE BOOK	1,205.66	08/28/2019	

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kcasillas

City of Upland, CA
Check Reconciliation

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C	Check #	Vendor Name	Amount	Check Date	Clear Date
N	26946	392 WAXIE SANITARY	305.20	08/28/2019	
N	26947	1725 WEST COAST ARBO	25,220.00	08/28/2019	
N	26948	5193 ZAILO, ROBERT	549.60	08/28/2019	
N	26949	999999 ZZONE TIME TIME	63.74	08/28/2019	
N	82919000	441 MIDAMERICA ADMI	1,884.66	08/29/2019	
N	82919001	11484 U S BANK	410,092.85	08/29/2019	
N	82919002	11484 U S BANK	2,274,145.91	08/29/2019	
N	83019000	733 MASSACHUSETTS M	7,090.36	08/30/2019	

** END OF REPORT - Generated by Karla Casillas **

Note: ZZONE TIME TIME - indicates a one time only vendor payment so the vendor was not saved in the Munis system. Most of these represent refunds.



STAFF REPORT

ITEM NO. 11.C.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING INTERIM CITY MANAGER
PREPARED BY: LONDA BOCK-HELMS CPA, ACTING ADMINISTRATIVE SERVICES DIRECTOR
SUBJECT: TREASURER'S REPORT JULY 2019

RECOMMENDED ACTION

It is recommended that the City Council receive and file the July 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 monies 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 (approved June 10, 2019) 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:

Treasurer's Report July 2019

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

RECEIVED

AUG 22 2019

For Period Ended
July 31, 2019

CITY MANAGER'S OFFICE

Investment Portfolio	Cost	Par Value	Market Value	% of Portfolio
State Local Agency Investment Fund	\$ 22,951,376	N/A	\$ 23,113,862	25.9%
Bank Accounts and Change Funds	6,405,638	N/A	6,405,638	7.2%
ABS-Corporate Paydown Securities	-	N/A	-	0.0%
Money Market Fund	1,710,441	N/A	1,710,441	1.9%
Government Agency Securities	43,809,112	43,855,000	43,805,039	49.2%
Corporate Bonds	13,044,430	13,053,000	13,155,177	14.8%
US Treasury	800,440	800,000	796,912	0.9%
Total Cash and Investments	\$ 88,721,438	\$ 57,708,000	\$ 88,987,070	100.0%

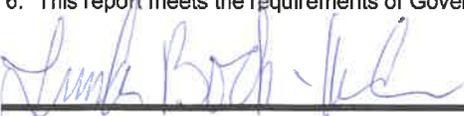
PARS Investment Portfolio	Cost	Market Value	% of Portfolio
115 Trust-OPEB Investment as of 7/31/19	1,124,049	1,124,049	14.3%
Pension Trust Investment as of 7/31/19	6,726,145	6,726,145	85.7%
Total Cash and Investments	\$ 7,850,194	\$ 7,850,194	100.0%

Weighted Average Days to Maturity	615.11
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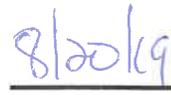
Blended Yield:	2.240%
Benchmarks:	
LAIF	2.379%
2yr U.S. Treasury	1.890%
5yr U.S. Treasury	1.840%

Restricted Funds with Fiscal Agent	Book Value	Market Value
Water System Lease Revenue Refunding Bonds 2011	11	11
Colonies CFD Area #2 2015	2,762,478	2,762,478
Colonies CFD Area #1 2012	3,443,372	3,443,372
Upland 54 CFD 2004	287,266	287,266
Successor Agency TAN 2013 / TAN 2016- Merged Project	2,457,152	2,457,152
Harvest at Upland CFD 2016-1	8,513,450	8,513,450
Total Restricted Funds	\$ 17,463,727	\$ 17,463,727

- I hereby certify that the investments are in compliance with the investment policy adopted by the City Council in June 2018.
- The City has the ability to meet its budgeted expenditures for the next six months.
- 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.
- 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.
- Sources for current market valuation are Account Statements and the Wall Street Journal GNMA Mortgage rates on the last trading day of the month.
- This report meets the requirements of Government Code Section 53646.



Reviewed by Finance Officer



Date



City Treasurer



Date

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

State Local Agency Investment Fund

**For Period Ended
July 31, 2019**

<u>Fund or Account</u>		<u>Account Balance</u>	
City	95-36-642	22,951,376	
		<hr/>	
	Totals	\$ 22,951,376	Market Value (See Note 4)
		<hr/> <hr/>	<hr/> <hr/> \$ 23,113,862
Yield for Period Ended	7/31/2019	<hr/> <hr/> 2.379%	

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

Bank Accounts and Change Funds

**For Period Ended
July 31, 2019**

<u>Account Name</u>	<u>Institution</u>	<u>Insured Deposits</u>	<u>Collateralized Deposits</u>	<u>Total Deposits</u>
Petty Cash City of Upland	City of Upland	\$ -	\$ 11,400	\$ 11,400
City of Upland Payroll Zero Balance Account	Chase	-	-	-
City of Upland Checking Account	Chase	250,000	3,194,523	3,444,523
City of Upland Successor Agency	Chase	-	2,949,715	2,949,715
	Totals	\$ 250,000	\$ 6,155,638	\$ 6,405,638

TREASURY REPORT
City of Upland - Successor Agency - Public Financing Authority
For Period Ended
July 31, 2019

Investment	Purchased From	Cusip #	Cost	Market Value	Stated Rate	Maturity Date
<u>Government Securities</u>						
FHLMC	BNP Paribas Securities	3137EADK2	198,576	200,000	1.250%	8/1/2019
FHLB	Wells Fargo Sec LLC	313380FB8	101,020	99,903	1.375%	9/13/2019
FFCB	Federal Farm Credit Bks	3133EHKA0	1,500,000	1,498,515	1.400%	9/23/2019
FHLMC	Morgan Stanley & Co	3137EADM8	198,617	199,684	1.250%	10/2/2019
FNMA	Deutsche Bank Sec Intl	3135G0R39	1,485,675	1,495,980	1.000%	10/24/2019
FHLB	Wells Fargo Sec LLC	3130AA3R7	1,498,710	1,496,760	1.375%	11/15/2019
FHLB	Wells Fargo Sec LLC	3130A0JR2	205,698	200,180	2.375%	12/13/2019
FHLB	Wells Fargo Sec LLC	3130A7PU3	199,088	198,886	1.200%	4/6/2020
FFCB	Wells Fargo Sec LLC	3133ECPD0	204,100	203,889	1.420%	5/13/2020
FHLB	Federal Home Loan Bks	313382J53	1,508,501	1,495,590	1.750%	9/28/2020
FNMA	Deutsche Bank Sec Intl	3135G0RM7	1,499,295	1,492,515	1.630%	10/30/2020
FNMA	Deutsche Bank Sec Intl	3135G0F73	1,492,515	1,489,515	1.500%	11/30/2020
FFCB	Federal Farm Credit Bks	3133EHYU1	1,236,313	1,246,650	1.840%	9/13/2021
FNMA	Deutsche Bank Sec Intl	3135G0Q89	1,481,400	1,482,315	1.375%	10/7/2021
FFCB	Federal Farm Credit Bks	3133EFPT8	2,020,180	1,999,300	1.960%	11/19/2021
FHLB	Federal Home Loan Bks	3130AFCU9	1,500,000	1,503,960	3.125%	11/26/2021
FHLB	Federal Home Loan Bks	3130AGCU7	1,500,000	1,504,065	2.550%	5/6/2022
FFCB	Federal Farm Credit Bks	3133EKMN3	1,000,000	1,000,660	2.430%	6/3/2022
FHLMC	Federal Home LN Corp	3134GTSD6	1,500,000	1,497,645	2.500%	6/6/2022
FFCB	Federal Farm Credit Bks	3133EKVP8	3,000,000	2,996,250	2.110%	7/22/2022
FFCB	Federal Farm Credit Bks	3133EHYB3	1,232,838	1,250,000	1.940%	9/12/2022
FHLB	Federal Home Loan Bks	3130ACH72	1,247,738	1,247,275	2.260%	10/4/2022
FFCB	Federal Farm Credit Bks	3133EHF73	1,248,850	1,242,738	2.280%	10/17/2022
FHLMC	Federal Home LN Corp	3134GB3A8	1,500,000	1,500,165	2.250%	11/28/2022
FHLB	Wells Fargo Sec LLC	3130ACX82	1,250,000	1,250,025	2.375%	12/5/2022
FHLMC	Morgan Stanley & Co	3134GTKX0	2,000,000	2,003,840	2.780%	10/30/2023
FHLMC	Morgan Stanley & Co	3134GTDW0	2,000,000	2,006,700	2.750%	4/30/2024
FHLMC	Morgan Stanley & Co	3134GTPF4	1,500,000	1,501,305	2.700%	5/22/2024
FHLMC	Federal Home LN Corp	3134GTRZ8	2,000,000	2,001,000	2.650%	6/4/2024
FHLB	Federal Home Loan Bks	3130AGKB0	2,500,000	2,504,550	2.550%	6/5/2024
FHLMC	Federal Home LN Corp	3134GTRK1	1,000,000	1,001,090	2.550%	6/17/2024
FHLMC	Federal Home LN Corp	3134GTP56	1,500,000	1,497,285	2.300%	7/30/2024
FHLMC	Federal Home LN Corp	3134GTP98	1,500,000	1,496,805	2.400%	7/30/2024

Government Securities Subtotal 43,809,112 43,805,039

Money Market Fund

City of Upland						
US Bank	31846V203	1,710,441	1,710,441	0.93%	N/A	

Money Market Fund Subtotal 1,710,441 1,710,441

Corporate Bonds

Microsoft Note	594918BN3	119,876	119,971	1.100%	8/8/2019
Paccar Financial Corp Note	69371RN36	90,000	89,970	1.200%	8/12/2019
Bank India New CD	06279KSJ6	250,000	250,105	2.600%	8/28/2019
First Fid Bank Oklahoma City CD	32024FAB7	250,000	254,015	2.850%	9/14/2019
Safra National Bank CD	78658Q3T8	250,000	250,160	2.500%	9/16/2019
Preferred Bank CD	740367GU5	250,000	250,193	2.550%	9/20/2019
BMO Harris CD	05581WJ22	250,000	250,243	2.600%	9/30/2019
Lakeside Bank CD	51210SPT8	250,000	250,258	2.400%	10/30/2019
USNY Bank CD	90344LEQ8	250,000	250,418	2.650%	11/5/2019
Wex Bank Midvale CD	92937CHF8	250,000	250,520	2.550%	12/13/2019
Bank Baroda New CD	06063HBF9	250,000	250,808	2.800%	12/27/2019

TREASURY REPORT
City of Upland - Successor Agency - Public Financing Authority
For Period Ended
July 31, 2019

Investment	Purchased From	Cusip #	Cost	Market Value	Stated Rate	Maturity Date
The Fahey CD		303117CQ6	250,000	250,580	2.500%	1/10/2020
Union Bank CD		90520VAG8	250,000	250,783	2.650%	1/16/2020
Merrick Bank CD		59013J5A3	250,000	250,855	2.700%	1/21/2020
Radius Bank CD		75047ABK9	250,000	250,030	2.000%	1/29/2020
Town and Country CD		89210PBZ5	250,000	250,030	2.000%	1/30/2020
Valley N B CD		919853BX8	250,000	250,950	2.700%	2/7/2020
Iberia Bank CD		45083ALH3	250,000	251,215	2.800%	3/2/2020
Compass BK CD		20451PWE2	250,000	251,228	2.800%	3/4/2020
Bank of OZK C D		06417NGZ0	250,000	250,635	2.350%	4/9/2020
United Bankers CD		909557HZ6	250,000	251,725	2.850%	5/19/2020
Brookline Bank CD		11373QFU7	250,000	251,888	2.900%	5/29/2020
First Financial CD		32021SFP6	250,000	252,053	2.900%	6/26/2020
Ally Bank Midvale Utah		02007GDM2	250,875	251,730	2.750%	6/29/2020
TCF National Bank CD		87227RCN2	250,000	251,408	2.600%	7/2/2020
Wells Fargo Bank CD		949763SP2	249,873	251,993	2.800%	7/27/2020
Bank Pontiac ILL C D		064455AM0	250,000	250,923	2.350%	8/14/2020
State Street Bank Note		857477AS2	103,593	100,254	2.550%	8/18/2020
Bank of Hope CD		062683BX4	250,000	252,223	2.800%	9/14/2020
Comenity CAP BK CD		20033AXY7	250,000	249,980	2.000%	10/23/2020
First Internet CD		32056GDD9	250,000	253,403	3.000%	12/28/2020
JP Morgan Chase CD		48128F4V1	250,000	251,073	3.000%	1/8/2021
Live Oak CD		538036DX9	250,000	253,635	3.000%	2/9/2021
Eagle Bank CD		27002YDY9	250,000	253,208	2.800%	3/8/2021
CitiBank NA CD		17312QH93	250,000	252,933	2.750%	4/12/2021
Capital One NA CD		14042RFV8	246,218	249,448	2.250%	5/24/2021
B Bay LLC Promissory Notebal		05580ANK6	250,000	254,468	3.000%	7/13/2021
Capital One Bank CD		14042TBG1	250,000	250,150	2.100%	8/2/2021
Abacus Federal CD		00257TBA3	250,000	254,215	2.900%	8/31/2021
Wells Fargo Bank CD		949763LT1	250,000	250,928	2.250%	12/8/2021
Synchrony Bank CD		87164WYK8	250,000	253,770	2.700%	3/8/2022
Sterling Bank CD		85916VCW3	250,000	256,310	3.100%	3/9/2022
Morgan Stanley CD		61690UFC9	250,000	254,423	2.800%	3/14/2022
American CD		02587DN38	249,675	247,230	2.400%	4/5/2022
First Northeast CD		33583FAB8	239,570	246,294	2.000%	4/19/2022
Old Missouri CD		68002LBL1	250,000	256,633	3.100%	5/5/2022
American Express CD		02587CFU9	250,000	250,718	2.400%	8/29/2022
BMO Harris CD		05581WN35	250,000	250,245	2.850%	9/14/2022
Apple Inc		037833DE7	494,750	504,325	2.400%	1/13/2023
Goldman Sachs CD		38148PYQ4	250,000	254,453	2.800%	2/28/2023
Sallie Mae Bank Salt Lke		795450P66	250,000	257,825	3.200%	5/9/2023
Discover Bank Greenwood Del CD		254673RF5	250,000	258,675	3.300%	7/11/2023
Morgan Stanley C D		61760AZR3	250,000	253,683	2.750%	5/2/2024
Corporate Bonds Subtotal			13,044,430	13,155,177		
US Treasury						
US T-note	Bmo Capital Mkt Corp	912828TR1	198,118	199,622	1.000%	9/30/2019
US T-note	Barclays Capital Inc	912828G61	199,188	199,524	1.500%	11/30/2019
US T-note	Citigroup Global Mkt Inc	912828H52	202,258	199,070	1.250%	1/31/2020
US T-note	Morgan Stanley	912828JUV0	200,876	198,696	1.125%	3/31/2020
US Treasury Subtotal			800,440	796,912		
Total Portfolio			\$ 59,364,424	\$ 59,467,569		

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended July 31, 2019	Market Value	Availability 07/31/19 08/01/19	No. of days until maturity	weight	days to maturity weighted average	Total by maturity
Petty Cash	11,400	08/01/19	1	0.0%	0.00	
Checking Account	3,444,523	08/01/19	1	3.9%	0.04	
Successor Agency	2,949,715	08/01/19	1	3.3%	0.03	6,405,638
Total Bank Accounts	6,405,638					
State Local Agency Investment Fund	23,113,862	08/01/19	1	26.0%	0.26	23,113,862
US Bank	1,710,441	08/01/19	1	1.9%	0.02	1,710,441
Total Money Market Accounts	1,710,441					
Bnp Paribas Securities	200,000	08/01/19	1	0.2%	0.00	200,000
Government Securities	200,000					
Microsoft Note	119,971	08/08/19	8	0.1%	0.01	
Paccar Financial Corp Note	89,970	08/12/19	12	0.1%	0.01	
Bank India New CD	250,105	08/28/19	28	0.3%	0.08	460,047
Corporate Bonds	460,047					
						31,889,988 1 - 30 days
Wells Fargo Sec LLC	99,903	09/13/19	44	0.1%	0.05	
Federal Farm Credit Bks	1,498,515	09/23/19	54	1.7%	0.91	1,598,418
Government Securities	1,598,418					
First Fid Bank Oklahoma City CD	254,015	09/14/19	45	0.3%	0.13	
Safra National Bank CD	250,160	09/16/19	47	0.3%	0.13	
Preferred Bank CD	250,193	09/20/19	51	0.3%	0.14	754,368
Corporate Bonds	754,368					
						2,352,786 31 - 60 days
Morgan Stanley & Co	199,684	10/02/19	63	0.2%	0.14	
Deutsche Bank Sec Intl	1,495,980	10/24/19	85	1.7%	1.43	
Wells Fargo Sec LLC	1,496,760	11/15/19	107	1.7%	1.80	3,192,424
Government Securities	3,192,424					
BMO Harris CD	250,243	09/30/19	61	0.3%	0.17	
Lakeside Bank CD	250,258	10/30/19	91	0.3%	0.26	
USNY Bank CD	250,418	11/05/19	97	0.3%	0.27	750,918
Corporate Bonds	750,918					
Bmo Capital Mkt Corp	199,622	09/30/19	61	0.2%	0.14	199,622
US Treasury	199,622					
						4,142,964 61 - 120 days
Wells Fargo Sec LLC	200,180	12/13/19	135	0.2%	0.30	200,180
Government Securities	200,180					
Wex Bank Midvale CD	250,520	12/13/19	135	0.3%	0.38	
Bank Baroda New CD	250,808	12/27/19	149	0.3%	0.42	
The Fahey CD	250,580	01/10/20	163	0.3%	0.46	
Union Bank CD	250,783	01/16/20	169	0.3%	0.48	
Merrick Bank CD	250,855	01/21/20	174	0.3%	0.49	1,253,545
Corporate Bonds	1,253,545					
Barclays Capital Inc	199,524	11/30/19	122	0.2%	0.27	199,524
US Treasury	199,524					
						1,653,249 121 - 180 days
Wells Fargo Sec LLC	198,886	04/06/20	250	0.2%	0.56	
Wells Fargo Sec LLC	203,889	05/13/20	287	0.2%	0.66	402,775
Government Securities	402,775					
Radius Bank CD	250,030	01/29/20	182	0.3%	0.51	
Town and Country CD	250,030	01/30/20	183	0.3%	0.51	
Valley N B CD	250,950	02/07/20	191	0.3%	0.54	
Iberia Bank CD	251,215	03/02/20	215	0.3%	0.61	
Compass BK CD	251,228	03/04/20	217	0.3%	0.61	
Bank of OZK C D	250,635	04/09/20	253	0.3%	0.71	
United Bankers CD	251,725	05/19/20	293	0.3%	0.83	

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended	Market Value	Availability	No. of	weight	days to maturity	Total by	
July 31, 2019		07/31/19	days until			maturity	
		08/01/19	maturity		weighted average		
Brookline Bank CD	251,888	05/29/20	303	0.3%	0.86		
First Financial CD	252,053	06/26/20	331	0.3%	0.94		
Ally Bank Midvale Utah	251,730	06/29/20	334	0.3%	0.94		
TCF National Bank CD	251,408	07/02/20	337	0.3%	0.95		
Wells Fargo Bank CD	251,993	07/27/20	362	0.3%	1.03	3,014,883	
Corporate Bonds	3,014,883						
Citigroup Global Mkt Inc	199,070	01/31/20	184	0.2%	0.41		
Morgan Stanley	198,696	03/31/20	244	0.2%	0.54	397,766	
US Treasury	397,766						
						3,815,423	181 - 1 year
Federal Home Loan Bks	1,495,590	09/28/20	425	1.7%	7.14		
Deutsche Bank Sec Intl	1,492,515	10/30/20	457	1.7%	7.66		
Deutsche Bank Sec Intl	1,489,515	11/30/20	488	1.7%	8.17	4,477,620	
Government Securities	4,477,620						
Bank Pontiac ILL C D	250,923	08/14/20	380	0.3%	1.07		
State Street Bank Note	100,254	08/18/20	384	0.1%	0.43		
Bank of Hope CD	252,223	09/14/20	411	0.3%	1.16		
Comenity CAP BK CD	249,980	10/23/20	450	0.3%	1.26		
First Internet CD	253,403	12/28/20	516	0.3%	1.47		
JP Morgan Chase CD	251,073	01/08/21	527	0.3%	1.49		
Live Oak CD	253,635	02/09/21	559	0.3%	1.59		
Eagle Bank CD	253,208	03/08/21	586	0.3%	1.67		
CitiBank NA CD	252,933	04/12/21	621	0.3%	1.77		
Capital One NA CD	249,448	05/24/21	663	0.3%	1.86		
B Bay LLC Promissory Notebal	254,468	07/13/21	713	0.3%	2.04	2,621,544	
Corporate Bonds	2,621,544						
						7,099,164	1 - 2 years
Federal Farm Credit Bks	1,246,650	09/13/21	775	1.4%	10.86		
Deutsche Bank Sec Intl	1,482,315	10/07/21	799	1.7%	13.31		
Federal Farm Credit Bks	1,999,300	11/19/21	842	2.2%	18.92		
Federal Home Loan Bks	1,503,960	11/26/21	849	1.7%	14.35		
Federal Home Loan Bks	1,504,065	05/06/22	1,010	1.7%	17.07		
Federal Farm Credit Bks	1,000,660	06/03/22	1,038	1.1%	11.67		
Federal Home LN Corp	1,497,645	06/06/22	1,041	1.7%	17.52		
Federal Farm Credit Bks	2,996,250	07/22/22	1,087	3.4%	36.60	13,230,845	
Government Securities	13,230,845						
Capital One Bank CD	250,150	08/02/21	733	0.3%	2.06		
Wells Fargo Bank CD	250,928	12/08/21	861	0.3%	2.43		
Synchrony Bank CD	253,770	03/08/22	951	0.3%	2.71		
Morgan Stanley CD	254,423	03/14/22	957	0.3%	2.74		
Sterling Bank CD	256,310	03/09/22	952	0.3%	2.74		
American CD	247,230	04/05/22	979	0.3%	2.72		
First Northeast CD	246,294	04/19/22	993	0.3%	2.75		
Old Missouri CD	256,633	05/05/22	1,009	0.3%	2.91	2,015,736	
Corporate Bonds	2,015,736						
						15,246,581	2 - 3 years
Federal Farm Credit Bks	1,250,000	09/12/22	1,139	1.4%	16.00		
Federal Home Loan Bks	1,247,275	10/04/22	1,161	1.4%	16.27		
Federal Farm Credit Bks	1,242,738	10/17/22	1,174	1.4%	16.40		
Federal Home LN Corp	1,500,165	11/28/22	1,216	1.7%	20.50		
Wells Fargo Sec LLC	1,250,025	12/05/22	1,223	1.4%	17.18	6,490,203	
Government Securities	6,490,203						
American Express CD	250,718	08/29/22	1,125	0.3%	3.17		
Abacus Federal CD	254,215	10/04/22	1,161	0.3%	3.32		
BMO Harris CD	250,245	09/14/22	1,141	0.3%	3.21		
Apple Inc	504,325	01/13/23	1,262	0.6%	7.15		
Goldman Sachs CD	254,453	02/28/23	1,308	0.3%	3.74		
Sallie Mae Bank Salt Lke	257,825	05/09/23	1,378	0.3%	3.99		
Discover Bank Greenwood Del CD	258,675	07/11/23	1,441	0.3%	4.19	2,030,455	
Corporate Bonds	2,030,455						
						8,520,658	3 - 4 years
Morgan Stanley & Co	2,003,840	10/30/23	1,552	2.3%	34.95		

TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

For Period Ended	Market Value	Availability	No. of	weight	days to maturity	Total by
July 31, 2019		07/31/19	days until			maturity
		08/01/19	maturity		weighted average	
Morgan Stanley & Co	2,006,700	04/30/24	1,735	2.3%	39.13	
Morgan Stanley & Co	1,501,305	05/22/24	1,757	1.7%	29.64	
Federal Home LN Corp	2,001,000	06/04/24	1,770	2.2%	39.80	
Federal Home Loan Bks	2,504,550	06/05/24	1,771	2.8%	49.84	
Federal Home LN Corp	1,001,090	06/17/24	1,783	1.1%	20.06	
Federal Home LN Corp	1,497,285	07/30/24	1,826	1.7%	30.72	
Federal Home LN Corp	1,496,805	07/30/24	1,826	1.7%	30.71	14,012,575
Government Securities	14,012,575					
Morgan Stanley C D	253,683	05/02/24	1,737	0.3%	4.95	253,683
Corporate Bonds	253,683					
						14,266,258
						4- 5 years
Total Investments	\$ 88,987,069			100.00%	615.11	\$ 88,987,069
	Average Maturity in Days		615.11			
	Average Maturity in Years:		1.685			
LAIF Amortized Cost	\$ 97,607,075,750					
LAIF Fair Value	\$ 98,298,089,629					
Check:	1.007079547					

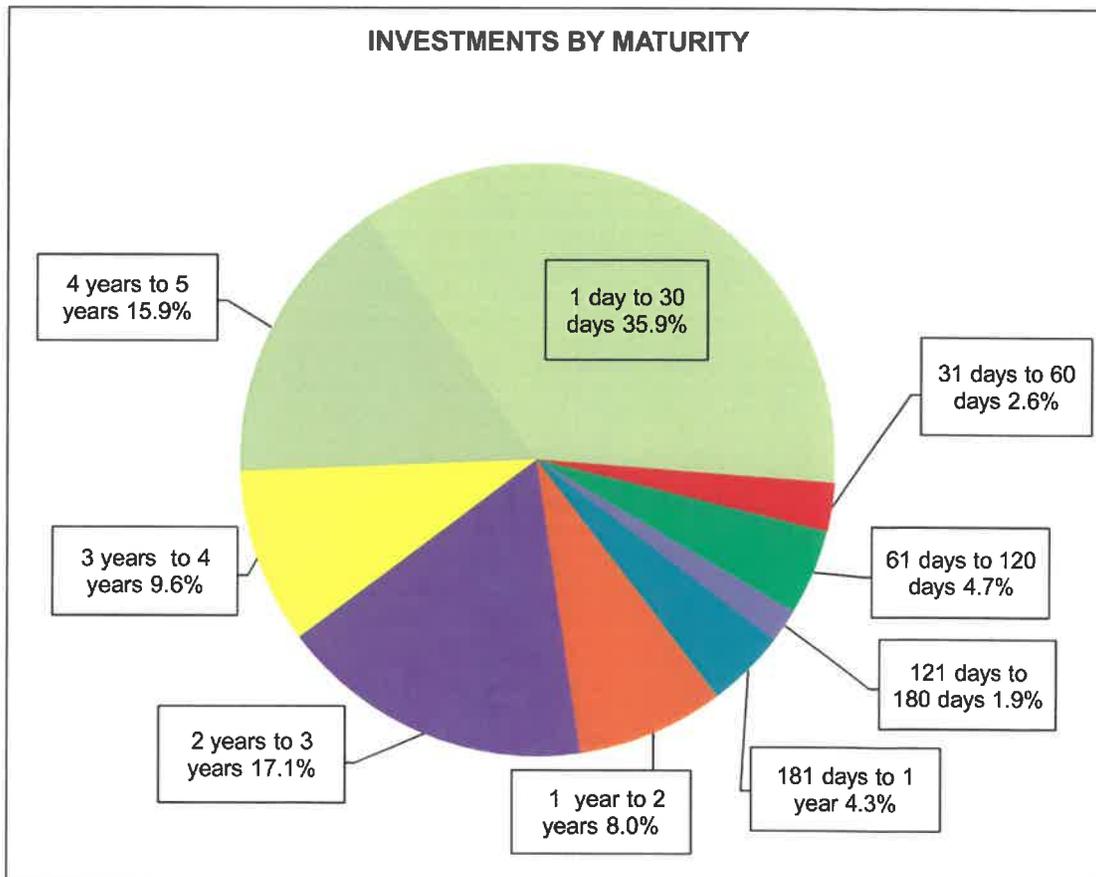
TREASURY REPORT

City of Upland - Successor Agency - Public Financing Authority

**For Period Ended
July 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	23,114	-	-	-	-	-	-	-	-
Bank Accounts and Change Funds	6,406	-	-	-	-	-	-	-	-
ABS	-	-	-	-	-	-	-	-	-
Government Securities	200	1,598	3,192	200	403	4,478	13,231	6,490	14,013
Money Market Fund	1,710	-	-	-	-	-	-	-	-
Corporate Bonds	460	754	751	1,254	3,015	2,622	2,016	2,030	254
US Treasury	-	-	200	200	398	-	-	-	-
Total Cash and Investments	31,890	2,352	4,143	1,654	3,816	7,100	15,247	8,520	14,267
Percentage	35.9%	2.6%	4.7%	1.9%	4.3%	8.0%	17.1%	9.6%	15.9%





STAFF REPORT

ITEM NO. 11.D.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING, INTERIM CITY MANAGER
PREPARED BY: KERI JOHNSON, CITY CLERK
SUBJECT: APPOINTMENT TO THE AIRPORT LAND USE COMMITTEE

RECOMMENDED ACTION

It is recommended that the City Council ratify the Mayor's appointment of Howard Bunte to the Airport Land Use Committee.

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

In 1996, the Council adopted Resolution No. 4697 designating the Planning Commission as the Airport Land Use Committee (ALUC) in compliance with Public Utilities Code Section 21670.1. The City has maintained two Airport Land Use Commissioners, who serve for unspecified terms. The Commissioners are called upon to serve with the Planning Commission to review the use of the airport and the area surrounding the airport. The purpose is to protect the public health, safety, and welfare through compatible development with the airport and minimize the public's exposure to noise and safety hazards.

ISSUES/ANALYSIS

The resignation of Brad Vernaci in 2015 created an unscheduled vacancy on the ALUC. The notice of unscheduled vacancy was posted per Government Code Section 54974. Since that time the City Clerk's office had not received any applications for the Airport Land Use Committee until receipt of Mr. Bunte's application.

Howard Bunte is a licensed pilot and meets the requirements to serve on the Airport Land Use Committee. The Mayor wishes to appoint Mr. Bunte to the ALUC. Pursuant to Government Code Section 40605, the Mayor submits appointments for Council ratification.

FISCAL IMPACTS

There is no fiscal impact associated with this action.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Application



City of Upland

Public Service Application for Boards, Committees, or Commissions

RECEIVED
UPLAND CITY
CLERK'S OFFICE

19 AUG -6 AM 10: 58

Name: Howard N. Bunte

Date: August 5, 2019

- I want to generally apply for all committees
- I am applying specifically for the following:
Airport Land Use Committee

When are you available for meeting? (Check all that apply)

- Mornings
- Afternoons
- Evenings

General Information

Home Address: REDACTED

Home Phone: _____

Email Address: _____

Present Employer: -retired-

Business Address: _____

Business Phone: _____

Activities Information

Professional Activities: Public school teacher 34 years, now retired (taught in Claremont U.S.D., at El Roble Served as building representative for Claremont Faculty Assn, also President of CFA for four years. Served California Teachers Assn, as State Council Representative for 4 years..

Community Activities: Served as member of Cable Airport staff, in tower as 'Unicom operator/ radio communications, advisory nature, to pilots. Served as Member, Board of Directors, Friends of Cumbres & Toltec Scenic RR, New Mexico/Colorado from 1989-2003.

Education Information

Bachelors of Science/Education, 1961, Southern Illinois University, Carbondale, IL. _____

Masters of Science/ Education, 1964, Southern Illinois University, Carbondale, IL. _____

Advanced studies, U. of Cal., Riverside, CA.. (ABD-all but dissertation) 1984-6, Ph.D.studies U.S.History-Depression/ New Deal studies. "(Second) Agricultural Adjustment act of 1938 and its implications for modern U.S. food policy" _____

In 300 words or less, explain reasons for wanting to serve:

As a licensed private pilot since 1991, and formerly, owner of three general aviation aircraft, I feel the survival of general aviation is necessary as an important part of our national transportation network.

Given that our city, thru its Planning Commission, utilizes the subcommittee called Airport Land Use Committee, I would enjoy the opportunity to serve the airport community and the larger Upland community by assisting development of the best uses of the land surrounding the airport.

Cooperation with surrounding cities is essential for our local airport, while it also serves as a reliever to the larger Ontario International airport.

It is necessary, if not essential, that the continued development of the land surrounding Cable airport be in harmony with this local airfield, established in 1945. THAT establishment was long before the urban 'explosion' of population in southern California moved outward and caused the abandonment, and sometimes forced closures, of the many airfields which ONCE were quite prominent in all of Southern California...

It would be my hope that I could bring my knowledge to bear on the problems facing Upland's airport-- Cable Airport—as the city of Claremont, to the immediate west of the airport's runway, seeks to develop the now-vacant land there to a 'higher usage'.

Thank you for considering my application.

List three (3) community references:

1. Ron Campbell, Airport Land Use Committee chair
2. Janice Elliott, Upland City Council Member
3. Steven Dunn,... Cable Airport manager

REDACTED

Signature



STAFF REPORT

ITEM NO. 14.A.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING, INTERIM CITY MANAGER
PREPARED BY: ROSEMARY HOERNING, INTERIM CITY MANAGER
BOB CRITCHFIELD, ENGINEERING MANAGER
SUBJECT: MEASURE I CAPITAL IMPROVEMENT PLAN AND CAPITAL
PROJECT NEEDS ANALYSIS

RECOMMENDED ACTION

It is recommended that the City Council approve a Resolution adopting the Measure I Five-Year Capital Improvement Plan for Fiscal Years 2019/2020 through 2023/2024, and approve a Resolution adopting the Measure I Five-Year Capital Project Needs Analysis for Fiscal Years 2020/2021 through 2024/2025.

GOAL STATEMENT

The proposed action supports the City's objective to continue to maintain and improve the City's public roadway facilities.

BACKGROUND

In November 1989, the San Bernardino County voters approved "Measure I 1990-2010", the half-cent sales tax that partially funds countywide transportation improvements between 1990 and 2010. In November 2004, the voters passed a new "Measure I 2010-2040", extending the sales tax for an additional 30 years. In April 2009, the San Bernardino County Transportation Authority (SBCTA, formerly SANBAG) approved the "Measure I 2010-2040 Strategic Plan", which serves as the policy and procedures document for the delivery of projects and programs referenced in the new Measure.

ISSUES/ANALYSIS

The "Measure I Strategic Plan" identifies certain transportation programs that qualify for Measure I funding, including: Local Street, Freeway, Freeway Interchange, Major Street, Express Bus, Metrolink/Rail Transit, Senior/Disabled Transit, and Traffic Management

Systems. The Plan also contains provisions for the funding allocation and expenditure process regarding each transportation program. Furthermore, to qualify for Measure I funding, each participating agency is required to prepare and submit a five-year Capital Improvement Plan and a Capital Project Needs Analysis:

1. Five-Year Capital Improvement Plan (CIP). Each year, the City of Upland receives approximately \$1.3 million under the "Local Street Program", depending on the actual sales tax proceeds. This is local returned funds based on Upland's population; the City has discretion in using the funds for local street projects. Jurisdictions receiving funding must annually adopt a Five-Year CIP, outlining specific local projects to be funded in the next five years. Exhibit "A" summarizes Upland's Measure I roadway projects for the next five years.

2. Capital Project Needs Analysis (CPNA). The Measure I Strategic Plan contains a list of transportation projects funded under the "Freeway Interchange Program" and the "Major Street Program". Unlike Measure I local funds mentioned above, the SBCTA Strategic Plan specifically identifies Arrow Route and Foothill Boulevard as regional projects qualifying for additional funding under the "Major Street Program". Additionally, Euclid Avenue and the I-10 Freeway and Monte Vista Avenue and the I-10 Freeway interchanges have been identified as a top priority and are being developed under the "Freeway Interchange Program". For efficiency, both interchanges are being coordinated with the construction of the planned I-10 Freeway main line corridor improvement program. As mentioned, each agency is required to adopt a CPNA, stating its capital project expenditure plan for the next five fiscal years (FY 2020/21 to FY 2024/25). SBCTA will compile all CPNA documents received, for the purpose of expenditure planning within the region. Exhibits "B - E" contain Upland's Five-Year CPNA and related expenditure plan.

FISCAL IMPACTS

Measure I is a crucial source of revenue for maintaining the City's transportation system. Adoption/approval of the attached reports will conform to the expenditure plans of Measure I, and ensure continued Measure I funding to the City of Upland.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Reso for Measure I 5-Year CIP

Reso for Measure I CPNA

Exhibit A - 5-Year CIP

Exhibits B thru E - CPNA

Expenditure Strategy

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UPLAND, STATE OF CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FY 2019/2020 THROUGH FY 2023/2024

Intent of the Parties and Findings

(i) San Bernardino County voters approved passage of Measure I 1990-2010 in November 1989 and renewed as Measure I 2010-2040 in November 2004 authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

(ii) Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-01 of the Authority; and

(iii) The Strategic Plan requires each local jurisdiction applying for revenue from the Local Street Program to annually adopt and update a Five-Year Capital Improvement Plan; and

(iv) California Public Utilities Code 190300 and Ordinance No. 04-01 require each local jurisdiction to maintain General Fund expenditures for transportation-related construction and maintenance activities at the required Maintenance of Effort base year level in each fiscal year of the adopted Five-Year Capital Improvement Plan, which for the City of Upland is \$3,088,257.

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

Section 1. The City Council of the City of Upland, State of California, hereby adopts the Measure I Five-Year Capital Improvement Plan, a copy of which is attached to this resolution.

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

PASSED, APPROVED and ADOPTED this 9th day of September, 2019.

Debbie Stone, Mayor

Resolution No.

Page 2

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 9th day of September, 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 THE MEASURE I FIVE-YEAR CAPITAL PROJECT NEEDS ANALYSIS FOR FISCAL YEARS 2020/2021 THROUGH 2024/2025

Intent of the Parties and Findings

(i) San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

(ii) Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 89-1 and Ordinance No. 04-1 of the Authority; and

(iii) The Strategic Plan requires each local jurisdiction applying for revenue from certain Measure I Programs to annually adopt and update a Five-Year Capital Project Needs Analysis.

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

Section 1. The City Council of the City of Upland, State of California, hereby adopts the Measure I Five Year Capital Project Needs Analysis for Fiscal Years 2020/2021 to 2024/2025, a copy of which is attached to this resolution.

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

PASSED, APPROVED and ADOPTED this 9th day of September, 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 9th day of September, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST: _____
Keri Johnson, City Clerk

Resolution Number: Pending
 Resolution Approval Date: 9/9/2019
 Contact Person/Title: Bob Critchfield, Engineering Manager
 Phone: (909) 291-2946
 Email: bcritchfield@ci.upland.ca.us

Measure I Local Pass-through Program FIVE YEAR CAPITAL IMPROVEMENT PLAN Fiscal Years 2019/2020 thru 2023/2024

Upland

6/30/19 Carryover Balance: **\$5,011,661.00**

Named Projects:	Is Project in City's Non-motorized Transportation Plan? (Yes/No)	Does Project have an ATP Component? (Yes/No)	Is the Project on the City's Nexus Study List? (Public/DIF Share %)		Estimated Total Project Cost	FY2019/20 Est. Revenue		FY2020/21 Est. Revenue		FY2021/22 Est. Revenue		FY2022/23 Est. Revenue		FY2023/24 Est. Revenue		Total Est. Rev.
						\$1,401,212.00		\$1,448,576.00		\$1,499,007.00		\$1,551,589.00		\$1,602,290.00		\$7,502,674.00
						Carryover Funds	Current Estimate	Total								
	No	No	0%	100%	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
13th Street Reconstruction (Euclid Avenue to Campus Avenue)	No	No	0%	100%	\$690,000.00	690,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$690,000.00
17th Street Reconstruction (San Antonio Avenue to Euclid Avenue)	No	No	0%	100%	\$655,000.00	652,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$652,150.00
18th Street Rehabilitation (Mountain Avenue to Euclid Avenue)	No	No	0%	100%	\$1,150,000.00	0.00	0.00	0.00	1,150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,150,000.00
19th Street Reconstruction (Mountain Avenue to Euclid Avenue)	No	No	0%	100%	\$1,450,000.00	1,450,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,450,000.00
1st Avenue Rehabilitation (A Street to D Street)	No	No	0%	100%	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600,000.00	\$600,000.00
2nd Avenue Rehabilitation (C Street to Arrow Highway)	No	No	0%	100%	\$250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	\$250,000.00
7th Street & Harrington Avenue (8th Street to San Antonio Avenue)	No	No	0%	100%	\$1,150,000.00	0.00	0.00	0.00	0.00	0.00	1,150,000.00	0.00	0.00	0.00	0.00	\$1,150,000.00
C Street Rehabilitation (Euclid Avenue to 3rd Avenue)	No	No	0%	100%	\$250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	\$250,000.00
Campus Avenue Rehabilitation (South City Limit to Foothill Blvd.)	No	No	0%	100%	\$1,590,000.00	1,590,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,590,000.00
Citywide Pavement Maintenance 2018/2019	No	No	0%	100%	\$200,000.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$200,000.00
Citywide Pavement Maintenance 2019/2020	No	No	0%	100%	\$140,000.00	140,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$140,000.00
Citywide Pavement Maintenance 2020/2021	No	No	0%	100%	\$290,000.00	0.00	0.00	0.00	290,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$290,000.00
Citywide Pavement Maintenance 2021/2022	No	No	0%	100%	\$300,000.00	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00	0.00	0.00	\$300,000.00
Citywide Pavement Maintenance 2022/2023	No	No	0%	100%	\$395,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	395,000.00	0.00	0.00	\$395,000.00
Grove Avenue Rehabilitation (Foothill Blvd. to 15th Street)	No	No	0%	100%	\$1,200,000.00	477,511.00	722,489.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,200,000.00
Lexington Street / 1st Avenue / 2nd Avenue Rehabilitation	No	No	0%	100%	\$500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	\$500,000.00
Mountain Avenue Rehabilitation (20th Street to 23rd Street)	No	No	0%	100%	\$1,155,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,155,000.00	0.00	0.00	0.00	\$1,155,000.00
San Bernardino Valley Coordinated Traffic Signal System	No	No	0%	100%	\$137,000.00	137,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$137,000.00
SP/PE Bicycle and Pedestrian Trail Rehabilitation	Yes	No	0%	100%	\$100,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15,000.00
Named Projects Total:						\$5,351,661.00	\$722,489.00	\$0.00	\$1,440,000.00	\$0.00	\$1,450,000.00	\$0.00	\$1,550,000.00	\$0.00	\$1,600,000.00	\$12,114,150.00
Total Carryover + Estimate:						\$6,074,150.00		\$1,440,000.00		\$1,450,000.00		\$1,550,000.00		\$1,600,000.00		
(%) Named Projects to FY Est. Revenue:						433.49%		99.41%		96.73%		99.90%		99.86%		

Categorical Projects:

Categorical Projects Total:																	\$0.00
(%) Categorical Projects to FY Est. Revenue:																	

Total Carryover Programming: \$5,351,661.00
Total Estimated Programming: \$6,762,489.00
Total Programming: \$12,114,150.00

Total Programming is currently 96.80% (must not exceed 150%) of Carryover Balance + Total Est. Revenue.

Capital Project Needs Analysis

EXHIBIT "B"

Agency: Upland
 Program: Valley Arterial Sub-Program
 Project Name: Widen Foothill Blvd from County Line to Central Ave from 2 to 6 lanes
 Agency Project Name:
 Agency reported Total Project Cost:
 Escalation Factor: %

Actual Prior Year Dollars and escalated costs in subsequent years (not in 1,000s)

Public Share: 60.60% | Dev. Share: 39.40%

		Funding	Prior	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Future	Total
Nexus Total Project Cost (All phases): 5,900,000	PA&ED	Total								
Total Presented Funding: 2,409,907	PS&E	DEV FEE	287,000	0	0	0	0	0	0	287,000
		Total	287,000	0	0	0	0	0	0	287,000
Total Measure I Request: 1,000,907	ROW	Total								0
	CONST	MI ART	1,000,907	0	0	0	0	0	0	1,000,907
		DEV FEE	1,122,000	0	0	0	0	0	0	1,122,000
		Total	2,122,907	0	0	0	0	0	0	2,122,907
	Total	2,409,907	0	0	0	0	0	0	0	2,409,907

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including FY 19/20 expenses.

Project Comments: Project Comments

Last Update: 8/28/2019 2:38:18 PM

Capital Project Needs Analysis

EXHIBIT "C"

Agency: Upland
 Program: Valley Arterial Sub-Program
 Project Name: Widen Arrow Hwy from County Line to Central Ave from 2 to 4 lanes
 Agency Project Name:
 Agency reported Total Project Cost:
 Escalation Factor:%

Actual Prior Year Dollars and escalated costs in subsequent years (not in 1,000s)

Public Share: 60.60% | Dev. Share: 39.40%

		Funding	Prior	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Future	Total
Nexus Total Project Cost (All phases): 2,874,000	PA&ED	Other	20,000	0	0	0	0	0	0	20,000
		Total	20,000	0	0	0	0	0	0	20,000
Total Presented Funding: 220,000	PS&E	Other	150,000	0	0	0	0	0	0	150,000
		Total	150,000	0	0	0	0	0	0	150,000
Total Measure I Request: 0	ROW	Total								0
	CONST	DEV FEE	50,000	0	0	0	0	0	686,780	736,780
		MI ART	0	0	0	0	0	0	913,220	913,220
		Other	0	0	0	0	0	0	50,000	50,000
		Total	50,000	0	0	0	0	0	1,650,000	1,700,000
	Total	220,000	0	0	0	0	0	0	1,650,000	1,870,000

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including FY 19/20 expenses.

Project Comments: Project Comments

Last Update: 9/20/2016 1:23:59 PM

Capital Project Needs Analysis

EXHIBIT "D"

Agency: Upland
 Program: Valley Freeway Interchange Program
 Project Name: I-10 & Euclid Ave
 Agency Project Name:
 Agency reported Total Project Cost: \$8,974,000
 Escalation Factor:%

Actual Prior Year Dollars and escalated costs in subsequent years (not in 1,000s)

Public Share: 82.60% | Dev. Share: 17.40%

		Funding	Prior	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Future	Total
Nexus Total Project Cost (All phases): 940,000	PA&ED	Total								
Total Presented Funding: 936,885	PS&E	Total								0
	ROW	Total								0
	CONST	DEV FEE	312,295	0	0	0	0	0	0	312,295
		DEV LOAN	221,139	242,071	161,380	0	0	0	0	624,590
		Total	533,434	242,071	161,380	0	0	0	0	936,885
Total			533,434	242,071	161,380	0	0	0	0	936,885

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including FY 19/20 expenses.

Project Comments: Costs reflect SBCTA project oversight expenses. Upland's share 60% and Ontario's share is 40% of the total project dev. share of 17.4%.

Last Update: 8/28/2019 3:06:01 PM

Capital Project Needs Analysis

EXHIBIT "E"

Agency: Upland
 Program: Valley Freeway Interchange Program
 Project Name: I-10 & Monte Vista Ave
 Agency Project Name:
 Agency reported Total Project Cost: \$33,144,900
 Escalation Factor: %

Actual Prior Year Dollars and escalated costs in subsequent years (not in 1,000s)

Public Share: 75.90% | Dev. Share: 24.10%

		Funding	Prior	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Future	Total
Nexus Total Project Cost (All phases): 139,000	PA&ED	Total								
Total Presented Funding: 2,107,922	PS&E	Total								0
	ROW	Total								0
	CONST	DEV FEE	702,641	0	0	0	0	0	0	702,641
		DEV LOAN	0	504,843	540,261	360,177	0	0	0	1,405,281
		Total	702,641	504,843	540,261	360,177	0	0	0	2,107,922
Total			702,641	504,843	540,261	360,177	0	0	0	2,107,922

*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including FY 19/20 expenses.

Project Comments: The project was added to the SBCTA Development Mitigation Nexus Study on June 7, 2017 to reassign 26.5% of the 24.1% development share to the City of Upland as a transfer from the share for the Upland Sphere of Influence. Note: Costs reflect SBCTA project oversight expenses. Total Project Cost includes Montclair betterment of \$139,000 which would be the responsibility of the City of Montclair.

Last Update: 8/28/2019 3:40:29 PM

CITY OF UPLAND
MEASURE I CAPITAL IMPROVEMENT PLAN
EXPENDITURE STRATEGY
Fiscal Year 2019/2020 to Fiscal Year 2023/2024

The City of Upland’s existing road network is fairly well established. Therefore, the City’s primary use of Measure I Funds will be for the reconstruction and maintenance of existing City streets. It is the City’s intent to design and begin construction of the project the same year the project is identified in the Five-Year Capital Improvement Plan.



STAFF REPORT

ITEM NO. 14.B.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING, INTERIM CITY MANAGER
PREPARED BY: ROSEMARY HOERNING, INTERIM CITY MANAGER
BOB CRITCHFIELD, ENGINEERING MANAGER
SUBJECT: AWARD OF BID FOR PROJECT NO. 7072 & 7081, CITYWIDE
SLURRY SEALS (BID NO. 2019-02)

RECOMMENDED ACTION

It is recommended that the City Council approve the specifications for Project No. 7072 & 7081; award the construction contract to Doug Martin Contracting Company, Inc., in the amount of \$472,508.80; and, authorize a construction contingency in the amount of \$72,491.20, for a total amount of \$545,000.00 from the Gas Tax Fund.

GOAL STATEMENT

The proposed action supports the City's objective to continue to maintain and improve the City's public roadway facilities.

BACKGROUND

The Citywide Slurry Seal Project is an annual maintenance effort that is part of the City's overall pavement maintenance program, which is formulated to extend the lifetime of asphalt roadways throughout the City. The project generally consists of crack sealing and pavement reconstruction in localized failure areas, followed by the application of a slurry seal, as well as replacement of obliterated traffic striping.

ISSUES/ANALYSIS

On August 21, 2019, the City received an opened five (5) bids for the Slurry Seal Project, under Bid No. 2019-02:

BIDDER	BID AMOUNT
Doug Martin Contracting Company, Inc.	\$472,508.80 (1)
Roy Allan Slurry Seal, Inc.	\$519,140.20
All American Asphalt	\$634,598.57
Pavement Coatings Co.	\$639,771.00
American Asphalt South, Inc.	\$642,527.50

Note: (1) = Corrected bid amount (due to clerical/math error)

The City has reviewed the bid information and confirmed that Doug Martin Contracting Company, Inc., of La Habra, California, is the lowest responsible and responsive bidder. If awarded by the City Council, construction is anticipated to begin in October, and be substantially complete by late February 2020, weather permitting.

FISCAL IMPACTS

The City's adopted Fiscal Year 2019-20 Capital Improvement Program (FY 19-20 CIP) contains sufficient funds for the project. The estimated project costs and funding are summarized below:

Estimated Project Costs

Basic Bid Amount	\$472,508.80
Construction Contingency	<u>\$72,491.20</u>
Total Contract Work:	\$545,000.00

Construction Administration and Inspection	\$47,000.00
Material Testing	<u>\$4,000.00</u>
Total Project Cost:	\$596,000.00

Funding

FY 2019-20 CIP Account No. 204-7072 (Gas Tax)	\$266,000.00
FY 2019-20 CIP Account No. 204-7081 (Gas Tax)	<u>\$330,000.00</u>
Total Project Funding:	\$596,000.00

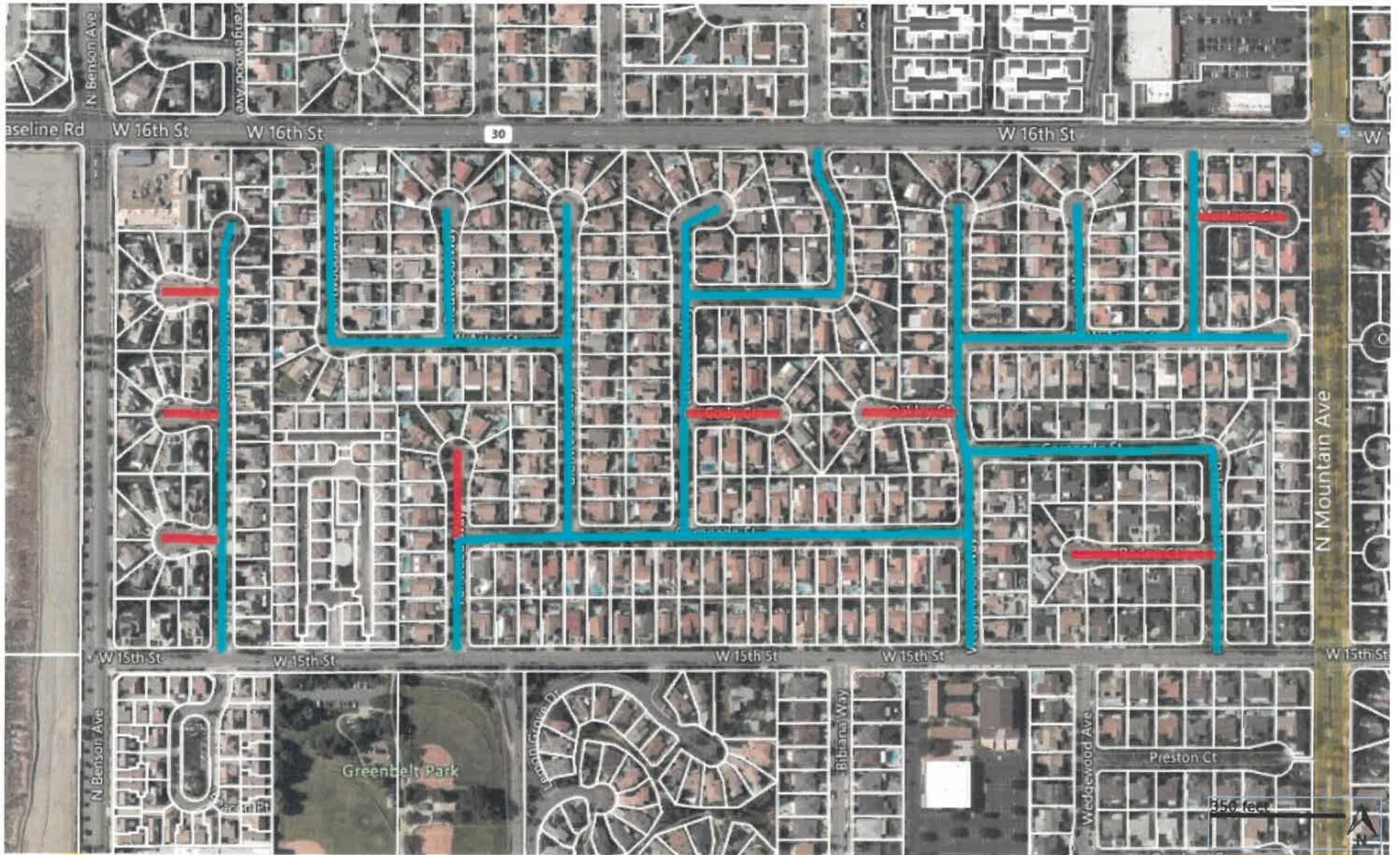
ALTERNATIVES

1. Reject all bids and authorize the City Clerk to re-advertise the project. Due to a successful bidding process, staff does not recommend this alternative.
2. Provide alternative direction to staff.

ATTACHMENTS:

Vicinity Maps

**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**

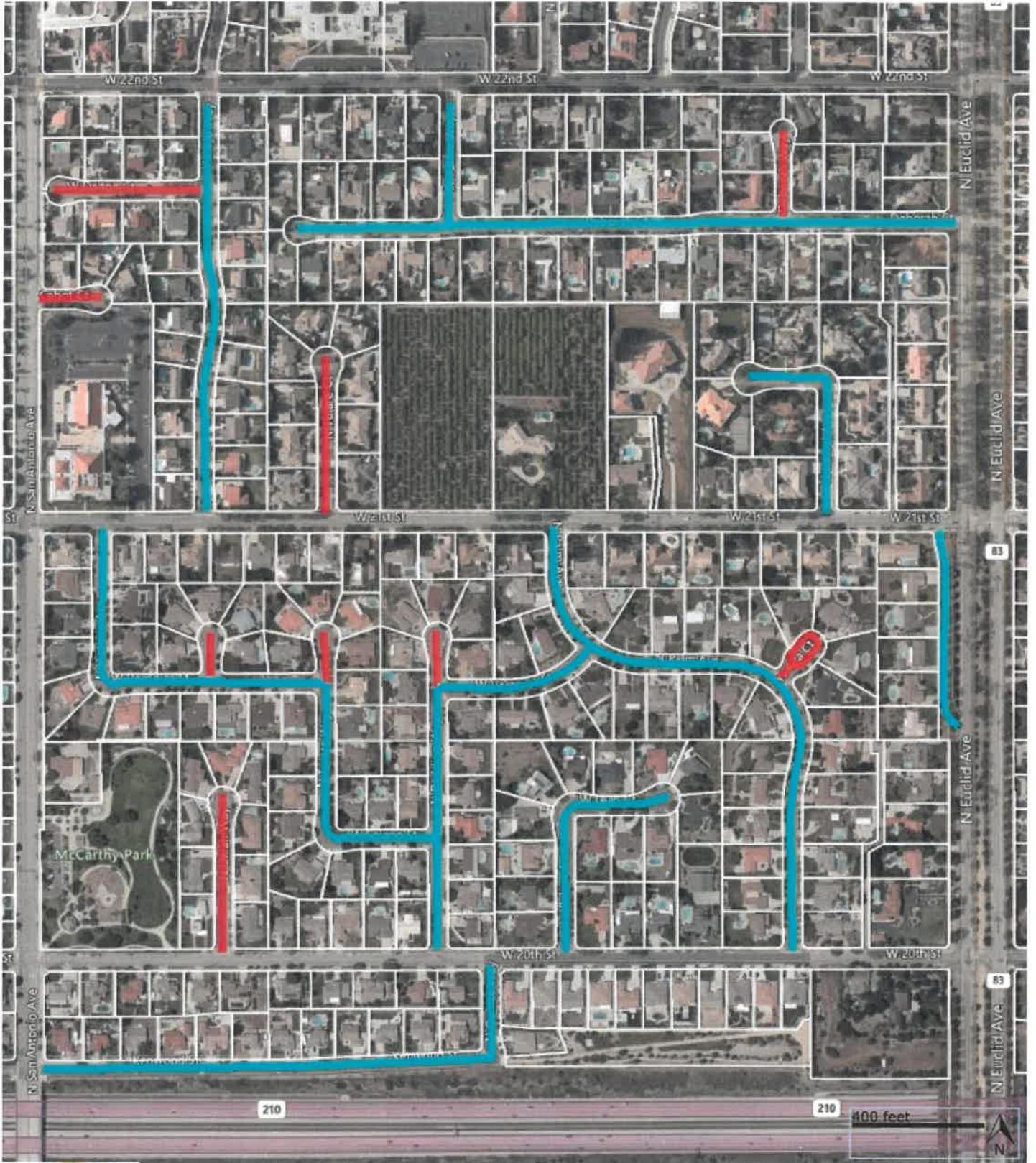


LEGEND

- TYPE I SLURRY SEAL**
- TYPE II SLURRY SEAL**

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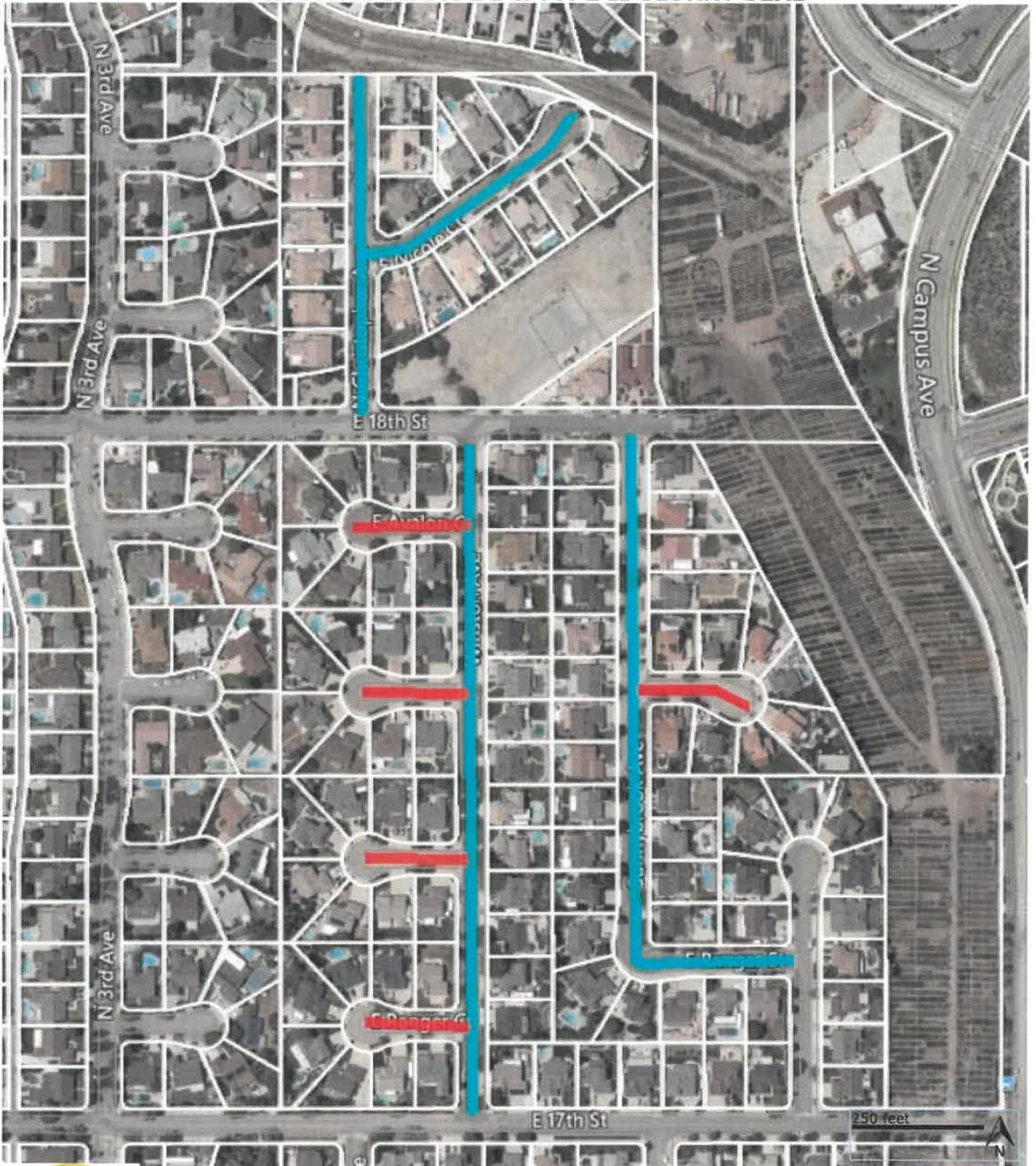
**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**



LEGEND

- TYPE I SLURRY SEAL**
- TYPE II SLURRY SEAL**

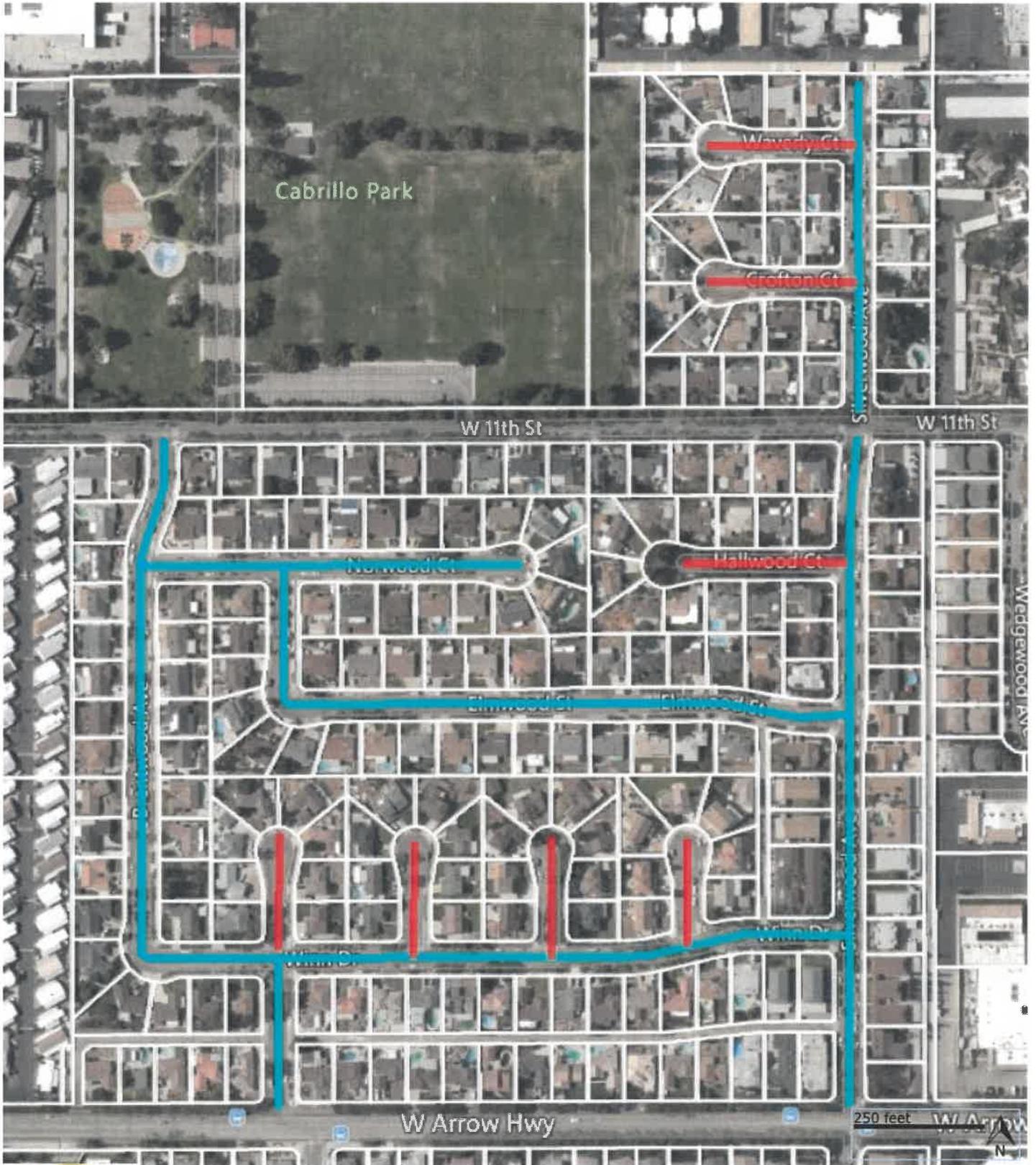
**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**



LEGEND

- TYPE I SLURRY SEAL**
- TYPE II SLURRY SEAL**

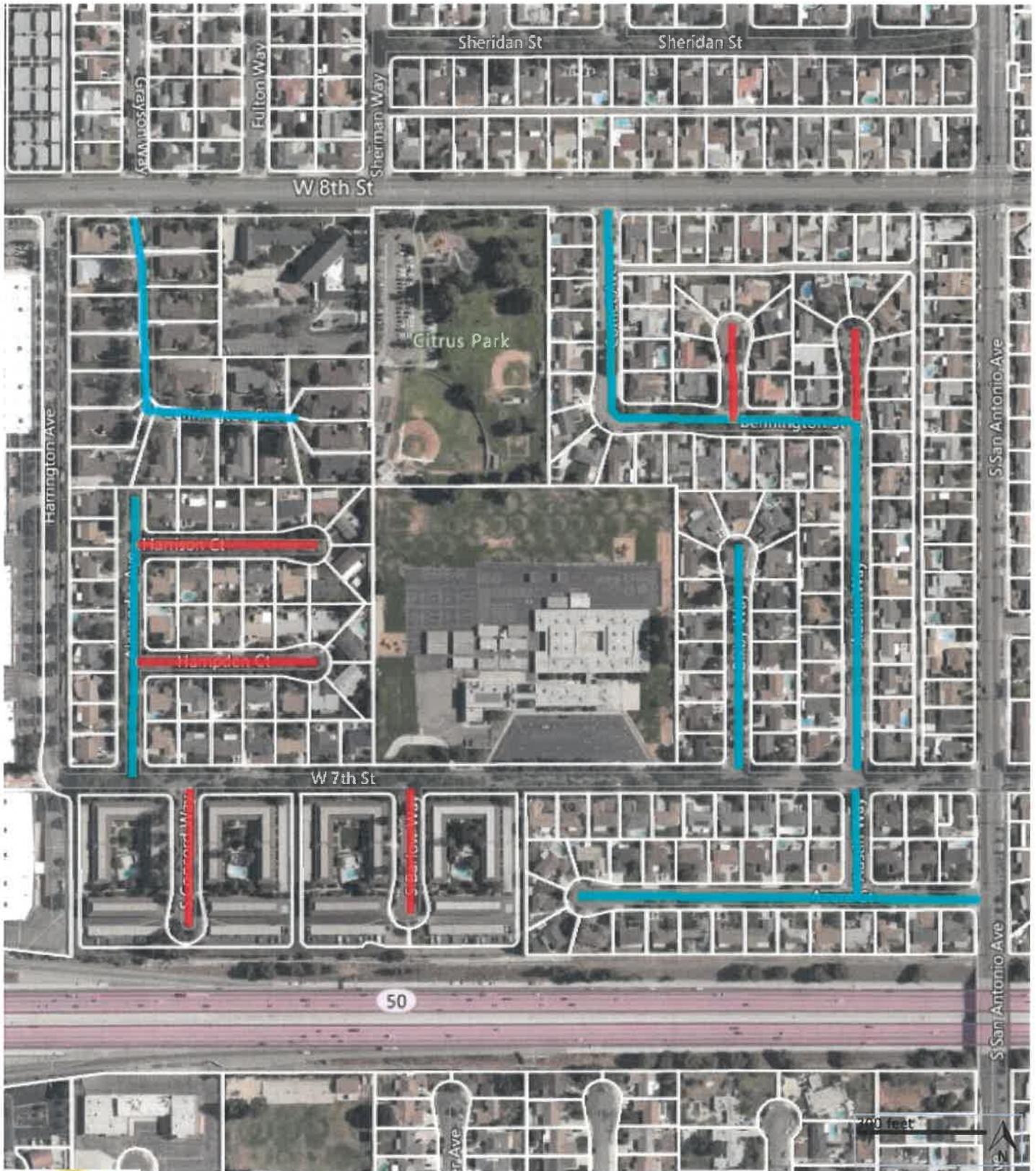
**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**



LEGEND

- TYPE I SLURRY SEAL
- TYPE II SLURRY SEAL

**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**

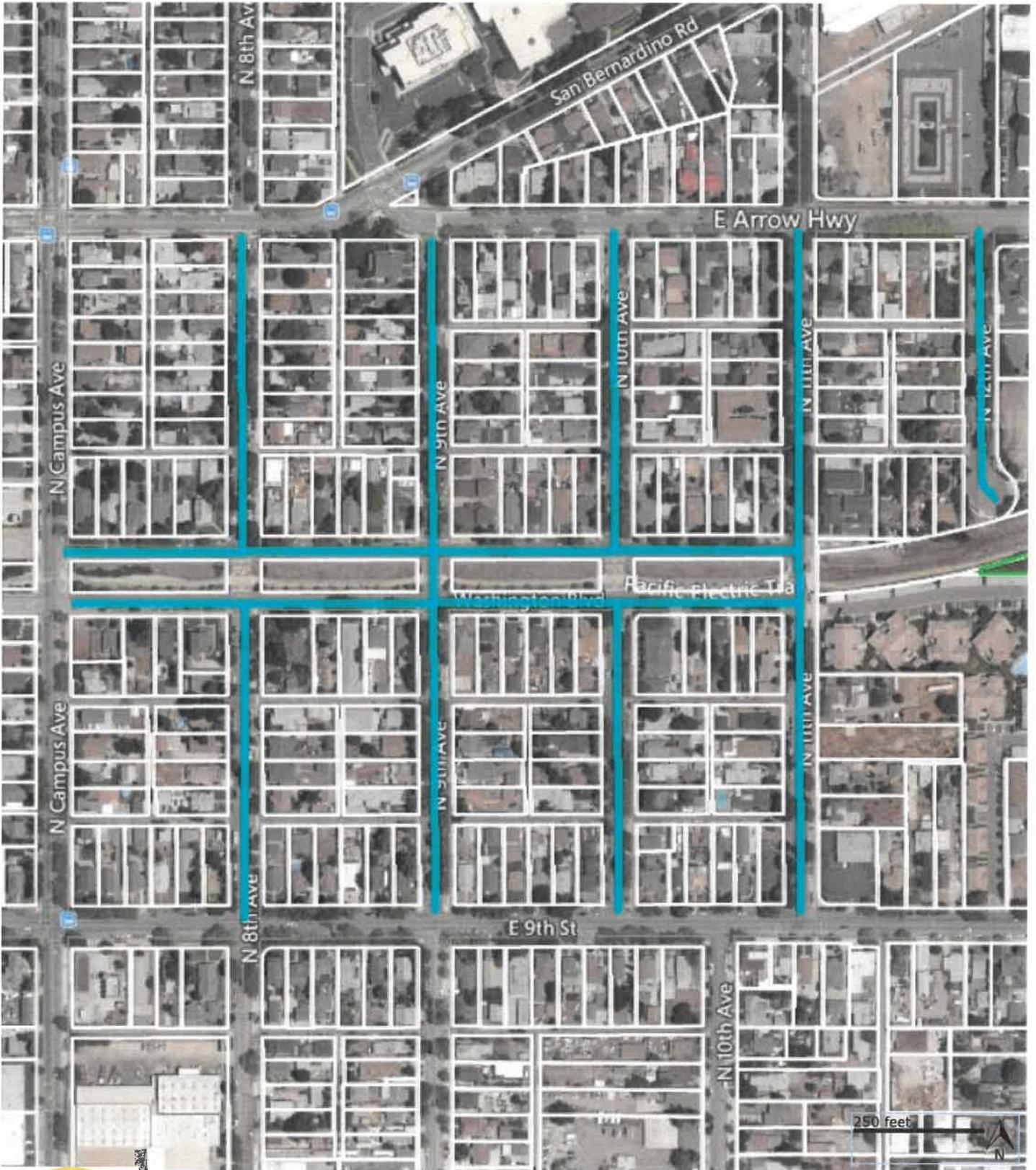


LEGEND

- TYPE I SLURRY SEAL** (Red line)
- TYPE II SLURRY SEAL** (Blue line)

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**PROJECT NO. 7072 & 7081 CITY WIDE SLURRY SEAL 2018-2019
LOCATION FOR TYPE I & TYPE II SLURRY SEAL**



LEGEND

-  **TYPE I SLURRY SEAL**
-  **TYPE II SLURRY SEAL**

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STAFF REPORT

ITEM NO. 14.C.

DATE: September 9, 2019
TO: MAYOR AND CITY COUNCIL
FROM: ROSEMARY HOERNING, INTERIM CITY MANAGER
PREPARED BY: ROBERT D. DALQUEST, DEVELOPMENT SERVICES DIRECTOR
LIZ CHAVEZ, DEVELOPMENT SERVICES MANAGER
MELECIO PICAZO, ECONOMIC DEVELOPMENT COORDINATOR
SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR ECONOMIC
DEVELOPMENT CONSULTING SERVICES WITH TIERRA WEST
ADVISORS, INC.

RECOMMENDED ACTION

It is recommended that the City Council approve a Professional Services Agreement (the "Agreement") with Tierra West Advisors, Inc. (Consultant) for economic development services and authorize the Interim City Manager to execute the agreement.

GOAL STATEMENT

The proposed action supports the City's goal to identify and foster continued economic development opportunities in the City. A key value in the Upland General Plan is to grow the local economy by attracting new and diverse businesses, revitalize the Downtown and older commercial corridors, and foster a healthy local economy.

BACKGROUND

In 2017, the City Council approved a contract with Jones Lang LaSalle Brokerage, Inc., (JLL) in the amount of \$60,000 annually to provide commercial broker services that largely focused economic development efforts on attracting new retail and restaurant businesses at key commercial properties within the City and drive new retailer interest. On June 10, 2019, the City Council considered the last remaining one-year extension on the JLL Agreement and decided to table a decision on the extension. The Agreement subsequently expired on June 30, 2019.

Given the City Council's direction to end JLL's Agreement, staff prepared a Request for Proposal (RFP) to seek the services of an economic development consulting firm to provide a

more comprehensive approach that not only continues the business and retail attraction support services that were provided by JLL, but to also prepare a 5-Year Economic Development Action Plan to serve as a roadmap for staff and the consultant to implement. In addition, the City lacks current marketing analytical data and in order to better understand the economic conditions and business environment in the City, this data is necessary to make informed decisions regarding businesses attraction efforts in specific sectors, and targeting specific retailers where there is a void and sales tax is leaking to adjoining cities. The scope of work developed by staff in the RFP will better focus our efforts to increase economic development opportunities in the City.

The scope of work contained in this Agreement implements General Plan Policy ES-1.1 in the Economic Sustainability Element. This policy advocates implementation of a comprehensive economic development strategy to be updated every three years to enhance the City's long-term prosperity. The strategy is to include:

- An analysis of economic development conditions to determine industries, sectors and locations for economic growth and quality job creation;
- Evaluation of citywide economic conditions and indicators as new data is available;
- Identify new economic development strategies and priorities for public investment;
- Maintain programs and services that address the changing needs of the local economy;
- Develop and maintain business incentive programs for desirable businesses that contribute to revitalization and expansion; and
- Facilitating the attraction and retention of existing and new businesses.

ISSUES/ANALYSIS

On July 8, 2019, staff sent out an RFP to ten (10) qualified economic development firms for comprehensive economic development services to assist the City with its business attraction, retention, and expansion efforts. Staff researched and identified qualified economic development firms which included reaching out to the California Association for Local Economic Development (CALED) for their list of qualified economic development consultants. The submittal deadline for the RFP was July 29, 2019.

The following is a summary of the scope of work requested in the RFP:

1. Five-Year Economic Development Action Plan
 - Preparation of a Five-Year Economic Development Action Plan. Includes a public outreach component to develop goals and objectives. Action Plan should identify quality industries, businesses and retailers for potential marketing efforts.
2. Market Analytics
 - Provide analytical data on targeted areas of interest with up-to-date trade area data for recruitment of businesses and retailers.
 - Includes: 1) Consumer Demographic Profile, 2) Household Segmentation Profile, 3) Employment Profile, 4) Consumer Demand & Market Supply Assessment, and 5) Supporting Trade Area Maps.
 - Includes up to 5 trade areas to be determined and an update after 2 years.
3. Community Profile
 - Preparation of a community profile which will provide insight into Upland's market area, community characteristics and economic indicators, and a Void Analysis and Market Profile. This will be placed on the City's website.
4. Marketing Packet
 - Provide a Marketing Packet – A Cover Letter for business and retailer attraction efforts, including demographic and Market Analytics Snapshot. Will be placed on City's website.

5. Business and Retail Attraction Support

- Assist the City with business and retail attraction support through customized marketing efforts, negotiation support and outreach (as directed by staff) to attract businesses and retailers on behalf of the City to focus on specific target areas, that will be determined. Includes representing the City, including meeting coordination with retailers at the annual International Council of Shopping Centers (ICSC) Conference (Los Angeles).

6. Market Study for Historic Downtown Upland

- Prepare an independent market study to best understand market conditions and the preparation of a roadmap for Downtown Upland area to transform into a vibrant Mixed-Use Urban and Transit-Oriented District.

Proposals Received in Response to the RFP:

At the close of the deadline to submit a response to the RFP, staff received four (4) proposals from economic development firms. All firms have more than 30 years of experience. Below are the firms and cost estimate to perform the scope of work in the RFP:

Consultant Firm	Proposal Amount	Experience in Years
ECONsolutions by HdL	\$65,000	35
Tierra West Advisors	\$69,965	30+
RSG	\$77,625	40
Kosmont Companies*	\$66,000	32

*Kosmont Companies’s scope of work only included Five Year Action Plan, Downtown Strategy, and Business and Retail Attraction Support.

Staff invited all four (4) firms that responded to the RFP for an interview, which was conducted on August 15, 2019. The interview committee consisted of Councilmember Felix, Interim City Manager Rosemary Hoerning, and staff that supports the Economic Development Committee. Based on the proposals (See Attachment B) and the interviews, the interview committee determined that Tierra West Advisors, Inc. (TWA) was the top firm and was invited to participate in a second interview on August 22, 2019. TWA’s proposal is provided as Attachment B).

Tierra West Advisors

TWA’s experience in economic development plans and services, its connection with providing the City periodic services over the past two decades, accomplishments in real estate development projects, and its long standing affiliation with the International Council of Shopping Centers (ICSC) make them an asset to the City and the most qualified to partner with the City to assist staff in economic development activities. TWA is a full-service real estate advisory firm that has over 30 years of experience working with public agencies and private entities in economic development projects, and involved in over \$4 Billion in program and project management.

TWA differentiates itself from other firms by focusing on providing economic development and planning strategies that offer practical and targeted solutions to fit the specific needs of the community. TWA’s team will consist of nine (9) professional staff members available for this assignment which was by far more than the other three proposals. TWA’s similar economic development projects have included work for the City of Huntington Beach Strategic Plan and for the Citadel Outlet in the City of Commerce. In addition, TWA partnered with the City of Los Angeles and the Workforce Development Department on a Vision Plan and Sustainable Economic Development Strategy for the Northeast Los Angeles Riverfront, which provided a road-map for the revitalization of the surrounding areas.

Agreement Terms and Cost

The terms of the Agreement with TWA is for three (3) years, with the option to extend the agreement for two (2), one-year terms, as approved by the City Manager. It should be noted that except the ongoing "business and retail attraction support" services, the balance of the scope of work will be completed in the first year, i.e., Economic Development Action Plan, marketing analytics, Downtown Marketing Study, etc. The second and third year, and additional extensions in the Agreement, will be focused on assisting staff in implementation of the Action Plan and Downtown Marketing study and target areas, as well as business and retail attraction support. The scope also includes representing the City, including meeting coordination with retailers and developers at the annual International Council of Shopping Centers ("ICSC") Conference in Los Angeles.

For the first year of the Agreement, the scope of services will be based on a not-to-exceed fee of \$69,695. For the second and third years and the two, one-year extension periods, the fee for scope of services will not exceed \$60,000.

FISCAL IMPACTS

The consultant will be compensated from the City's General Fund at a rate of up to \$69,695 for the first year of the Agreement, and thereafter for Years 2 and 3 and the extension periods for implementation and business and retail attraction support services for a not-to-exceed amount of \$60,000. For the first year of the Agreement, the current FY 2019-2020 Budget contains a line item for economic development services of \$60,000. An appropriation to the Economic Development Budget will be needed in the amount of \$9,965. Thereafter, the existing funding level of \$60,000 that has been budgeted the last several years will be maintained.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENTS:

Attachment "A" - Professional Services Agreement

Attachment "B" - Proposal by Tierra West Advisors, Inc.

**AGREEMENT
FOR PROFESSIONAL CONSULTANT SERVICES
TIERRA WEST ADVISORS, INC.**

THIS AGREEMENT is made and effective as of **September 9, 2019**, between the City of Upland, a municipal corporation ("City") and **Tierra West Advisors 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 **September 9, 2019** and shall remain and continue in effect until tasks described herein are completed, but in no event later than **September 9, 2022** ("**original term**"), unless sooner terminated pursuant to the provisions of this Agreement. The City may, upon mutual agreement, extend the contract for two (2), one (1) year additional terms, as approved by the City Manager, at the rate as described in Section 4.

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 and program budget, which is also set forth in Exhibit A.

3. **PERFORMANCE.** Consultant shall at all time faithfully, competently and to the best of his or her ability, experience, and talent, 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. **PAYMENT.**

a. The City agrees to pay Consultant, 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. Any terms in Exhibit B other than the scope of work to be performed, payment rates and schedule of payment are null and void. This amount shall not exceed **Sixty Nine Thousand and Nine Hundred Sixty Five Dollars (\$69,965)** for the first year of the Agreement, unless additional payment is approved as provided in this Agreement. For the second year of the Agreement, this amount shall not exceed **Sixty Thousand Dollars (\$60,000)**, unless additional payment is approved as provided in this Agreement. For the third year of the Agreement, this amount shall not exceed **Sixty Thousand Dollars (\$60,000)**, unless additional payment is approved as provided in this Agreement. For the additional terms, Extensions 1 & 2, as approved by the City Manager, this amount shall not exceed **Sixty Thousand Dollars (\$60,000)**, 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) annually. 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 an 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.

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 insurance is required only if Consultant employs any employees. Consultant warrants and represents to the City that it has no employees and that it will obtain the required Workers Compensation Insurance upon the hiring of any employees.)

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 North Euclid Avenue, Upland, CA 91785
Attention: Interim City Manager

To Consultant: **Tierra West Advisors, Inc.**
Mailing Address: 2616 East 3rd Street, Los Angeles, CA 90033
Attention: John Yonai, 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

Rosemary Hoerning, Interim City Manager

Attest:

Keri Johnson, City Clerk

Approved As to Form:

James L. Markman, City Attorney

CONSULTANT

TIERRA WEST ADVISORS, INC

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

(Two Signatures of Corporate Officers Required For Corporations)

EXHIBIT A

TASKS TO BE PERFORMED + PROGRAM BUDGET

The specific elements (scope of work) of this service include:

SCOPE OF SERVICES

Year 1 of the Agreement:

PROJECT TEAM PARTICIPATION

Project Administration – Management – Project Kickoff:

Tierra West Project principals will maintain internal and external project administration for project efficiency and schedule maintenance. It is estimated that the overall project will be completed over a twenty-nine (29) week schedule. There will be overlapping start dates for several Tasks, which will reduce the schedule for project completion to 4 to 6 months.

Duration: 4 to 6 months from Notice to Proceed issued for entire project being completed.

Project Administration is based on hourly rates and a not to exceed amount of \$7,540.00 to accomplish this task.

Task 1 – Project Kick-off and Background Research:

Tierra West Senior Staff, Principal and Project Manager, to coordinate materials and facilitate initial project kick-off meeting with City, Economic Development subcommittee, and representatives from City Council (cumulatively “City Stakeholders”)

- Identify and establish goals and objectives for the Five-year Economic Development Action Plan (“Action Plan”) with City Stakeholders.
- Schedule a series of outreach sessions with individual City Stakeholders to develop and prioritize goals and objectives.
- Identify and vet quality industries, businesses, and retailers for potential marketing efforts.
- Submit data request to serve as basis for developing subsequent market analysis.

Duration: 4 weeks from Notice to Proceed being issued.

Task 1 is to be based on hourly rates and a not to exceed annual amount of \$8,390.00 to accomplish this task.

Tierra West views the contact with the City Stakeholders and solicitation of views, perspectives, and initiatives, as a critical part of this assignment. No matter how good Stakeholder recommendations may be, if consensus and support cannot be established among the individual Stakeholders, developing a unified vision for the City will not be successful. Input from Stakeholders will have a strong impact upon the recommendations, by creating either more ambitious development initiatives or more conservative, but realistic, programs.

Task 2- Market Analytics:

Review and analysis of the City’s existing consumer demographic and household socioeconomic data, labor force and employment characteristics, real estate trends, consumer demand and market supply and respective Trade Area Maps, and other key economic data essential for developing the Five-year Economic Development Action Plan (“Action Plan”). Anticipated actions for Tierra West Staff include defining which industries are the focus for the Action Plan. Preparation of performance measures with timelines that will be used to evaluate whether and to what extent Action Plan goals and objectives have been or are being met.

- Provide analytics data on targeted areas of interest with up to date trade area data for recruitment of businesses and retailers to the City of Upland.
- Includes the following reports: 1) Consumer Demographic Profile, 2) Household Segmentation Profile, 3) Employment Profile, 4) Consumer Demand & Market Supply Assessment, and 5) Supporting Trade Area Maps.
- Includes up to five (5) trade areas to be determined.
- Also includes market analytics update after two (2) years.

Duration: 4 weeks- commence one (1) month after Notice to Proceed issued.

Task 2 is to be based on hourly rates and a not to exceed annual amount of \$8,915.00 to accomplish this task.

Task 3- Five-Year Economic Development Action Plan:

Subsequent to reviewing and synthesizing Market Analytics and data collected from City Stakeholders’ outreach sessions, Tierra West will assist in developing a Five-Year Action Plan.

- Recommendations will be provided for potential marketing efforts.
- Includes preferred business, industry and retailer types that have been identified vetted
- Develop business attraction and retention strategies incorporating results from previous and subsequent analysis and data collected.
- Includes one (1) round of review with City Staff, and implementing the requested revisions.

Duration: 6 weeks –commence two (2) months after Notice to Proceed issued.

Task 3 is to be based on hourly rates and a not to exceed annual amount of \$10,130.00 to accomplish this task.

Task 4 -Community Profile

Preparation of a community profile which will provide insight into Upland’s market area, community characteristics and economic indicators. The community profile shall also contain a Void Analysis and Market Profile. The community profile will be utilized to be placed on the City’s website with marketing information.

- Identify the community’s assets and regional competitive advantages, including Void Analysis.
- Identification of commercial/retail uses, economics, and physical condition, demonstrating: weak and underperforming, modest and marginal operations, successful with marginal location.

- Proposed activities to incorporate community assets, advantages of geographic location, and economic indicators into a marketing program.
- Integrate marketing program/information onto the City's website, identifying and highlighting incentives.

Duration: 3 weeks-commence one and a half (1 ½) months after Notice to Proceed issued.

Task 4 is to be based on hourly rates and a not to exceed annual amount of \$5,780.00 to accomplish this task.

Task 5-Marketing Packet:

Provide a Marketing Packet – A Cover Letter for business and retailer attraction efforts for the City of Upland including demographic and Market Analytics Snapshot. The marketing packet will also be placed on Upland's economic development website.

- Visit City's website, review existing content and suggested platform for launching Marketing packet-focusing on maximum exposure
- Assist City with developing a printed and digital target Marketing Packet; focusing on attracting those businesses/industry/retailers identified in Task 3- Five-Year Economic Development Action Plan.
- Assist City in executing a 'test run' of digital Marketing Packet; provide recommendations before going live.

Duration: 2 weeks-commence three (3) weeks after Notice to Proceed issued.

Task 5 is to be based on hourly rates and a not to exceed annual amount of \$6,260.00 to accomplish this task.

Task 6 -Business and Retail Attraction Support:

Assist the City with retailer and business attraction support through customized marketing efforts, negotiation support and outreach (as directed by City staff) to attract businesses and retailers on behalf of the City of Upland to focus on specific target areas that will be determined. The scope also includes representing the City, including meeting coordination with retailers at the annual International Council of Shopping Centers ("ICSC") Conference in Los Angeles.

- Tierra West to meet with City Stakeholders to identify which of the five (5) identified trade areas and available sites/infill will be prioritized in marketing efforts for Business and Retail Attraction.
- Develop strategy that addresses both Business/Retail retention and attraction and make recommendations accordingly.
- Assessment of existing Marketing collateral, printed and digital for Business and Retail Attraction
- Develop outreach strategy for Business/Retail Attraction; using data from Marketing Analytics and Community Profile as a guideline for Marketing efforts
- Prepare marketing strategy and itinerary for representing City at ICSC Based on 2020 Business/Retail participating vendors.

Duration: 2 weeks (planning strategy; attendance of ICSC Events not included)-commence four (4) months after Notice to Proceed

issued.

Task 6 is to be based on hourly rates and a not to exceed annual amount of \$9,360.00 to accomplish this task.

Task 7-Market Study for Historic Downtown Upland:

Prepare an independent market study to best understand market conditions and the preparation of a roadmap for Downtown Upland area to transform into a vibrant Mixed-Use Urban and Transit-Oriented District.

- Visual review of existing conditions for Historic Downtown: what businesses/retail/industry currently exist and condition; proximity to transit; available Housing and type; Government; and Schools.
- Review all data gathered from current Market Analytics, Community Profile, and Five-Year Economic Development Action Plan and determine which data is useful.
- Review of General Plan, Specific Plan, Overlays, Zoning that could affect (positively or negatively) future development
- Review of exiting approved development.
- Make determination if further data and/or studies are required for a complete Market Study and developing a Roadmap for the area.

Duration: 8 weeks-commence four (4) months after Notice to Proceed issued.

Task 7 is to be based on hourly rates and a not to exceed annual amount of \$13,590.00 to accomplish this task.

HOURLY RATES PER POSITION

Tierra West Advisors' hourly rate structure for 2019-2020 is as follows:

Classification	Rate
John Yonai, Principal	\$195
Rose Acosta-Yonai, Principal	\$195
Ruben Rojas, Director	\$175
Louis Morales, Senior Associate	\$155
Walt D. Lauderdale, Jr., Senior Associate	\$155
Jason Chiang, Associate	\$140
Sonia Shurlock, Senior Analyst	\$125
Lauren Yonai, Analyst	\$120
Alexandra Bassanetti, GIS/Research Assistant	\$95
Field Technician	\$95
Word Processor/Clerical	\$65
Clerical	\$55

The Tierra West team will provide services based upon our time and materials schedule. Tierra West does not charge clients for mileage, parking, telephone/fax expense, postage, and incidental copies. We do, however, charge for additional insured certificates, messenger services, overnight mail costs, airfare, overnight accommodations, and copies of reports, documents,

notices, and support material in excess of five (5) copies. These costs are charged at actual expense, plus a ten percent (10%) surcharge.

Year 2, Year 3, and Additional Terms of the Agreement:

Business and Retail Attraction Support:

Assist the City with retailer and business attraction support through customized marketing efforts, negotiation support and outreach (as directed by City staff) to attract businesses and retailers on behalf of the City of Upland to focus on specific target areas that will be determined. The scope also includes representing the City, including meeting coordination with retailers at the annual International Council of Shopping Centers (“ICSC”) Conference in Los Angeles.

- Tierra West to meet with City Stakeholders to identify which of the five (5) identified trade areas and available sites/infill will be prioritized in marketing efforts for Business and Retail Attraction.
- Develop, implement, and update strategies that address both Business/Retail retention and attraction, make recommendations accordingly, and assist with implementation when applicable.
- Assessment of existing Marketing collateral, printed and digital for Business and Retail Attraction
- Continue to develop outreach strategy for Business/Retail Attraction; update and utilize data from Marketing Analytics and Community Profile as a guideline for Marketing efforts
- Prepare marketing strategy and itinerary for representing City at ICSC Based on 2020 Business/Retail participating vendors.

Duration: 2 weeks (planning strategy; attendance of ICSC Events not included)-commence four (4) months after Notice to Proceed issued.

TIERRA WEST ADVISORS, INC. 2616 East 3rd Street Los Angeles, CA 90033 Phone Number 323-265-4400 Company e-mail: info@tierrawestadvisors.com		LINE ITEM BUDGET																	
										Title of Project:		Economic Development Services - City of Upland							
										RFP Number:									
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(w)	(x)
Cost Categories	Hourly Rate	Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 8		Grand Total (All tasks)	
		Project Management Meetings Administration Kickoff 29 weeks		Meetings, Research, Goals & Objectives, Outreach, industries,		SWOT Analysis		Five Year Economic Analysis		Community Profile		Marketing Packet		Business & Retail Attraction Support		Market Study for Historic Downtown Upland			
		Hours	Amount	Street Parking	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Direct Labor Classification(s):																			
John Yonai Principal	\$195.00	8.00	\$1,560.00	3.00	\$585.00	4.00	\$780.00	6.00	\$1,170.00	4.00	\$780.00	4.00	\$780.00	12.00	\$2,340.00	8.00	\$1,560.00	49.00	\$9,555.00
Rose Acosta , Principal	\$195.00	24.00	\$4,680.00	1.00	\$195.00	2.00	\$390.00	4.00	\$780.00	2.00	\$390.00	4.00	\$780.00	2.00	\$390.00	8.00	\$1,560.00	47.00	\$9,165.00
Ruben Rojas, Director	\$175.00	0.00	\$0.00	8.00	\$1,400.00	6.00	\$1,050.00	8.00	\$1,400.00	4.00	\$700.00	6.00	\$1,050.00	8.00	\$1,400.00	12.00	\$2,100.00	52.00	\$9,100.00
Louis Morales, Senior Associate	\$155.00	0.00	\$0.00	4.00	\$620.00	0.00	\$0.00	2.00	\$310.00	1.00	\$155.00	0.00	\$0.00	0.00	\$0.00	4.00	\$620.00	11.00	\$1,705.00
Walter Lauderdale, Senior Associate	\$155.00	0.00	\$0.00	4.00	\$620.00	0.00	\$0.00	2.00	\$310.00	1.00	\$155.00	0.00	\$0.00	0.00	\$0.00	4.00	\$620.00	11.00	\$1,705.00
Jason Chiang Associate	\$140.00	4.00	\$560.00	16.00	\$2,240.00	24.00	\$3,360.00	24.00	\$3,360.00	8.00	\$1,120.00	12.00	\$1,680.00	24.00	\$3,360.00	24.00	\$3,360.00	136.00	\$19,040.00
Sonia Arteaga Shurlock Senior Analyst	\$125.00	0.00	\$0.00	6.00	\$750.00	12.00	\$1,500.00	8.00	\$1,000.00	4.00	\$500.00	0.00	\$0.00	0.00	\$0.00	8.00	\$1,000.00	38.00	\$4,750.00
Lauren Yonai Analyst	\$120.00	4.00	\$480.00	8.00	\$960.00	12.00	\$1,440.00	8.00	\$960.00	8.00	\$960.00	4.00	\$480.00	6.00	\$720.00	12.00	\$1,440.00	62.00	\$7,440.00
Alexandra Bassaneti GIS/Research Assistant	\$95.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	8.00	\$760.00	12.00	\$1,140.00	8.00	\$760.00	8.00	\$760.00	36.00	\$3,420.00
Field Technician	\$95.00	0.00	\$0.00	8.00	\$760.00	0.00	\$0.00	4.00	\$380.00	0.00	\$0.00	3.00	\$285.00	0.00	\$0.00	6.00	\$570.00	21.00	\$1,995.00
Word Processor/Clerical	\$65.00	4.00	\$260.00	4.00	\$260.00	3.00	\$195.00	4.00	\$260.00	4.00	\$260.00	1.00	\$65.00	6.00	\$390.00	0.00	\$0.00	26.00	\$1,690.00
Clerical	\$55.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Subtotal - Direct Labor		44.00	\$7,540.00	62.00	\$8,390.00	63.00	\$8,715.00	70.00	\$9,930.00	44.00	\$5,780.00	46.00	\$6,260.00	66.00	\$9,360.00	94.00	\$13,590.00	489.00	\$69,565.00
Subtotal - Subconsultant(s):		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
GRAND TOTAL		44.00	\$7,540.00	62.00	\$8,390.00	63.00	\$8,915.00	70.00	\$10,130.00	44.00	\$5,780.00	46.00	\$6,260.00	66.00	\$9,360.00	94.00	\$13,590.00	489.00	\$69,965.00
* Use a copy of this template to identify any subconsultant cost, including hours and by task. Input figures for each subconsultant in Columns "c" thru "v".																			
Revised 07/26/19																			

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Year 1:

This Scope of Service is based on the fee not to exceed Sixty Nine Thousand Six Hundred and Ninety Five Dollars **(\$69,695)**, for the first year of the Agreement, as approved by the City Manager or designee.

Year 2 and Year 3:

This Scope of Service is based on a fee of not to exceed Sixty Thousand Dollars **(\$60,000)**, for the second and third year of the Agreement, as approved by the City Manager or designee.

Additional Terms (Extension Year 1 and Extension Year 2):

This Scope of Service is based on a fee of not to exceed Sixty Thousand Dollars **(\$60,000)**, for the additional terms, Year 1 and Year 2, as approved by the City Manager or designee.



**REQUEST FOR PROPOSALS
ECONOMIC DEVELOPMENT SERVICES
CITY OF UPLAND**

JULY 29, 2019



July 29, 2019

Mr. Robert D. Dalquest, Development Services Director
City of Upland
Development Services Department
460 N. Euclid Avenue
Upland, CA 91786

SUBJECT: Request for Proposals for Economic Development Services

Dear Mr. Dalquest and esteemed City of Upland Staff:

Tierra West Advisors, Inc. ("Tierra West"/"Firm"), a licensed full-service Real Estate Advisory Firm, is pleased to provide the following proposal to the City of Upland ("City") for the requested Economic Development Services ("Services"). Tierra West has a 30+ year history of guiding marketing efforts for public agencies and private entities who are looking to rethink, improve, and expand their respective economic opportunities. Based upon Tierra West's extensive experience, and over a decade of experience in the City of Upland, we are confident of the Firm's capabilities to offer the requested Services and provide the economic analysis related to business attraction, retention, and expansion efforts.

Tierra West is forward-thinking in its economic development strategies and recognizes the need to aggressively pursue opportunities that will enhance the City's financial well-being, as well as its quality of life. Our work products are designed to meet market demands and project realistic future growth and revenue, while also reflecting the values of each unique community.

Tierra West has an extensive experience base in providing the economic analyses requested by the City, including:

- Developing a Five-Year Economic Development Action Plan "Action Plan"
- Economic Development Market Analysis
 - Community Profile
 - Marketing Packet for Businesses and Stakeholders
- Business and Retail Attraction Support

Our firm's Scope of Work for this proposed partnership for Business and Retail Attraction Support includes representing the City at the 2020 International Conference of Shopping Centers (ICSC) Western Conference & Deal Making. Marketing efforts include developing collateral marketing pieces, demographic research, as well as, identifying users and scheduling meetings to introduce developers and tenants to opportunity sites in the City. Additionally, Tierra West would also focus on introducing service providers and retailers that complement the City's vision and goals for its community. Our team regularly assists local communities with the insightful analysis and vision required to make sound decisions that benefit the

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W tierrawestadvisors.com

REAL ESTATE & DEVELOPMENT
STRATEGISTS

community and stakeholders. We team with the local leaders tasked with creating vibrant public spaces and help guide communities towards prosperous and sustainable futures.

Tierra West differentiates itself from other consulting practices by focusing on providing implementation services that extend through the complete project cycle, as is the case with our Economic Development Services. Tierra West believes that deliverance of a report or work product does not end our involvement in project activities. Our team is always prepared to roll up its sleeves and handle sensitive projects for our clients. To this end, Tierra West essentially becomes an extension of the staff and assists in carrying out the goals, objectives, and policies established the client

The attached information principally describes Tierra West's background, personnel and capabilities of providing the scope of work requested by the City. Our diverse team brings a unique and multidisciplinary approach to improving the communities that we also call home. Tierra West's proactive approach will focus on identifying and understanding the City's goals and objectives, leveraging opportunities and addressing the economic development challenges of a rapidly changing retail and business landscape that are unique to Upland's economy.

Similar economic development projects have included work for the City of Huntington Beach Strategic Plan and for the Citadel Outlet in the City of Commerce. Tierra West also partnered with the City of Los Angeles and Economic Workforce Development Department (EWDD) on a Vision Plan and Sustainable Economic Development Strategy for the Northeast Los Angeles Riverfront for the City of Los Angeles, which provided an implementation roadmap for the area's revitalization.

John Yonai, Principal and Chairman of Tierra West Advisors, Inc., brings with him over thirty-five years professional experience; involved in over \$4 Billion in the areas of Program and Project Management as well as real estate finance and development with public & private sector entities. John will be the main point of contact and serve as Project Manager for this assignment; both he and Ms. Rose Acosta-Yonai are legally authorized to represent Tierra West and bind in contract. All correspondence should be directed to John's attention at:

Tierra West Advisors, Inc. 2616 East 3rd Street, Los Angeles, CA 90033 P: 323.265.4400
F: 323.261.8676 E: jonai@tierrawestadvisors.com W: www.tierrawestadvisors.com

Tierra West Advisors, Inc. is a consultancy, licensed by the Bureau of Real Estate, BRE# 018557161 and fully insured to meet the City's requirements. Additionally, Tierra West is a certified DBE/SBE/MBE/WBE firm in the state of California and a SLB with the City of Los Angeles.

All contents of the attached proposal are valid for 180 calendar days following the due date of the proposal. Please feel free to call if you have any questions. Again, thank you for your consideration and we look forward to working with the City of Upland.

Sincerely,

TIERRA WEST ADVISORS


John Yonai, Principal


Rose Acosta-Yonai, Principal

PERFORMANCE AND QUALIFICATIONS OF FIRM

Tierra West Real Estate Consultants was founded in 1980 by John Yonai to provide professional real estate consulting services to corporations and private entities. Previous assignments that were managed and implemented under the direction of Mr. Yonai included corporate real estate planning and long-range projections, asset management services for large commercial office projects, project management, and financial and property management oversight and coordination. John was also in charge of property acquisitions and dispositions, as well as the relocation of businesses and tenants as a result of a purchase and/or leasing. In September 2006, Mr. Yonai expanded the scope and services of Tierra West Real Estate Consultants. Tierra West Real Estate Consultants brought on partners and reorganized itself as Tierra West Advisors, Inc. (“Tierra West”) to include the following services:

- Economic Development plans and strategies
- Real estate financial services including pro-forma analysis and feasibility studies
- City Planning – current and advanced planning and assisting private clients through the entitlement process
- Financial Consulting – bond issuance consultant reports
- Brokerage: Real estate acquisitions and dispositions
- Asset Management
- Site analysis and value assessment
- Affordable Housing Program development and implementation
- Implementation of programmed strategies
- Analysis for infrastructure Financing Districts (IFD)
- Zoning Strategies and Ordinances
- TOD Development Strategies
- Public Outreach
- Wireless Telecommunication Facilities and Negotiations
- Interim management, project/program management reports and staffing
- Post redevelopment services – currently assisting Successor Agencies meet state Requirements.

Tierra West is a full service real estate and development advisory firm and is a licensed corporate broker in the State of California; license #01857161. Principals John Yonai/Broker and Rose Acosta-Yonai/Sales Person are licensed in the state of California. Tierra West is a certified WMBE von#12060021 and SBE/DBE/MBE firm under the California United Certification Program (CUCP) #39013 and with Metro file #5416 and #5417. Tierra West is also a certified a Small Local Business (SLB) under the City of Los Angeles #2829.

Tierra West Advisors, Inc. has one (1) corporate office and is incorporated in the state of California. Contact information:

Tierra West Advisors, Inc. - 2616 East 3rd Street, Los Angeles, CA 90033
Telephone: (323) 265-4400 Facsimile: (323) 261-8676
Electronic Mail: info@tierrawestadvisors.com

The Firm meets all the insurance requirements of public agencies and will comply with the insurance requirements of the City. Tierra West currently carries the following insurance coverage that meets or exceeds the City's insurance requirements:

Commercial General Liability – Each Occurrence \$2,000,000, General Aggregate \$4,000,000
Automobile – Combined Single Limit - \$2,000,000
Workers Compensation and Employers Liability – Each Accident \$1,000,000
Commercial Errors & Omissions – per claim & Aggregate \$2,000,000.

Tierra West's team available for this assignment include the following professional staff members

John Yonai, Chairman/Principal	Rose Acosta-Yonai, CEO/Principal*
Ruben Rojas, JD, Director*	Louis Morales, Senior Associate *
Andrew Gee, Senior Associate	Walt D. Lauderdale, Jr., Senior Associate
Jason Chiang, Associate	Sonia Shurlock, JD, Senior Analyst*
Alexandra Lemmer, CAD*	Lauren Yonai, Office Administrator

*** Fluent in Spanish**

Among the services Tierra West provides for its clients, we specialize in providing economic development strategies and economic development planning services. Tierra West differentiates itself from other consulting practices by focusing on providing economic development and planning strategies that offer practical and targeted solutions to fit the specific needs of the community. Recent economic development strategies involved the preparation of business retention and attraction strategies, market analysis, community outreach, financial feasibility studies, detailed financial analyses of development proposals, tax revenue analysis, asset analysis and lease negotiations.

Tierra West's approach to economic development encompasses, the evaluation of a client's existing economic business climate including, industrial, manufacturing and retail activity, sales leakage and absorption, land availability, current cost of living, per capita income, employment by industry cluster, housing demand and affordability, rental affordability and current mobility and transit conditions.

Tierra West helps its clients establish specific economic development priorities for the City as a whole and identify "opportunity areas" and specific retail, industrial and commercial uses for targeted business attraction within the selected study areas (corridors). Analysis is conducted to identify potential growth sectors and determine the areas upon which improvements can be made. Data gathered allows Tierra West to develop a SWOT (Strength, Weakness, Opportunities and Threats) analysis for the City.

Tierra West has played a pivotal role in the following similar economic development projects. The following partnerships have refined our firm's proven methodology for assessing successful development alternatives in passionate communities. The selected projects highlight the variety of economic development support services that Tierra West provides:

City of Commerce – Assisted in an economic development strategy developed for the Telegraph Road Corridor Revitalization Project involving the Citadel Outlet expansion.

HUD and The City of Los Angeles-Northeast Los Angeles Riverfront Collaborative (NELA-RC) – Served as Project Manager on a Vision Plan and Sustainable Economic Development Strategy for Northeast Los Angeles Riverfront on behalf of the City of Los Angeles. Our team provided an implementation roadmap for the area’s revitalization as well as substantial stakeholder outreach.

City of Huntington Park Focused General Update – Tierra West served as Project Manager and led a multi-disciplinary effort to administer a HUD Transit-Oriented-Development (TOD) Planning Grant; and led community outreach and engagement, including: *Surveys; Community Outreach and Engagement; Community Visioning; Public Workshops, Stakeholder Interviews, and Web Site development.*

Korean American National Museum (KANM) and the City of Los Angeles – Assisted KANM with the preparation of the financial analysis and deal structuring report for the City, Museum and dynamic surrounding communities of the 170,000 sq. ft. mixed-use project.

City of Pomona and Vehicle Parking District – Provided the City and its Vehicle Parking District (“VPD”) with real estate advisory support (project management and feasibility assessment) and asset management of 26 parking lots owned by the City/VPD.

City of El Segundo – Interim Planning & Development Project Oversight – Project Management of planning projects from conceptual pre-submittal and through the entire entitlement process for several mixed-use developments.

Tierra West takes pride in its comprehensive approach for executing projects, as compared to other consulting practices, by focusing on implementation services that extend through the complete project cycle. Our ‘boots on the ground’ approach is essential in creating a seamless transition between our analysis and project/program implementation. Tierra West ultimately becomes an extension of staff and assists in carrying out the goals, objectives, and policies established by the City.

Tierra West’s multi-disciplinary work experience with local entities (public, private and corporate) is what distinguishes Tierra West as a trusted regional partner. In addition to our extensive experience of working with a variety of municipal agencies, Tierra West is a California-licensed brokerage firm. Tierra West understands the dynamics of a traditional real estate transaction while also trusting our instinct of when to think out of the box and attack a problem head-on with creative solutions. Today’s business environment and clientele is ever changing and evolving, so should our problem solving skills; Tierra West is always looking for new opportunities, tenacious in achieving our goals and finding success where least expected.

ECONOMIC AND FISCAL ANALYSIS – HUD PROGRAMS AND SPECIAL DISTRICTS

Tierra West has worked with public agencies throughout Southern California in the development, analysis and/or implementation of the following programs, policies and establishment of Special Districts. HUD programs: Community Development Block Grant Funds (CDBG), HUD Section 108 loans, Block Grant Investment Fund (BGIF). Special Districts: Hotel Incentive Policy and Transit Occupancy Tax (TOT) sharing programs. Specific project examples include the following:

- El Segundo: Hotel (150 rooms) – Planning and Negotiations, Development Agreement
- Downey: Downey Promenade – Mixed-Use Project 85-acre Project, Lease, Finance, Sale, Redevelopment NASA Site
- Commerce: Citadel Outlet and Mixed – Use Project (including 200 Hotel Rooms) 45-acre Project, Refinance, Sale, Redevelopment
- Santa Monica: Miramar Hotel (375 rooms) Analysis
- Commerce: Hotel Visitor’s Tax Analysis, Voter Approval and City Adoption
- Bell Gardens: Hotel and Casino – Ground Lease Analysis

PROJECT TEAM MEMBERS

Tierra West staff have worked collaboratively on projects of similar magnitude and nature; Tierra West is organized with a team-oriented focus. Our team is committed to provide support and cooperation amongst its members. The assembled team for this assignment will meet regularly to discuss assignments with the respective Tierra West project manager and stay in contact via email and scheduled meetings; in special cases the team will meet on a daily basis.

Tierra West takes a holistic approach to implementing project services and has found it beneficial to involve two (2) Principals on all projects; one managing the day to day project services and quality control, while another Principal focuses on overseeing the editing and production of deliverables. In this manner both Principals work simultaneously overseeing different aspects of a project while allocating team efforts to areas of need. Working in tandem minimizes errors while increasing damage control, for an effective and efficient use of resources. ***A partial List of Staff’s Technical Experience is provided below.***

JOHN YONAI / Chairman-Principal: Principal in Charge - will serve as the main point of contact for the City’s Executive and Senior Staff, liaising between City staff and the firm’s project team. He shall be responsible for directing all aspects of project communications to ensure the highest quality of service, client satisfaction, and damage control. At his discretion, the appropriate project team member will be assigned to a specific project task. John shall be working collaboratively with Senior Director, Ruben Rojas, who has been assigned as Project Manager for this engagement.

Technical Experience

City of Commerce: Telegraph Rd Corridor Revitalization Project- Project Manager& Financials.

City of Downey: Tax Sharing and Hotel Agreements-Deal Structuring and Negotiations.

HUD and the City of Los Angeles: NELA-RC – Project Manager of NELA River Collaborative.

City of Pomona & Vehicle Parking District: Project Analysis and Feasibility Assessment.

City of El Monte: AB 562 Report Economic Development Report – Prepared financials and Pro forma projections for AB 562 Report; provided all technical content regarding compliance and financial content.

ROSE ACOSTA-YONAI / CEO-Principal: Administrative Senior Advisor - her supervisory responsibilities will serve as an adjunct to the successful execution of all tasks; serving as the day to day contact for the City and Tierra West staff communications. She will oversee project coordination and document review for all aspects of task deliverables, optimizing quality assurance and the project team's responsiveness.

Technical Experience

City of Commerce: *Telegraph Rd Corridor Revitalization Project-Document Preparation and Review.*

City of Downey: *Tax Sharing and Hotel Agreements- Research and Preparation of Agreements.*

City of Huntington Park: *Focus General Plan Update-Led Outreach Efforts & Coordination.*

Los Angeles Housing & Community Investment Department (HCIDLA): *CDBG Slum/Blight Area Analysis-Documentation and Research Services.*

RUBEN ROJAS / Director: Project Manager - shall take a high-level view of which team members are working on a specific task at any given time. Ruben's broad spectrum of experience serves as the platform for overseeing a wide variety of projects ranging in complexity and scope. As Project Manager, Ruben will simultaneously act as resource manager; delivering projects on time, on budget and ensuring that all deliverables are met to the full satisfaction of City's executive team. Ruben has an exceptional history of triangulating between multiple stakeholders (state, federal, county, municipal, regulatory agencies and public-private partnerships) to the benefit of program and project objectives.

Technical Experience

Montebello Unified School District: *Chief Business Officer - responsible for Development of an Energy Master Plan.*

State of California – IBank: *Served as Deputy Executive Director of the CA Infrastructure and Economic Development Bank (IBank); responsible for California's General Purpose Funding, Managing a \$38 Billion portfolio specifically for Infrastructure and Economic Development.*

City of El Monte: *AB 562 Economic Development Report – Headed Research and Review of Statutes and compliance for the preparation of AB 562 Report. Developed content, graphics and financial visuals.*

LOUIS MORALES / Senior Associate: Technical Support Staff - assists with related development and planning services, inclusive of: current and advanced planning assignments, long term planning, site layout, land planning, and environmental impact report support.

Technical Experience

City of Commerce: *Telegraph Road Corridor Revitalization Project – Plan Review and EIR Report Review.*

City of El Segundo: *Interim Planning & Development Project Oversight – Project Management of multiple planning projects from conceptual pre-submittal through the entire entitlement process*

City of Montebello: *Cannabis Interim Planning Support – Currently overseeing planning efforts required for proposed Cannabis projects and licensing. Assisting staff with implementation of policies and procedures.*

ANDREW GEE / Senior Associate: Technical Support Staff - shall provide support in the areas of financial analyses, Pro forma preparation and modeling, and activities related to real estate financial analyses, project development, and transactional structuring.

Technical Experience

Korean American National Museum and The City of Los Angeles: Preparation of the Financial Analysis Report, Development Pro formas, Cash Flow Projections, and Economic Returns and Community Benefits.

Housing Authority of the County of Los Angeles (HACoLA): Real Estate Brokerage and Development Support services; facilitated Negotiations and provided Financial Modeling.

Union Station – Metro and Metrolink, Common Area Maintenance (CAM) Cost Allocation: Asset Management Analysis, CAM Reconciliation, Research & Review of ‘Best Practices’ for transportation hub.

WALT D. LAUDERDALE, JR. / Senior Associate: Technical Support Staff - shall provide project support in all areas related with financial analyses, preparation of; pro formas, modeling, transactional agreements, reports, land-use, real estate and project development. Will work directly with firm’s Project Manager and coordinate project schedules, task change orders, assist with quality assurance and project deadlines.

Technical Experience

City of Commerce: Telegraph Rd Corridor Revitalization Project–Preparation of Financials Pro formas.

City of Downey: Tax Sharing and Hotel Agreements- Preparation of Agreements and Pro formas.

University of La Verne-Campus West: Financial Analysis and review of development proposals on feasibility of projects being proposed. Cost and revenue modeling and Pro formas.

JASON CHIANG / Associate: Administrative Support Staff - will serve as lead Project Administrator and main point of contact for the firm’s administrative project team, maximizing efficiencies and document accuracy. Will provide direction in executing and preparing written materials required for technical reports, presentations, and drafting of staff reports. Shall work directly with Administrative Senior Advisor and coordinate project duties and deliverables, providing maximum document consistency, project compliance, and client satisfaction.

Technical Experience

HUD and City of Los Angeles: NELA-RC – Coordinated Stakeholder Workshops, final edits and layout of Road Map, close-out coordination.

City of Huntington Park: Focused General Plan Update – Led Outreach and daily City Communications.

Los Angeles Housing & Community Investment Department (HCIDLA): CDBG Slum/Blight Area Analysis – Field Survey and Documentation Services - Managed all survey efforts and preparation of final report.

Union Station – Metro and Metrolink, Common Area Maintenance Cost Allocation: Research and Project Coordination. Developed written content for Final Report and assisted with Layout of Financial Graphics.

SONIA SHURLOCK / Senior Analyst: Administrative Support Staff - will oversee research and assist with identifying funding sources, assist with document review, editing and drafting of documents for a variety of asset management and planning related projects.

Technical Experience

City of Huntington Park: Focus General Plan Update- Outreach Presentation/Workshop Support.

City of Commerce: Telegraph Rd Corridor Revitalization Project–Document Review and Preparation.

City of Downey: Tax Sharing and Hotel Agreements – Preparation of Agreements / Document Review.

Pomona Parking Structure and Maya Theater: Technical Document Review and preparation.

LAUREN YONAI / Analyst: Administrative Support Staff – will oversee administrative duties and assist with research, preparation and printing of all written deliverables. Coordinate project logistics and research of real property related documents such as deeds, title reports, transfer documentation, etc.

Technical Experience

City of Huntington Park: Focus General Plan Update – File Coordination and Outreach Workshops

City of Commerce: Telegraph Rd Corridor Revitalization Project – Research/Document Preparation

City of Downey: Tax Sharing and Hotel Agreements – Research, Administrative Document Review

Los Angeles Housing & Community Investment Department (HCIDLA): CDBG Slum/Blight Area Analysis-Field Survey and Documentation Services-File-Maintenance and Coordination.

HUD and City of Los Angeles: NELA-RC –Stakeholder Workshops, File Maintenance, Project Coordination.

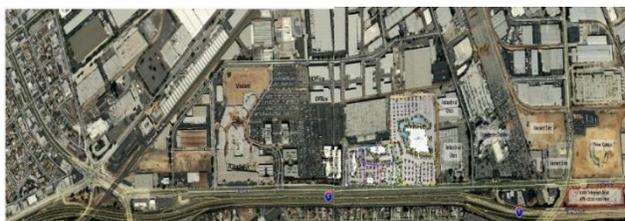
STAFFING PLAN

Name	Classification/ Designation	Years of Experience	License/Certification (include license number)
JOHN YONAI	PRINCIPAL	38	Broker: 00632122
ROSE ACOSTA YONAI	PRINCIPAL	34	Salesperson: 00909698
RUBEN ROJAS	DIRECTOR	30	N/A
LOUIS MORALES	SR. ASSOCIATE	30	N/A
ANDREW GEE	SR. ASSOCIATE	20	Broker: 01963465
WALT LAUDERDALE	SR. ASSOCIATE	25	Broker: 02013290
JASON CHIANG	ASSOCIATE	13	N/A
SONIA SHURLOCK	SR. ANALYST	25	N/A
LAUREN YONAI	ANALYST	10	N/A

SIMILAR PROJECTS AND REFERENCES

CITY OF COMMERCE – TELEGRAPH ROAD CORRIDOR REVITALIZATION PROJECT

The 3 mile Corridor is best known for the Citadel Outlet Mall and the Commerce Casino. The City’s primary



goal was to preserve and create affordable, safe housing for its residents. Tierra West has played a crucial role in making this vision a reality by providing services such as an Environmental Impact Report, residential relocation analysis, financial feasibility analysis for potential uses, negotiations with developers and property

owners, attending community meetings, site plan reviews for potential developments, and economic

development strategy formulation with staff. Due to the Corridor's location, the currently successful anchors, and the opportunity to assemble and develop vacant land, this Corridor has become a regional destination. **Key Personnel: John Yonai, Louis Morales, Rose Acosta Yonai, Sonia Shurlock, Walt Lauderdale, Lauren Yonai - Completed 2015/2016.**

Contact Person: **Mr. Vilko Domic, Finance Director**
vilkod@ci.commerce.ca.us (323) 722-4805

CITY OF HUNTINGTON PARK – GENERAL PLAN UPDATE

Tierra West led the effort of conducting a Focused General Plan Update for the City of Huntington Park. As Project Manager, Tierra West led a multi-disciplinary effort to administrate a HUD Transit-Oriented-Development (“TOD”) Planning Grant to guide Huntington Park into the future with a revised blueprint for development. The City was looking to implement the vision of the TOD, encouraging non-automobile related travel by revising specific elements of the General Plan. Community outreach and engagement were key to the success of this effort, as a result, “PlanHP” was launched in order to engage the residents and stakeholders, representative of all ages, of Huntington Park. **Key Personnel: John Yonai, Rose Acosta-Yonai, Jason Chiang, Sonia Shurlock, Lauren Yonai -Completed 2018**

Contact Person: **Mr. Carlos Luis, Senior Planner**
cluis@hpca.gov (323) 582-6161



HUD AND THE CITY OF LOS ANGELES NORTHEAST LOS ANGELES RIVERFRONT COLLABORATIVE (NELA-RC)

Tierra West served as project manager and economic development advisors of the Northeast Los Angeles Riverfront Collaborative working with the Department of Housing and Urban Development (HUD) and the City of Los Angeles Economic and Workforce Development Department (EWDD) on a \$2.25 Million dollar Community Planning Challenge grant. The Northeast Los Angeles Riverfront Collaborative was part of the HUD grant in implementing the next step to further developing the 2007 Los Angeles River Master Plan. Tierra West developed a well-organized and comprehensive approach that linked land use plans and economic development strategies to support the revitalization of the NELA Study area, which included the communities of Atwater Village, Cypress Park, Elysian Valley, Glassell Park, and Lincoln Heights.

- Directed a multi-disciplinary team of 18 organizations – ranging from non-profits, community advocacy groups, City Economic Development staff, and many other regional and federal governing entities – to form a cohesive approach to the project.
- Surveyed over 1,800 parcels to compile market analysis data.
- Conducted community outreach workshops for residents and stakeholders to share their collective goals and visions for the area's revitalization.
- Development of the Northeast Los Angeles Riverfront Vision Plan – a guiding document for economic development planning, land use and planning principles, market studies including retail analysis and workforce development, as well as local demographic and regional data.

Key Personnel: John Yonai, Jason Chiang, Lauren Yonai - Completed 2015

Contact Person: **Mr. Gerardo Ruvalcaba, Strategic Planning and Research**
Gerardo.ruvalcaba@lacity.org (213) 744-7233

CITY OF LOS ANGELES, CHIEF ADMINISTRATIVE OFFICE/MAYORS OFFICE- EL PUEBLO DE LOS ANGELES HISTORICAL MONUMENT AUTHORITY:

Provided real estate advisory support to the El Pueblo De Los Angeles Historical Monument Authority. The Authority retained Tierra West Advisors, Inc. to secure a unique retail entity to occupy a primary corner of the world famous Olvera Street. The Authority was decisive in determining early on that the desired use was a hospitality concept that would seamlessly fit into the old world charm of El Pueblo De Los Angeles. Multiple proposals were received and reviewed prior to the final selection of the restaurateur and concept selected. The concept was delineated in the lease as a design for development. **Key Personnel: John Yonai, Rose Acosta-Yonai, Jason Chiang – Completed 2017**



Contact Person: **Mr. Christopher Espinosa, General Manger**
chris.espinosa@lacity.org (213) 485-8222

CITY OF POMONA AND VEHICLE PARKING DISTRICT (VPD): Tierra West assisted the City of Pomona and Vehicle Parking District (“VPD”) in the feasibility and development of 1000 stall parking structure in an effort to keep up with the growing demand for nighttime parking as more evening venues in the Downtown area continued to open and thrive. Over the past several years available parking has become increasingly limited and not commensurate with the robust interest of future development in the area. Tierra West was involved in the analysis of two (2) potential projects being proposed which included the development of a multiplex theater in downtown area and the construction of a 366 unit multi-story residential commercial mixed-use project. Our scope for this exciting opportunity consisted of developing a comprehensive analysis, including working collectively with City and VPD staff. Tierra West’s proactive approach assisted in facilitating existing goals of effectively developing and leveraging the Project Site, addressing the growing need for additional parking, while supporting the continued growth and viability of the Downtown area. **Key Personnel: John Yonai, Rose Acosta-Yonai, Jason Chiang – On-going**

Contact Person: **Mr. Kirk Pelsler, Deputy City Manager**
kirk_pelsler@ci.pomona.ca.us (909) 620-2363

CITY OF DOWNEY – PROMENADE DEVELOPMENT SITE: Disposition and sale of the former NASA site for the Space Shuttle site. Tierra West assisted the City of Downey with the redevelopment and reuse of the 80-acre former NASA site. The analysis primarily focused on the feasibility of developing 3,000,000 square feet of retail on the property. Tierra West focused on working with the developer to create a plan that was not only feasible, but established a sense of identity for the area and mixed-use project; big boxes, junior/small retail.



TAX SHARING AND HOTEL AGREEMENTS: Implementation services included: structuring, negotiations, consensus, due diligence, planning, valuation, council presentations, financial analysis, revenue analyses for auto dealers, hotels/ restaurants. Car dealership facilities analyses; Honda, Nissan, Fiat, Hyundai. **Key Personnel: John Yonai, Rose Acosta-Yonai, Walt Lauderdale, Lauren Yonai - Completed 2015**

Contact Persons: **Mr. Gilbert Livas, City Manager** glivas@downeyca.org
Mr. Aldo Schindler, Community Developer Director aschindler@downeyca.org
(562) 904-7282

LOS ANGELES HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCIDLA): Provided CDBG Slum/Blight Area analysis & documentation services. Tierra West worked closely with HCIDLA to re-examine the Crenshaw Redevelopment Area and determine if it continued to meet the requirements of the CDBG SBA national objective. Our team documented the conditions contributing to the deterioration of the area and maintained all required documentation which was made available for examination by HUD monitors. Tierra West worked closely with the HCIDLA staff to ensure that the Physical Conditions Survey, Economic Blight Study and documentation were conducted in a thorough manner and in accordance with HUD guidelines. A total of 485 parcels were surveyed, documenting physical and economic blighting conditions. Data was used to develop an economic strategy for revitalization of area, inclusive of analyzing the feasibility of developing commercial (retail and office) and institutional uses within a mixed-use environment, including for-sale and for-rent housing within the Project Area. The final deliverable was a complete analysis, summary report and supporting documentation as a result of surveying all properties located in the project area.

Key Personnel: John Yonai, Rose Acosta-Yonai, Jason Chiang, Lauren Yonai - Completed 2017

Contact Person: Ms. Janet West, Senior Grants Administrator Unit
janet.west@lacity.org (213) 808-8428

KOREAN AMERICAN NATIONAL MUSEUM (KANM) AND CITY OF LOS ANGELES: Assisted KANM with the preparation of financial analysis report and preparation of deal structuring documents and negotiations. This was a 170,000 square foot mixed-use project and Tierra West assisted in identifying the financial benefits for the City, Museum and dynamic surrounding communities. Amenities included: KANM-expansion and upgrades, Retail Café, 103 Studio units-including affordable housing, state of the art underground parking, and landscaping throughout project. Provided: Financial Pro forma, Cash Flow Projections, Report summarizing all findings, Lease Recommendations, and Meeting coordination and presentations. **Key Personnel: John Yonai, Andrew Gee – Completed 2017**

Contact Person: Ms. Shinae Yoon, Executive Director
Shinae@KANMuseum.org (213) 388-4229

CITY OF GARDEN GROVE – WILLOWICK GOLF COURSE RFP RESPONSE RANKING SYSTEM AND RFP REVIEWS: Developed standard metrics, review of developing a comprehensive draft RFP for the Project Site and related support services: planning, financial analyses, real estate economics, and pro forma development; as may be required in developing and editing the draft RFP and review and evaluate the submitted responses to the City. Inclusive of project services, Tierra West assisted with quantifying the public/private benefits with the City, participating agencies and stakeholders. Tierra West proposes to develop a ranking matrix to reflect the highest ranking proposals. **Key Personnel: John Yonai, Andrew Gee, Rose Acosta-Yonai – On-going**

Contact Persons: Mr. Greg Blodgett, Senior Project Manager
greg1@ci.garden-grove.ca.us (714) 741-5130
Ms. Lisa Kim, Community and Economic Development Director
lisak@ci.garden-grove.ca.us (714) 741-5100

CITY OF EI SEGUNDO - INTERIM PLANNING SERVICES AND DEVELOPMENT PROJECT MANAGEMENT

Planning Services included managing planning projects from conceptual pre-submittal through the entire entitlement process. **Key Personnel: Louis Morales worked on all three (3) projects.**

- **LOS ANGELES LAKERS:**

Mixed-Use Development: 121,000 square-foot corporate office and training facility located on a 5-acre site for the Los Angeles Lakers of the National Basketball Association (NBA). The Project required a Development Agreement, Subdivision Map, Specific Plan Amendment, and Addendum to the Environmental Impact Report (EIR). Planning Commission and City Council review and approval required. **Completed 2015**

- **EVA CORPORATE DORMITORY**

Office and Hotel Development: 63,000 square foot project consisting of two (2) buildings. Building No. 1 is a two-story office building and Building No. 2 is a nine-story structure with office space on the first 3-floors and 180-room dormitory on floors 4 through 9. Subterranean parking was also included as part of the development. The Project requires a Development Agreement, Subdivision Map, Specific Plan Amendment, Parking Demand Study, and Addendum to the Environmental Impact Report (EIR). Planning Commission and City Council review and approval required. **Completed 2016**

- **MARRIOTT SPRING HILLS SUITES**

Hotel Development: 178-room six-story hotel with 20,410 square feet of office condominiums and a four (4) level parking structure on a 2.6 acre site. The Project requires a Subdivision Map, Conditional Use Permit (Alcohol sales), Administrative Use Permit, and Parking Demand Study for reduced and shared parking. Planning Commission and City Council review and approval required.

Completed 2016

Contact Persons: *Mr. Greg Carpenter, City Manager - gcarpenter@elsegundo.org
Mr. Sam Lee, Director of Planning and Building Safety - slee@elsegundo.org
(310) 524-2345*

STATE OF CALIFORNIA Economic Development Bank (IBANK): At the appointment of the Governor of California, Ruben Rojas served as the Deputy Executive Director of the California Infrastructure and Economic Development Bank (IBANK), the State's largest project orientated funding authority. While at the IBANK, Ruben managed a loan portfolio exceeding \$38 billion and included the program management of teams conducting (i) Economic and Business Development, (ii) Project Feasibility Reviews and (iii) Project Management. **Key Personnel: Ruben Rojas – Completed 2015**

MONTEBELLO UNIFIED SCHOOL DISTRICT: Ruben Rojas served as Program Executive of a \$300 million Capital Improvement Program. Responsible for identifying and prioritizing capital projects, preparation of all solicitations/bids including recruitment of the program management, construction management, engineering and architectural teams, development of the bond oversight committee and applicable reporting to the board of education and community. **Key Personnel: Ruben Rojas – Completed 2016**

Contact Person: *Anthony Martinez, Superintendent-Montebello Unified School District
amartinez@montebello.k12.ca.us 323-887-7900 ext: 2206*

JOHN YONAI / Principal-Partner

John Yonai has an extensive background in the areas of real estate and finance for the private and public sector, providing project management and implementation services. Assignments included project structuring, market and financial analysis, agreement negotiations, redevelopment plans/amendments, real estate acquisition/disposition, bond issues, project planning/scheduling, ROW, land-use and feasibility analysis. He has expertise with the coordination of revenue projections, financial evaluation, and fiscal consultations. John has a long standing relationship working with both public agencies and private entities; specializing in the preparation and assessment of real estate development proposals, land use planning, development strategies, P3s, project/program management, development agreement negotiations, project conception, real estate market analysis, financial/economic feasibility, public outreach, entitlement approvals, and project close-out. As interim Community Development Director for City of Commerce, Mr. Yonai offered sustainable and innovative solutions while he managed budgets, services, and community development. As Project Manager and Economic Development Advisor to the Northeast Los Angeles Riverfront Collaborative with HUD and City of Los Angeles, implemented an approach linking land-use plans and economic development strategies to further 2007 LA River Master Plan and revitalization. He drafted the RFP for a Vision Plan subcontractor, and oversaw community stakeholder workshops and drafting of Vision Plan.



EDUCATION

Graduate School of Management
Real Estate Finance Certificate
University of California, Los Angeles
Bachelor of Science-Business/Finance
Loyola Marymount University

PROFESSIONAL AFFILIATIONS / CERTIFICATIONS

Urban Land Institute (ULI)
International Council of Shopping Center Owners (ICSC)
CA Association of Realtors (CAR)
National Association-Corporate Real Estate Executives
CA Licensed Real Estate Broker: License No: 00632122
CA Redevelopment Association (CRA) *Past Member*

ROSE ACOSTA-YONAI / Principal-Partner

Rose Acosta-Yonai provides a variety of real estate and project/program support services. Has a comprehensive understanding of real estate transactions and acquisitions, project coordination, and has been involved in the acquisition and disposition of multiple property types within the private and public sector. Project services have involved document review and preparation, project implementation, and negotiations and coordination with legal counsel for the acquisition of real property interest including fee interest, leasehold interests, easement license agreements, and stakeholder coordination of involved parties. Knowledgeable in the areas of appraisal reviews, market values and preparation of BOVs. Provided relocation assistance services on behalf of Los Angeles World Airways (LAWA) to households displaced by the City's acquisition of property through the LAWA Voluntary Residential Acquisition and Relocation Program. Responsible for the quality and responsiveness of staff and assignments; coordinates, oversees and assists with all company projects. Contract Administration: review and implementation of project; inclusive of quality and accuracy of all administrative work products.



EDUCATION

Bachelor of Science – Sociology
Loyola University Marymount

PROFESSIONAL AFFILIATIONS / CERTIFICATIONS

CA Association of Realtors (CAR)
CA Licensed Real Estate Salesperson License No: 00909698
Los Angeles County Small Business Commission
Los Angeles Area Chamber of Commerce

Fluent in Spanish

RUBEN ROJAS / Director

Ruben Rojas has held executive positions with some of the largest public agencies and private sector firms in California. He is an accomplished, results driven executive with more than 25 years of progressive experience, and has gained a reputation for creating long-term value for public agencies, their constituents as well as for private sector businesses. While project manager, he has had significant participation in some of the state's largest capital improvement projects. As Governor Brown's appointee, he served as the Deputy Executive Director of the California Infrastructure and Economic Development Bank (IBank), responsible for the State of California's general purpose funding authority managing a \$38 billion portfolio of funds specific for infrastructure and economic development projects. While serving as Senior Associate at AECOM, he worked on a number of real estate related projects; services included contract administration involving right away, easement, entitlements, and project management associated with the acquisition of property and relocation services. This experience stems from projects associated with a \$6 billion capital improvement project specifically at West Los Angeles City College, Los Angeles Trade Technical College, and Los Angeles City College. Mr. Rojas utilized his extensive client liaison experience in a wide variety of sectors: chief negotiator of financial transactions exceeding \$300 million; synchronization between inter/intra governmental agencies and securing funding for commercial, government and utility scale projects.



EDUCATION

University of Southern California
Business Management

Lincoln University
Juris Doctor

Fluent in Spanish

LOUIS MORALES / Senior Associate

Louis Morales has over 20 years of experience in city government with extensive knowledge of city budgeting and public policy. He regularly provides interim staffing support; current and advanced planning assignments, and scheduling project activities for Community and Economic Development projects. Louis has coordinated property acquisitions, conducted special studies, and negotiated retail, housing and mixed-use projects. Assignments have included feasibility and land-use analysis, revenue projections, data gathering, outreach, and document preparation.



Additional project services include: real estate coordination support for TOD and ROW Projects; good will analysis and value comparison of real property; public outreach; providing interim staffing support; current and advanced planning assignments for clients. Previously served as Interim staff (Project Manager) for the City of El Segundo provided project negotiations and entitlements for major commercial development including LA Lakers Corporate headquarters and training facilities, hotel development, and General Plan update and specific plan to promote economic development along the Sepulveda Corridor.

EDUCATION

Bachelor of Science in Urban & Regional Planning
California Polytechnic University, Pomona
Public Administration – Industrial Technology
California State University, Long Beach
Associate of Arts / Architecture
East Los Angeles College

Fluent in Spanish

ANDREW GEE / Senior Associate

Andrew Gee has worked in the areas of real estate, housing and finance for the private and public sector for over 14 years. He focuses on project management, analytical services, land development and land use entitlements, and economic and business development. He specializes in asset management, underwriting, investment committee package preparation, acquisitions, due diligence and financial analysis, including pro formas. Has led the marketing, analysis and disposition of \$20M worth of commercial land and property on behalf of the City of Irwindale as well as the development of a Long-Range Property Management Plan for commercial land and property on behalf of the City of El Monte. Andrew provides support in all areas related to land-use, real estate and project development. Assisting with financial analyses, pro-forma preparation and modeling, preparation of transactional agreements and reports, and assists with presentations; public, developer, and elected officials.



EDUCATION

Master of Business Administration
University of California at Berkeley,
Walter A. Haas School of Business
Master of Arts in Urban Planning
University of California at Los Angeles
Bachelor of Architecture
California State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS / CERTIFICATIONS

CA Licensed Real Estate Broker: License No: 01963465
Urban Land Institute (ULI)
UCLA REAG (Real Estate Alumni Group)

WALT D. LAUDERDALE JR. / Senior Associate

Walt Lauderdale provides real estate related project support and design services on various aspects of transportation oriented developments and right-of-way projects. These include site identification, cost analysis and comparison, coordination with project engineers and Authority, as well as public outreach. Has developed a solid base of real estate and finance related experience; from managing the preparation of environmental impact reports to assisting with the coordination of numerous real estate projects. Project services have included; financial forecasting/analysis, developer negotiations, deal structuring services, and the drafting of DDAs and OPAs. He coordinates real estate and fiscal consulting projects, property acquisition, negotiations, property value estimations, land-use surveys, and database development. Contributed economic financing strategies and analysis to the Northeast Los Angeles Riverfront Collaborative ("NELA-RC") project with HUD and the City of Los Angeles.



EDUCATION

Bachelor of Science
Urban Planning
California Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

CA Licensed Real Estate Broker: License No: 02013290
CA Redevelopment Association (CRA) *Past Member*

JASON CHIANG / Associate

Jason provides project support and market research for a variety of multi-disciplinary economic development and real estate assignments. Assisting all levels of management and project difficulty; performs research of real estate, economic, and market data in support of financial and economic evaluations. Manages the execution and preparation of materials required for technical reports, presentations, outreach workshops, drafting of staff reports, resolutions, ordinances, public hearing notices and other related City, County or special district documents. Recent assignments include the development of alternative funding mechanisms for the Northeast Los Angeles Riverfront Collaborative. Assisted the City of Huntington Park with their General Plan Update; coordinating project efforts with City Staff and Tierra West, prepared all PowerPoint presentations for City staff meetings and oversaw the preparation and layout of the final deliverable. Most recently provided relocation assistance services on behalf of Los Angeles World Airways (LAWA) to households displaced by the City's acquisition of property through the LAWA Voluntary Residential Acquisition and Relocation Program. Currently is coordinating project efforts for Union Station's Common Area Cost Allocation Analysis, phase II. In charge of preparing all presentation documents, deliverables and research efforts.



EDUCATION

Bachelor of Arts – Communication
University of Southern California
Minor – Business Administration
University of Southern California

SONIA SHURLOCK / Senior Analyst

Sonia Shurlock provides a variety of real estate and project/program support services. Her legal background brings a unique perspective and experience to the real estate realm. Ms. Shurlock has analyzed permissible classifications for pending social services construction project and wrote persuasive memoranda to Department of Finance (“DOF”) regarding regulation interpretation and advised Successor Agency. Successfully led the process for DOF approval of Long-Range Property Management Plans on behalf of the cities of Santa Fe Springs and Coachella. Conducts marketing & financial research, review of ordinances and property-related contracts for acquisitions/transfers and prepares presentations for City Council meetings. Drafts City Council staff reports, resolutions, ordinances, public hearing notices and coordinates with City Attorneys to draft legal documents. Currently provides relocation assistance services on behalf of Los Angeles World Airways (LAWA) to households displaced by the City's acquisition of property through the LAWA Voluntary Residential Acquisition and Relocation Program.



EDUCATION

Juris Doctor – Suffolk University Law School, Boston, MA
Justice Program at American University, Washington, DC
Bachelor of Arts – Political Science / Psychology
Mount St. Mary's College, Los Angeles, CA

Fluent in Spanish

LAUREN YONAI / Office Administrator - Research Analyst

Lauren Yonai coordinates Real Estate support services and implementation of related activities; planning and scheduling of projects, data assembly, and document preparation for private sector and public agencies. Provides assistance with the preparation, coordination and submittal of proposals, SOQs and other RFP packages and marketing efforts. Efficient research skills; obtains title and lien information, property-profiles, farming, and other related back-up information. Assists with market research and analysis in support of BOV assignments. Maintains Project Progress Reporting inclusive of budgets, schedules and requested tasks. Proficient in Microsoft Office. Currently provides relocation assistance services on behalf of Los Angeles World Airways (LAWA) to households displaced by the City's acquisition of property through the LAWA Voluntary Residential Acquisition and Relocation Program.



EDUCATION

Bachelor of Business
Loyola Marymount University, Los Angeles

PROPOSALS ARE SUBJECT TO PUBLIC DISCLOSURE

Tierra West acknowledges Proposals submitted in response to this RFP may become subject to public disclosure. The City shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of the City. The City reserves the right to make use of any information or ideas in the proposals submitted.

PROFESSIONAL SERVICES AGREEMENT

Rose Acosta-Yonai, Principal/ President finds that there are no requested exceptions to the Professional Consultant Services Agreement (PSA) as shown in Attachment A of the RFP.

PROJECT APPROACH

Methodology and Implementation Plan

Tierra West proposes to manage this project through the assignment of two (2) Senior Staff members of the Firm, John Yonai, Principal/Chairman and Ruben Rojas, Director/Project Manager, both individuals offer a seasoned and well-versed understanding of working with public and private sector and have experience of working on projects of this scope and greater. In an effort to provide excellent and consistent communications, Senior Staff shall be the main point of contact for the City and with Tierra West team members; ensuring correspondence is accurately and clearly communicated. Through informal meetings and communications the Principal and Project Manager shall facilitate 2-way communications, ensuring that City and members of the Tierra West team are in-sync with schedule deadlines and focused on the same goals. Tierra West's current technology is to utilize Microsoft Office to set up meetings, assign tasks, and keep track of progress and milestones.

Tierra West has determined that the best approach for executing the five (5) requested Core Services ("Services") is by first identifying the key Tasks required for implementation. Tasks are prioritized in a chronological needs order; securing data that will be used for completing subsequent Tasks and deliverables. In some instances Tasks may be executed simultaneously, securing data that will be synthesized at a future date.

PROJECT TEAM PARTICIPATION

Project Administration – Management – Project Kickoff:

Tierra West Project principals will maintain internal and external project administration for project efficiency and schedule maintenance. It is estimated that the overall project will be completed over a twenty-nine (29) week schedule. There will be overlapping start dates for several Tasks, which will reduce the schedule for project completion to 4 to 6 months.

Duration: 4 to 6 months from Notice to Proceed issued for entire project being completed.

Project Administration is based on hourly rates and a not to exceed amount of \$7,540.00 to accomplish this task.

Task 1 – Project Kick-off and Background Research:

Tierra West Senior Staff, Principal and Project Manager, to coordinate materials and facilitate initial project kick-off meeting with City, Economic Development subcommittee, and representatives from City Council (cumulatively “City Stakeholders”)

- Identify and establish goals and objectives for the Five-year Economic Development Action Plan (“Action Plan”) with City Stakeholders.
- Schedule a series of outreach sessions with individual City Stakeholders to develop and prioritize goals and objectives.
- Identify and vet quality industries, businesses, and retailers for potential marketing efforts.
- Submit data request to serve as basis for developing subsequent market analysis.

Duration: 4 weeks from Notice to Proceed being issued.

Task 1 is to be based on hourly rates and a not to exceed annual amount of \$8,390.00 to accomplish this task.

Tierra West views the contact with the City Stakeholders and solicitation of views, perspectives, and initiatives, as a critical part of this assignment. No matter how good Stakeholder recommendations may be, if consensus and support cannot be established among the individual Stakeholders, developing a unified vision for the City will not be successful. Input from Stakeholders will have a strong impact upon the recommendations, by creating either more ambitious development initiatives or more conservative, but realistic, programs.

Task 2- Market Analytics:

Review and analysis of the City’s existing consumer demographic and household socioeconomic data, labor force and employment characteristics, real estate trends, consumer demand and market supply and respective Trade Area Maps, and other key economic data essential for developing the Five-year Economic Development Action Plan (“Action Plan”). Anticipated actions for Tierra West Staff include defining which industries are the focus for the Action Plan. Preparation of performance measures with timelines that will be used to evaluate whether and to what extent Action Plan goals and objectives have been or are being met.

- Provide analytics data on targeted areas of interest with up to date trade area data for recruitment of businesses and retailers to the City of Upland.

- Includes the following reports: 1) Consumer Demographic Profile, 2) Household Segmentation Profile, 3) Employment Profile, 4) Consumer Demand & Market Supply Assessment, and 5) Supporting Trade Area Maps.
- Includes up to five (5) trade areas to be determined.
- Also includes market analytics update after two (2) years.

Duration: 4 weeks- commence one (1) month after Notice to Proceed issued.

Task 2 is to be based on hourly rates and a not to exceed annual amount of \$8,915.00 to accomplish this task.

Task 3- Five-Year Economic Development Action Plan:

Subsequent to reviewing and synthesizing Market Analytics and data collected from City Stakeholders' outreach sessions, Tierra West will assist in developing a Five-Year Action Plan.

- Recommendations will be provided for potential marketing efforts.
- Includes preferred business, industry and retailer types that have been identified vetted
- Develop business attraction and retention strategies incorporating results from previous and subsequent analysis and data collected.
- Includes one (1) round of review with City Staff, and implementing the requested revisions.

Duration: 6 weeks –commence two (2) months after Notice to Proceed issued.

Task 3 is to be based on hourly rates and a not to exceed annual amount of \$10,130.00 to accomplish this task.

Task 4 -Community Profile

Preparation of a community profile which will provide insight into Upland's market area, community characteristics and economic indicators. The community profile shall also contain a Void Analysis and Market Profile. The community profile will be utilized to be placed on the City's website with marketing information.

- Identify the community's assets and regional competitive advantages, including Void Analysis.
- Identification of commercial/retail uses, economics, and physical condition, demonstrating: weak and underperforming, modest and marginal operations, successful with marginal location.
- Proposed activities to incorporate community assets, advantages of geographic location, and economic indicators into a marketing program.
- Integrate marketing program/information onto the City's website, identifying and highlighting incentives.

Duration: 3 weeks-commence one and a half (1 ½) months after Notice to Proceed issued.

Task 4 is to be based on hourly rates and a not to exceed annual amount of \$5,780.00 to accomplish this task.

Task 5-Marketing Packet:

Provide a Marketing Packet – A Cover Letter for business and retailer attraction efforts for the City of Upland including demographic and Market Analytics Snapshot. The marketing packet will also be placed on Upland’s economic development website.

- Visit City’s website, review existing content and suggested platform for launching Marketing packet-focusing on maximum exposure
- Assist City with developing a printed and digital target Marketing Packet; focusing on attracting those businesses/industry/retailers identified in Task 3- Five-Year Economic Development Action Plan.
- Assist City in executing a ‘test run’ of digital Marketing Packet; provide recommendations before going live.

Duration: 2 weeks-commence three (3) weeks after Notice to Proceed issued.

Task 5 is to be based on hourly rates and a not to exceed annual amount of \$6,260.00 to accomplish this task.

Task 6 -Business and Retail Attraction Support:

Assist the City with retailer and business attraction support through customized marketing efforts, negotiation support and outreach (as directed by City staff) to attract businesses and retailers on behalf of the City of Upland to focus on specific target areas that will be determined. The scope also includes representing the City, including meeting coordination with retailers at the annual International Council of Shopping Centers (“ICSC”) Conference in Los Angeles.

- Tierra West to meet with City Stakeholders to identify which of the five (5) identified trade areas and available sites/infill will be prioritized in marketing efforts for Business and Retail Attraction.
- Develop strategy that addresses both Business/Retail retention and attraction and make recommendations accordingly.
- Assessment of existing Marketing collateral, printed and digital for Business and Retail Attraction
- Develop outreach strategy for Business/Retail Attraction; using data from Marketing Analytics and Community Profile as a guideline for Marketing efforts
- Prepare marketing strategy and itinerary for representing City at ICSC Based on 2020 Business/Retail participating vendors.

Duration: 2 weeks (planning strategy; attendance of ICSC Events not included)-commence four (4) months after Notice to Proceed issued.

Task 6 is to be based on hourly rates and a not to exceed annual amount of \$9,360.00 to accomplish this task.

OPTIONAL SERVICES REQUESTED

Task 7-Market Study for Historic Downtown Upland:

Prepare an independent market study to best understand market conditions and the preparation of a roadmap for Downtown Upland area to transform into a vibrant Mixed-Use Urban and Transit-Oriented District.

- Visual review of existing conditions for Historic Downtown: what businesses/retail/industry currently exist and condition; proximity to transit; available Housing and type; Government; and Schools.
- Review all data gathered from current Market Analytics, Community Profile, and Five-Year Economic Development Action Plan and determine which data is useful.
- Review of General Plan, Specific Plan, Overlays, Zoning that could affect (positively or negatively) future development
- Review of exiting approved development.
- Make determination if further data and/or studies are required for a complete Market Study and developing a Roadmap for the area.

Duration: 8 weeks-commence four (4) months after Notice to Proceed issued.

Task 7 (Optional) is to be based on hourly rates and a not to exceed annual amount of \$13,590.00 to accomplish this task.

CONTROL OF COST AND SCHEDULES

As a seasoned Project/Program Manager, Tierra West will be directly responsible for resource allocation; assessing what personnel, time, and tools will be needed throughout a project's schedule. The Project Manager simultaneously acts as a resource manager who can take a high-level view of which teams are working on certain tasks at any given time. It is essential for the Project Manager to function as an active liaison between all team members to help coordinate the allocation of resources and see that assigned tasks are progressing as planned.

EFFECTIVE SCHEDULING/COST MANAGEMENT PLAN

Resource allocation is a critical part of managing any project. For tasks to be accomplished and project benchmarks to be met, a successful team needs the proper resources allocated in real-time to get started. Effective resource allocation is key to delivering projects on time, on budget, and keeping the client satisfied.

As a seasoned Project/Program Manager, Tierra West will be directly responsible for resource allocation. Our Project Manager will assess what personnel, time, and tools will be needed throughout a project's schedule. The Project Manager simultaneously acts as a resource manager who can take a high-level view of which teams are working on certain tasks at any given time. It is essential for the Project Manager to function as an active liaison between all team members to help coordinate the allocation of resources and see that assigned tasks are progressing as planned.

To define a timeline, our Project Managers typically start with the final deliverable due date and backs-in to a schedule; creating stages and phases of the project and begins developing resource demand materials that will deliver the projects on time. Projects are often dynamic, requiring a sudden change in timeline and/or work scope. The scope of a project may unexpectedly shift as the project's needs change and unforeseen tasks arise. The Project Manager must solve problems strategically and with a steady hand that guides the scope of work back on schedule, ensuring an excellent work product for the client.

A Project's scope can change sometimes, which will inherently affect resource allocation. Factors that can unexpectedly shift allocated resources include:

- Client reviews: Extended project reviews and could take longer than allocated in the project schedule, which may increase project completion. The Tierra West Project Manager will develop contingency plans, including additional support staff if necessary.
- Delay in producing elements of a project: With certain deliverables, the estimated hours devoted to a work product may vary. Only after a team begins work, will the Project Manager be in a position to reconfirm the timing element. In some instances, a portion of the workload will take fewer hours than estimated, resulting in an over-allocation of time or be more time intensive, resulting in an under-allocation of hours. In either case, the Tierra West Project Manager will adjust and change course, allotting the appropriate number of hours individuals and teams require to complete a project.
- Personal emergencies: If a resource that has been allocated has a personal/medical emergency and will be out unexpectedly, a backup resource will be allocated.

Tierra West has served as Project Manager for multi-disciplinary projects involving up to 17 separate teams/organizations, coordinating group efforts and diverse work products towards a common community goal. The five (5) Core Services being requested and as described in the City's RFP are areas that Tierra West has decades of experience implementing throughout the Southern California region. We have absolute confidence in the Firm's ability to develop a resource allocation plan for all of the Core Services requested.

Strategies to expedite project process/delivery by reviewing agencies and others

In past projects, Tierra West has utilized and learned several different strategies to help expedite project process/delivery by understanding who is involved; public agency, private entity, or other stakeholders. This is crucial to avoiding unexpected project delays and adhering to agreed-upon milestones.

Actions that can expedite a project's process/delivery typically include:

Coordination and Public Involvement:

- Full participation of a diverse group
- Clear communication: Identify key issues early
- Regular and frequent team meetings
- Strong Interagency partnerships
- Having a proven conflict resolution process in place

Staffing and Training:

- Having clear standard procedure and guidance for team members
- Increasing project staff if necessary
- Streamlining trained of staff
- Re-training and continued education of team members

Information Management Measures:

- Improved early communications between teams
- Using GIS database for standardized information management and distribution
- Internet-based project monitoring and tracking, using a platform such as Trello
- Ensuring environmental impact documentation easy-to-read and understand

Process Improvement:

- Shortening the contracting process
- Providing contract incentives/penalties
- Designating high-priority projects
- Encouraging context-sensitive design and strategic planning
- Early information dissemination for reviews

Internal controls to track and report cost and percentage completion on a task by task basis

Tierra West draws upon its extensive experience as the Prime Consultant on previous large multi-disciplinary project teams. The Tierra West management approach is generally based on three (3) proven strategies:

- *Clear Roles & Responsibilities*
 - It is important that all members of a large project team have a clear understanding of their respective roles and responsibilities on the project. We understand the best and most effective ways to collaborate with another, to bring out our best talents in solving complex project challenges and creating a compelling vision in consort with our Client and community stakeholders.

- *Effective Communication*
 - Effective and respectful communication is a key aspect of our project management process. Tierra West has developed various methods for working with groups in an interactive, participatory, and productive manner which greatly enhances the project process.

- *Quality Control and Exchange of Information*
 - Producing well-considered and clearly presented materials and final products is essential to the success of the project. Both the Key and Support Staff will conduct quality control reviews in each phase of the requested Core Services to assure the product is complete and in line with City's expectations.

Tierra West's proven project management tools for seamless sharing and collaboration include Dropbox, Google Drive; coordinating and tracking with Trello; Microsoft Projects detailed scheduling; effective and clear templates for meeting agendas and notes; and pre-set internal design and quality check meetings. Incorporating these management tools, assure for highly-efficient and successful projects, which will propel the City towards accomplishing their short and long term goals.

To define a timeline, our Project Manager typically starts with the final deliverable date and backs-in to a schedule; creating the stages and phases of a project and begin to determine where resources will be needed. Key Staff will regularly hold daily progress meetings with Support Staff to ensure that all work items are advancing as expected and will provide updates to the City on a weekly basis (or as-needed). The Project Manager will hold bi-weekly meetings with department heads or a sub-contractor's key staff member to track cost and project completion, on a task by task basis. As stated earlier, Tierra West has used Microsoft Projects and Trello as web-based project management tools that all team members can easily follow a project's flow and review.

With clear roles and responsibilities, effective communication, and steady quality control/exchange of information, Tierra West has propelled large multi-disciplinary projects containing many moving parts to a successful completion. We're confident and trust that our proven process for tracking costs and delivering projects on-time and at budget will be a success.

HOURLY RATES PER POSITION

Tierra West Advisors' hourly rate structure for 2019-2020 is as follows:

Classification	Rate
John Yonai, Principal	\$195
Rose Acosta-Yonai, Principal	\$195
Ruben Rojas, Director	\$175
Louis Morales, Senior Associate	\$155
Walt D. Lauderdale, Jr., Senior Associate	\$155
Jason Chiang, Associate	\$140
Sonia Shurlock, Senior Analyst	\$125
Lauren Yonai, Analyst	\$120
Alexandra Bassanetti, GIS/Research Assistant	\$95
Field Technician	\$95
Word Processor/Clerical	\$65
Clerical	\$55

The Tierra West team will provide services based upon our time and materials schedule. Tierra West does not charge clients for mileage, parking, telephone/fax expense, postage, and incidental copies. We do, however, charge for additional insured certificates, messenger services, overnight mail costs, airfare, overnight accommodations, and copies of reports, documents, notices, and support material in excess of five (5) copies. These costs are charged at actual expense, plus a ten percent (10%) surcharge.

1. Tierra West Advisors, Inc. has the ability to do business in San Bernardino County.
2. Tierra West Advisors, Inc. has conducted business in California for 35+ years.
3. Tierra West Advisors, Inc. has over 5 years providing economic development services to municipalities.
4. Tierra West Advisors, Inc. is located in Southern California and is approximately a one-hour drive from Upland City Hall.
5. Tierra West Advisors, Inc. has reviewed and is able to meet the requirements of the Professional Services Agreement (PSA) and the RFP (Attachment A).

TIERRA WEST ADVISORS, INC. 2616 East 3rd Street Los Angeles, CA 90033 Phone Number 323-265-4400 Company e-mail: info@tierrawestadvisors.com		LINE ITEM BUDGET																		
		Title of Project: Economic Development Services - City of Upland																		
		RFP Number:																		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)		
Cost Categories	Hourly Rate	Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 8		Grand Total (All tasks)		
		Project Management Meetings Administration Kickoff 29 weeks		Meetings, Research, Goals & Objectives, Outreach, industries,		SWOT Analysis		Five Year Economic Analysis		Community Profile		Marketing Packet		Business & Retail Attraction Support		Market Study for Historic Downtown Upland				
		Hours	Amount	Street Parking	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	
Direct Labor Classification(s):																				
John Yonai Principal	\$195.00	8.00	\$1,560.00	3.00	\$585.00	4.00	\$780.00	6.00	\$1,170.00	4.00	\$780.00	4.00	\$780.00	12.00	\$2,340.00	8.00	\$1,560.00	49.00	\$9,555.00	
Rose Acosta , Principal	\$195.00	24.00	\$4,680.00	1.00	\$195.00	2.00	\$390.00	4.00	\$780.00	2.00	\$390.00	4.00	\$780.00	2.00	\$390.00	8.00	\$1,560.00	47.00	\$9,165.00	
Ruben Rojas, Director	\$175.00	0.00	\$0.00	8.00	\$1,400.00	6.00	\$1,050.00	8.00	\$1,400.00	4.00	\$700.00	6.00	\$1,050.00	8.00	\$1,400.00	12.00	\$2,100.00	52.00	\$9,100.00	
Louis Morales, Senior Associate	\$155.00	0.00	\$0.00	4.00	\$620.00	0.00	\$0.00	2.00	\$310.00	1.00	\$155.00	0.00	\$0.00	0.00	\$0.00	4.00	\$620.00	11.00	\$1,705.00	
Walter Lauderdale, Senior Associate	\$155.00	0.00	\$0.00	4.00	\$620.00	0.00	\$0.00	2.00	\$310.00	1.00	\$155.00	0.00	\$0.00	0.00	\$0.00	4.00	\$620.00	11.00	\$1,705.00	
Jason Chiang Associate	\$140.00	4.00	\$560.00	16.00	\$2,240.00	24.00	\$3,360.00	24.00	\$3,360.00	8.00	\$1,120.00	12.00	\$1,680.00	24.00	\$3,360.00	24.00	\$3,360.00	136.00	\$19,040.00	
Sonia Arteaga Shurlock Senior Analyst	\$125.00	0.00	\$0.00	6.00	\$750.00	12.00	\$1,500.00	8.00	\$1,000.00	4.00	\$500.00	0.00	\$0.00	0.00	\$0.00	8.00	\$1,000.00	38.00	\$4,750.00	
Lauren Yonai Analyst	\$120.00	4.00	\$480.00	8.00	\$960.00	12.00	\$1,440.00	8.00	\$960.00	8.00	\$960.00	4.00	\$480.00	6.00	\$720.00	12.00	\$1,440.00	62.00	\$7,440.00	
Alexandra Bassaneti GIS/Research Assistant	\$95.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	8.00	\$760.00	12.00	\$1,140.00	8.00	\$760.00	8.00	\$760.00	36.00	\$3,420.00	
Field Technician	\$95.00	0.00	\$0.00	8.00	\$760.00	0.00	\$0.00	4.00	\$380.00	0.00	\$0.00	3.00	\$285.00	0.00	\$0.00	6.00	\$570.00	21.00	\$1,995.00	
Word Processor/Clerical	\$65.00	4.00	\$260.00	4.00	\$260.00	3.00	\$195.00	4.00	\$260.00	4.00	\$260.00	1.00	\$65.00	6.00	\$390.00	0.00	\$0.00	26.00	\$1,690.00	
Clerical	\$55.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
Subtotal - Direct Labor		44.00	\$7,540.00	62.00	\$8,390.00	63.00	\$8,715.00	70.00	\$9,930.00	44.00	\$5,780.00	46.00	\$6,260.00	66.00	\$9,360.00	94.00	\$13,590.00	489.00	\$69,565.00	
Subtotal - Subconsultant(s):		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	
GRAND TOTAL		44.00	\$7,540.00	62.00	\$8,390.00	63.00	\$8,915.00	70.00	\$10,130.00	44.00	\$5,780.00	46.00	\$6,260.00	66.00	\$9,360.00	94.00	\$13,590.00	489.00	\$69,965.00	
* Use a copy of this template to identify any subconsultant cost, including hours and by task. Input figures for each subconsultant in Columns "c" thru "v". Revised 07/26/19																				

PROJECT BUDGET