

FRESHLY SQUEEZED



THE MONTHLY NEWSLETTER FOR UPLAND CITY COUNCIL & STAFF

CITY MANAGER'S UPDATE

Welcome to the new and improved City Manager's Newsletter. When I began my new assignment as Upland's City Manager a little over a year ago, I mentioned four priority areas that I wanted the City organization to focus on: communication, accountability, vision, and ethics. We have a long way to go in all of these areas, but we have also made real progress over the last year. This re-designed newsletter will feature important information from each of our City departments and will be an important form of internal communication, helping us all to gain a bigger picture perspective of the City's accomplishments. While this newsletter will be posted on our website and shared with the public, its primary purpose is to inform and encourage City employees, the City Council and members on our City boards, commissions, and committees. We encourage your contributions and suggestions.

OCTOBER COUNCIL HIGHLIGHTS

In October, the Council took the following actions:

- Recognized Dale Bros. Brewery as Small Business of the Year for the 41st Assembly District and recognized Future Business Leaders of America National Finalist students, Jakup Kupsik and Olivia Watkins.
- Received reports from Dr. Phillip Nelson, Dean of Western University College of Veterinary Medicine and from Assemblymember Chris Holden.
- Amended program policies for the City's Commercial Rehab Program and Emergency Repair Program.
- Declared its intention to establish Community Facilities District No. 2015-1 (Sycamore Hills) and Improvement Area Nos. 1 and 2 therein.
- Approved a professional services agreement with LDM Associates to administer and implement federal and state housing programs.
- Approved the 5-year Measure I Capital Improvement Plan.

ADMINISTRATIVE SERVICES

Welcome New Employees who joined the City in October:

Alex Merritt, Police Cadet
Wendy Villalobos, Learning Leader
Deavon Demouplied, Police Trainee
Justin Romero, Police Trainee
Wendy Brown, Intern II
Jamie Camarena, Recreation Leader

Service Awards - The City of Upland Human Resources Department is rolling out the red carpet for our spectacular employees! Please come and enjoy a gourmet breakfast while recognizing our employees with 5 – 30 years of service. We will also be recognizing our employee of the 4th quarter, employee of the year, & Ridesharer of the year! We hope you will join us at the Carnegie Building on December 10th at 7:00 a.m.

Employee of the Quarter – 3rd Quarter was awarded to Debbi Covington, Deputy City Clerk, on Wednesday October 21st. Congratulations on your recognition, Debbi!

The 9th supplement for the Upland Municipal Code has arrived and will be processed shortly. Upon receipt of your supplement, please be sure to update your code books in a timely manner.

Vote by Mail - If you are a registered voter in San Bernardino County, the City Hall Information Desk has a box to drop off your vote-by-mail ballots. The box will be available up until 6:00 p.m. on Election Day, November 3, 2015.

Getting Connected – IT completed a project connecting 2 remote Water treatment plants to Public Works. IT installed 3 VPN routers/firewalls and configured them. This allows water staff to get alerts in seconds and also allows them to remotely logon to monitoring systems to address any issues.

New Phones – IT is in the process of upgrading our telecommunications systems. The Library, City Hall, Fire HQ and Station 1 are completed. The next phase includes the Animal Shelter, Station 4, Public Works and Police.

Windows Upgrade – At least 98% of City computers have been upgraded to Windows 7. If your computer still runs XP, please send in a Help Desk ticket.

IT 's Tip of the Month - Upgrade your personal Windows 7 and Windows 8 PC's to Windows 10 for free before July 2016. After July 2016, it will not be a free upgrade.

Fiscal Year End Reporting and Audit - The Finance team has been working very hard behind the scenes to complete all the work papers, schedules, account reconciliations and PBC requests in order to prepare for the Fiscal Year 2015 audit. During the last week of October and through the first week of November, the Finance Department will be working with the City's contracted audit firm to finalize the year-end financial results, with a final work product of the Comprehensive Annual Financial Report (CAFR). The expected delivery of the CAFR is early December.

Finalized Budget Books Going to the Printer - It is a citywide effort to prepare and adopt a budget each year, but there are myriad details that take place in the Finance Department to push this task over the line. Once the budget is adopted by the City Council, the Finance team assembles all the department narratives, ties out final schedules, checks and double checks totals, proofreads, formats and assembles the final budget books that are printed, distributed and hosted on the City website.



The Munis project is moving along on schedule. So far the Financial Analysis phase is completed. Finance staff created an all new Chart of Accounts and proofed them. IT services installed servers, applications, databases, and uploaded the new chart of accounts to the live database. From October 27th to 29th, Finance staff and Tyler experts completed SET testing on Accounts Payable, Purchasing and Fixed Assets. The month of November is a busy one for Finance staff. Training will take place on setup for Project and Grants, Budget, Contract Management, Purchasing, Accounts Payable, and Fixed Accounts. On October 27th there was a kick off meeting for the other major component of this project - Energov. Planning, Building Inspectors and Code Enforcement all participated.

ETHICS CORNER

What does it mean to be an ethical employee or public official? Individually or as an organization, our values determine what is right and what is wrong, and doing what is right or wrong is what is meant by acting ethically. Ethics laws were adopted to help preserve public trust by promoting elections and government decisions that are fair, transparent, and accountable. Each month, this newsletter will include information about changes in ethics requirements and provide different scenarios or questions so you can decide the ethical course of action.

What Would You Do? Your job includes screening proposals submitted in response to requests for proposals (RFPs) to ensure that each meets the specified requirements and to make a recommendation for award of contract. Your spouse, who owns a landscaping company, decides to submit a proposal for a five-year landscape maintenance agreement. Is it okay for you to screen these proposals?

PUBLIC WORKS



Upland Patriotism Displayed on Euclid Avenue – Expect to see the US Flags proudly displayed on the nostalgic street lights in the parkway along the Euclid Avenue corridor from the I-10 Freeway in advance of the Veterans Day celebration and unveiling of the Upland Veterans' Monument Project located at the Civic Center Court Yard undertaken by the Upland Community Foundation. Operations staff will be outfitting the street light standards and installing two flags on every other light standard on both sides of Euclid Avenue during the first week of November.

Turf Removal - After reviewing costly proposals, ranging from \$69,000 to \$95,000, to address the turf removal and transformation of median islands to California friendly irrigation and landscape, Public Works Environmental and Operations staff set out to adjust work assignments to allow City staff to perform these services. Environmental staff secured a reservation of \$28,000 in grant funding from SoCalWaterSmart. Materials such as California friendly plants were purchased from Garrison's Nursery located on the northwest corner of 16th Street and Campus Avenue. It is anticipated work will be finished in early November. Thanks to Environmental staff: Harrison Nguyen, Daniel Lee and Trenton Ramos & our Operations staff: Don Cease, Curtis Henderson, Harv Kawaguchi, Billy Wilson and Alex Carroasco for embracing and tackling this special water sustainability project!



Mountain Avenue Street Rehabilitation from 9th St. to 19th St. Work is complete on the Mountain Avenue pavement rehabilitation and utility improvement project. Construction efforts took place between 9th Street and 19th Street, revitalizing this major commercial corridor and critical transportation link in the City. The construction efforts supported the circulation functions of Mountain Avenue, namely to carry north/south traffic, and to improve safety, throughput, and reliability for the motoring public. Along with enhanced visual and structural qualities the new rubberized asphalt pavement provides, the project also provided for traffic signal upgrades and new underground potable water facilities to serve the community and ensure long-term economic vitality of Mountain Avenue. Thank you to the Engineering/CIP staff: Bob Critchfield and Enayat Khugyani, and inspectors James Callens and Tony Trejo. Thank you also to TKE Engineering for their design services.

Look forward to construction of the 16th Street Roadway Rehabilitation from Mountain Ave. to Campus Ave. in early 2016.....

FIRE DEPARTMENT



The Fire Department Open House was held on October 24th. Approximately 900 people attended. Food sales at the event helped to raise \$1,000 to support the Upland Fire Explorer Post 955 and pink Upland Fire Dept. t-shirt sales raised \$600 to support the Susan G. Komen Foundation. A great time was had by all.

During the month of October, all Upland Firefighters wore pink department t-shirts in support of Breast Cancer Awareness month. The firefighters were proud to do their part to support this important cause! In October, Upland Firefighters participated in the Home Depot's annual Fire Safety Day. Activities for children and information on fire safety were presented. Also in October, the Upland Fire Department and the Montclair Fire Department participated in joint Confined Space Rescue training exercises. This joint training exercise was one of many areas that Upland and Montclair Fire Departments have consolidated efforts and standards in order to continue the process of sharing our resources.

On November 8th, Upland Firefighters will be BBQing hamburgers at the "Oldskool 66 Cruzers" Classic Car Show which will be held at Memorial Park from 10:00 a.m. until 2:00 p.m. Please bring an unwrapped toy for donation to the Spark of Love Toy Drive!

On November 19th, Upland Firefighters, along with Upland Police Officers, will be holding a "Tip a Firefighter/Tip-A-Cop" fundraising event at the Chili's restaurant located at 1191 E. 19th St., from 4:00 p.m. until 9:00 p.m. All tips received and funds raised will benefit the City of Upland Spark of Love Toy Drive.

POLICE DEPARTMENT

Strategic Communications Plan - The Police Department has been working on a joint project with the USC Annenberg School for Communication and Journalism. The project entails developing a Strategic Communications Plan as part of the internal communication to all UPD personnel so our Vision, Mission and Values are part of the very fabric of each employee, both sworn and civilian. In addition, this plan will enhance transparency and openness with our elected officials, residential and business community, faith-based organizations, and other important key community stakeholders. We are honored to work with diverse, talented, and successful business professionals who bring a wealth of knowledge and experience to this project. The team is being led by Rebecca Weintraub, Ph.D., Clinical Professor, Director, Master of Communication Management. The Strategic Communication Plan will be the prelude to the department's implementation of its 5-year Strategic Plan, which builds on Community Engagement, Crime Reduction, Technology, Recruitment and Retention, Succession Planning and more.

Neighborhood Watch - The Police Department is expanding its Neighborhood Watch programs throughout the City. Neighborhood Watch is designed to keep people involved in their neighborhoods, to become the "eyes and ears" of the community, and hopefully foster stronger relationships among residents. Communities actively involved in the programs have experienced a reduction in crime and have felt a stronger sense of community. If you would like more information about the Neighborhood Watch program, please visit www.ci.upland.ca.us/#Neighborhood_Watch, or contact Officer Kabayan at (909) 920-6530

Next Door - Many Upland Neighborhood Watch groups have partnered with Nextdoor.com to answer questions from residents and provide valuable information specific to each neighborhood. Nextdoor.com is a **private** social network that allows citizens to build stronger and safer communities by communicating with each other. Members can ask questions to people in their own neighborhoods or help each other by keeping an eye out for lost dogs and a multitude of other things. The Upland Police Department also monitors Nextdoor.com and regularly sends out information to residents. For answers to questions about the Nextdoor app or website, please

visit help.nextdoor.com. Please note, this is a public social media application and all information posted is public.



COMMUNITY SERVICES

ACCESS - The Recreation Division's ACCESS after school program was awarded a \$26,000 grant through NASA's Summer Innovation Program. Funds will be used to purchase supplies for special projects and assemblies. What a great opportunity for our youth!!

Quality Assessment Tool - ACCESS program staff, district administrators, principals, teachers, parents, and selected ACCESS students are working on the implementation of the Quality Assessment Tool for After School Programs. In 2013, the California Department of Education's After School Division approved twelve Quality Standards for expanded learning programs recommended by the California Afterschool Network (CAN) Work Group on Quality Standards. The standards identify high levels of performance at the point-of-service and in program management, and are a guide for California's expanded learning programs. Each of the after school sites will adopt 2 standards and work throughout the school year to implement each tool. This will be a great way to enhance our programs. We look forward to the opportunity to share these new skills with our students.

Youth basketball signups are happening now at Magnolia Recreation. Basketball league for 1st – 6th graders will play games on Saturdays beginning January 9th. The cost is \$60 and includes a jersey, pictures, and awards. We are in need of adult volunteer coaches. Please contact Valerie Guzman Garcia at (909) 931-4285 for more information.

Animal Services is currently promoting HOME 4 THE HOLIDAYS MEGA PET ADOPTION EVENT! This event is sponsored by Friends of Upland Animal Shelter and will

run until December 31st. All cats are \$25 and all dogs are \$35, both fees include spay/neuter and vaccines.



Online Registration - Upland residents are enjoying an improved online experience with the updated online registration software that went live this past summer. Some of the features most remarked upon are ease of use, ability to view past transactions, schedule printing, and mobile access. Contract instructors have also commented that it is now much easier for them to obtain rosters and to better prepare for classes. Staff has been able to handle customer requests more efficiently and provide instant receipts to customers by email. An in-house staff training guide is being developed to train additional staff and expand our customer service capability. Please visit our new website:

<https://apm.activecommunities.com/upland>

DEVELOPMENT SERVICES

Sycamore Hills - Staff is working with the Developer of Sycamore Hills, a mixed-use development of 42 acres, including 100,000 square feet of retail uses and approximately 300 single-family dwelling units, located on the north side of Baseline Road, west of Benson Ave., for the potential development of a future City park site to the north. Staff is negotiating terms of an agreement for a public private partnership that could provide a new park at no direct cost to the City. If an equitable deal can be made, a park site could be built within 2-years.

Ford of Upland will be relocating from its current location at 555 W. Foothill Boulevard to the north side of the I-210 Freeway, east of Campus Ave. in the Colonies Crossings Center. Ford received a sales tax sharing agreement from the City Council to provide a financial incentive to assist in the purchase of land and construction of a new 33,000 square foot showroom and parts and service center that

is scheduled to open in January 2017. Ford of Upland is one of Upland’s top sales tax producers. The proposed development will result in more sales tax dollars to the General Fund, job growth by adding 34 full-time and 4 part-time employees, as well as generating additional property tax revenues to the City.

Citrus Court & Citrus Point - Two new, single-family residential projects are being offered for sale in Upland. Citrus Court and Citrus Point by William Lyon Homes is under construction in Downtown at the northeast corner of 8th Street and Sultana, and consists of 209 attached, three-story units. Pricing starts in the high \$300,000. This project is directly south of the Metrolink commuter rail and walking distance to Downtown shops and restaurants. Upland Central is the newest development from MBK Homes, offered for sale at the southeast corner of Central Ave. and 11th Street. These 78 Live+Work units are three stories with prices starting in the low \$400,000.

NOVEMBER BIRTHDAYS

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| Eleno Arriaga | Steve Badour |
| Joseph Barna | Don Cease |
| Kathryn Coughenour | Brenda De La Torre |
| Eric DiVicenzo | Angela Durham |
| Leanne Fitch | Dustin Foulks |
| Ryan Gardy | Kaitlyn Gould |
| Joseph Gutierrez | George Hajj |
| Curtis Henderson | Robert Herbster |
| Geneva Holzer | Theora Kazerooni |
| Lorrie Gluck | James Lussier |
| Anna Manning | Marcus Martinez |
| Cliff Mathews | Daniel Montgomery |
| Alexandra Moore | Adriana Ramirez |
| Adrienne Reynoso | Richard Romero |
| Arlene Salassi | Manolo Sanchez |
| Robert Steenerson | Joseph Tambe |
| Dillon Titus | Janelle Van Hook |
| Nicholas Vasquez | Nisha Wells |

