



**PUBLIC WORKS AND UTILITIES DEPARTMENT  
MONTHLY REPORT FOR  
JANUARY 2019**

**\*Note: New items and updates from last month's report are in bold print.**

**PUBLIC WORKS**

**Natural Gas Distribution:**

- **Repairs have started from short survey**
- **Gas valve turning has been completed**
- **Updated gas valve locations for G.I.S. maps**
- **Installed 4 new gas service lines D.R. Horton**

**Water Distribution:**

- **Repaired 3" water main leak Merced/Lucille**
- **Repaired water leak 259 Coolidge**
- **Repaired water leak 140 Truman**
- **Repaired water leak 270 N. 6<sup>th</sup> St.**
- **Repaired water leak 422 E Pleasant**

**Wastewater Collection:**

- **Cleared sewer blockage 200 blk Jackson**

**Sidewalks:**

**ADA Ramp installed S. Monterey and W. Pleasant**

**Parks:**

**Miscellaneous:**

- **23 New trees have been planted in Posa Chante Blvd. Bark should be ready to be installed mid to late January. -Bark will be ordered and should be installed first week of Feb.**
- **Trees have been ordered and should be installed first two weeks in Feb along Washington and Monterey**
- **Two Dead trees removed 200 blk of University St.**
- **Removed tree in alley way behind 129 E. Elm due to obstructing gas meter**

## UTILITIES

- Northwest Booster Station – P20 is down. P20 motor & pump have been sent out for repairs. **Repairs to P20 pump is complete but needs to go back in shaft is too long for the motor.**
- City wide fire hydrant flushing. **Will began sometime in February.**
- Oil King Booster Station – P17 is down. P17 motor & pump have been sent out for repairs. Waiting for council approval to move forward with repairs. Council has approved repairs. Repairs should be complete mid-December. P17 motor & pump have been put back in service. **Complete**
- Northwest Booster Station – P19 motor has been sent in for repairs. **Repairs are complete waiting on installation.**
- Oil King Reservoir level sensor is back in service. **Complete**

## PUBLIC UTILITIES COORDINATOR

### CivicReady

Assigned to find a solution to requirements from the state to have an emergency notification plan (boil water notices, water events, natural gas emergencies, etc). CivicReady is an extension to our website, so it is an easy fit.

- I have pulled all of the name/address/phone numbers from the Tyler database, and have begun to format them so that they are ready for import into the CivicReady System. This will allow us to be able to notify any resident with a phone number related to their service address.
- **Certificates from FEMA have been loaded to our database. A meeting is set with CivicReady on 1/30 to give a review of program functionality and “pass the torch” so to speak.**

### Water Plant/Wastewater Video Surveillance

I was asked to build out a site-to-site networked surveillance system for both the water plant and the wastewater plant.

- **Our soon to be IT replacements have expressed some interest in installing what we require for surveillance. They have stated that they will be able to be under any current bids. Currently coordinating with them to see what this will look like.**

### SCADA Updates/WTP Network

- I have begun to work with Water Operators on a better way for them to handle their monthly reporting.
- **OpenVPN released a major repository update. VPN client and server were updated to this new version.**

### Cross Connection Control

- 132 Backflows have been tested.

## Natural Gas System

I have been working with the Public Works department and Dan Bergman to help with the Natural Gas Audit of 2018. Additionally, I have been assisting with the response to PHMSA regulatory requirements.

- Meter short survey has been completed. Currently analyzing results.
- **Meter short repairs are currently being conducted.**
- **Valve turning and maintenance has been completed.**
- **Yearly PHMSA report has been submitted.**

## Tyler Mobile Service Orders

Public Works has been migrated nearly all of its office to field coordination to an online platform, Tyler Mobile Service Orders (Tyler MSO). This is intended to streamline workflows and reduce physical paperwork.

- Public Works has been granted access to Mobile Service Orders.
- **Tyler MSO has been deployed and presently being utilized by both office and Public Works staff.**

## 2015 UWMP

I have been asked to draft and submit for proposal on the 2015 UWMP.

- UWMP proposal has been completed and bid is to be awarded to the sole bidder, AM Engineering Consultants.
- **A kickstart meeting has tentatively been set for February 4<sup>th</sup> to begin the formation of the 2015 UWMP.**

## Grow.Coalinga.com

At the request of the City Manager I have been asked to create a subdomain of our current website. This space is to be known as grow.coalinga.com and will highlight economic growth opportunities available with Coalinga.

- **I have gathered information desired to be placed on this sub domain. Much of this has been tentatively placed on the site. I have reached out to Coalinga High's media class to help facilitate photography that will be representative of our business atmosphere.**

## Personnel Action Forms

At the request of the City Manager I have been asked to create a method to replace our paper PA forms.

- **Converted present PA form to a form fillable PDF.**
- **Created a protocol to have the forms be distributed via Adobe Sign.**
- **Provided any required programs to Human Resources.**
- **Trained supervisor level staff on actions being required by them and gave instruction to inform employees of new changes.**

## ESRI GIS

Public Works has begun the processes to be able to utilize GIS in the field effectively.

- **Collected new locations for natural gas valves, and updated information relevant to them.**
- **Collected new locations for pipelines and features discovered during Phelps and Truman/Forest projects.**
- **Gave more employees access to program. Three viewer accounts have been added. This is intended to facilitate line location and fact finding in the field.**
- **Drafted a “Splash Screen” for online maps available to citizens. The draft has been submitted to the City Attorney and is under review.**

## WATER TREATMENT PLANT (WTP)

Working on card lock system for rolling gates, control room project should be completed by end of February. **Still in progress**

Rosemounts and tank level sensors are being calibrated by Solomon Electric. This project hasn't started yet. **On hold.**

Solomon Electric is working on getting quote for backup Generator for the Water Plant. **Should have a report mid February.**

Patriot is looking for a way to get rid of all the empty Sodium Permanganate barrels. **We went with another company to get rid of the empty barrels**

**Westland Canal is planning a week long shut down tentatively schedule for the week of March 9<sup>th</sup> - 13<sup>th</sup>.**

Chlorine Training for the operators is schedule for January 21 & 22, 2020. **4 employees were trained by Thatcher Chemicals. Complete**

City staff is working with Carter Redding on PHA for Fresno County. **In progress**

Hach quarterly maintenance is schedule for Dec. 6, 2020. **Complete, Next schedule maintenance March**

Basin 3 taken down for annual maintenance. **Waiting on parts**

City wide flushing of hydrants was done in December. **Complete**

Derrick Reservoir had a Dive Team tank inspection. **Reviewing report**

Rec Basin 1/4ly cleaning. **Complete**

**Hypo Gen. had quarterly maintenance done, Next schedule maintenance is March**

**P15 motor and pump will be out of service. Being sent out for repairs and maintenance.**



## WASTEWATER TREATMENT PLANT (WWTP)

### Drying beds

- City crew working on getting pond 3 & 4 cleaned by spraying and burning the weeds, cattails and small trees. Ponds 3 & 4 starting to look good, but still have spraying and burning to do. **On going**
- Effluent water is being directed to the old school farm now. Radio field needs to be ripped. **In progress**
- Garlic plant – **Waiting on them to install screens on their side and tie into city main.**

## CITY ENGINEER

### Project Status Update as of December, 2019:

1. Cambridge Signalization
  - a. Caltrans has approved the Encroachment Permit.
  - b. The Right of Way Package was approved by Caltrans and the request for authorization of Construction was submitted on August 14<sup>th</sup>. Once we receive authorization for construction the project will be put out to bid.
  - c. Funding is exhausted for 18/19 FFY. Expedited Project Selection Procedure concurrence letter was approved by FresnoCOG on September 26, 2019 to move the CON portion of project to 19/20.
  - d. Request for authorization of Construction was re- submitted on October 14<sup>th</sup>. Authorization still pending; Once we receive authorization for construction the project will be put out to bid.
  - e. **We continue to ask for status updates from Caltrans Local Assistance.**
  - f. **Construction anticipated Spring/Summer 2020.**
2. Rule 20A Undergrounding
  - a. City Engineer working with PG&E to underground overhead utilities on Elm Avenue from Cambridge Avenue to just south of Cherry Lane.
  - b. Project moving along slowly and is still years away from construction.
  - c. Requested update from PG&E awaiting response.
  - d. **Spoke with PG&E representative regarding status; they are waiting on a response for utility information from AT&T that was not disclosed by underground service alert.**
3. Phelps Ave Improvements
  - a. Bids were open August 27<sup>th</sup> and project awarded at September 5<sup>th</sup> Council Meeting. The project is anticipated to begin construction on September 30<sup>th</sup>.
  - b. Plans have been resubmitted to Caltrans and we are awaiting comments. There were some minor comments on the last submittal that were addressed. The encroachment permit will be approved pending State Clearinghouse approval of Notice of Exemption.
  - c. State Clearinghouse approved Notice of Exemption and Encroachment Permit approved by Caltrans.
  - d. Project Contractor obtaining Rider Permit approval from Caltrans. The project is anticipated to begin construction on November 4<sup>th</sup>.
  - e. **Project is currently under construction.**

4. ATP 2017 Cycle 3 Sidewalk Gap Improvements
  - a. City was awarded additional funds for the project for a total grant amount of \$1,284,000 and a local match of \$175,000.
  - b. The project has been given an extension of 20 months to work with Caltrans and Fresno Council of Governments to find the best solution for the project.
  - c. Meeting with the School went well and the design is taking the information from the meeting into account.
  - d. **Additional Topographic survey in progress and design is underway.**
5. ATP Cycle 4
  - a. City was awarded a grant in the amount of \$951,360 with a local match of \$66,360.
  - b. The request for environmental studies was submitted to Caltrans on August 8<sup>th</sup>. The request will be on the October CTC agenda. Once the request is approved an RFQ will be released for Environmental Studies on the trail segments adjacent to the creek.
  - c. **The request for environmental studies was approved by the CTC at the October Meeting. An RFQ is being prepared and will be released for Environmental Studies on the trail segments adjacent to the creek within the next 30 days**
6. RSTP - Forest/Truman from 1<sup>st</sup> to Elm
  - a. City was awarded additional funds for the project for a total grant amount of \$1,400,000 and a local match of \$125,000.
  - b. Caltrans has approved the Encroachment Permit.
  - c. Project released for bidding on September 10<sup>th</sup> with a bid opening October 3rd.
  - d. Bids were opened October 3rd and project awarded at the October 10<sup>th</sup> Council Meeting.
  - e. **The project is currently under construction.**
7. CMAQ - Paving of Various Alleys Ph. 3
  - a. Topographic survey has been completed and design is underway.
  - b. **Construction has been put off until next fiscal year due to wanting to replace underground utilities in the alleys.**
8. Water Treatment Plant Permanent TTHM Reduction Project
  - a. With Regional Water Resources Control Board review and approval permanent acid storage and feeding facilities changed to liquid CO<sub>2</sub> for plant operator safety.
  - b. Design of permanent facilities in progress.
  - c. Additional survey work of tank containment area and Westland's raw water pump turnout needed for injection point design.
  - d. Westland's plans on replacing nonfunction venturi meter that will facilitate injection metering.
  - e. **Project requires USBR permit for connection of injection point at Coalinga Canal pump station. Application in progress.**
  - f. **Project completion Summer 2020.**
9. WWTP Concrete Yard Boxes and Ponds Rehabilitation Project
  - a. Bids opened on November 8, 2018 and they came in over budget.
  - b. Working with the City to reduce project scope and re-release for bidding.
  - c. Reduced scope project under design.
  - d. **Reduced scope project design complete and has been released for bidding.**

## ASSISTANT CITY MANAGER

### PUBLIC WORKS/UTILITIES

- **Budget:** ASM has scheduled meetings with Utilities, Public Works and building to discuss all operational budgets in preparation of the mid-year review.
- **Street Light Acquisition:** The lighting feasibility study has been completed will be presented to Council on February 6, 2020.
- **TTHM:** 60% drawings have been submitted to the City for review. Utility staff have scheduled a site visit to finalize items related to the final drawings and specifications.
- **Derrick Bypass / Reservoir Assessment:** CSI Inspection Services to performed a tank inspection of Derrick Reservoir in January and staff is currently reviewing report and will be providing the City Council with a recommended course of action based on the results and recommendations by CSI.
- **SCADA:** Staff is currently reviewing 90% drawings submitted by Frisch Engineering and providing comments. Soon thereafter, staff will work with the Frisch to bid project.
- **Coalinga Water Plant PSM/RMP:** Environmental Permitting Specialist met with plant staff and is currently developing all PSM/RMP programs for staff review in the next 2 months.
- **County Inspection (Water Plant):** Fresno County department of environmental health inspected the water plant and provided a correction plan which staff is currently working on to complete in the 30 days given by the County. Staff is currently working on the checklist items as addressed in the inspection report and coordinating with the EPS to establish a compliance schedule. County will be visiting the WTP in Late January for a follow up inspection. Majority of items already complete.
- **Secondary WWTP Access Road:** The City Engineer is reviewing the location and will then begin working on obtaining the appropriate easements for dedication. Property owners will need to be contacted in the near future.
- **Center Median Rehab:** The City Council approved a budget allocation and scope of work at the November 7<sup>th</sup> Meeting. Staff is working on finalizing the design for going out to bid. Trees are expected to be installed in the next two weeks with various succulent plantings prior to releasing the project to bid for the installation of the groundcover (rock, decomposed granite and boulders)
- Abandonment of the easement located on Monroe Street near Faith Christian H.S has been recorded and provided to the owner.
- **Grants:** The professional services agreement with Blais and associates has been executed and staff has scheduled a needs assessment meeting with various departments for February 12, 2020 to discuss funding needs.
  - B&A submitted the City's CMAQ and STBG applications to COG for future trail segments.
  - Staff is working on an additional CMAQ application for the completion of the unimproved alleys as COG did not receive enough applications under the cost effective category.
- Staff is working on ordinances and other necessary documents for submission to the State Controller's Office in order for the City to be subject to the Uniform Public Construction Cost Accounting Act.
  - Working on standardized informal and formal bidding procedures for smaller public works projects to expedite project delivery.
- **2015 Urban Water Management Plan:** Staff has executed a professional services agreement with AM Consulting to complete the 2015 UWMP and scheduling of the initial kickoff meeting is being coordinated.
- **State Parks Per Capita Program:** Staff working on final items to complete at Centennial and Sandalwood Parks.
- Wastewater Consultant and City Engineer are working on opportunities for future uses of waste discharge, capital needs, and grant opportunities. *-Ongoing*
- **Garlic Plant:** Staff tested the discharge water and received results in December. Results will allow the City to accept the discharge water in the sewer system once Valley Garlic has installed a screen to capture the organics (peels, skins, ect.)



- Continued discussions with Staff, IGS and City Engineer on developing a long-range **Capital Improvement Program** for the Water and Wastewater Infrastructure.
- Developing a list of amenities for the parks related to the **Per Capita Parks Program**
- **Surge Tanks:** Staff is currently reviewing plans and spec and providing comments to City Engineer. Hope to bid project in late January.
- Coordinating with Water and Wastewater Plant Staff to get costs related to back up generators at the WTP and WWTP and various booster stations and pumps. Submitted a State grant application for \$500,000 for a back-up generator at the WTP. Waiting on results.
- **Frame Park Splash Pad:** City Council approved project budget and scope at January 2, 2020 meeting, City Engineer finalizing Costs Estimates and Specifications for bidding and construction in spring 2020.
- Coordinating Efforts with the Chamber of Commerce to provide banner installation services. Waiting on items from the Chamber prior to engaging in further discussions.
- Working on Policies for property owner responsibility for tree trimming and sidewalk repairs within the City for Council consideration.
- **Gale Ave Rehabilitation:** *City Council is expected to approve a task order and budget appropriation for an overlay of 200' of Gale Ave from Elm to the City Limits.*
- **S. Princeton Drainage Issues:** *Staff is currently working with the City Engineer to look at possible resolutions to address the drainage issues on S. Princeton.*
- **Crosswalk on Polk Street at California Street:** *The City engineer is working on a technical memo to see if there is a solution for the non-compliant sidewalk on Polk Street.*
- **Training:** *The ASM, PWS and US will be attending a disaster training and a pavement management training in March and April respectively.*
- **Pavement Management System:** *The pavement management system is operational, and staff will be utilizing its full potential for determining treatments for streets, budgeting and prioritization. The training in the spring will be highly beneficial to the program's implementation and success.*

## COMMUNITY DEVELOPMENT

- Working on presentation for the Council regarding a Cottage Home Program – *February/March*
- Continuing coordination with the County and surrounding agencies regarding Community Choice Solar. *Ongoing*
- Council Chambers Technology Modernization budget has been approved and staff is currently working on purchasing and installing new equipment.
- Staff continuing to work with Tyler Technologies on Energov Migration.
- Family Dollar building, landscape and sign plans have been approved. Permits are expected to be pulled in the coming month.
- Submitted HOME application for housing rehabilitation and first-time home buyer program.
- Staff finalizing the AHSC Affordable Housing Grant Application at Pacific and Elm Ave.
- Council approved the rehabilitation of the hotel units on Valley Street. Staff issued the approval letter to the applicant with conditions. Awaiting response from applicant.
- The City Engineer is currently reviewing the Luxe Estates Final Map application. This project is located on the northeast corner of La Questa and Phelps.
- Staff is working with Ranch WIFI on a CUP application for a wireless network within the City of Coalinga. Staff has prepared request from ranch WIFI to utilize city owned facilities for placement of antenna.
- CDA 18-02 Application – UrbGreen cultivation facility is currently under the review and staff is awaiting an updated project application in order to proceed with processing the application further.
- Site Plan Review 19-01 – Western Oil Office – The Planning Commission will be considering the application at their January 14, 2020 meeting. Staff is recommending approval.
- Site Plan Review 19-02 – Multi-Family Development at Pacific and Elm – Project was approved by the Planning Commission on January 21, 2020.
- Staff is working on an ordinance that will update the Large Family Daycare regulations to be consistent with State law related to land use.



- Zoning Code 5 Year Update – Staff is continuing to work with the Planning Commission on the 5-year zoning code update going through all sections of zoning code. This is expected to be an ongoing project throughout 2020.
- CDA 17-01 - 150 Hachman Subdivision Map, General Plan Amendment and Re-Zone – The applicant has resurrected this project, staff is currently drafting the CEQA documentation for public review. Staff is awaiting payment of fees to proceed with project review.
- Staff working with PEP Partners (Cannabis Edibles Manufacturing) at 1717 W. Elm Ave to get them up and running by early February. Building, Public Works, Police and Fire have all signed off.