



**PUBLIC WORKS AND UTILITIES DEPARTMENT
MONTHLY REPORT FOR
FEBRUARY 2020**

***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-**90% Complete**
- **Gas Annual Report has been Completed**
- **13 defective modems have been replaced on Watchdog units at Rectifiers**

Water Distribution:

- Repaired water leak Phelps/Calaveras
- Repaired water leak 510 S. Joaquin 8" mainline
- Repaired by-pass meter State Hospital
- Repaired water leak 28972 Phelps
- Repaired water leak 1375 W. Elm Ave

Wastewater Collection:

- Cleared sewer blockage 1277 Sunflower
- Cleared sewer blockage Meadows/Sunflower

Sidewalks:

Repaired Sidewalk in front of 374 Buckeye Springs due to water leak

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.-**Bark has been installed in medians and wall landscapes at Posa Chante blvd.**
- Trees have been ordered and should be installed first two weeks in Feb along Washington and Monterey-**47 New Trees have been Installed along Washington and Monterey.**
- **A total of 9 dead trees have been removed 3- 500 blk of 4th, 3- 300 blk of Madison, 2 400 blk of Jefferson, 1- Mountain View.**
- **2 Trees have been removed in Frame Park in prep for Splash Pad**

- **Removed Palm Tree in Alley of 236 W. Forest St.**

UTILITIES

- Northwest Booster Station – P20 is down. Repairs to P20 pump is complete but needs to go back in shaft is too long for the motor. **Repairs have been made. Installation should be complete March 9.**
- City wide fire hydrant flushing. **Has been completed on February 19 & 20.**
- Northwest Booster Station – P19 motor has been sent in for repairs. Repairs are complete waiting on installation. **Installation has been completed on P19 motor.**

PUBLIC UTILITIES COORDINATOR

LRSP (Local Road and Safety Plan)

LRSP(Local Road and Safety Plan) is a grant fund that is intended to help discover unsafe areas in regard to road safety.

- **Submitted Funding Allocation Request to our DLAE**

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

- OpenVPN released a major repository update. VPN client and server were updated to this new version.
- **Connection to SCADA was temporarily lost. Worked to fix/identify the issue. A fix has been deployed to avoid the cause of the problem. The entire platform had to be redeployed.**

Cross Connection Control

- **146 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 repairs are currently being conducted.
- Valve turning and maintenance has been completed.
- Yearly PHMSA report has been submitted.

2015 UWMP

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

- A kickstart meeting has tentatively been set for February 4th to begin the formation of the 2015 UWMP.
- **Data has been supplied to ACME.**

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.
- **Website is currently approximately 40% complete.**

Graphic Design Requests

The City manager has asked me to create some designs for booths at conventions. These would be two backdrops (11'x6') and two podiums.

- **Work has been completed on backdrops and submitted for printing.**

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.
- **Digital PA forms are now live.**

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.
- **Splash screen is now active on website.**
- **Added ATP map on private side. Currently under review prior to release to public.**

Requested QK create a map for Collector that we can utilize for all utilities. This map would allow us to take points on any part of the system and add them to live maps at a set interval.

WATER TREATMENT PLANT (WTP)

Working on card lock system for rolling gates, control room project should be completed by end of February. **Access control to the doors has been completed. Waiting on the wiring for the gates.**

Rosemounts and tank level sensors are being calibrated by Solomon Electric. This project hasn't started yet. **Project schedule to start mid March.**

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

Westland Canal is planning a week long shut down schedule for the week of March 9th - 13th.

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

Hach quarterly maintenance is scheduled for **March**

Basin 3 taken down for annual maintenance. **Has been completed and back in service.**

Hypo Gen. next schedule maintenance is March.

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

Basin 2 was taken down for annual maintenance. Maintenance has been completed and back in service.

Basin 1 has been taken down for annual maintenance.

Univar has been scheduled to pick up the remaining blue empty chemical barrels, 90 lb bags of carbon and any other chemicals that doesn't need to be on site.

South Moss screen motor is being looked at by Solomon Electric.

WASTEWATER TREATMENT PLANT (WWTP)

- 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. **90% complete. Radio should be back in service March 1.**
- Garlic plant – Waiting on them to install screens on their side and tie into city main. **In progress working with Public Works**

CITY ENGINEER

Project Status Update as of February 2020:

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 14th. 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 14th. 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.**
 - g. **Request for Authorization of Construction sent to FHWA for processing and approval on February 20.**
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.**
 - e. **Notified by PG&E representative of AT&T contact person to obtain records of AT&T buried facilities.**
3. Phelps Ave Improvements
 - a. Bids were open August 27th and project awarded at September 5th Council Meeting. The project is anticipated to begin construction on September 30th.
 - 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 4th.
 - e. **Project is currently under construction.**
 - f. **Project construction completion extended due to Caltrans requested changes to protect traffic signal poles at Elm & Phelps due to grade issues with new sidewalk grades.**
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.**
 - e. **Design continues toward completion.**
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 8th. 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**
 - d. **RFQ preparation continues.**
- 6. RSTP - Forest/Truman from 1st 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 10th with a bid opening October 3rd.
 - d. Bids were opened October 3rd and project awarded at the October 10th Council Meeting.
 - e. **The project is currently under construction.**
 - f. **Project completion March 6, 2020**
- 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 CO2 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. **90% project plans and specifications submitted to city staff for review.**
 - g. **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.**
 - e. **Bid opening February 27, 2020**

ASSISTANT CITY MANAGER

PUBLIC WORKS/UTILITIES

- **Budget:** ACM conducted budget meetings with Utilities, Public Works and building to discuss all operational budgets in preparation of the FY21 budget discussions.
- **Street Light Acquisition:** The lighting feasibility study has been completed will be presented to Council on February 6, 2020. Staff is working with Tanko Lighting and Finance to determine a funding course of action. As soon as a funding source is determined, staff will bring the audit/acquisition contract before the Council.

- **TTHM:** Staff is currently reviewing 90% drawings from MKN. Project will be shelf ready in the coming months and will be funded with future proceeds from a rate increase expected in the summer.
- **Derrick Bypass / Reservoir Assessment:** CSI Inspection Services performed a tank inspection of Derrick Reservoir in January and staff reviewed the report and held a meeting with MKN Engineering, City Engineer, Public Works Staff and IGS Consultant to prepare a recommended course of action based on the results and recommendations by CSI. Staff is working with MKN to develop a hydraulic analysis to understand the water system as a whole when the City either rehabilitates/replaces the Derrick Reservoir.
- **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 month.
- **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. Staff is still awaiting a response from the County as to when their next visit will occur. 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. This is a low priority project as this time considering the other items staff is working on.
- **Center Median Rehab:** The City Council approved a budget allocation and scope of work at the November 7th Meeting. Design has been finalized and staff is currently reviewing the design and specifications packages from the City Engineer. Once approved, the City Engineer will advertise bids. Trees have been installed and staff is finalizing all prep work before the contractors install the landscaping.
- **Grants:** The professional services agreement with Blais and associates has been executed and staff conducted a needs assessment on February 12, 2020 to discuss funding needs. B&A is preparing a report based on the information that staff provided to the consultants and will be given to the City Manager which plans to share with the Council for additional feedback.
 - **CMAQ:** Staff submitted the City's additional CMAQ application for the completion of the unimproved alleys as COG did not receive enough applications under the cost-effective category. Awards should be advertised in March/April 2020.
 - **State Parks Per Capita Program:** Staff working on final items to complete at Centennial and Sandalwood Parks.
 - **HOME** application for housing rehabilitation and first-time home buyer program has been submitted.
 - The City's **AHSC** Affordable Housing Grant Application for Pacific and Elm Ave was submitted in February by the deadline. Awards are expected by mid-June.
 - **STBG:** Forest Phase 4 (Elm -1st) – This project is under construction and should be complete by early March.
 - **CMAQ:** Alley Paving – this project is currently under design and expected to go to construction in later 2020 early 2021.
 - **ATP Cycle 3:** Sidewalk Gaps and Safety Enhancements – staff is currently working on a scope change to be presented to the CTC and once approved staff will be able to proceed with construction. This project is currently under design engineering.
 - **CMAQ:** Trail Segments 10-12 – This project is currently under design with the City Engineers office.
 - **ATP Cycle 4** – Trail segments, 9, 4 and 3 (portion) – staff is currently working with Rincon Consulting on the environmental review RFP. Once complete staff will advertise the RFP in order to secure an environmental consultant for these segments of the trail. This project funding includes construction of these segments as well.
 - **STBG (2017)** – design is currently underway for the Polk Street Reconstruction project from 5th Street to Elm Ave. Construction is anticipated for later 2020.

- **STBG (2019)** – the City was awarded funding for the reconstruction of Polk Street from Elm to Monterey. Design will proceed once authorization has been granted which is expected in 2021.
- **CDBG** – Staff is working with Self Help Enterprises to complete the application for Phase 2 of the Van Ness Storm Drain Project consisting of a new storm drain line from Elm to S. Coalinga Street on Van Ness.
- Wastewater Consultant and City Engineer are working on opportunities for future uses of waste discharge, capital needs, and grant opportunities. -*Ongoing*
- OES Grant: the City received notice that it was not successful in obtaining money for a new back up generator at the Water Treatment Plant. Staff will continue working with B&A to find other sources for a back-up generator.
- 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. Staff is working on standardized informal and formal bidding procedures for smaller public works projects to expedite project delivery.
- **2015 Urban Water Management Plan:** Staff conducted its initial kickoff meeting with ASM consulting and preparing all the documents requested to complete the plan.
- **Garlic Plant:** The City is preparing for accepting discharge water into the sewer system from Valley Garlic once they 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 in preparation of a summer water rate discussion.
- 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 March.
- **Frame Park Splash Pad:** City Council approved the project budget and scope on January 2, 2020. The City Engineer has finalized the Plans and Specifications for bidding and construction in spring 2020 is expected. PW's staff is working on prep work (sewer/water tie-in & minor tree removal) in anticipation of the contractor installing the splash pad infrastructure.
- Coordinating Efforts with the Chamber of Commerce to provide banner installation services. Waiting on items from the Chamber prior to engaging in further discussions.
- Staff is working on policies for property owner responsibility for tree trimming and sidewalk repairs, and an additional policy for construction water.
- **Gale Ave Rehabilitation:** City Council approved a task order and budget appropriation for an overlay of 200' of Gale Ave from Elm to the City Limits. Design is currently underway, and bids should be advertised in April.
- **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. Awaiting a response from PG&E regarding some improvements that may be cause of the damage.
- **Crosswalk on Polk Street at California Street:** The City engineer provided a technical memo regarding the challenges with installing a new crosswalk at this location, however, with the recent funding award, a new crosswalk will be installed as part of the Polk Street Reconstruction Project.
- **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 – *March/April*
- 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.
- 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 approved the application at their January 14, 2020 meeting. The applicant is currently with Building obtaining permits.
- 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.