



CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**February 15, 2018
6:00 PM**

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Regular Meeting, on February 15, 2018 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA.

Persons with disabilities who may need assistance should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Proclamation - Coalinga School Choice Week
2. Recognition of Ken Stoppenbrink for Service to the City of Coalinga
3. Recognition of Outstanding Service - Kenny Zelenka
4. Recognition of Outstanding Service - Mario Cruz

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone.

Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approval of Resolution No. 3797 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate Federal Transportation Act Projects
2. Review and Approve Resolution No. 3798 supporting the "Reducing Crime and Keeping California Safe Act of 2018"
3. Adopt Resolution No. 3799 Assistant Engineer Job Description and Resolution No. 3800 Public Utilities Coordinator Job Description
4. Adopt Resolution No. 3801 Authorizing an Interfund Loan from the Natural Gas Enterprise Fund to the General Fund
5. Adopt Resolution No. 3802 approving the Memorandum of Understanding between the Fresno Council of Governments and the City of Coalinga for the Regional Pavement Management System
6. Authorize Contracts for Intergovernmental Transfer Program Participation
7. Declare Old Patrol Cars as Surplus Property and Donate or Sell two of them at a Minimal Fee to Allied Agencies
8. Approval of an Amended Agreement for Consulting Services between the City of Coalinga and Interstate Gas Services, Inc. for Utility-Related Consulting Services
9. Award of Contract to Frisch Engineering, Inc. for Water Treatment Plant (WTP) and Distribution System Supervisory Control and Data Acquisition (SCADA) System Upgrade
10. Update on Councilman Ramsey's Request for a Presentation by an AT&T Representative Regarding Internet Access in Coalinga
11. Approve Purchase of 10" Pressure Relief Valve (PRV) for P-12 Motor at Water Treatment Plant
12. Direct Staff to Reestablish the Neighborhood Watch Program
13. Direct Staff to Reach Out to Local Non-Profit Organizations to Obtain Information on Social Services Provided and Place Information on City Website
14. Direct Staff to Explore Options for Police Department Self-Reporting
15. Approval of City Manager Performance Review Form
16. Approval of City Attorney Performance Review Form
17. Public Works & Utilities Monthly Report for January 2018

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Appointment of a Planning Commissioner for Future Vacancy in the Planning Commission
Sean Brewer, Community Development Director
2. Discussion, Direction and Potential Action regarding Placing the Status of City Projects on the City of Coalinga Website

Pete Preciado, Public Works & Utilities Director

3. Discussion, Direction and Potential Action regarding Directing Staff to work with a company to update the City's Website to Enhance Transparency with City Budgets, Projects, and Community Outreach

Sean Brewer, Community Development Director

4. Discussion, Direction and Potential Action regarding Waiving Yard Sale Permit Requirement for an Additional Year

Marissa Trejo, City Manager

5. Discussion and Direction regarding Establishing Voting Districts for City Council Elections

Marissa Trejo, City Manager

6. Discussion and Direction regarding Credit Card Payments Accepted by the City of Coalinga for Utility Billing Payments

7. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

8. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports
3. Mayor's Announcements

9. FUTURE AGENDA ITEMS

10. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): General Employees and International Association of Firefighters
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9 - 1 case
3. CITY ATTORNEY'S PERFORMANCE EVALUATION - Government Code 54957(b)
4. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code 54957(b)

11. ADJOURNMENT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters;

labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approval of Resolution No. 3797 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate Federal Transportation Act Projects

Meeting Date: February 15, 2018

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

It is recommended by the City Manager and Community Development Director that the Coalinga City Council approve Resolution No. 3797, supporting and implementing the "Timely Use of Funding" as required by AB 1012, Project Delivery Schedules for the Federal Transportation Projects in the Surface Transportation Block Grant Program (STBG).

II. BACKGROUND:

Federal and State Transportation funds for STBG are allocated through a competitive grant process from the Fresno COG every two years. The City of Coalinga applied for funds for one priority project (Polk Street from Elm Ave to 5th Street).

The City has requested and has been tentatively awarded \$396,000 in funding for a project that includes full street reconstruction, ADA sidewalk improvements and bicycle lane striping. Total project costs are anticipated to reach \$570,000.

III. DISCUSSION:

Grant funding provides an important revenue stream to help offset costs of transportation needs in the City. STBG grants require the city to provide matching funds in the minimum amount of 11.47% of the total project costs. Matching funds will be provided by the City from the various street fund revenues. Tri-City Engineering will be developing the project cost estimates and construction schedule which will provide for pre-construction planning and design in 2019-2020 and construction in 2020-2021. If the City is in a position to expedite this project there are always opportunities to request authorization of funds early if federal funds are available.

IV. ALTERNATIVES:

None - this resolution is required as a condition of funding should the City be awarded STBG funding this cycle.

V. FISCAL IMPACT:

None - This action authorizes the timely use of grant funds.

ATTACHMENTS:

	File Name	Description
	STBG_Resolution_3797.doc	STBG Resolution 3797

RESOLUTION NO. 3797

**A RESOLUTION OF THE CITY OF COALINGA CITY COUNCIL
SUPPORTING AND IMPLEMENTING THE "TIMELY USE OF FUNDING"
FOR FEDERAL AND STATE FUNDED PROJECTS**

WHEREAS, AB 1012 has been enacted into State Law in part to provide for the "timely use" of State and Federal funding; and

WHEREAS, the City of Coalinga is able to apply for and receive Federal and State funding under the Surface Transportation Block Grant Program;

WHEREAS, the City desires to ensure that its projects are delivered in a timely manner to preclude the Fresno Region from losing those funds for non-delivery; and

WHEREAS, it is understood by the City that failure for not meeting project delivery dates for any phase of a project may jeopardize federal or state funding to the Region; and

WHEREAS, the City must demonstrate dedicated and available local matching funds; and

NOW THEREFORE BE IT RESOLVED, that the Council hereby agrees to ensure that all project delivery deadlines for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Fresno Council of Governments Policy Board to terminate an agency's project and reprogram Federal/State funds as deemed necessary.

BE IT FURTHER RESOLVED that the City Council does direct its management and engineering staffs to ensure all projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the City Council.

THE FOREGOING RESOLUTION was passed and adopted by the Council on February 15, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Mayor/Mayor Pro-Tem

City Clerk/Deputy City Clerk

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Review and Approve Resolution No. 3798 supporting the "Reducing Crime and Keeping California Safe Act of 2018"
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Michael Salvador, Chief of Police

I. RECOMMENDATION:

Review and approve resolution #3798 supporting the Reducing Crime and Keeping California Safe Act of 2018.

II. BACKGROUND:

This initiative is being offered in response to the passage of Prop. 47 and 57 by the California Police Chiefs Association and other interested parties.

III. DISCUSSION:

- Over the last several legislative sessions and election cycles, the California Police Chiefs Association and law enforcement partners have tried our best to integrate a series of major reforms into our criminal justice system.
- However, the cumulative effect has created impacts to our communities that we cannot ignore.
- But it's important to note that in addressing these consequences, we are not proposing to do away with all of the recent changes, and in no way are we advocating for a system of mass incarceration.
- In general, the overall intent of the prior measures has been to increase opportunities for rehabilitation while lowering recidivism and incarceration rates.
- But these major policy changes have resulted in a series of unintended consequences that have negatively impacted public safety in communities throughout the state of California.
- Changes meant to help keep someone who steals a magazine out of jail, are now allowing individuals to steal up to \$950 repeatedly from stores and businesses.
- Additionally, reform intended to lower penalties on personal drug use and theft have diminished the amount of evidence law enforcement can collect to help solve cold case murders, rapes, and robberies.
- And modifications to our parole system designed to apply to non-violent offenders are set to potentially provide early release to serious domestic abusers.
- This initiative will help crack down on repeat offenders and protect our most vulnerable victims from dangerous individuals who take advantage of our laws, our businesses, and our communities.

As your Chief I personally endorse this attempt to fix the damage that has been done to our community and others around the state.

IV. ALTERNATIVES:

Do not support the resolution.

V. FISCAL IMPACT:

None

ATTACHMENTS:

	File Name	Description
▣	RESO#3798_021518.pdf	Resolution No. 3798
▣	Initiative_Fact_Sheet.pdf	Information Sheet

RESOLUTION NO. 3798

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA SUPPORTING THE "REDUCING CRIME AND KEEPING CALIFORNIA SAFE ACT OF 2018"

WHEREAS, protecting every person in our state, including our most vulnerable children, from violent crime is of the utmost importance. Murderers, rapists, child molesters and other violent criminals should not be released early from prison; and

WHEREAS, since 2014, California has had a larger increase in violent crime than the rest of the United States. Since 2013, violent crime in Los Angeles has increased 69.5%. Violent crime in Sacramento rose faster during the first six months of 2015 than in any of the 25 largest U.S. cities tracked by the FBI; and

WHEREAS, The FBI Preliminary Semiannual Uniform Crime Report for 2017, which tracks crimes committed during the first six months of the past year in U. S. cities with populations over 100,000, indicates that last year violent crime increased again in most of California's largest cities.

WHEREAS, recent changes to parole laws allowed the early release of dangerous criminals by the law's failure to define certain crimes as "violent." These changes allowed individuals convicted of sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, battery on a police officer or firefighter, and felony domestic violence to be considered "nonviolent offenders."; and

WHEREAS, as a result, these so-called "non-violent" offenders are eligible for early release from prison after serving only a fraction of the sentence ordered by a judge; and

WHEREAS, violent offenders are also being allowed to remain free in our communities even when they commit new crimes and violate the terms of their post release community supervision, like the gang member charged with the murder of Whittier Police Officer, Keith Boyer; and

WHEREAS, this measure reforms the law so felons who violate the terms of their release can be brought back to court and held accountable for such violations; and

WHEREAS, nothing in this act is intended to create additional "strike" offenses which would increase the state prison population, nor is it intended to affect the ability of the California Department of Corrections and Rehabilitation to award educational and merit credits; and

WHEREAS, recent changes to California law allow individuals who steal repeatedly to face few consequences, regardless of their criminal record or how many times they steal; and

WHEREAS, as a result, between 2014 and 2016, California had the 2nd highest increase in theft and property crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice, the value of property stolen in 2015 was \$2.5 billion with an increase of 13 percent since 2014, the largest single-year increase in at least ten years; and

WHEREAS, grocery store operators around the state have seen unprecedented increases in the amount of losses associated with shoplifting in their stores, with some reporting up to 150% increases in these losses from 2012 to present, with the largest jumps occurring since 2014; and

WHEREAS, shoplifting incidents have started to escalate in such a manner that have endangered innocent customers and employees; and

WHEREAS, individuals who repeatedly steal often do so to support their drug habit. Recent changes to California law have reduced judges' ability to order individuals convicted of repeated theft crimes into effective drug treatment programs; and

WHEREAS, California needs stronger laws for those who are repeatedly convicted of theft related crimes, which will encourage those who repeatedly steal to support their drug problem to enter into existing drug treatment programs. This measure enacts such reforms; and

WHEREAS, collecting DNA from criminals is essential to solving violent crimes. Over 450 violent crimes including murder, rape and robbery have gone unsolved because DNA is being collected from fewer criminals; and

WHEREAS, DNA collected in 2015 from a convicted child molester solved the rape- murders of two six-year-old boys that occurred three decades ago in Los Angeles County. DNA collected in 2016 from an individual caught driving a stolen car solved the 2012 San Francisco Bay Area rape/murder of an 83-year-old woman; and

WHEREAS, recent changes to California law unintentionally eliminated DNA collection for theft and drug crimes. This measure restores DNA collection from persons convicted for such offenses; and

WHEREAS, permitting collection of more DNA samples will help identify suspects, clear the innocent and free the wrongly convicted, and

WHEREAS, this measure does not affect existing legal safeguards that protect the privacy of individuals by allowing for the removal of their DNA profile if they are not charged with a crime, are acquitted or are found innocent.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Coalinga hereby supports the Reducing Crime and Keeping California Safe Act of 2018.

PASSED AND ADOPTED by the City Council of the City of Coalinga on the **15th day of February, 2018** by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

City Clerk / Deputy City Clerk



An Initiative for Public Safety

VIOLENT CRIME

What is a 'violent crime'? For California's new parole law, the definition is murky — and it matters *(Los Angeles Times)*

- Expands the list of violent crimes for which early release is not an option
- Under current law, rape of an unconscious person, trafficking a child for sex, assault of a peace officer, felony domestic violence and other similar crimes are not classified as “violent felonies” — making criminals convicted of these crimes eligible for early release

DNA COLLECTION

California's DNA database gets fewer hits due to Prop. 47 (KCRA)

- Reinstates DNA collection for certain crimes that were reduced to misdemeanors as part of Proposition 47
- Multiple studies have shown that DNA collected from theft and drug crimes has helped solve other violent crimes, including robbery, rape and murder. Since passage of Prop. 47, cold case hits have dropped over 2,000, with more than 450 of those hits connected to violent crimes

SERIAL THEFT

**An explosion of California property crimes
— due to Prop. 47** *(San Francisco Chronicle)*

- Revises the theft threshold by adding a felony for serial theft — when a person is caught for the 3rd time stealing with a value of \$250
- Prop. 47 changed the dollar threshold for theft to be considered a felony — from \$450 to \$950. As a result, there has been an explosion of serial theft and an inability of law enforcement to prosecute these crimes effectively. Theft has increased by 12% to 25%, with losses of a billion dollars since the law was passed.

PAROLE VIOLATIONS

**Suspect in Whittier police officer shooting death
arrested 5 times in last 7 months** *(Whittier Daily News)*

- Requires the Board of Parole Hearings to consider an inmate's entire criminal history when deciding parole, not just his most recent commitment offense; and requires a mandatory hearing to determine whether parole should be revoked for any parolee who violates the terms of his parole for the third time
- AB 109 bases parole solely on an offender's commitment offense, resulting in the release of inmates with serious and violent criminal histories. Moreover, parolees who repeatedly violate the terms of their parole currently face few consequences, allowing them to remain on the street



For more information, please visit www.keepcalsafe.org.

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Adopt Resolution No. 3799 Assistant Engineer Job Description and Resolution
No. 3800 Public Utilities Coordinator Job Description
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

City Manager recommends Council adopt Resolution 3799 approving Assistant Engineer Job Description and Resolution 3800 approving Public Utilities Coordinator Job Description.

II. BACKGROUND:

This is the next part of reorganizing the Public Works & Utilities Department. Revisions to the Maintenance Worker and Treatment Plant Operator Job Descriptions is also planned next. The reorganization is an overall effort to ensure the structure exists within the Department to successfully accomplish its goals and objectives. Currently, the Department has too many management positions while other critical functions of the Department are being delayed or not addressed at all. Many projects are already earmarked for the next three years and new projects are arriving weekly. Likewise, the cross-connection program, required by the State, has no one assigned to this full time task.

III. DISCUSSION:

The vacant Field Services Manager position is being reclassified to the Public Utilities Coordinator. The remaining Assistant Field Services Manager position is filled and will be reclassified to the Assistant Engineer position only through attrition. Both reclassifications will result in significant savings to the enterprise fund accounts.

IV. ALTERNATIVES:

Do not approve.

V. FISCAL IMPACT:

This will have a positive impact on the Enterprise Fund accounts with an estimated net savings of \$40,000 to the Enterprise Funds.

ATTACHMENTS:

File Name

Description

- ▢ Assistant_Engineer.doc
- ▢ Resolution_3799_Assistant_Engineer_Job_Description.docx
- ▢ Public_Uilities_Coordinator.doc
- ▢ Resolution_3800_Public_Uilities_Coordinator_Job_Descrition.docx

Assistant Engineer Job Description
Resolution No 3799
Public Utilities Coordinator Job Description
Resolution No 3800

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Assistant Engineer

Pay Class: 28 Basic

FLSA Non Exempt

DEFINITION

Under the general supervision of the Public Works Supervisor, performs a variety of professional and technical engineering work in the design and construction of public works facilities and projects.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Assists with the development of engineering plans and specifications for roads, storm drains, and transportation facility projects.
- Researches project design requirements.
- Performs complex calculations and prepares estimates of time and material costs.
- Performs public works global positioning system (gps) projects.
- May maintain the engineering, inspections and/or water resources GIS system.
- Conducts field surveys, operating a variety of surveying equipment.
- Prepares grant applications.
- Reviews and evaluates soils and materials test.
- May be responsible for the pavement management system.
- Orders survey, mapping, and data collection for a variety of projects.
- Assists with developing solutions to a variety of engineering problems.
- Researches publications and sources for information to be incorporated into projects.
- Develops revised design and construction standards for the Department of Public Works and Utilities facilities and projects.
- Investigates field problems affecting property owner and contractors.
- Prepares cost estimates and feasibility reports for projects.
- Administers contracts for construction projects.

- Participates in plan checks and reviews for private developments.
- Prepares special engineering studies and projects.
- Reviews subdivision improvement plans, parcel maps, and road and grading plans for conformance with engineering standards and appropriate laws, ordinances, and regulations.
- Provides engineering support for construction projects.
- Assists with review of work performed by engineering consultants.
- Coordinates projects with other City departments and agencies.
- May coordinate construction projects with contractors; serves as liaison with the public and contractors explaining department policies and requirements on engineering issues.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to graduation from a four (4) year college or university with a major in Civil Engineering or a related field.

Experience: Two (2) years of responsible engineering work experience is desirable.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: The following certificate is highly desirable and comes with a 10% pay incentive:

- Engineer in Training Certificate (EIT) issued by the State of California.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: *It is the responsibility of the employee to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will cover the costs associated with the renewal expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSA's necessary to perform essential tasks of the position.*

Knowledge of: Principles, practices and methods of civil engineering as applied to the design, construction and maintenance of roads, drainage systems, water treatment, water distribution, wastewater treatment and wastewater collection. Preparation of designs, plans and specifications for engineering projects. Construction methods, materials and equipment. Contract administration. Proper inspection methods and procedures. Research and statistical methods. Computer Aided Drafting. Use of computers and computer applications related to engineering work. Principles of lead direction, work condition and training.

Skill and Ability to: Communicate clearly and concisely, orally and in writing; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit, walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

RESOLUTION NO. 3799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA ASSISTANT ENGINEER JOB DESCRIPTION

WHEREAS, the City Manager and his staff have presented the City Council with a Assistant Engineer Job Description; and

WHEREAS, the Assistant Engineer Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Assistant Engineer Job Description.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coalinga as follows:

1. The Assistant Engineer Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Assistant Engineer Job description.

The foregoing resolution was duly adopted by the Coalinga City Council at a regular meeting held on the 15th day of February 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

Attest:

City Clerk/Deputy City Clerk

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Public Utilities Coordinator

Pay Class: 26 Basic

FLSA Non Exempt

DEFINITION

Under the general supervision of the Utilities Supervisor, implements and administers the City's Cross Connection Control Program and ensures compliance with City Ordinances and Municipal Codes in relation to City owned and operated Public Utilities Systems.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Independently provides subject matter expertise, technical assistance and information to Utilities staff and certified operators, public health professionals, local health jurisdiction staff and City management.
- Trains staff on proper procedures for inspecting backflow prevention device during routine meter reading. Demonstrate various types of backflow prevention devices and instructs staff in recognizing cross connections and device failures.
- Consults with property owners and contractors to explain cross connection control requirements.
- Enforces cross connection control/backflow prevention, including investigating and enforcing consumer compliance with federal, state and local laws.
- Administers the City's Construction Meter Program.
- Conducts cross connection surveys of new construction and existing facilities to determine cross connection hazards and determines the degree of hazards and the appropriate devices required to protect the public water supply; performs initial backflow inspections and tests devices on newly constructed facilities; performs follow up tests on suspect devices to ensure continued compliance.
- Coordinates Cross Connection Control Program activities with other City departments and outside agencies.
- Issues warnings to customers as necessary.
- Prepares and maintains records and files including field test data, surveys, cross connection locations, approved backflow assemblies and natural gas distribution systems. Maintains a log of customer contacts and inspections.

- Composes correspondence, prepares forms and writes reports relating to the Cross Connection Control Program.
- Ensures assembly owners are notified of upcoming inspection deadlines.
- Maintains and publishes a list of City certified backflow assembly testers for consumers.
- Provides testing and City certification of backflow assembly testers and oversees certified testers.
- Coordinate installation schedules and procedures with contractors.
- Regularly inspects, tests and maintains City owned backflow prevention assemblies.
- Prepares cost estimates for assigned projects.
- Requisitions and purchases materials and supplies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: High School diploma or equivalent.

Experience: Three (3) years water treatment, water distribution or plumbing experience, including two (2) years of experience as a certified backflow assembly tester; OR and equivalent combination of education, training and experience.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications: Certification as a Backflow Tester issued by American Water Works Association or American Backflow Prevention Association Certification as Cross Connection Specialist (Grade I) issued by American Water Works Association within one (1) year of appointment.

Possession of a Water Distribution D2 issued by the State of California.

Other: Must be a U.S. Citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: *It is the responsibility of the employee to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will cover the costs associated with the renewal and Continuing Education Units (CEU) expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSA's necessary to perform essential tasks of the position.*

Knowledge of: Principles, design and operation of cross connection control devices. Basic hydraulics as applied to a water distribution system. Water treatment and distribution principles and

regulations. City policy, procedures and state and federal laws relating to cross connection control and public utilities. Natural gas distribution systems. Use of tools, equipment and supplies.

Skill and Ability to: Communicate clearly and concisely, orally and in writing; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit, walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and Cal OSHA standards.

Approved by: _____
Marissa Trejo, City Manager Date

RESOLUTION NO. 3800

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA PUBLIC UTILITIES COORDINATOR JOB DESCRIPTION

WHEREAS, the City Manager and his staff have presented the City Council with a Public Utilities Coordinator Job Description; and

WHEREAS, the Public Utilities Coordinator Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Public Utilities Coordinator Job Description.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coalinga as follows:

1. The Public Utilities Coordinator Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Public Utilities Coordinator Job description.

The foregoing resolution was duly adopted by the Coalinga City Council at a regular meeting held on the 15th day of February 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

Attest:

City Clerk/Deputy City Clerk

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Adopt Resolution No. 3801 Authorizing an Interfund Loan from the Natural Gas Enterprise Fund to the General Fund
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Staff has no recommendation.

II. BACKGROUND:

In Fiscal Year 2014-2015 and Fiscal Year 2015-2016 the City Council approved a transfer of \$326,000 from the Natural Gas Enterprise Fund for Police Protection of the Natural Gas Lines. The total amount transferred in both years totals \$652,000.

III. DISCUSSION:

During the Fiscal Year 2015-2016 audit it has been determined by the City Auditors that such amounts were transferred without a precise methodology and supporting documents to create a nexus between the services provided and the transfers. The City must therefore repay its own enterprise funds.

IV. ALTERNATIVES:

1. Approve the Interfund Loan for repayment over a one year period.
2. Approve the Interfund Loan for repayment for a lesser amount, and adding a Contingency Note Disclosure in the Fiscal Year 2015-2016 Financial Statements and using the proposed methodology by the auditors.

V. FISCAL IMPACT:

The fiscal impact has been determined to be a repayment of \$65,200 from the General Fund to the Natural Gas Enterprise Fund on an annual basis beginning in Fiscal Year 2015-2016.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Resolution_No._3801_Interfund_Loan_from_the_Natural_Gas_Fund_to_the_General_Fund.pdf	Resolution No. 3801 Interfund Loan from the Natural Gas Fund to the General Fund

RESOLUTION NO. 3801

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
AUTHORIZING AN INTERFUND LOAN FROM THE NATURAL GAS ENTERPRISE
FUND TO THE GENERAL FUND**

WHEREAS, In Fiscal Year 2014-2015 and Fiscal Year 2015-2016 the amount of \$326,000 was transferred from the Natural Gas Enterprise Fund for Police Protection of the Natural Gas lines; and

WHEREAS, the total amount transferred in both years totals \$652,000; and

WHEREAS, it has been determined by the City Auditors that such amounts were transferred without a precise methodology and supporting documents to create a nexus between the services provided and the transfers; and

WHEREAS, the City Council desires to establish an interfund loan for the repayment of such disallowed transfers to itself, which will be repaid over a ten year period beginning in Fiscal Year 2015-2016.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Coalinga as follows:

1. An Interfund Loan of \$652,000 from the Natural Gas Enterprise Fund to the General fund is hereby approved.
2. The City Manager and Finance Director are authorized to make the Loan and to generate appropriate documents as may be necessary to memorialize the Loan and its repayment.

PASSED AND ADOPTED by the City Council of the City of Coalinga at a Regular meeting held on the 15th day of February 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

APPROVED:

Mayor, Nathan Vosburg

ATTEST:

City Clerk / Deputy City Clerk

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Adopt Resolution No. 3802 approving the Memorandum of Understanding between the Fresno Council of Governments and the City of Coalinga for the Regional Pavement Management System

Meeting Date: February 15, 2018

From: Marissa Trejo, City Manager

Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Authorize Approval of the Memorandum of Understanding between the Fresno Council of Governments and the City of Coalinga for the Regional Pavement Management System

II. BACKGROUND:

Various State processes and grants (such as SB1) require that a Pavement Management System be in place to be eligible for grants to fulfill regulations. The Pavement Management System allows agencies to objectively determine the Pavement Condition Index (PCI). The PCI is a measurement of the condition of a particular street as well as determines the useful remaining life of the pavement.

Fresno Council of Governments (FCOG) has offered to provide the initial funding for the implementation of the Regional Pavement Management System. This system, after implementation will be fully functional for a period of up to 3 years. Every 3 years thereafter, the City would be responsible for maintaining the pavement management system by paying for the update.

City costs include:

1. Renewing the StreetSaver software license annually.
2. Hiring staff and/or a consultant every 3 years to update the pavement condition assessment (field survey).

III. DISCUSSION:

FCOG has issued a memorandum of understanding to all member cities to participate in receiving initial funding for the Pavement Management System. The MOU would commit the City to maintaining the system in perpetuity.

IV. ALTERNATIVES:

Do not approve participation in Fresno Council of Governments implementation of the Regional Pavement Management System – Staff does not recommend

V. FISCAL IMPACT:

Fresno Council of Governments (FCOG) will provide the initial funding for the implementation of the Regional Pavement Management System and be fully functional for a period of up to 3 years.

Ongoing yearly funding hereafter will be funded by street funds – approximate yearly on-going costs \$10,000 to \$15,000.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Pavement_Managment_MOU.docx	Pavement Management MOU
<input type="checkbox"/> Resolution_3802_Fresno_Council_of_Governments_MOU_Regional_Pavement_Management_System.docx	Resolution 3802

Memorandum of Understanding for Fresno County Regional Pavement Management System

This Memorandum of Understanding, entered into and effective this date of _____, 2018 between the Fresno Council of Governments, a Joint Powers agency, hereto known as FCOG, the Cities of Coalinga, Fowler, Firebaugh, Huron, Kingsburg, Mendota, Orange Cove, San Joaquin and Selma, all municipal governments, hereto collectively known as CITIES, to establish mutually agreeable commitments among the parties of this agreement regarding implementing and maintaining the Regional Pavement Management System(RPMS).

Whereas, *various state processes* require local agencies to have a pavement management system in place in order to *be eligible for grants or fulfill regulations*, and

Whereas, there *are various costs associated* with implementing and maintaining a pavement management system, and

Whereas, FCOG has reserved \$326,014 SB1 Planning grant funding to assist member agencies in offsetting the initial cost of setting up the RPMS that includes individual pavement management systems in each of the respective cities, and

Whereas, the CITIES shall be responsible for maintaining the individual pavement management system under the RPMS, once established.

Now therefore, in consideration of the forgoing, the parties do mutually agree as follows:

FCOG Responsibilities:

1. Providing funding for initial implementation of the Regional Pavement Management System
2. Hiring a consultant team to set up the StreetSaver system, conduct initial pavement condition assessment and provide training to city staff
3. First year license fee for the SteetSaver system is included in the COG funding for the system setup

CITIES' Responsibilities:

1. Renewing the StreetSaver license annually
2. Maintaining the pavement management system by paying for the update every three years

In Witness thereof, the parties have executed this agreement at Fresno, California, on the day and year first above written.

FRESNO COUNCIL OF GOVERNMENTS

TONY BOREN, Executive Director

Date

CITY OF COALINGA

MARISSA TREJO, City Manager

Date

RESOLUTION NO. 3802

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING
THE MEMORANDUM OF UNDERSTANDING BETWEEN THE FRESNO COUNCIL
OF GOVERNMENTS AND THE CITY OF COALINGA FOR THE REGIONAL
PAVEMENT MANAGEMENT SYSTEM**

WHEREAS, the City is interested in pursuing a pavement management system; and

WHEREAS, various state processes require local agencies to have a pavement management system in place in order to be eligible for grants or fulfill regulations; and

WHEREAS, Fresno Council of Governments in an effort to establish mutually agreeable commitments among all member cities has funding availabilities for such pavement system implementations; and

WHEREAS, Fresno Council of Governments has reserved \$326,014 SB1 Planning grant funding to assist member agencies in offsetting the initial cost of setting up the regional Pavement Management System in each of the member cities; and

WHEREAS, Fresno Council of Governments and member agencies have mutually agreed that each member agency will be required to maintain the system update every three years and annual license renewal.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Coalinga does hereby approve the Memorandum of Understanding between the Fresno Council of Governments and the City of Coalinga. The City Council of the City of Coalinga further resolves that the City Manager is hereby authorized to sign the necessary documentation to proceed

The foregoing resolution was duly adopted by the Coalinga City Council at a regular meeting held on the 15th day of February 2018, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

Attest:

City Clerk/Deputy City Clerk

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Authorize Contracts for Intergovernmental Transfer Program Participation
Meeting Date: February 8, 2018
From: Marissa Trejo, City Manager
Prepared by: Dwayne Gabriel, Acting Fire Chief

I. RECOMMENDATION:

Chief Gabriel recommends authorizing the Chief to sign contracts for participation in the 2017/18 Intergovernmental Transfer Programs.

II. BACKGROUND:

Since 2006, the California Department of Health Care Services (DHCS) has offered local governments that provide health care, the opportunity to secure additional Medi-Cal revenues by participating in a voluntary Intergovernmental Transfer (IGT) program with their local Medi-Cal managed care plans. Blue Cross and CalViva are the Medi-Cal managed care plans that serve Fresno County. Our participation last year resulted in net new funds of approximately \$823,000.

III. DISCUSSION:

The participation in IGT has changed a little since our last participation. In the past, there were a total of 6 separate contracts – 3 for each provider. The changes to date will include the elimination of the DHCS contract for us to participate with each provider, which will reduce the number of contracts from 6 to four.

Before you are the first two contracts for this IGT period. These represent the contract with the Medi-Cal Managed Care Providers – one for Blue Cross and the other for CalViva.

At this time, we do not plan on creating loans from other funds to participate in IGT as we have done in the past. We will be using proceeds from the previous years participation to fund this.

IV. ALTERNATIVES:

1. Do not participate in the program.

V. FISCAL IMPACT:

Our total to be transferred to DHCS for 2017-18 will be \$1,209,863, and will occur possibly in July. The minimum we will be reimbursed will be \$2,016,438, which will result in net new funds of \$806,576 to be spent on healthcare.

ATTACHMENTS:

File Name	Description
2017-18_City_of_Coalinga_Rate_Range_Health_Plan-Provider_Agreement_Anthem.docx	Anthem Blue Cross Contract
2017-2018_Health_Plan-Provider_Agreement_Coalinga_and_CalViva.doc	CalViva Contract

HEALTH PLAN-PROVIDER AGREEMENT

AGREEMENT TO IMPLEMENT THE 2017-2018 RATE RANGE IGTS

City of Coalinga and Anthem Blue Cross

This Amendment is made this 1st day of February 2018, by and between Anthem Blue Cross, a California corporation hereinafter referred to as "PLAN", and the City of Coalinga, acting through its Fire Department, hereinafter referred to as "PROVIDER".

RECITALS:

WHEREAS, Anthem Blue Cross, a corporate entity licensed under Health and Safety code Section 1349 et seq., has a contract with the State Department of Health Care Services pursuant to Welfare and Institutions Code Section 14087.3 to act as a Medi-Cal managed care plan and to serve the residents of Fresno County;

WHEREAS, PROVIDER is an incorporated City whose Fire Department provides emergency response and ambulance transport to Plan members residing in Fresno County; and,

WHEREAS, PLAN and PROVIDER desire to enter into an Agreement to provide for Medi-Cal managed care capitation rate increases to PLAN as a result of intergovernmental transfers ("IGTs") from the City of Coalinga ("GOVERNMENTAL FUNDING ENTITY") to the California Department of Health Care Services ("State DHCS") to maintain the availability of Medi-Cal health care services to Medi-Cal beneficiaries.

NOW, THEREFORE, PLAN and PROVIDER hereby agree as follows:

2017-2018 IGT MEDI-CAL MANAGED CARE CAPITATION RATE INCREASES

1. IGT Capitation Rate Range Increases to PLAN

A. Payment

Should PLAN receive any Medi-Cal managed care capitation rate increases from State DHCS where the nonfederal share is funded by the GOVERNMENTAL FUNDING ENTITY specifically pursuant to the provisions of the Intergovernmental Agreement Regarding Transfer of Public Funds, #_____ ("Intergovernmental Agreement") effective for the periods of July 1, 2017 through June 30, 2018 for Intergovernmental Transfer Medi-Cal Managed Care Rate Range Increases ("IGT MMCRRIs"), PLAN shall pay to PROVIDER the amount of the IGT MMCRRIs received from State DHCS, in accordance with paragraph 1.E below regarding the form and timing of Local Medi-Cal Managed Care Rate Range ("LMMCRR") IGT Payments. LMMCRR IGT Payments paid to PROVIDER shall not replace or supplant any other amounts paid or payable to PROVIDER by PLAN.

B. Health Plan Retention

(1) The PLAN shall retain a 2% administrative fee based on the total amount of the IGT MMCRRRI received from DHCS for PLAN's cost to administer this program. Each provider's share of the 2% fee shall be calculated based on the provider's proportionate share of the LMMCRR IGT payment made by PLAN in Fresno County.

(2) PLAN will not retain any other portion of the IGT MMCRRIs received from the State DHCS other than those mentioned above.

C. Conditions for Receiving Local Medi-Cal Managed Care Rate Range IGT Payments

As a condition for receiving LMMCRR IGT Payments, PROVIDER shall, as of the date the particular LMMCRR IGT Payment is due:

- (1) remain a participating provider for PLAN Medi-Cal patients; and,
- (2) maintain current emergency response and ambulance transport services for PLAN beneficiaries.

D. Schedule and Notice of Transfer of Non-Federal Funds

The GOVERNMENTAL FUNDING AGENCY shall notify the PLAN within five (5) business days after the City funds referred to in the Intergovernmental Transfer Agreement have been transferred to the State.

E. Form and Timing of Payments

PLAN agrees to pay LMMCRR IGT Payments to PROVIDER in the following form and according to the following schedule:

- (1) PLAN agrees to pay the LMMCRR IGT Payments to PROVIDER using the same mechanism through which compensation and payments are normally paid to PROVIDER (e.g., electronic transfer).
- (2) PLAN will pay the LMMCRR IGT Payments to PROVIDER no later than thirty (30) calendar days after receipt of the IGT MMCRRIs from State DHCS.

F. Consideration

(1) As consideration for the LMMCRR IGT Payments, PROVIDER shall use the LMMCRR IGT Payments for the following purposes and shall treat the LMMCRR IGT Payments in the following manner:

(a) The LMMCRR IGT Payments shall represent compensation for Medi-Cal services rendered to Medi-Cal PLAN members by PROVIDER during the State fiscal year to which the LMMCRR IGT Payments apply.

(b) To the extent that total payments received by PROVIDER for any State fiscal year under this Amendment exceed the cost of Medi-Cal services provided to Medi-Cal beneficiaries by PROVIDER during that fiscal year, any remaining LMMCRR IGT Payment amounts shall be retained by PROVIDER to be expended for health care services. Retained LMMCRR IGT Payment amounts may be used by the PROVIDER in either the State fiscal year for which the payments are received or subsequent State fiscal years.

(2) For purposes of subsection (1) (b) above, if the retained LMMCRR IGT Payments, if any, are not used by PROVIDER in the State fiscal year received, retention of funds by PROVIDER will be established by demonstrating that the retained earnings account of PROVIDER at the end of any State fiscal year in which it received payments based on LMMCRR IGT Payments funded pursuant to the Intergovernmental Agreement, has increased over the unspent portion of the prior State fiscal year's balance by the amount of LMMCRR IGT Payments received, but not used. These retained PROVIDER funds may be commingled with other GOVERNMENTAL FUNDING ENTITY funds for cash management purposes provided that such funds are appropriately tracked and only the depositing facility is authorized to expend them.

(3) Both parties agree that none of these funds, either from the GOVERNMENTAL FUNDING ENTITY or federal matching funds will be recycled back to the GOVERNMENTAL FUNDING ENTITY'S general fund, the State, or any other intermediary organization. Payments made by the health plan to providers under the terms of this Amendment constitute patient care revenues.

G. PLAN's Oversight Responsibilities

PLAN's oversight responsibilities regarding PROVIDER's use of the LMMCRR IGT Payments shall be limited as described in this paragraph. PLAN shall request, within thirty (30) calendar days after the end of each State fiscal year in which LMMCRR IGT Payments were transferred to PROVIDER, a written confirmation that states whether and how PROVIDER complied with the provisions set forth in Paragraph 1.F above. In each instance, PROVIDER shall provide PLAN with written confirmation of compliance within thirty (30) calendar days of PLAN's request.

H. Cooperation Among Parties

Should disputes or disagreements arise regarding the ultimate computation or appropriateness of any aspect of the LMMCRR IGT Payments, PROVIDER and PLAN agree to work together in all respects to support and preserve the LMMCRR IGT Payments to the full extent possible on behalf of the safety net in Fresno County.

I. Reconciliation

Within one hundred twenty (120) calendar days after the end of each of PLAN's fiscal years in which LMMCRR IGT Payments were made to PROVIDER, PLAN shall perform a reconciliation of the LMMCRR IGT Payments transmitted to the PROVIDER during the preceding fiscal year to ensure that the supporting amount of IGT MMCRRIs were received by PLAN from State DHCS. PROVIDER agrees to return to PLAN any overpayment of LMMCRR IGT Payments made in error to PROVIDER within thirty (30) calendar days after receipt from PLAN of a written notice of the overpayment error, unless PROVIDER submits a written objection to PLAN. Any such objection shall be resolved in accordance with the dispute resolution processes set forth in Section H of this Agreement or otherwise in good faith by the parties. The reconciliation processes established under this paragraph are distinct from the indemnification provisions set forth below. PLAN agrees to transmit to the PROVIDER any underpayment of LMMCRR IGT Payments within thirty (30) calendar days of PLAN's identification of such underpayment.

J. Indemnification

Notwithstanding anything to the contrary contained in the Agreement, PROVIDER shall indemnify and hold PLAN harmless against any losses, demands, liabilities, court costs, judgments and expenses, imposed by a court or otherwise incurred by PLAN as a result of PLAN's receipt of IGT MMCBIs or payment of LMMCB IGT PAYMENTS, including by not limited to the following circumstances:

(1) In the event that State DHCS, the Department of Health and Human Services or any other federal or state agency recoups, offsets, or otherwise withholds any monies from or fails to provide any monies to PLAN, or PLAN is denied any monies to which it otherwise would have been entitled, for any reason related to the Medi-Cal IGT MMCBIs, including but not limited to (a) State DHCS's failure to treat the IGT MMCBIs or LMMCB IGT PAYMENTS as set forth in the applicable sections of the Intergovernmental Agreement; (b) the failure of the IGT MMCBIs to qualify for federal participation pursuant to 42 C.F.R. part 433, subpart B; or (c) overpayment of IGT MMCBIs to PLAN by State DHCS, PLAN shall have a right to immediately recoup, offset or withhold any and all such amounts from payments otherwise due to PLAN. Recovery by PLAN pursuant to this section shall include, but not be limited to, reduction in future LMMCB IGT PAYMENTS paid to PLAN in an amount equal to the amount of the IGT MMCBIs payments recovered from PLAN or reduction of Capitation payments owed to PROVIDER by PLAN pursuant to this Agreement.

(2) PLAN shall pursue an appeal, a lawsuit, or any other available legal action to challenge the recoupment by State DHCS, the Department of Health and Human Services, or any other federal or state agency that is not required by law, unless after consultation with PROVIDER and with good cause, PLAN determines that it is not in the best interest of the PLAN and/or PROVIDER to do so;

(3) At PLAN's discretion, PROVIDER shall either provide or arrange for legal representation on PLAN's behalf or PLAN shall arrange for its own representation and be entitled to reasonable attorney's fees and costs from PROVIDER for such representation, in addition to any and all other relief to which PLAN may be entitled, including, but not limited to, the following circumstances:

a. If any action at law, suit in equity, arbitration, or administrative action is brought against PLAN by State DHCS, the Department of Health and Human Services, any other federal or state agency or other individual or organization to: (i) enforce or interpret the IGT MMCBIs or LMMCB IGT PAYMENTS; or (ii) recoup, offset, or otherwise withhold any monies from PLAN relating to the IGT MMCBIs or LMMCB IGT PAYMENTS; or

b. If PLAN brings any appeal, action at law suit in equity, arbitration or administrative action against the State DHCS, the Department of Health and Human Services or any other federal or state agency to (i) enforce or interpret IGT MMCBIs or LMMCB IGT PAYMENTS; (ii) in response to an action described in subparagraph 1 or subparagraph 3(a) above;

(4) If PLAN prevails in any appeal, action at law, suit in equity, arbitration or administrative action against PLAN and/or PROVIDER to enforce or interpret the IGT MMCBIs or LMMCB IGT PAYMENTS or to recoup, offset or otherwise withhold any monies relating to the IGT MMCBIs or SPD LMMCB IGT PAYMENTS, PLAN shall be entitled to reasonable attorney's fees and costs from PROVIDER.

K. Remittance Information

The IGT-funded payments made by the PLAN pursuant only to this Agreement, shall be mailed to the PROVIDER at the address set forth below:

City of Coalinga
Dwayne Gabriel, Fire Chief
300 W. Elm St.
Coalinga, CA 93210

Phone: (559) 935-1652, Email: dgabriel@Coalinga.com

2. Term

The term of this Amendment shall commence on July 1, 2017 and shall terminate on September 30, 2020.

All other terms and provisions of said Agreement shall remain in full force and effect so that all rights, duties and obligations, and liabilities of the parties hereto otherwise remain unchanged; provided, however, if there is any conflict between the terms of this Amendment and the Agreement, then the terms of this Amendment shall govern.

HEALTH PLAN-PROVIDER AGREEMENT

AGREEMENT TO IMPLEMENT THE 2017-2018 RATE RANGE IGTS

City of Coalinga and Anthem Blue Cross

SIGNATURES

HEALTH PLAN: ANTHEM BLUE CROSS

_____ Date: _____

By: Paul Pakuckas, RVP II, Provider Solutions, CA Medicaid and Medicare

PROVIDER: CITY OF COALINGA FIRE DEPARTMENT

_____ Date: _____

By: Dwayne Gabriel, Fire Chief of the City of Coalinga

HEALTH PLAN-PROVIDER AGREEMENT

AGREEMENT TO IMPLEMENT THE 2017-18 RATE RANGE IGTS

The City of Coalinga and CalViva Health

This Agreement is made this ____ day of _____ {month/year}, by and between the Fresno-Kings-Madera Regional Health Authority dba CalViva Health, a Medi-Cal Managed Care Plan hereinafter referred to as "PLAN", and the City of Coalinga, acting through its Fire Department, hereinafter referred to as "PROVIDER."

RECITALS:

WHEREAS, CalViva Health licensed under Health and Safety Code Section 1349 et seq. has a contract with the State Department of Health Care Services pursuant to Welfare and Institutions Code Section 14087.3 to act as a Medi-Cal managed care plan and CalViva Health has contracted with Health Net Community Solutions (HNCS) which has contracted with Health Net of California, Inc. to fulfill its responsibilities for the provision of Medi-Cal covered services for eligible Medi-Cal members. For purposes of this Agreement, Health Net of California, Inc. and Health Net Community Solutions, Inc. and CalViva Health shall collectively be referred to as "PLAN";

WHEREAS, PROVIDER is an incorporated City whose Fire Department provides emergency response and ambulance transport to Plan members; and

WHEREAS, PLAN and PROVIDER desire to enter into an Agreement to provide for Medi-Cal managed care capitation rate increases to PLAN as a result of intergovernmental transfers ("IGTs") from the City of Coalinga ("GOVERNMENTAL FUNDING ENTITY") to the California Department of Health Care Services ("State DHCS") to maintain the availability of Medi-Cal health care services to Medi-Cal beneficiaries.

NOW, THEREFORE, PLAN and PROVIDER hereby agree as follows:

2017-18 IGT MEDI-CAL MANAGED CARE CAPITATION RATE RANGE INCREASES

1. IGT Capitation Rate Range Increases to PLAN

A. Payment

Should PLAN receive any Medi-Cal managed care capitation rate increases from State DHCS where the nonfederal share is funded by the GOVERNMENTAL FUNDING ENTITY effective for the period of July 1, 2017 through June 30, 2018 for Intergovernmental Transfer Medi-Cal Managed Care Rate Range Increases ("IGT MMCRRI"), PLAN shall pay to PROVIDER the amount of the IGT MMCRRI received from State DHCS, in accordance with paragraph 1.E below regarding the form and timing of Local Medi-Cal Managed Care Rate

Range (“LMMCRR”) IGT Payments. LMMCRR IGT Payments paid to PROVIDER shall not replace or supplant any other amounts paid or payable to PROVIDER by PLAN.

B. Health Plan Retention

(1) The PLAN shall retain a 2% administrative fee based on the total amount of the IGT received from DHCS for PLAN’s cost to administer this program. Each provider’s share of the 2% fee shall be calculated based on the provider’s proportionate share of the LMMCRR IGT payment made by PLAN in Fresno County.

(2) PLAN will not retain any other portion of the IGT MMCRRIs received from the State DHCS other than those mentioned above.

C. Conditions for Receiving Local Medi-Cal Managed Care Rate Range IGT Payments

As a condition for receiving LMMCRR IGT Payments, PROVIDER shall, as of the date the particular LMMCRR IGT Payment is due:

- (1) Remain a participating PLAN provider;
- (2) maintain its current emergency response and ambulance transport services for PLAN beneficiaries.

D. Schedule and Notice of Transfer of Non-Federal Funds

PROVIDER shall provide PLAN with a copy of the schedule regarding the transfer of funds to State DHCS, referred to in the Intergovernmental Agreement, within fifteen (15) calendar days of the PROVIDER establishing such schedule with the State DHCS. Additionally, PROVIDER shall notify PLAN, in writing, no less than seven (7) calendar days prior to any changes to an existing schedule including, but not limited to, changes in the amounts specified therein.

E. Form and Timing of Payments

PLAN agrees to pay LMMCRR IGT Payments to PROVIDER in the following form and according to the following schedule:

(1) PLAN agrees to pay the LMMCRR IGT Payments to PROVIDER using the same mechanism through which compensation and payments are normally paid to PROVIDER (e.g., electronic transfer). After paying any required taxes and retaining the PLAN's administrative fee, as shown in Section B above, PLAN will pay PROVIDER a percent of the remaining LMMCRR IGT payment equal to the PROVIDER's contribution as a percent of total local provider contributions.

(2) PLAN will pay the LMMCRR IGT Payments to PROVIDER no later than thirty (30) calendar days after receipt of the IGT MMCRRIs from State DHCS.

F. Consideration

(1) As consideration for the LMMCRR IGT Payments, PROVIDER shall use the LMMCRR IGT Payments for the following purposes and shall treat the LMMCRR IGT Payments in the following manner:

(a) The LMMCRR IGT Payments shall represent compensation for Medi-Cal services rendered to Medi-Cal PLAN members by PROVIDER during the State fiscal year to which the LMMCRR IGT Payments apply.

(b) To the extent that total payments received by PROVIDER for any State fiscal year under this Agreement exceed the cost of Medi-Cal services provided to Medi-Cal beneficiaries by PROVIDER during that fiscal year, any remaining LMMCRR IGT Payment amounts shall be retained by PROVIDER to be expended for health care services. Retained LMMCRR IGT Payment amounts may be used by the PROVIDER in either the State fiscal year for which the payments are received or subsequent State fiscal years.

(2) For purposes of subsection (1) (b) above, if the retained LMMCRR IGT Payments, if any, are not used by PROVIDER in the State fiscal year received, retention of funds by PROVIDER will be established by demonstrating that the retained earnings account of PROVIDER at the end of any State fiscal year in which it received payments based on LMMCRR IGT Payments funded pursuant to the Intergovernmental Agreement, has increased over the unspent portion of the prior State fiscal year's balance by the amount of LMMCRR IGT Payments received, but not used. These retained PROVIDER funds may be commingled with other GOVERNMENTAL FUNDING ENTITY funds for cash management purposes provided that such funds are appropriately tracked and only the depositing facility is authorized to expend them.

(3) Both parties agree that none of these funds, either from the GOVERNMENTAL FUNDING ENTITY or federal matching funds will be recycled back to the GOVERNMENTAL FUNDING ENTITY'S general fund, the State, or any other intermediary organization. Payments made by the health plan to providers under the terms of this Agreement constitute patient care revenues.

G. PLAN's Oversight Responsibilities

PLAN's oversight responsibilities regarding PROVIDER's use of the LMMCRR IGT Payments shall be limited as described in this paragraph. PLAN shall request, within thirty (30) calendar days after the end of each State fiscal year in which LMMCRR IGT Payments were transferred to PROVIDER, a written confirmation that states whether and how PROVIDER complied with the provisions set forth in Paragraph 1.F above. In each instance, PROVIDER shall provide PLAN with written confirmation of compliance within thirty (30) calendar days of PLAN's request.

H. Cooperation Among Parties

Should disputes or disagreements arise regarding the ultimate computation or appropriateness of any aspect of the LMMCRR IGT Payments, PROVIDER and PLAN agree to work together in all respects to support and preserve the LMMCRR IGT Payments to the full extent possible on behalf of the safety net in Fresno County.

I. Reconciliation

Within one hundred twenty (120) calendar days after the end of each of PLAN's fiscal years in which LMMCRR IGT Payments were made to PROVIDER, PLAN shall perform a reconciliation of the LMMCRR IGT Payments transmitted to the PROVIDER during the preceding fiscal year to ensure that the supporting amount of IGT MMCRRIs were received by PLAN from State DHCS. PROVIDER agrees to return to PLAN any overpayment of LMMCRR IGT Payments made in error to PROVIDER within thirty (30) calendar days after receipt from PLAN of a written notice of the overpayment error, unless PROVIDER submits a written objection to PLAN. Any such objection shall be resolved in accordance with the dispute resolution processes set forth in Section H. of this Agreement or otherwise in good faith by the parties. The reconciliation processes established under this paragraph are distinct from the indemnification provisions set forth in Section J. below. PLAN agrees to transmit to the PROVIDER any underpayment of LMMCRR IGT Payments within thirty (30) calendar days of PLAN's identification of such underpayment.

J. Indemnification

PROVIDER agrees to indemnify and hold PLAN harmless in all matters relating to the IGT request, subsequent payment and use of such funds.

K. Remittance Information

The IGT-funded payments made by the PLAN pursuant only to this Agreement, shall be mailed to the PROVIDER at the address set forth below:

City of Coalinga
Dwayne Gabriel, Fire Chief
City of Coalinga
300 W. Elm St.
Coalinga, CA 93210

Phone: (559) 935-1652, Email: dgabriel@Coalinga.com

2. Term

The term of this Agreement shall commence on July 1, 2017 and shall terminate on September 30, 2020.

SIGNATURES

BY HEALTH PLAN: _____ Date: _____

Greg Hund, Chief Executive Officer, CalViva Health

BY PROVIDER: _____ Date: _____

Dwayne Gabriel, Fire Chief of the City of Coalinga

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Declare Old Patrol Cars as Surplus Property and Donate or Sell two of them at a Minimal Fee to Allied Agencies
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Darren Blevins, Police Lieutenant

I. RECOMMENDATION:

Staff recommends that Council allow the police department to declare 5 older patrol cars, 1 Animal Control vehicle and 1 Code Enforcement vehicles as surplus property. Staff requests 2 of the vehicles be donated or sold to the California Department of Corrections and Rehabilitation and 1 to the Kingsburg Police Department.

II. BACKGROUND:

With the recent purchase down sizing of the police department the cars are no longer needed and are past their vehicle life

III. DISCUSSION:

The Police Department is in the process of taking 3 older Ford Crown Victoria patrol cars, 1 unmarked patrol car, 1 Chevy Caprice, 1 Crown Victoria used by Code Enforcement and 1 Animal Control vehicle off line due to the life of the vehicles and down sizing of the police department.

The Police Department has been contacted by the California Department of Corrections and Rehabilitation and the Kingsburg Police Department requesting we be allowed to donate or allow them to purchase the 2 marked Crown Victoria to CDCR and 1 Chevy Caprice to Kingsburg Police Department for a minimal fee as well.

CDCR SERT team has requested these vehicle to use for their response into the city as they assist the police department with search warrants and other active situations.

The Department recommends that the vehicles be transferred to CDCR and Kingsburg Police Department for the price of \$1.00 per vehicle with the understanding they are responsible for all DMV fees, smog requirements, and transfer fees.

The remaining two vehicle's to be auctioned off.

IV. ALTERNATIVES:

The Council can deny the surplus of the patrol vehicles and the donation or sale.

V. FISCAL IMPACT:

Fiscal impact could be \$3.00 for the vehicles being requested by CDCR and Kingsburg Police Department or what ever price the council sets for the sale of the patrol vehicles would be positive income to the general fund.

The remaining vehicles would be positive income to the general fund depending on the auctioned price and necessary auction fees being paid.

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approval of an Amended Agreement for Consulting Services between the City of Coalinga and Interstate Gas Services, Inc. for Utility-Related Consulting Services
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends approving the amended Agreement for Consulting Services between the City of Coalinga and Interstate Consulting Services, Inc. (also IGS or IGService) for the purpose of providing utility-related consulting services.

II. BACKGROUND:

III. DISCUSSION:

Two primary changes in the proposed contract:

1. Effective billing rate increased from \$161 to \$185 per hour.
2. Scope is expanded to reflect Mr. Bergman's support to the various enterprise funds.

IV. ALTERNATIVES:

Do not approve the proposed contract and direct staff to seek proposals.

V. FISCAL IMPACT:

The contract raises the hourly rate from \$161 to \$185. The fiscal impact will vary based on the number of hours billed. This does not impact the General Fund.

ATTACHMENTS:

File Name	Description
 AMENDED_Agreement_for_Consulting_Services_-_Coalinga-IGS_PROPOSED_021518.pdf	Proposed Amended Contract

AGREEMENT FOR CONSULTING SERVICES

This agreement sets forth the agreement and understanding between City of Coalinga (Coalinga) and Interstate Gas Services, Inc. (also IGS or IGService) for the purpose of IGS providing utility-related consulting services to Coalinga.

SCOPE:

The ongoing scope of services is summarized below by enterprise fund.

Natural Gas Enterprise

- Monthly gas procurement coordination with Shell Trading
- Summer season sale-back of excess Redwood-path pipeline capacity
- Verification of all supplier billing statements
- Monitor revenue and expense of the gas enterprise for rate setting
- Support with PHMSA gas safety compliance

Water Enterprise

- Negotiation and coordination with Westlands and USBR for water costs and volumes
- Negotiation and contract management with wholesale customers
- Annual disclosure reporting for Series 2012 Bonds
- Monitor revenue and expense of the water enterprise regarding rate setting
- Compile and submit monthly volume report to Water Resources Control Board
- Monitor and identify monthly billing detail for errors

Sewer Enterprise

- Annual disclosure reporting for Series 2012 Bonds
- Monitor revenue and expense of the gas enterprise for rate setting

In general, provide ongoing utility technical support to the City Manager, Public Works Director, and staff as requested. Beyond the above-identified areas, this letter agreement is general in nature. All additional work shall be as directed only by the Public Works Director or City Manager and agreed to by Dan Bergmann of IGS.

TERM:

This agreement is effective upon full execution. This agreement supersedes all other agreements in place between IGS and Coalinga. This agreement shall continue until terminated by either party on 30 days written notice, with or without cause.

FEES:

For services provided by IGS:

\$185 per hour

For administrative services:

\$50 per hour

Lodging:

Actual cost, not to exceed \$125 per night

Meals:

Not included

Mileage:

\$0.545 per mile (2018), or the highest IRS approved rate

Driving time:

\$75 per hour

CONFIDENTIALITY:

IGS and Coalinga recognize and agree that during the term, both will gain access to certain information critical to the ongoing business operations of each entity. This may include, but not be limited to, customers, clients, and supplier identities, transportation arrangements and terms, and conditions of certain contractual arrangements relative to the above. Both parties to this agreement specifically agree to keep any and all such information strictly confidential throughout the term defined hereunder and subsequent to the termination of this Agreement. IGS and Coalinga further agree not to utilize any such information to circumvent such ongoing business activities of each other, either directly and/or through third parties.

WARRANTY:

IGS shall perform all services with due diligence in a good workmanlike manner under generally accepted industry professional standards and, where applicable, standards imposed by law for comparable or similar services. All materials incorporated into services shall be of good quality.

INDEMNIFICATION:

Coalinga agrees to defend, indemnify IGS and save it harmless from all losses, liabilities, or claims including attorneys' fees and costs of court ("Claims"), from any and all persons, arising from or out of claims associated with agreements between Coalinga and entities other than IGS. Coalinga further agrees not to involve IGS in present or future litigation between Coalinga other entities, as a result of Coalinga utilizing IGS work products as evidence. IGS agrees to defend, indemnify Coalinga and

save it harmless from all Claims, from any and all persons, arising from or out of the work of IGS hereunder, including but not limited to, the claims of customers, suppliers, and IGS employees.

INDEPENDENT CONTRACTOR:

In performing under this agreement, IGS shall act at all times as an independent contractor. IGS shall not make any commitment or incur any charge or expense in the name of Coalinga.

IGS expressly agrees, acknowledges, and stipulates that neither this Agreement nor the performance of its obligations or duties thereunder shall ever result in IGS, or anyone employed by IGS, being:

- A. An employee, agent, servant or representative of Coalinga; or
- B. Entitled to any benefits from Coalinga, including, without limitation, pension, profit sharing, accident insurance, or health, medical, life, or disability insurance benefits or coverage, to which employees of Coalinga are entitled.

The sole and only compensation and/or benefit of any nature to which IGS shall be entitled are the payments provided for herein. Coalinga shall have no direction or control of IGS or its employees and agents except in the results to be obtained subject to Coalinga's right to review/inspect the services. The actual performance and supervision of all services shall be by IGS, but the services shall meet the approval of Coalinga.

SOCIAL SECURITY AND WAGE TAX LIABILITY:

IGS agrees to pay timely and to accept exclusive liability for the payroll taxes, contributions for unemployment compensation insurance, old age benefits, social security, and any other payments now or hereafter imposed by the Government of the United States or by any state or political subdivision thereof, which are measured by the ages, salaries or other remuneration paid to IGS's employees. IGS agrees to indemnify Coalinga and save it free and harmless from and against any and all taxes, contributions, and/or payments imposed by law upon IGS.

ASSIGNMENTS AND SUBCONTRACTS:

This Agreement shall not be assigned or subcontracted. By this Agreement, Coalinga specifically contracts for the personal services of Dan Bergmann.

PAYMENT:

IGS shall bill Coalinga for work completed on a monthly basis. Payment is due 30 days after receipt of the invoice. Any overdue payments may, at IGS sole discretion, accrue a late charge of 1% per month.

INSURANCE:

IGS shall maintain insurance and shall submit certificates of insurance evidencing that insurance meeting the following requirements is being provided:

1. Errors and Omissions Insurance. If IGS is professionally licensed, IGS shall have such errors and omissions insurance as shall protect City, its officers, directors, employees and agents from claims based on errors or negligent acts or omissions which may arise from IGS' operations or performance under this Agreement, whether claims be made during or subsequent to the term of this Agreement, and whether such operations or performance be by IGS or its employees, Consultants, agents or anyone else directly or indirectly employed by any of the foregoing. The amount of this insurance shall not be less than \$1,000,000.

Said policy shall be continued in full force and effect during the term of this Agreement. In the event of termination of said policy, new coverage shall be obtained for the required period to insure for the prior acts of IGS during the course of performing services under the terms of this Agreement.

2. Workers Compensation. IGS shall carry such insurance as will protect City and IGS from claims under Workers Compensation and Employer's Liability Acts; such insurance to be maintained as to the type and amount in strict compliance with State statutes.
3. General Liability. IGS shall obtain and keep in full force and effect general liability insurance including provisions for contractual liability, personal injury, independent Consultants and broad form property damage coverages. This insurance shall be on a comprehensive occurrence basis form with a stand cross liability clause or endorsement. The limit for this insurance shall be no less than \$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.
4. Automobile Liability. IGS shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have a standard cross liability clause or endorsement. The limit amount for this insurance shall be no less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
5. Within thirty (30) days of the date of this Agreement, IGS shall provide the City with Certificates of Insurance demonstrating compliance with provisions 1 through 4 above. Said certificates shall specify or endorse to provide that ten (10) days notice shall be given in writing to the City of any cancellations.

NOTICES:

City of Coalinga

City of Coalinga
155 West Durian
Coalinga, CA 93210
Attn: City Manager

Interstate Gas Services, Inc.

Dan Bergmann / IGS
15 Shasta Lane
Walnut Creek, CA 94597

SIGNATURES:

If the above conditions and terms meet with your approval, please sign below:

Signature

Date

Name Printed

Title

Dan Bergmann
President
Interstate Gas Services, Inc.

Date

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Award of Contract to Frisch Engineering, Inc. for Water Treatment Plant (WTP) and Distribution System Supervisory Control and Data Acquisition (SCADA) System Upgrade
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

The City Manager recommends the City Council award and authorize the City Manager to execute a contract to Frisch Engineering, Inc. of Folsom, California, for SCADA System Upgrade Engineering Services.

II. BACKGROUND:

Various improvements have been made (primarily by City staff) to the water system SCADA system since it was installed in 1992. For example, SCADA system communication and control of the remote booster pumping stations and reservoirs in the 1992 project was accomplished using hard wires that had been installed underground in the 1972 project. The resulting system response time was very slow and the hard wires were subject to continuing failure. Since 1992, City staff has obtained an FCC license and has installed radios at the remote sites that now communicate with the SCADA system computer at the WTP. Other changes include addition of a chloramination process and addition of two variable frequency drives (VFDs) at the raw water pumping station to provide flow-control flexibility through the WTP if necessary. The VFDs are usually not used.

As described above, the current WTP and Programmable Logic Controller (PLC) network hardware is built around older standards. The SCADA network is also in need of a significant upgrade but elements of the existing software may be salvageable if advisable.

III. DISCUSSION:

Statements of Qualifications (SOQs) were received from 5 potential engineering firms for design, bidding, and construction phase services for upgrade of the City of Coalinga Water Treatment Plant and Water System SCADA system. The firms were ranked in accordance with the selection criteria listed in the Request for Qualifications. Ranking of the SOQs are shown below.

1. Frisch Engineering, Inc. (Frisch)
2. Stantec Consulting Services, Inc. (Stantec)
3. Automated Control and Technical Services (AC&T)
4. Electrical Power Systems, Inc. (EPS)

5. Solomon Electrical and Data, Inc. (Solomon)

Frisch's SOQ clearly demonstrates that they are highly qualified for this work. They are an engineering/ consulting firm whose primary focus is electrical and SCADA system design. They also offer PLC programming and SCADA system integration, installation, and repair of existing systems but their primary functions are the services needed for this project. A partial list of items that I believe set Frisch apart from the other firms is shown below:

- Their SOQ demonstrated a clear understanding of the project. It was apparent that Frisch was interested in this project, had come to Coalinga, and knows exactly what the City wants to do. The Frisch SOQ also included a preliminary scope of work that was not specifically required by the RFQ but will be a good start in developing the contractual scope of work for the project.
- Their listed projects demonstrated extensive experience directly applicable to the Coalinga project.
- They closely followed the directions set out in the RFQ.
- The proposed Frisch team is highly qualified for this assignment and they appear to have appropriate levels of staff available to complete the project in a timely manner.
- The rates are appropriate for a small consulting engineering firm.

City will work with Frisch to develop and negotiate a scope, fee. Upon successful negotiation of all terms, the firm shall sign a Contract for the work at which point the Contract shall be signed by the City Manager for approval. If it is not reasonably possible to enter a Contract with Frisch the City may commence negotiation with the next highest ranked firm. If an agreement cannot be reached with that firm after a reasonable amount, as determined by the City, then the City may commence negotiations with other firms

IV. ALTERNATIVES:

Do not approve Frisch Engineering, Inc. of Folsom, California, for SCADA system upgrade engineering services – Staff does not recommend.

V. FISCAL IMPACT:

This is a budgeted project from the Water Enterprise Fund (501-503-9844). The Statement of Qualification (SOQ) is not to exceed \$75,000.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Contractor_Review_Letter.pdf	Contractor Review Letter
<input type="checkbox"/> Selected_Firm_Letter.pdf	Selected Firm Letter
<input type="checkbox"/> Non_Selected_Firms_Letter.pdf	Non Selected Firms Letter
<input type="checkbox"/> Automated_Control_Technical.pdf	Automated Control Technical Services
<input type="checkbox"/> Electrical_Power_Systems_Inc.pdf	Electrical Power Systems Inc

Electrical_Power_Systems.pdf	Electrical Power Systems
Frisch_Engineering.pdf	Frisch Engineering
Solomon_Electric_Data_Inc.pdf	Solomon Electric Data Inc



4630 West Jennifer Avenue, Suite 101
Fresno, California 93722-6415
Tel: (559) 447-9075
Fax: (559) 447-9074
Email: Info@TriCityEngineering.com
www.TriCityEngineering.com

January 9, 2018

Pete Preciado, Public Works & Utilities Director
City of Coalinga
155 W. Durian Ave
Coalinga, CA 93210

Re: City of Coalinga WTP SCADA System Upgrade – Review of Statements of Qualifications

I have completed my review of the Statements of Qualifications (SOQs) that were received from potential engineering firms for design, bidding, and construction phase services for upgrade of the City of Coalinga Water Treatment Plant and Water System SCADA system. I ranked the firms in accordance with the selection criteria listed in the Request for Qualifications. I did not assign a point system but rather compared each SOQ to the listed selection criteria. My ranking of the SOQs are shown below. My reasons for the ranking are explained in the paragraphs below the actual ranking. I did not contact any of the listed references.

1. Frisch Engineering, Inc. (Frisch)
2. Stantec Consulting Services, Inc. (Stantec)
3. Automated Control and Technical Services (AC&T)
4. Electrical Power Systems, Inc. (EPS)
5. Solomon Electrical and Data, Inc. (Solomon)

Frisch's SOQ clearly demonstrates that they are highly qualified for this work. They are an engineering/consulting firm whose primary focus is electrical and SCADA system design. They also offer PLC programming and SCADA system integration, installation, and repair of existing systems but their primary functions are the services needed for this project. A partial list of items that I believe set Frisch apart from the other firms is shown below:

- Their SOQ demonstrated a clear understanding of the project. It was apparent that Frisch was interested in this project, had come to Coalinga, and knew exactly what the City wants to do. The Frisch SOQ also included a preliminary scope of work that was not specifically required by the RFQ but will be a good start in developing the contractual scope of work for the project.
- Their listed projects demonstrated extensive experience directly applicable to the Coalinga project.
- They closely followed the directions set out in the RFQ.
- The proposed Frisch team is highly qualified for this assignment and they appear to have appropriate levels of staff available to complete the project in a timely manner.
- The rates are appropriate for a small consulting engineering firm.



AMERICAN COUNCIL OF ENGINEERING COMPANIES

Stantec is an international professional services company in the design and consulting industry. Stantec certainly has within its ranks the necessary expertise to successfully accomplish this assignment for the City. None of the key staff members that were involved with the previous SCADA system evaluation report were included in this SOQ except David Kennedy, PE as the Principal-In-Charge. If you recall, Mr. Kennedy brought the previous project to an end that was satisfactory to the City when the project had become stalled. The Stantec SOQ demonstrates many examples of water/wastewater projects that Stantec has designed. The design for these projects included complete SCADA system design as well as a part of the project. I did, however, note a few issues that I feel need to be noted. These issues are noted below:

- My primary concern is the Stantec proposed project management plan. They propose that the work be accomplished using two of their California offices. The project manager, Philip Atkinson, PE works in the Stantec Rocklin, CA office with technical support provided from the Bakersfield, CA office. Using multiple offices for project delivery is commonplace for large professional services/consulting firms like Stantec. I personally have managed several projects involving 2 or more offices when I worked for large consulting firms. My concern in this case is that the project manager is the key person in the organizational chart with demonstrated experience with successful delivery of water projects similar to the Coalinga SCADA upgrade however, those individuals listed to provide "technical support" in the SOQ clearly have worked primarily in the oil/gas industry.
- The SOQ does not, in my opinion, demonstrate a clear understanding of the scope of work that is needed for this project but rather seems to be a repeat of the RFQ.
- The SOQ uses vague terms such as "cascading communication protocol" as descriptors of the firm and their proposed services. Succinct, accurate descriptions would be much more useful.
- The Stantec billing rates appear to be standard of the industry for large engineering/consulting firms and higher than the City normally pays for consulting services.

AC&T, as presented, has the technical expertise to complete this SCADA system upgrade for the City but the focus of AC&T appears to be installation (construction) rather than design. The AC&T team appears to be qualified to provide the design services needed but it is clearly not their normal service accomplished. AC&T did not follow the RFQ directions closely. Some of the more important variations I noticed are listed below:

- The scope of work presented in the SOQ far exceeded the services requested by the City. The AC&T scope of work included services normally seen on a design-build approach to project delivery. It included hardware and software procurement, PLC fabrication, SCADA system component/software shop tests, field installation, field testing and commissioning, City staff training, and as-built documentation. These services will not be required with a design-bid-build project delivery.
- I was unable to verify that the AC&T team included a California licensed professional electrical engineer as required by the RFQ.
- The project listed as demonstration of applicable experience predominantly demonstrated installation/integration experience rather than design, bid phase, and construction phase engineering.

EPS appears to have a good understanding of the needed scope of work but I have a few concerns that I have noted below:

- The projects presented as demonstration of EPS experience do not clearly describe EPS's role on the projects. Did they provide design or construction/integration services? The projects presented do not demonstrate design experience for a system-wide upgrade of a City's SCADA system.
- The project team is comprised of one licensed professional electrical engineer and one electrical technician/inspector. This seems somewhat on the thin side for Coalinga's project. The firm description describes EPS as a 6-person company.
- The EPS billing rates appear reasonable to me.

Solomon describes the firm in their SOQ as "a small electrical contracting firm." They go on to state that they "rely on consulting engineers" and "industry experts" as a part of their business. They have been involved in some SCADA projects as demonstrated by the projects listed as applicable experience, however, the primary focus of EPS is construction not design, bidding, and construction phase engineering services. Other issues that I feel need to be noted are listed below:

- In my opinion, the project understanding and scope of work do not demonstrate a clear understanding of the City needs to accomplish with this project.
- The project-specific, proposed organization is unclear. I cannot tell who is responsible for what. The proposed organization, according to the SOQ, is the Solomon owner, what appears to be a self-employed electrical designer from Fresno, a professional civil engineer, licensed in the state of Virginia, a licensed professional electrical engineer, and a computer and network technician.
- The professional civil engineer is licensed in the state of Virginia and appears to be in a responsible position with the City of Virginia Beach, VA. This person's role on this project is very unclear particularly since the attached resume does not include any applicable SCADA experience.
- The resume for the licensed electrical engineer does not show any applicable water system SCADA experience. The experience listed details experience with PLCs but primarily in industrial applications. In addition, the resume does not list experience beyond 1999. Perhaps this is some sort of clerical error that occurred during the SOQ production.
- The resume for the computer and network technician does not include experience working with any of the industry standard software SCADA products such as Wonderware, Inductive Automation, etc. This member of the team seems to be a very able computer technician but has no listed experience with water system SCADA or public agency projects.

In summary, I recommend that the City begin working with **Frisch Engineering, Inc.** toward developing a scope of services for the SCADA system upgrade and then as quickly as possible begin fee negotiations for the SCADA project.

If you have any questions, please give me a call.

Sincerely,



Dan Jauregui, President



4630 West Jennifer Avenue, Suite 101
Fresno, California 93722-6415
Tel: (559) 447-9075
Fax: (559) 447-9074
Email: Info@TriCityEngineering.com
www.TriCityEngineering.com

January 9, 2018

TO: Frisch Engineering, Inc.
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

RE: Status of Selection Process
Consultant Procurement – Coalinga WTP and Distribution SCADA System Upgrade

The City of Coalinga has completed the selection process for the Water Treatment Plant and Distribution SCADA System Upgrade Design Services. On behalf of the selection committee, I would like to congratulate your firm on being selected as our consultant to perform the engineering services for our upcoming project.

I will be contacting you to set up a meeting in the City of Coalinga to review the scope of work to be performed and walk the project site. The meeting will be held at Coalinga City Hall, 155 W. Durian Ave, Coalinga, CA 93210, with an opportunity to walk the project site following the meeting.

Should you have any questions at this time, I can be reached at (559) 447-9075 Ext. 102.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Jauregui", with a stylized flourish at the end.

Dan Jauregui, President
Tri City Engineering, Inc.



4630 West Jennifer Avenue, Suite 101
Fresno, California 93722-6415
Tel: (559) 447-9075
Fax: (559) 447-9074
Email: Info@TriCityEngineering.com
www.TriCityEngineering.com

January 9, 2018

TO: Stantec Consulting Services, Inc. (Stantec)
Automated Control and Technical Services (AC&T)
Electrical Power Systems (EPS)
Solomon Electrical and Data, Inc. (Solomon)

RE: Status of Selection Process

The City of Coalinga has completed the selection process for the Water Treatment Plant and Distribution System SCADA System Upgrade Design Services. It has been our objective to select the most qualified firm to perform said services. The results of the selection committee decision ranks the firms interviewed in the following order:

Firm #1	Frisch Engineering, Inc.
Firm #2	Stantec Consulting Services, Inc. (Stantec)
Firm #3	Automated Control and Technical Services (AC&T)
Firm #4	Electrical Power Systems, Inc. (EPS)
Firm #5	Solomon Electrical and Data, Inc. (Solomon)

We have entered into contract discussion and negotiations with Frisch. On behalf of the City of Coalinga, the selection committee expressed their appreciation for your time, effort, and interest in our facility.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Jauregui", with a large, stylized flourish extending to the right.

Dan Jauregui, President
Tri City Engineering, Inc.



AMERICAN COUNCIL OF ENGINEERING COMPANIES

Automated Control
AND TECHNICAL SERVICES

November 28, 2017

**CITY OF COALINGA
WATER TREATMENT
PLANT AND
DISTRIBUTIONS SYSTEM
SCADA SYSTEM
UPGRADE**



Request for Qualifications

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Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

2560 S. EAST AVENUE
FRESNO, CA 93706
559.277.3488

MARK WOOLF

EMAIL: MarkWoolf@a-cautomated.com
CELL: 559.281.8824 OFFICE: 559.277.3488

Dear City of Coalinga City Engineer,

Automated Control & Technical Services (AC&TS) is an expert automation control systems integrator that provides advanced control and information system solutions to automate industrial equipment and processes. Our goal is to provide comprehensive, custom solutions that are simple for our customers to use. Our services include control system design and engineering, systems integration, UL508A custom control panel design and fabrication, fully integrated electrical design, installation, and 24/7 service and support. Our service technicians are unique in the industry because they are dually qualified with electrical experience and automation expertise.

With exclusive access to Rockwell Automation technology, a 14 year certification with Control System Integrators Association, and expertise through our RcSI standing, we are the trusted leader in automation technology integration in California.

This trust starts with us simply listening to your current needs and future goals. From there our team develops preliminary designs and estimates so you can visualize the evolution of the technology and process. AC&TS works directly with your on-site staff to ensure you get the solutions that work for your daily operations. Once a solution has been developed, our team walks alongside yours with operational training and system documentation providing your organization with the hands-on training they need and the documentation required to support future operations.

Our customer's success is at the core of everything we do. It is this goal that drives AC&TS to maintain clear communication, the highest levels of safety and quality standards, on-time project delivery, and continued support.

We appreciate your consideration of AC&TS for the Water Treatment Plant and Distribution System SCADA System Upgrade.

Sincerely,

DAVID L. MORTON, Executive Vice President

David L. Morton
Executive Vice President

EXECUTION KICKOFF

- Project Team Meeting – in this meeting the AC&TS PM will:
 - Bring the project team together and provide copies of pertinent project documents for team members
 - Review scope, plans, and specifications with the project team
 - Assign tasks
 - Review any challenges
 - Review project schedule
- Client Meeting – in this meeting (in-person or telecom) AC&TS will review the scope, execution methodology, and the project schedule with the City of Paso Robles representative to facilitate City input, coordination of tasks, and Q&A.

PROJECT PLANS

- AC&TS will provide copies of the initial submittal package for the City to review, comment on.
- The City can expect a thorough submittal package with all RTU panel designs, Network topology and configuration, complete BOM with materials specifications.

PROJECT PLANS REVIEW

- Project Team Meeting – in this meeting the AC&TS team will review the initial version of the submittals package and the associated comments or revision requests.
- Client Meeting – in this meeting (in-person or telecom) AC&TS will share the revision of the submittal with the City representative to provide clarification and answer questions that may arise.

SYSTEM REQUIREMENTS

- Project Team Meeting – in this meeting AC&TS will review the final revisions and comments in preparation for the Final Design updates.
- Client Meeting – in this meeting (in-person or telecom) AC&TS will review the submittal and design updates with the City representative to allow for any additional feedback in preparation for the final design package.

FINAL DESIGN

- Based on the previous discovery and design cycles, AC&TS will update the preliminary design with:
 - Panel Layouts
 - Installation Drawings
- AC&TS will also create sample HMI screens and reports for the City to review

DESIGN REVIEW

- Project Team Meeting – in this meeting AC&TS will share the final design with the team and update the PM plan.
- Client Meeting – in this meeting (in-person or telecom) AC&TS will request any additional comments about the design submittal package with the City representative to prepare for the development phase.

DEVELOPMENT

- At this time AC&TS proposes using Allen Bradley (Rockwell Automation) controllers and Wonderware HMI software as specified in the SOW.

PROCUREMENT

- AC&TS believes that this (hardware/software) is the best fit for the City due to the longevity, availability, scalability and non-proprietary nature of these products.

FABRICATION

- Will take place in our UL certified control panel fabrication shop following the applicable standards and codes.

SHOP TESTS

- AC&TS will perform a series of in-house, beta tests to ensure in-field installation time is expedited. The testing is part of our Installation Checklists and includes the following:
 - Input/Output Tests – Validate all digital and analog I/O
 - Communication Test – Verify PLC/HMI communication links
 - System Functional Test – Test PLC code in conjunction with HMI interface displays
 - Factory Acceptance Test (culmination and documentation of above)

FIELD INSTALLATION

- At this stage AC&TS will finalize installation schedule and review with the City before beginning the installation process..

FIELD TESTS

- AC&TS will perform a series of field tests to ensure that the system is installed to specifications and is functioning at peak performance. The testing includes the following:
 - Electrical Continuity & Insulation
 - Instrument Calibration
 - Input/Output Test
 - Communication Test
 - System Functional Test
 - Documented Site Acceptance Test

COMMISSIONING

- AC&TS will validate and document all field tests and provide a system commissioning report

KNOWLEDGE TRANSFER

- User Training
 - After commissioning AC&TS will prepare the system training manuals and conduct the operator training.
 - AC&TS customarily provides two sessions of training
- As-Built Documentation
 - Provided in AutoCAD Electrical native and PDF
 - All layout, electrical and loop drawings

PROJECT CLOSE-OUT

- The City will be given:
- Operation and Maintenance Manuals
- Copies of all PLC code and HMI application software files
- Customer Satisfaction Survey
- AC&TS will perform an internal "Lessons Learned" evaluation and harvest any Re-Use Items

PROJECT COMPLETE

ONGOING SUPPORT

- AC&TS will provide the following:
 - Warranty Service
 - Maintenance – available to the City under a separate contract or as necessary
 - Upgrades – available to the City under a separate contract

The Best Practices for project execution described above are the key to properly managing a project and staying on schedule and on budget. The Best Practices provide guidance on open communication, risk assessment, and mitigation. In other words, the occurrence and impact of any surprises are greatly reduced. The systems we have in place allow us to monitor the project costs and progress as close to real time as possible. Having this data in the hands of our Project Managers in a timely fashion is instrumental in proper management of our projects.

3 COMPANY DESCRIPTION

Automated Control & Technical Services (AC&TS) provides advanced industrial control and automation information systems solutions that assist the firm's customers in achieving their industrial equipment and process automation goals. AC&TS automation and instrumentation technicians are also certified electricians providing our customers with turnkey solution in a single phone call – day or night.

AC&TS is equipped to engineer simple, customized HMI systems and reporting complete with user friendly features like intuitive icon navigation and access from a smart-phone or tablet using Enterprise or Cloud based applications. Employing the top hardware and software platforms available today from Rockwell Automation, ABB, Schneider Electric, GE, and Siemens, AC&TS is able to create industry leading open architecture PLC and PAC programming.

AC&TS is a UL 508A and 698A certified panel fabricator with the ability to design, fabricate, and install industrial control panels. Additionally, they've been constantly CSIA certified since 2003 and are a Recognized System Integrator (RcSI) by Rockwell Automation and a Certified ABB Value Provider Partner.

This expertise and industry leading training is a tool belt from which AC&TS can pull the products and applications that fit their customer's needs and budget. AC&TS's first objective is to listen and truly understand not just the immediate issue, but also the customer's 'big picture' goals. From there, a working partnership is formed jointly creating plans and engineering products that drive business forward.

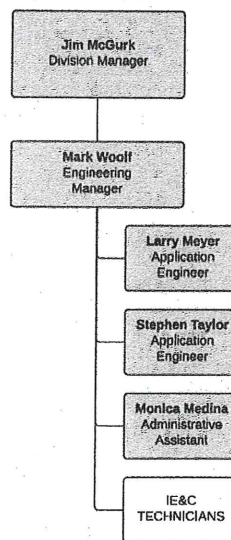
3.a COMPANY STRUCTURE



A-C Electric Company
CA LIC 99849

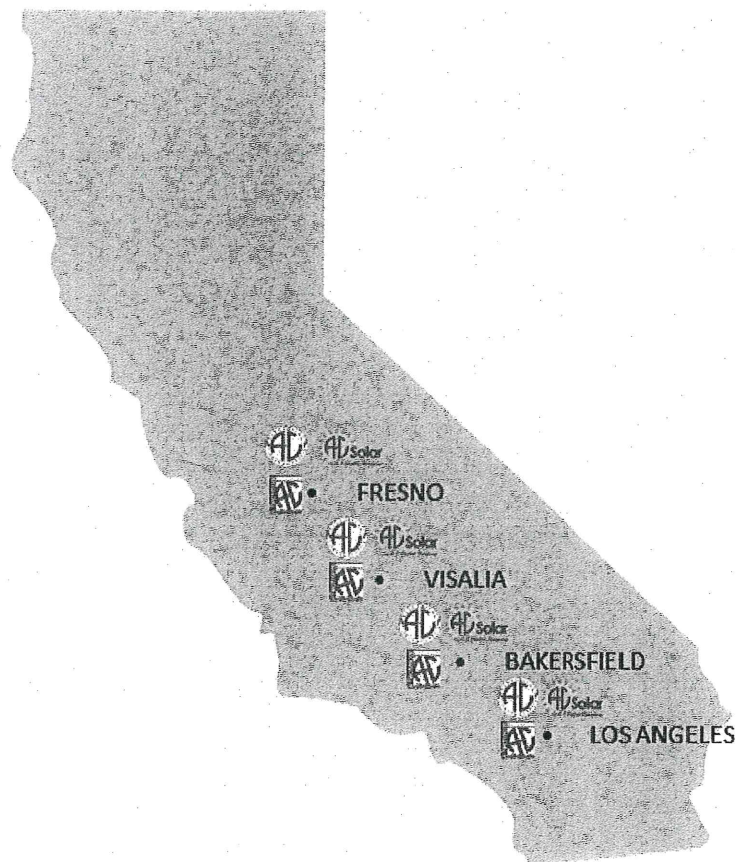
Automated Controls & Technical Services

ENGINEERING • CONSTRUCTION • AUTOMATION • SOLAR • SERVICE



3.b COMPANY LOCATIONS

The main engineering office for AC&TS is located in Fresno, California with skilled technicians operating out of all the firm's office locations. These locations serve as a hub for launching technicians and electricians throughout the Central Valley, the Central Coast, and into the Sierras. AC&TS has built and maintained key relationships within these jurisdictions that allows AC&TS to work effectively within the communities which they serve.



3.c AVAILABLE PERSONNEL & RATES

	Straight-time	Overtime	Double-time
Automation Specialist	120	162	204

Qualified to program, install, start-up, service and troubleshoot complex PLC systems, communication networks, HMI systems, motor controls, process instruments, SCADA and telemetry systems. Typically comes with a service vehicle.

	Straight-time	Overtime	Double-time
--	---------------	----------	-------------

Application Engineer/Programmer	130	176	221
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Proficient in the development of HMI, PLC and SQL applications, instrument specification and project design.

Electrical Engineer PE	155	209	264
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State licensed Professional Electrical Engineer. Typically comes with a vehicle.

Sr. Application Engineer/Systems Developer	145	196	247
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Qualified to lead the design of complex process control systems and engineering documentation packages. Proficient in the development of HMI and PLC code, can specify instruments and manage other specialists and engineers on large projects.

Sr. Systems Developer	160	216	272
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Qualified to design, specify and configure hardware and software for process automation systems, including DCS, PLC, HMI and reporting. Proficient in MIS applications including, SQL databases and development and LAN/WAN network systems.

3.d PROJECT EXPERIENCE

Project 1:

Client: The County of Fresno – CSA 34 SWTP Control and Telemetry Upgrade

Location: Friant CA

Approximate Value: \$275,000

Completion: March 2017

Type: Raw and Treated Water PAC and Telemetry Upgrade

Key Project staff: Mark Woolf, Bill Kalla, Robert Cole

Summary: AC&TS was contracted to replace the obsolete PLC with a New PAC and add several new sites to the 900 MHz wireless telemetry system. The project included RTU design, fabrication, PAC and HMI programming, installation, commissioning and start-up. This project also included specification and installation of two solar power generation systems, antenna poles antenna cables.

Project 2:

Client: Buena Vista Water Storage District – New SCADA Sites

Location: Buttonwillow CA

Approximate Value: \$350,000

Completion: 2016

Type: Addition of New SCADA Sites to the existing telemetry system.

Key Project staff: Mark Woolf, Bobby Statham, Mark Johnson

Summary: AC&TS designed, built, and installed 8 New RTU panels for the BVWSD water storage and conveyance system. This included a hybrid wireless telemetry system that incorporated 900 MHz unlicensed FHSS radios with Cellular technology and some solar powered sites. We programmed all of the local PLC's and HMI's, configured the Network and updated their main SCADA application to include control and monitoring of the New SCADA sites.

Project 3:

Client: Irvine Ranch Water District – Strand Ranch Well Optimization and Monitoring

Location: Irvine CA

Approximate Value: \$300,000

Completion: 2015

Type: Remote Well Site Monitoring

Key Project staff: Mark Woolf, Bill Kalla, Mark Johnson

Summary: Our contract included design and fabrication of New RTU panels to provide monitoring of the District's remote Well Sites. This system utilized cellular technology along with Cloud based monitoring and reporting.

Project 4:

Client: City of Dinuba – Wastewater Reclamation Facility Phase 1 Improvements

Location: Dinuba, CA

Approximate Value: \$280,000

Completion: 2013

Type: Improvements to WWRF including new control panels and instrumentation

Key Project staff: Mark Woolf, Bill Kalla

Summary: AC&TS designed, built, tested, installed, and commissioned the new Industrial control panels along with furnishing and calibrating the new instrumentation.

Project 5:

Client: City of Caruthers CSD – WWTF Upgrade and Expansion

Location: Caruthers, CA

Approximate Value: \$85,000

Completion: 2013

Type: Wastewater treatment facility PLC, SCADA, and instrumentation upgrades

Key Project staff: Mark Woolf, Bobby Statham

Summary: AC&TS designed, built, tested, installed, and commissioned the new industrial control panels, developed the new SCADA application and furnished/commissioned the new instrumentation.

4 QUALIFICATION & CERTIFICATION

Project Manager:

Name: Mark A. Woolf

Title: Regional Engineering Manager

Responsibilities: Engineering oversight, all aspects of project management, financial and technical.

Experience: 39 years of Industrial Electrical and Automation experience. Numerous Industry

Certifications and Affiliations:

- Microsoft MCP
- Rockwell Software Certifications
- Underwriters Laboratories
- Wonderware Certification
- ISA Member and Affiliate
- CSIA Certification Participant
- State Certified Electrician
- Industrial Wired and Wireless Networks

Application Engineer:

Name: Stephen Taylor

Title: Application Engineer

Responsibilities: Develop, AutoCAD, PAC and HMI programs

Education / Experience:

- EE Graduate of California Polytechnic University SLO
- Rockwell Software and Hardware Training and Certifications
- Wonderware Training and Certifications; Intouch, Historian Application Development
- UL 508A Control Panel Design
- AutoCAD Electrical
- Industrial Network Training

Foreman:

Name: William (Bill) Kalla

Title: Sr. Automation Specialist

Responsibilities: Develop, AutoCAD, PAC and HMI programs, oversee other Automation Specialists. Support all field installation and start-up activities.

Experience: 31 years of Industrial Electrical and Automation experience.

- Rockwell Software and Hardware Training and certifications
- Wonderware training and certifications; Intouch, Historian application development
- UL 508A Control Panel Design

Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

- AutoCAD Electrical
- Wired and Wireless Networks Licensed and Unlicensed Frequencies
- State Certified Journeyman Electrician

Automation Specialist:

Name: Robert Cole

Title: Automation Specialist

Responsibilities: Panel fabrication, field installation, PAC/HMI programming and start-up support.

Experience/Training:

- Rockwell Hardware and Software training and certifications
- Wonderware Intouch and Historian training and application development experience
- WIN 911 Alarm and Event Software Experience
- Dream Report Reporting Software Development
- Industrial Control Panel Design and Fabrication
- State Certified Journeyman Electrician

Automation Specialist:

Name: Mark Johnson

Title: Automation Specialist

Responsibilities: Panel fabrication, field installation, calibration and start-up support.

Experience/Training:

- Rockwell Hardware and Software Training and Certifications
- Industrial Control Panel Design and Fabrication
- State Certified Journeyman Electrician
- Instrumentation Calibration

Electricians:

Name: TBD A/R

Title: Industrial Electrician/Technician

Responsibilities: Demo and installation of control panels, conduit, wire, cable and antennas.

5 REFERENCES

Client: The County of Fresno
Project: CSA 34 SWTP Control and
Telemetry Upgrade
Contact: Jeff Weldon
Phone: 559-994-4189
Email: jweldon@co.fresno.ca.us
Location: Friant, CA

Client: Buena Vista Water Storage District
Project: New SCADA sites
Contact: Andrew Bell
Phone: 661-324-1101
Email: andrewb@bvh2o.com
Location: Buttonwillow, CA

Client: Irvin Ranch Water District
Project: Strand Ranch Well Optimization
and Monitoring
Contact: Ray Bennett
Phone: 949-453-5608
Email: bennett@irwd.com
Location: Irvine, CA

Client: City of Dinuba
Project: Wastewater Reclamation Facility
Phase 1 Improvements
Contact: Ray Walker
Email: rwalker@dinuba.ca.gov
Location: Dinuba, CA

Client: City of Caruthers CSD
Project: WWTF Upgrade and Expansion
Contact: Dave McIntyre
Phone: 559-864-8189
Email: carutherscsd@sbcglobal.net
Location: Caruthers, CA

Appendix A: Key Personnel Resumes

Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

NAME: Mark A. Woolf **POSITION:** Engineering Manager **YEARS OF EXP:** 38

EXPERIENCE:

HMI/DCS AB Panel View 550/900, AB Panel View 1400E, RS View 32, RS Logix 5, 500 & 5000, DTAM/Data Liner, LCD Displays, WonderWare Factory Suite, SyMax, Concept/Modsoft, Intellution Fix DMACS, Total Control Panels, Panelmate.

PLC: AB Control Logix 5000, AB PLC-5, SLC-500/100/150/ & MICRO, TI 505/305 & S7 200, SyMax 400 Series, Modicon Quantum/Compact, PLC Direct, GE 90-30/90-70, PID Controllers, Omron.

Instrumentation: ABB Kent Taylor, Honeywell, Rosemount, Infinity, Red Lion Durant, Anderson.

OTHER SKILLS:

Project Management, Estimate/Bid Processes, Supervision, PC Hardware/Software, Servo Drives, Relay Logic, SCADA, Industrial Networking, Panel Fabrication, AutoCAD, MCP (Microsoft Certified Professional), MS OS and Office, IBEW Journeyman Technician, Variable Frequency Drives.

EDUCATION & TRAINING:

Fresno City College – Electrical Engineering major
High School Diploma – Industrial Education major
Allen Bradley SLC/PLC Training & Certificate
Kolmorgen Digital Servo Training
Rockwell Software Technical Education
Modicon Modbus Plus Training & Certificate
RSLogix Software Training
RSView Software Training
Microsoft Certified Professional
UL University UL 508A Industrial Control Panel Training
Wirescope Pro & Fiber SmartProbes – Training & Certificate
ISA CAP Training

EMPLOYMENT HISTORY:

Automated Control & Technical Services, Fresno, CA	1997 to present
<u>Engineering Manager</u>	
Estimating/Project Management & Systems Engineering	- 19 years

Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

NAME: Mark Johnson **POSITION:** Automation Specialist **YEARS OF EXP:** 31

EXPERIENCE:

HMI/DCS: : Rockwell FactoryTalkView ME and SE, Wonderware Intouch, AB Panel View, DTAM/Data Liner, LCD Displays, Intellution iFix32.

PLC: AB Control Logix 5000, SLC-500 & MICRO, PID Controllers, GE Series 90-30 / 90-70.

Instrumentation: Honeywell, Rosemount, Infinity, Red Lion, Durant, Anderson.

OTHER SKILLS:

Variable Frequency Controllers, Relay Logic Control, IBEW Journeyman Inside Wireman, pH Control, Instrument Calibration, Weight Systems, Packaging Equipment, SCADA Systems, Industrial Ethernet Networking, Radio Telemetry.

EDUCATION & TRAINING:

3M Power Cable Accessory Seminar
Asbestos Awareness Training
Corning Fiber Installation (CFI) Course
Fresno City College Training Institute— Programmable Logic Controllers
Fresno City College Training Institute – Intermediate SLC 500 Programmable Logic Controllers
Fluke Corp – Power Quality Troubleshooting
Fluke Network – Bi-Directional OTDR Testing
GE Fanuc Automation – Series 90-70 System, Part I
GE Intelligent Platforms – Proficy Logic Developer PLC Machine Edition
Intelligent Solutions – FIX D MACS for DOS Course
Intellution – iFix32 Fundamentals 104
Line Truck – Designated Operator

EMPLOYMENT HISTORY:

Automated Control & Technical Services, Fresno, Ca. **2009 to present**
Automation Specialist

Electric Motor Shop, Fresno, Ca. **to 2009**

Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

NAME: Robert Cole **POSITION:** Automation Specialist **YEARS OF EXP:** 6

EXPERIENCE:

HMI/DCS: FactoryTalk, WonderWare Suite

PLC: AB Control Logix 5000, SLC-500 & MICRO, PID Controllers, SEL RTAC

Instrumentation: Honeywell, Rosemount, Red Lion, SEL, AccuSonic

OTHER SKILLS:

PC Hardware/Software, Relay Logic, AutoCAD, MS OS and Office.

EDUCATION & TRAINING:

Rockwell Digital Training
Rockwell Studio 5000 Logix Designer Level 3 (CCP143)
Wonderware InTouch 2012 R2 HMI Advanced Application Development
CA. State Certified Journeyman Electrician

EMPLOYMENT HISTORY:

Automated Control & Technical Services, Fresno, Ca. Automation Specialist	2015 to present 1.5 years
IBEW JATC Apprenticeship School Electrical Apprentice	2011 to 2015 4.5 years

Automated Control & Technical Services
City of Coalinga City Engineer
Water Treatment Plant and Distribution SCADA System Upgrade
12/6/2017

NAME: Stephen Taylor **POSITION:** Application Engineer **YEARS OF EXP:** 2

EXPERIENCE:

HMI/DCS: Intouch 2014 SP1, Archestra Graphics, High Performance HMI Standards, ABDASCIP – Rockwell to Intouch Data Access Server, FactoryView SE/ME, Dream Reports.

PLC: AB Control Logix 5000 – Compact and Control Logix, UDT, AOI, AB PLC/5, SLC-500/100/150/ & MICRO, Panel/Wiring Diagrams

Instrumentation: UL 508A, P&ID Drawings, One-Lines, ISA Standards/Nomenclature, Field Devices, 4-20mA scaling, CSIA standards, Interlocks/Permissives

OTHER SKILLS:

Project Management, Estimate/Bid Processes, Document Revision Control, PC Hardware/Software, Relay Logic, SCADA, Ethernet Industrial Networking, Panel Fabrication, MS OS and Office, AutoCAD Drafting.

EDUCATION, TRAINING, and CERTIFICATIONS:

College Diploma – California Polytechnic State University, Class of 2015, B.S.- Electrical Engineering

Engineering in Training, FE/EIT – Achieved Electrical and Computer EIT Status

Fresno City College – Electrical System Technology courses, AutoCAD Electrical/Instrumentation courses

High School Diploma – Buchanan High School, Clovis, CA

Rockwell RSLogix 500 Software Training

Rockwell ControlLogix 5000 Software Training

Wonderware – InTouch 2014 SP1 HMI/Archestra, Dream Report, Historian Client Training

Infrared Training Center, ITC Level 1 – Certified for interpreting and taking infrared pictures for Flir

EMPLOYMENT:

Automated Control & Technical Services, Fresno, CA

2015 to present

Application Engineer

PLC/HMI Application Development, Computer Aided Design

- 2 years

Projects:

High Performance Intouch Modern Application

2016 to present

- 1/2 year

- Gray scale graphics, custom P&ID screens (low and high level)
- Animation, popups/faceplates, alarms, trending, navigation
- Color scheme through application (red, yellow, white, grey)
- Scripting, DDE, Suitelink, system tags, IO tags
- Wonderware Historian and Data Access Server

STATEMENT OF QUALIFICATIONS

DESIGN SERVICES FOR WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM SCADA SYSTEM UPGRADE FOR THE CITY OF COALINGA

DECEMBER 2017

**Prepared for
City of Coalinga City Engineer
Dan Jauregui**

**By
Electrical Power Systems, Inc.
Joe Prevendar, P.E.
4049 N. Fresno Street
Fresno, CA 93726
(559) 221-7230**

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A. PROJECT APPROACH, SCOPE OF SERVICES, AND SCHEDULE

A.1 Project Understanding

The City of Coalinga has a goal of upgrading the City's water system PLC's and SCADA system using the following project design and engineering steps and deliverables:

1. Design a comprehensive upgrade of the City of Coalinga's water treatment plant and distribution PLC systems and SCADA control software with current technology designed for long term asset reliable life. Analysis will be provided of various options with a comparison of Modicon and Allen Bradley PLC platforms and a review of SCADA platforms including Schneider Wonderware, Rockwell Automation RSView, Schneider Clear SCADA, and Inductive Automation Ignition. These comparisons will be reviewed in detail with City staff and engineers for decisions regarding hardware and software platforms.
2. Analysis of control functionality, operator interfaces, control for energy efficiency, safety and health, to create an economically efficient, easy to operate and maintain water treatment plant control system that is reliable and with optimal control. EPS will design to provide three levels of control: manual to allow operation if the PLC is down, Auto to allow control by the local PLC even if communication is down, and Telemetry which in general is process monitoring, set point changes, and historical data/trending. This will include selecting reliable hardware components that are easily maintainable with good local product support.
3. Design of an integrated comprehensive PLC/SCADA system with radio communication to remote sites. The drawing set will include PLC block diagrams, PLC I/O layouts, System Communication diagrams, SCADA display diagrams, P & ID diagrams and functional descriptions. Provide a control system that meets all of the City's water system objectives at the lowest cost of ownership with excellent reliability and that provides drinking water compliant with state and federal standards. EPS standard specification requires the integrator to turn over the annotated source code for all programs to the City so future modifications can be done by other integrators. This protects the City from sole sourcing.

Project quality control is begun with gathering of information on as-built status of the PLC and SCADA control systems. The design process will incorporate this in bid documents along with detailed PLC equipment design and functional descriptions for the SCADA system. Functional descriptions will be reviewed in detail with City Staff and engineers. A key component for quality control for control systems is the factory acceptance test. This test consists of simulating all inputs and outputs at the integrators facility and verifying correct functionality. This test also is thorough review of all operator interface screens and SCADA screens by operations and City engineers to ensure those interfaces meet the operational requirements.

The techniques that EPS uses to keep projects on budget and schedule are as follows:

1. The foundation to a successful project is a project package with detailed construction documents and specifications based on an excellent design which will minimize change orders and construction RFI's.
2. The key to budget control is to have a detailed and accurate project budget with line items to

compare bid amounts versus budget amounts. Then continuous tracking of costs will be the measurement for budget control.

3. The third tool for project control is a project critical path schedule with all significant tasks listed and their relationship to each other identified. This schedule needs to be monitored for critical path items during project construction to allow management of anything impacting the schedule. Extra focus will be placed on those items that could result in water outages if delays occur. Delays in a project often result in cost impacts and so must be minimized.

A.2 Project Objective and Schedule

The City's objective is the design and construction of an upgraded water treatment plant and distribution SCADA/PLC control system meeting all state and federal water quality requirements using a simple and easy to maintain PLC and SCADA system that will allow remote operation and monitoring of the City's water division facilities. Note: This proposal is for design services only. Installation and construction cost will be competitively bid under separate contract.

Electrical Power System's (EPS) approach to meeting the objective includes completion of a series of work tasks beginning with involvement in scoping activities for the design of the PLC and SCADA system upgrades. To develop a baseline of knowledge a review of existing City as-built electrical and control documents, process and instrumentation drawings and operation and maintenance manuals will be performed. Following the review, EPS will conduct a visit at each site to verify the type of equipment at each location, its condition, and its current functional status. Concurrently a meeting with City staff will be held to get their input on existing system control and electrical issues.

The starting point for a process control system upgrade is the determination of the existing PLC and SCADA controls for treatment and distribution processes. The existing piping and instrumentation diagrams (P&ID) will be reviewed and updated as necessary with City staff and engineers. This portion of work includes a discussion of the control strategies, input/output requirements and a list of improvements.

Following the data review, site visit, and working meeting with the City, EPS will prepare a memorandum that will document the inputs, outputs, and control schemes for each site. This memorandum will serve as the design basis for the preparation of plans and specifications.

EPS will then prepare plans and technical specifications at three levels: Preliminary Engineering Report, draft set of Plans and Specification, and final (100%) level of completion for bidding. Construction cost estimates will be provided along with each of the design submittals.

A.3 Scope of Work

The following Scope of Services is divided by tasks and subtasks to detail the work that EPS anticipates to be required for the electrical and controls for a successful Feasibility Study for the City of Coalinga.

Part 1 - Schematic Design

The following tasks define the work requirements of EPS in the preparation of a schematic design for the PLC, SCADA, and communication links for the surface water treatment plants and related raw water supply and treated water distribution facilities.

PLC and SCADA Cost Comparison and Screening

Provide a comparison work sheet of the pros and cons and cost impact of Allen Bradley versus Modicon PLC's. Provide a comparison work sheet of the pros and cons and cost impact of available industry standard SCADA packages.

Plant Instrumentation and Control Configuration and SCADA Interface

This P&ID will show the type of process and chemical feed system controls, control alarm features to be provided and process interrelationships.

The treatment plant control interface requirements for the City's existing system will be discussed with the City operations staff. The functionality of the existing facility control systems will be evaluated. Telemetry system will be based on existing licensed radios. A block diagram showing major components of the Plant Control and SCADA systems and how they are connected will be prepared. Based on City input the P&ID's and plant control system description will be revised and a technical memorandum generated.

Part 2 – Design Development

The Design Development phase of the work will take the project design to a point of being approximately 80% complete. The electrical and control tasks below detail that design activities that are needed to advance the project design to this degree of completion.

PLC I/O and Block Diagrams

Provide PLC I/O and block diagrams for all project sites.

SCADA Block Diagrams

Provide a SCADA block diagram.

Communication Block Diagram

Provide a communication block diagram.

Process Functional Descriptions

EPS will assist in further completing the P&ID's to a 90% complete level. Process control strategy descriptions will be jointly prepared that define how the processes operate from a control standpoint.

SCADA Screen Descriptions

Provide screen descriptions for control screens, alarm screens and data historical screens.

Part 3 – Final Design

Preparation of detailed electrical and control design documents for use in bidding and construction of the water treatment plant and related facilities.

Design Drawings and Specifications

Preparation of 100% Plans and Specifications

Prepare automated control plans and specification to the 100% level.
Specifications to be in the CSI format with suitable manufacturers and suppliers.

Conduct 90% Review Meeting

Participate in a 90% review meeting to address PLC and SCADA comments.

Submit 100% Plans and Specifications

Make minor changes to electrical and control plans and specifications. Submit final documents. Wet stamp and sign electrical and control plans and specifications.

Estimate of Probable Construction Cost

Provide an estimate of probable construction cost for the electrical and SCADA/PLC controls and communication based on the 100% design.

Project Management

Provide critical path schedule for PLC and SCADA project activities to make sure the project budget and schedule objectives are achieved.

B. DESCRIPTION OF THE COMPANY

B.1 Description of Company, Structure, Geographic Area

EPS is a premier electrical engineering firm located in Central California. Personnel include two licensed principal engineers, an electrical designer/inspector with 40 years of construction experience, two AutoCAD draftsmen and a business manager. We specialize in providing electrical design services for civil engineers in water and wastewater projects.

B.2 List of Similar Projects

EPS has worked in the electrical engineering/control field for over 35 years. Joe Prevendar was the project electrical engineer on the first Modicon 584 PLC installed in 1980 in Weyerhaeuser's Lumber Sander Mill.

Fresno County CSA 34 Millerton Pump MCC Upgrade

Upgrade of Modicon Momentum PLC to Allen Bradley for control of pumps and link to main SCADA at SWTP.

Discovery Bay Wells and Water Treatment Plants

Upgrade of Modicon Momentum PLC system to Allen Bradley PLC system. This is part of a transition plan for all of the City PLC sites. They have transitioned from Intellution IFix SCADA to Ignition SCADA.

City of Orange Cove SWTP Upgrade

Upgrade from Siemens PLC's to Allen Bradley PLC's and RSView SCADA. Upgrade of all filter pneumatic actuators to electric motor actuators. Add additional turbidimeters, install a VFD on a distribution pump.

City of Firebaugh Water Treatment Plants Upgrade

Upgrade of Tesco LIQ PLC system and Siemens PLC to Allen Bradley PLC's and Wonderware for well, filters, tank and booster pumps. Radio communication between sites.

City of Mariposa SWTP Upgrade

Upgrade of Square D PLC and Opto 22 PLC to Allen Bradley PLC and RSView for clarifier, Siemens Membrane Filters, chemical addition and pumps.

City of Oakhurst Waste Water Treatment Plant

Upgrade of controls to Allen Bradley PLC's and RSView for WWTP plant expansion including clarifiers, oxidation ditch, RAS/WAS pumps, filter effluent pumps, belt filter press, spray fields and runoff return stations. System includes a spread spectrum radio network for remote sites and lift stations throughout the City.

City of Porterville Well Site Upgrades

Upgrade of Microcat controllers to Siemens L2000 PLC's and upgrade telephone communication to radio communication.

Caruthers Well 6 and Booster Pumps

Well and booster pump site integrating Allen Bradley PLC, Panelview Plus and Grundfos Hydro MPC controller on Ethernet network setup for future radio communication.

Campbell Wells A, B, C

Well site integration with the first Modicon M340 PLC installation integrated with spread spectrum radio communication into the existing SWTP facility for Santa Clara Valley Water District.

Ivanhoe Irrigation District Turnout Automation

Turnout level control system using Yokogawa UT55A controllers with Ethernet spread spectrum radio network to a Wonderware SCADA base station.

B.3 Project Organization and Team Members

The primary team members proposed for the City's project are listed below according to their general project roles:

Project Manager/Electrical Engineer: Joseph P. Prevendar P.E. CA 16581, M.B.A.

Mr. Prevendar is President of Electrical Power Systems, Inc. He has 30+ Years experience in electrical construction, SCADA, PLC's, maintenance and design. Mr. Prevendar has extensive practical experience in electrical engineering, engineering management, major construction, and maintenance management. He has in-depth experience in designing electrical and control systems for the water and wastewater industry. In addition, he has a comprehensive background in major industrial work with Potlatch Paper and Wood Products Company as Plant Engineer, Senior Electrical Project Engineer and Engineering Department manager. His project experience includes power distribution, analog and digital process controls, motor controls including variable frequency drives, radio telemetry systems, SCADA and programmable controller systems, distributed control systems, material handling, and pumping systems.

Project Electrical Systems Inspector: Vincent B. McNamara

Mr. McNamara has 39 years of experience in the electrical industry. Mr. McNamara started an Electrical Apprenticeship in 1959 and in 1963 he became Journeyman Electrician. Mr. McNamara has comprehensive experience in the electrical construction field. Mr. McNamara has supervised and built the following jobs over the years: St. Paul Armenian Church, Buchanan High School, Ginsburg Handicapped School, Cigna Insurance in Visalia, Shell Oil Building in Bakersfield, Engineering East Building at Fresno State University, Softball Stadium at Fresno State University, Avenal Water Treatment Plant and Chowchilla Women's Prison. Mr. McNamara has five (5) years experience in the installation of traffic signal systems including the installation of the present signal system and lights at the intersection of Blackstone and Shaw Avenue, Fresno, CA. Mr. McNamara is one of the EPS's project managers and is responsible for project construction administration.

C. REFERENCES

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Town of Discovery Bay

Contact

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City of Porterville

Contact

Mike Reed, City Engineer (559) 782-7518

City of Clovis

Contact

Thad Avery, Engineer (559)- 324-2356

Fresno County

Contact

Sebastian Artal, Engineer (559) 600-4512

D. RATE SCHEDULE

**ELECTRICAL
POWER
SYSTEMS INC.**
Professional and Consulting
Electrical Engineering

-- 2017 PROFESSIONAL RATE SCHEDULE

Expert Research Testimony and Depositions-----	\$325.00 per hour
Principal Electrical Engineer-----	\$235.00 per hour
Professional Engineer-----	\$200.00 per hour
E.I.T.-----	\$180.00 per hour
Field Tech./Designer/IT Programmer-----	\$160.00 per hour
Cad/Drafting Technician-----	\$122.00 per hour
Clerical-----	\$ 85.00 per hour

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- 5.0) EPS RESERVES THE RIGHT TO CHANGE THE ABOVE 2015 RATES AND EXPENSES FOR UNFORESEEN MANDATED GOVERNMENTAL AND INSURANCE INCREASES TO OUR OVERHEAD.

THANK YOU AND IF YOU HAVE ANY QUESTIONS, PLEASE CALL.

ELECTRICAL POWER SYSTEMS, INC.
JOSEPH P. PREVENDAR, P.E., PRESIDENT
GARY R. OLSEN, P.E., VP OF POWER/GENERATION

STATEMENT OF QUALIFICATIONS

**DESIGN SERVICES FOR WATER TREATMENT PLANT AND DISTRIBUTION
SYSTEM SCADA SYSTEM UPGRADE
FOR THE CITY OF COALINGA**

DECEMBER 2017

**Prepared for
City of Coalinga City Engineer
Dan Jauregui**

**By
Electrical Power Systems, Inc.
Joe Prevendar, P.E.
4049 N. Fresno Street
Fresno, CA 93726
(559) 221-7230**

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A. PROJECT APPROACH, SCOPE OF SERVICES, AND SCHEDULE

A.1 Project Understanding

The City of Coalinga has a goal of upgrading the City's water system PLC's and SCADA system using the following project design and engineering steps and deliverables:

1. Design a comprehensive upgrade of the City of Coalinga's water treatment plant and distribution PLC systems and SCADA control software with current technology designed for long term asset reliable life. Analysis will be provided of various options with a comparison of Modicon and Allen Bradley PLC platforms and a review of SCADA platforms including Schneider Wonderware, Rockwell Automation RSVIEW, Schneider Clear SCADA, and Inductive Automation Ignition. These comparisons will be reviewed in detail with City staff and engineers for decisions regarding hardware and software platforms.
2. Analysis of control functionality, operator interfaces, control for energy efficiency, safety and health, to create an economically efficient, easy to operate and maintain water treatment plant control system that is reliable and with optimal control. EPS will design to provide three levels of control: manual to allow operation if the PLC is down, Auto to allow control by the local PLC even if communication is down, and Telemetry which in general is process monitoring, set point changes, and historical data/trending. This will include selecting reliable hardware components that are easily maintainable with good local product support.
3. Design of an integrated comprehensive PLC/SCADA system with radio communication to remote sites. The drawing set will include PLC block diagrams, PLC I/O layouts, System Communication diagrams, SCADA display diagrams, P & ID diagrams and functional descriptions. Provide a control system that meets all of the City's water system objectives at the lowest cost of ownership with excellent reliability and that provides drinking water compliant with state and federal standards. EPS standard specification requires the integrator to turn over the annotated source code for all programs to the City so future modifications can be done by other integrators. This protects the City from sole sourcing.

Project quality control is begun with gathering of information on as-built status of the PLC and SCADA control systems. The design process will incorporate this in bid documents along with detailed PLC equipment design and functional descriptions for the SCADA system. Functional descriptions will be reviewed in detail with City Staff and engineers. A key component for quality control for control systems is the factory acceptance test. This test consists of simulating all inputs and outputs at the integrators facility and verifying correct functionality. This test also is thorough review of all operator interface screens and SCADA screens by operations and City engineers to ensure those interfaces meet the operational requirements.

The techniques that EPS uses to keep projects on budget and schedule are as follows:

1. The foundation to a successful project is a project package with detailed construction documents and specifications based on an excellent design which will minimize change orders and construction RFI's.
2. The key to budget control is to have a detailed and accurate project budget with line items to

compare bid amounts versus budget amounts. Then continuous tracking of costs will be the measurement for budget control.

3. The third tool for project control is a project critical path schedule with all significant tasks listed and their relationship to each other identified. This schedule needs to be monitored for critical path items during project construction to allow management of anything impacting the schedule. Extra focus will be placed on those items that could result in water outages if delays occur. Delays in a project often result in cost impacts and so must be minimized.

A.2 Project Objective and Schedule

The City's objective is the design and construction of an upgraded water treatment plant and distribution SCADA/PLC control system meeting all state and federal water quality requirements using a simple and easy to maintain PLC and SCADA system that will allow remote operation and monitoring of the City's water division facilities. Note: This proposal is for design services only. Installation and construction cost will be competitively bid under separate contract.

Electrical Power System's (EPS) approach to meeting the objective includes completion of a series of work tasks beginning with involvement in scoping activities for the design of the PLC and SCADA system upgrades. To develop a baseline of knowledge a review of existing City as-built electrical and control documents, process and instrumentation drawings and operation and maintenance manuals will be performed. Following the review, EPS will conduct a visit at each site to verify the type of equipment at each location, its condition, and its current functional status. Concurrently a meeting with City staff will be held to get their input on existing system control and electrical issues.

The starting point for a process control system upgrade is the determination of the existing PLC and SCADA controls for treatment and distribution processes. The existing piping and instrumentation diagrams (P&ID) will be reviewed and updated as necessary with City staff and engineers. This portion of work includes a discussion of the control strategies, input/output requirements and a list of improvements.

Following the data review, site visit, and working meeting with the City, EPS will prepare a memorandum that will document the inputs, outputs, and control schemes for each site. This memorandum will serve as the design basis for the preparation of plans and specifications.

EPS will then prepare plans and technical specifications at three levels: Preliminary Engineering Report, draft set of Plans and Specification, and final (100%) level of completion for bidding. Construction cost estimates will be provided along with each of the design submittals.

A.3 Scope of Work

The following Scope of Services is divided by tasks and subtasks to detail the work that EPS anticipates to be required for the electrical and controls for a successful Feasibility Study for the City of Coalinga.

Part 1 - Schematic Design

The following tasks define the work requirements of EPS in the preparation of a schematic design for the PLC, SCADA, and communication links for the surface water treatment plants and related raw water supply and treated water distribution facilities.

PLC and SCADA Cost Comparison and Screening

Provide a comparison work sheet of the pros and cons and cost impact of Allen Bradley versus Modicon PLC's. Provide a comparison work sheet of the pros and cons and cost impact of available industry standard SCADA packages.

Plant Instrumentation and Control Configuration and SCADA Interface

This P&ID will show the type of process and chemical feed system controls, control alarm features to be provided and process interrelationships.

The treatment plant control interface requirements for the City's existing system will be discussed with the City operations staff. The functionality of the existing facility control systems will be evaluated. Telemetry system will be based on existing licensed radios. A block diagram showing major components of the Plant Control and SCADA systems and how they are connected will be prepared. Based on City input the P&ID's and plant control system description will be revised and a technical memorandum generated.

Part 2 – Design Development

The Design Development phase of the work will take the project design to a point of being approximately 80% complete. The electrical and control tasks below detail that design activities that are needed to advance the project design to this degree of completion.

PLC I/O and Block Diagrams

Provide PLC I/O and block diagrams for all project sites.

SCADA Block Diagrams

Provide a SCADA block diagram.

Communication Block Diagram

Provide a communication block diagram.

Process Functional Descriptions

EPS will assist in further completing the P&ID's to a 90% complete level. Process control strategy descriptions will be jointly prepared that define how the processes operate from a control standpoint.

SCADA Screen Descriptions

Provide screen descriptions for control screens, alarm screens and data historical screens.

Part 3 – Final Design

Preparation of detailed electrical and control design documents for use in bidding and construction of the water treatment plant and related facilities.

Design Drawings and Specifications

Preparation of 100% Plans and Specifications

Prepare automated control plans and specification to the 100% level.

Specifications to be in the CSI format with suitable manufacturers and suppliers.

Conduct 90% Review Meeting

Participate in a 90% review meeting to address PLC and SCADA comments.

Submit 100% Plans and Specifications

Make minor changes to electrical and control plans and specifications. Submit final documents. Wet stamp and sign electrical and control plans and specifications.

Estimate of Probable Construction Cost

Provide an estimate of probable construction cost for the electrical and SCADA/PLC controls and communication based on the 100% design.

Project Management

Provide critical path schedule for PLC and SCADA project activities to make sure the project budget and schedule objectives are achieved.

B. DESCRIPTION OF THE COMPANY

B.1 Description of Company, Structure, Geographic Area

EPS is a premier electrical engineering firm located in Central California. Personnel include two licensed principal engineers, an electrical designer/inspector with 40 years of construction experience, two AutoCAD draftsmen and a business manager. We specialize in providing electrical design services for civil engineers in water and wastewater projects.

B.2 List of Similar Projects

EPS has worked in the electrical engineering/control field for over 35 years. Joe Prevendar was the project electrical engineer on the first Modicon 584 PLC installed in 1980 in Weyerhaeuser's Lumber Sander Mill.

Fresno County CSA 34 Millerton Pump MCC Upgrade

Upgrade of Modicon Momentum PLC to Allen Bradley for control of pumps and link to main SCADA at SWTP.

Discovery Bay Wells and Water Treatment Plants

Upgrade of Modicon Momentum PLC system to Allen Bradley PLC system. This is part of a transition plan for all of the City PLC sites. They have transitioned from Intellution IFix SCADA to Ignition SCADA.

City of Orange Cove SWTP Upgrade

Upgrade from Siemens PLC's to Allen Bradley PLC's and RSView SCADA. Upgrade of all filter pneumatic actuators to electric motor actuators. Add additional turbidimeters, install a VFD on a distribution pump.

City of Firebaugh Water Treatment Plants Upgrade

Upgrade of Tesco LIQ PLC system and Siemens PLC to Allen Bradley PLC's and Wonderware for well, filters, tank and booster pumps. Radio communication between sites.

City of Mariposa SWTP Upgrade

Upgrade of Square D PLC and Opto 22 PLC to Allen Bradley PLC and RSView for clarifier, Siemens Membrane Filters, chemical addition and pumps.

City of Oakhurst Waste Water Treatment Plant

Upgrade of controls to Allen Bradley PLC's and RSView for WWTP plant expansion including clarifiers, oxidation ditch, RAS/WAS pumps, filter effluent pumps, belt filter press, spray fields and runoff return stations. System includes a spread spectrum radio network for remote sites and lift stations throughout the City.

City of Porterville Well Site Upgrades

Upgrade of Microcat controllers to Siemens L2000 PLC's and upgrade telephone communication to radio communication.

Caruthers Well 6 and Booster Pumps

Well and booster pump site integrating Allen Bradley PLC, Panelview Plus and Grundfos Hydro MPC controller on Ethernet network setup for future radio communication.

Campbell Wells A, B, C

Well site integration with the first Modicon M340 PLC installation integrated with spread spectrum radio communication into the existing SWTP facility for Santa Clara Valley Water District.

Ivanhoe Irrigation District Turnout Automation

Turnout level control system using Yokogawa UT55A controllers with Ethernet spread spectrum radio network to a Wonderware SCADA base station.

B.3 Project Organization and Team Members

The primary team members proposed for the City's project are listed below according to their general project roles:

Project Manager/Electrical Engineer: Joseph P. Prevendar P.E. CA 16581, M.B.A.

Mr. Prevendar is President of Electrical Power Systems, Inc. He has 30+ Years experience in electrical construction, SCADA, PLC's, maintenance and design. Mr. Prevendar has extensive practical experience in electrical engineering, engineering management, major construction, and maintenance management. He has in-depth experience in designing electrical and control systems for the water and wastewater industry. In addition, he has a comprehensive background in major industrial work with Potlatch Paper and Wood Products Company as Plant Engineer, Senior Electrical Project Engineer and Engineering Department manager. His project experience includes power distribution, analog and digital process controls, motor controls including variable frequency drives, radio telemetry systems, SCADA and programmable controller systems, distributed control systems, material handling, and pumping systems.

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THANK YOU AND IF YOU HAVE ANY QUESTIONS, PLEASE CALL.

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JOSEPH P. PREVENDAR, P.E., PRESIDENT
GARY R. OLSEN, P.E., VP OF POWER/GENERATION

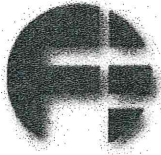


**CITY OF COALINGA
WATER TREATMENT PLANT AND
DISTRIBUTION SYSTEM
SCADA SYSTEM UPGRADE
RESPONSE TO RFQ**



Frisch Engineering, Inc.
Consulting Electrical Engineers

December 5, 2017



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone 916.353.1025

December 5, 2017

Dan Jauregui, President
Tri City Engineering, Inc.
4630 W. Jennifer Ave, Suite 101
Fresno, CA 93732

Location: City of Coalinga
Subject: WTP and Distribution System SCADA System Upgrade

Dear Mr. Jauregui:

Thank you for inviting Frisch Engineering to provide our qualifications statement for the City of Coalinga Water Treatment Plant and Distribution System SCADA System Upgrade Project.

Frisch Engineering has extensive experience in the planning, design, and construction of many similar automation projects. Over the past 16 years Frisch Engineering, Inc. has completed more than 500 projects. We have a staff of 8 including Engineers, Programmers, and Technicians. Our highly qualified team has many years' experience and meshes together perfectly to complete the power, controls and SCADA knowledge spectrum. Each of us has been involved with dozens of Water/Wastewater system designs and installations.

Our strategy is to propose hardware, software, and systems that are not proprietary and can be maintained by many different locally available companies. This will insure that the system is survivable beyond the installing Contractor. We will also be available for any needs that may arise for many years to come.

We have the capacity to perform on this project now and in the future. Since we perform projects as prime and subconsultant, we have experience meeting our own schedules and those of our customers. It is a fundamental requirement of our business in order to keep our clients happy. I can report that we do this very successfully. We have approximately 25% availability at the present time with no changes expected. We can arrange to start work within one week of notice to proceed and have plenty of capacity for this project.

Frisch Engineering is pleased to offer this qualifications package for your consideration. Please give me a call if you have any questions or require further information.

Sincerely,

Thomas P. Frisch, P.E.
Electrical Engineer
tfrisch@frischengineering.com

Response to RFQ requirements:

Q1 Cover Letter items

See previous page.

Q2 Project Approach

1. Phase 1 – Planning of Scope
 - A. Kickoff meeting to discuss objectives and upload any pertinent information from the site SCADA and PLCs.
 - B. Analyze existing information – Plans and specs, previous PLC drawings, software code, etc.
 - C. Have engineers and programmers familiar with Modicon and Allen Bradley to evaluate the pros and cons to each one.
 1. Cost of PLC equipment – Modicon vs. Allen Bradley replacements.
 2. SCADA systems – Wonderware, Inductive Automation, Etc. and how they will integrate with the plant and remotes.
 3. Availability from local vendors – who and where.
 4. Re-use of software code and benefits of new code.
 5. Consider auxiliary equipment that would be added to the network communications such as VFDs, Analyzers, etc.
 6. Cost of maintenance software and ease of use.
 7. Present analysis and assist in the decision making process. We will provide our opinion as Engineers and Software Programmers and discuss any details with you.
2. Phase 2 – Design Phase Services Plan
 - A. Generate P&IDs of each system in plant and remote sites to understand processes and provide a forum for controls improvements. The P&IDs are very important in that they are the road map to automation and will eventually be the basis of design for that SCADA screens. We will review all drawings and interview plant staff to figure out how things are connected.
 - B. Radio and communication analysis. Determine how to set up communications to remote sites and from the plant to City Hall. Communications is vitally important to SCADA and we will give this the attention it deserves. If physical radio surveys are warranted, we have the tools, experience, and expertise to do them.
 - C. Develop and submit 30% Drawings (P&IDs) and communications analysis.
 - D. Progress meeting review submittal and to discuss process control enhancements, and our communications analysis. We will incorporate concerns, budgets, likes and dislikes into the next phase of design.
 - E. Develop and submit 60% design drawings and specifications of PLC replacements, network upgrades, site electrical plans, additional connections to instrumentation or devices, and remote communication improvements.
 1. Plant PLC drawings for each PLC control panel

2. Plant drawings with communications routing and locations of PLCs
 3. Remote site drawings with modifications to incorporate new PLCs and/or communication systems.
 4. Specifications for products, programming, methods, and construction sequencing.
- F. Progress Meeting to review submittal. This meeting will be several hours and each drawing will be presented and analyzed for every interested party to question and comment.
 - G. Develop and submit 95% design for review and discussion. Coordinate with Tri-City and incorporate front end specifications and cover sheet.
 - H. Progress Meeting to review submittal
 - I. Final signed submittal.

Quality control will be performed at 95% and Final submittals by utilizing staff that is not involved in the project. We will have at least two people who will not have design responsibility that can perform this work. Additionally, we will gladly work with the City and Tri-City Engineering during reviews and in development of the bid documents.

3. Phase 3 – Bidding and Construction Phase Services

- A. Assist with prebid meeting
- B. Answer questions of bidders and issue addendums as needed.
- C. Project Management and Meetings during construction
- D. Respond to RFIs
- E. Assist with change orders
- F. Review Contractor Submittals
- G. Witness factory testing (one day, none required)
- H. Site visit(s) to oversee installation of electrical work.
- I. Witness on-site electrical and instrumentation testing
- J. Perform on-site Construction Inspection and generate punch lists.
- K. As Built drawing revisions and production.

Q3 General Description of Company

Please see attached "Frisch Engineering Statement of Qualifications" which covers many of the items noted in this question.

Additionally, we have completed many projects where a SCADA system was replaced. We test the new SCADA system on the bench with the PLCs connected to flush out as many issues as possible. The SCADA is installed in at the project site and with the replacement of each PLC, the process will be rolled into the new SCADA system. The old SCADA would be rendered useless over the course of the installation. This process would likely take weeks to complete. At no time, would the system not be automated. There will be some minor items that will be "temped" in, but those you can usually count on one hand.

Q4 Qualifications, Certifications, Experience

Please see attached Resumes for our staff. A brief resume for each person is also listed in the Frisch Engineering Statement of Qualifications. Mike Rogers will lead Phase 1 selection of equipment. Thomas Frisch will lead design in Phase 2 with Martin Yarbrough, and Nik Conant for Technical and Drafting. Phase 3 will be lead by Michael Frisch with Mike Rogers, Martin Yarbrough and Thomas Frisch as resources.

Q5 Five References for SCADA projects

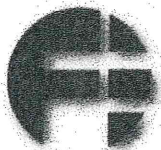
Please see list of Client References.

Q6 Maximum of 20 pages

Will do. Please let us know if any of the topics are not sufficiently answered.

Q7 Hourly Rates

Please see our hourly rate schedule for the 2018 calendar year.



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers and Programmers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone (916) 353-1025

Statement of Qualifications

Frisch Electrical Engineering is committed to providing the highest level of quality and performance to assure each project's success from concept to completion. They provide Electrical Engineering, Construction Management, Programming Services and are continuously evolving with technology improvements to provide systems with the latest features.

Frisch Engineering was founded in 2001 and has been dedicated to water/wastewater/power industries ever since. Their staff has a combined 130 years of experience, which averages to 20+ years per staff member.

Typical projects are treatment plants, power plants, hydro-electric facilities, sub-stations, pump stations, reservoirs, wells, and sewage lift stations, and telemetry systems. They are proficient in power distribution, protective relaying, hardware controls, PLCs, SCADA, programming, and instrumentation. They are very experienced in automated controls, power coordination, arc-flash safety, and communications since they are used in most projects. Most systems require radio, telephone, and/or LAN/WAN for communications to SCADA. With over 650 projects completed, they are presently working as Consultants in many projects and as Engineers and Construction Partners in Design/Build projects.

We specialize in public works and industrial projects such as the following:

Water:

- Booster Pump Stations
- Reservoirs and Tanks
- Water Treatment Plants
- Water Wells
- Pressure Reducing Stations
- Power recovery systems
- Hydro-electric generation
- Chemical and Process Controls

Waste Water:

- Sewage Lift Stations
- Waste Water Treatment Plants

Miscellaneous:

- Communications Systems
- Building Electrical
- Street Lighting

NAICS Codes:

- | | |
|---------------|-----------------------------|
| <u>541330</u> | <u>Electric Engineering</u> |
| <u>237110</u> | <u>Const. Management</u> |
| <u>221111</u> | <u>Hydro Electric</u> |
| <u>221320</u> | <u>Sewage Treatment</u> |
| <u>221310</u> | <u>Water Supply</u> |
| <u>541511</u> | <u>Software application</u> |
| | <u>Programming</u> |

We perform the following services related to the above project types:

Engineering Services:

- Electrical Design (plans and specifications)
- P&IDs, Power Distribution, Control Panels, Instrumentation
- Construction Cost Estimates
- Modeling, Arc Flash, and Device Coordination

Programming Services:

- Allen Bradley – Control Logix, Compact Logix, SLC, Micrologix,...
- Modicon – Quantum, Compact, Momentum,...
- GE Fanuc 90 Series, RX3i
- Wonderware SCADA
- Intellution SCADA
- SCADAAlarm. Win911 Autodialer
- Automated SCADA report generation

Construction Services:

- Project Coordination and Management
- Submittal Review
- Contractor RFIs Response
- Factory and On-site Testing
- Start-up Assistance
- Site Inspection and Punch List
- C-10 Contractors License

Additional Services:

- SCADA System Architecture and Database Design
- Electrical Panel Building, Control Systems Integration, UL508A Certified Panel Shop
- Electrical System Troubleshooting
- Radio Path Surveys
- Pre-Design Reports and Technical Memorandums
- System Start-Up and Performance Verification
- Instrumentation Start-Up, Calibration, Troubleshooting

Staff

Our staff consists of 2 Electrical Engineers with PE registration, 2 Designers and 3 support staff. In terms of Electrical Consultants, we are one of the largest in the Sacramento area and are looking to expand when appropriate. Our engineers are:

Name	Biography Brief
Thomas Frisch, PE	Electrical Engineer, UCLA B.S. Electrical Engineering, Design Engineer, Construction Engineer. Previous experience at Engineering Firm and System Integrator as designer, project manager, sales engineer, and field service engineer for 12 years.
Michael Frisch, PE	Electrical Engineer, UCLA B.S. Electrical Engineering, Construction Engineer, PLC programmer. Previous experience at Engineering Firm and System Integrator as engineer and field service for 9 years
Martin Yarbrough	Associate Engineer, Associate of Applied Science, Computer Aided Design, ITT Technical Institute. Design Engineer, Construction Engineer. Previous experience as System Integrator for 9 years.
Mike Rogers	Associate Engineer, B.S. Geology & Physics, Dalhousie University, Halifax N.S., Canada; Master of Science, Geophysics & Space Physics, UCLA. Design Engineer, Construction Engineer, PLC Programmer years. Previous experience at System Integrator for 5 years.
Nigel Wakefield	Applications programmer specializing in Java, Python, C++, VB, SCADA and PLC Programming languages. Computer and Server configuration. System troubleshooting. Linux expert. Networking.
Nik Conant, Brian Woodin	Drafting, office tasks, design related tasks, product research, radio surveys, computer and network testing and configuration.

Frisch Engineering Organizational Structure:

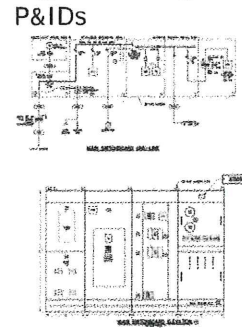
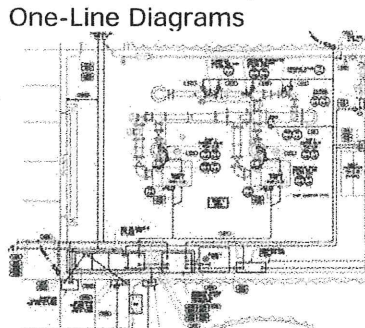
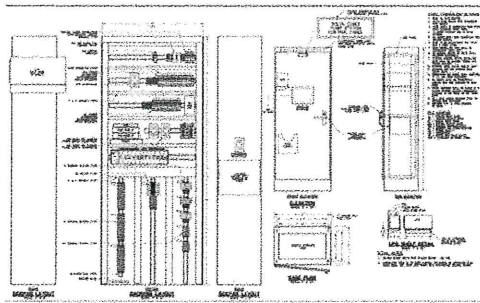
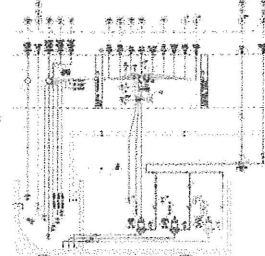
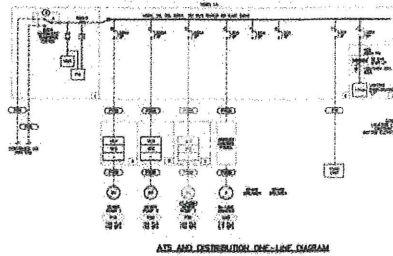
Name	Title	Duties
Thomas Frisch, PE 25 years	Principal and Senior, Electrical Engineer, Construction Engineer	Management, Daily Design Responsibility, Review Construction Management, Submittal Review
Michael Frisch, PE 22 years	Principal and Senior Engineer, Construction Engineer, Senior Programmer	SCADA and PLC Design Support Construction Management, inspection, Testing, Start-up.
Martin Yarbrough 22 years	Senior Electrical Designer, Construction Manager	Design Tasks, Drafting, Coordination, Construction Management, Submittal Review, Inspection, Testing.
Mike Rogers 25 years	Senior Electrical Designer, Senior Programmer	SCADA and PLC Programming and Support Construction Management, inspection, Testing, Start-up.
Nigel Wakefield 4 years	Junior Programmer	SCADA and PLC Programming and Support, Testing, Start-up.
Nik Conant 16 years	Associate Electrical Designer	Drafting, Design Tasks, As-builts, Computer Hardware.
Brian Woodin 12 years	Associate Electrical Designer	Drafting, Design Tasks, As-builts, Network Communications.

All engineers and staff are based out of our office in Folsom, California.

Design Services:

We take a thorough approach to design and documentation. Detailed design assures the Client that their construction standards will be adhered to. We further the technological features of each project we design, yet maintain consistency with other similar sites. Please ask to see a recent example design drawing set.

- Electrical Design (plans and specifications)
- P&IDs, Power Distribution, Control Panels, Instrumentation
- Construction Cost Estimates
- Detailed design

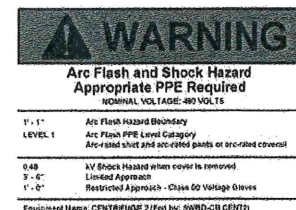
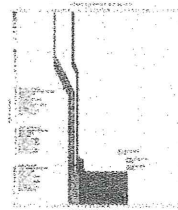
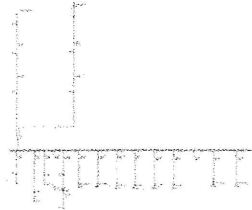


Electrical Modeling and Arc Flash Services:

Electrical Safety has become very important in recent years. We have responded by performing electrical modeling and arc flash calculations during design. This allows us to mitigate dangerous situations during the design process. In each step of design, we are considering the maintenance technician to give them the tools and ability to perform work safely. Once construction is complete, we confirm equipment and settings are correct and apply labels.

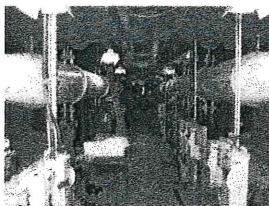


- Load Flow Analysis
- Device Coordination
- Arc Flash Calculations
- Equipment Labeling
- Bypass and shutdown

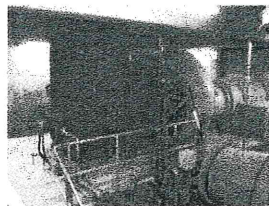


Complex Work:

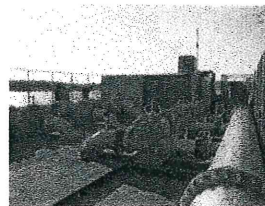
We make it our specialty to attract and perform the projects that others avoid. Whether it is to clean up a system that has been modified and undocumented for many years or to tackle the design that requires many facets of electrical design - we can do it. Utility projects, hydro electric, water and wastewater treatment are all in our portfolio. We want to do the hard work.



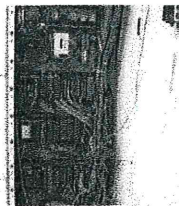
Water and Wastewater Treatment



Hydroelectric



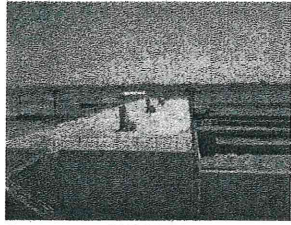
Floating Pump Station



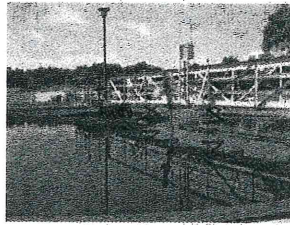
PLC replacements – Yikes!

Large Projects:

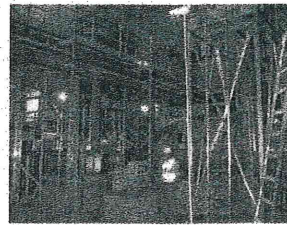
Frisch Engineering has performed services in various capacities on numerous large projects. Don't let our modest size fool you, our company could be compared to and would constitute the electrical department of a company 10 to 20 times our size.



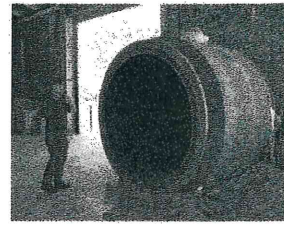
Atwater WWTP



Redding Stillwater
WWTP



LNWI Pump Stations

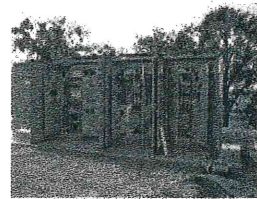


San Juan Water
District Flowmeters

Construction Inspection and Startup Services:

Very few electrical engineers have the same level of experience in equipment and process start-up than Frisch Engineering. Our staff has worked in various capacities within this industry over the 25 year careers of many of our professionals. Most of us have been Contractors and Consultants.

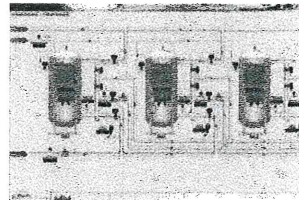
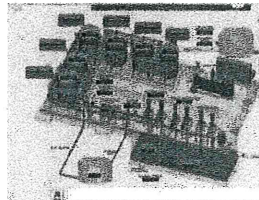
- Submittal Review
- Site Inspection
- Electrical Testing
- Equipment Start-up
- Computer Verification
and Operational Testing



SCADA and PLC Programming:

Frisch Engineering has 4 staff programmers who are able to integrate the design intent and provide the owner with a project that is seamless in form and function. We do not compromise when it comes to tools and features as we know what it takes to operate and maintain facilities. We program most manufacturers of PLCs including Allen Bradley, GE, Modicon, and others. SCADA systems include Wonderware, IFix, and others. Our SCADA graphics are second to none.

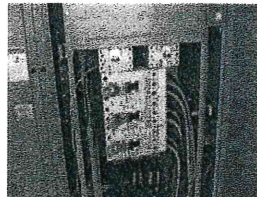
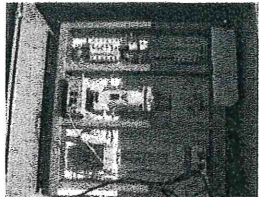
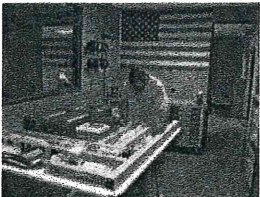
- PLC Programming -
Allen Bradley, GE,
Modicon, others.
- SCADA Programming -
Wonderware, IFix, and
others.

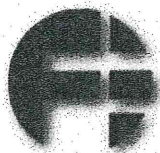


System Integration:

We are responding to design-build projects by furnishing electrical design, electrical and instrumentation equipment, and start-up. We are a one-stop shop for these projects. We find that these projects keep us sharp in design, cost estimating, and new component selection. We have a UL508 listed panel shop and can buy, build, or modify virtually any required equipment - power distribution, motor controls, PLC control panels, or instruments.

- PLC Control Panels
- VFD Motor Controls
- Power Distribution
- Instrumentation
- Start-up





FRISCH ENGINEERING, INC.

Consulting Electrical Engineers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone 916.353.1025

Thomas P. Frisch, P.E.

Experience Summary

Mr. Thomas Frisch has worked in the water/wastewater/power/landfill industry since 1991 and has developed skills in power, controls, instrumentation and communications. He has become very familiar with most practices and processes used in this industry. His experience is diverse since he has worked as a Contractor and Consultant in various capacities. As a Contractor, he brought contract drawings to completion by designing the final details, making submittals and managing production. As a Consultant, he has designed over 250 water and wastewater projects ranging from small pump stations to large scale treatment plants. Consequently he has a high degree of product knowledge that enables him to minimize design exposure to unproven materials or practices. He knows the challenges that Contractors face in taking plans to construction and knows when to assist on behalf on the Owner. His designs for electrical, instrumentation, and telemetry systems have been very successful with near-zero change orders due to design flaws. His designs include complex PLC motor controls for booster pump stations, lift stations and motor operated valves and SCADA telemetry between pump stations and tanks. He has performed electrical studies such as a damage assessment or to determine system capacity and cost comparisons to determine electrical operational costs of VFDs vs. throttled fixed speed motors

Education B.S. Electrical Engineering, University California Los Angeles, 1991

Registration Professional Electrical Engineer Reg. CA E15761, NV, NM, AZ, as needed

Work Experience

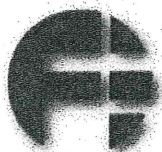
Electrical Engineer (25 years)

Mr. Frisch obtained his Professional Engineering License 1998, and shortly thereafter, began working as a consultant in Electrical Design. Thomas has designed over 250 projects ranging from small sewage lift stations to large (5000 HP total medium voltage) pump stations and water treatment plants. During this time, Mr. Frisch has become proficient as a designer, obtained the respect of his peers, and now operates a successful Electrical Engineering design and construction services business.

As a Principal at a small engineering firm, Mr. Frisch is exposed to many facets of engineering design and construction. From medium voltage distribution systems, to PLCs and instrumentation, to communications, he has obtained a vast amount of experience and can advise with confidence on any electrical issue.

He has become an authority on power distribution, arc-flash safety, and breaker coordination. Safety has become a very big issue in recent years, and he is responding with improved designs that allow maintenance while improving safety. He can review existing distribution and arc flash studies, find discrepancies, revise breaker settings, suggest modifications, and as a result, make significantly improvements.

Mr. Frisch has redesigned controls for a number of Hydroelectric facilities and understands the additional complexity with making power. In those systems, many of his engineering proficiencies are required for a successful project.



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone 916.353.1025

Michael J. Frisch, P.E.

Experience Summary

Mr. Michael Frisch has worked in the water/wastewater industry since 1994 and is familiar with most processes used in this industry. His experience is well rounded as he has worked as a Consultant and a Contractor. This experience has provided Michael additional perspectives of a project or problem. As a Consultant he is capable of providing information and expertise to the Owner and to assist the Contractor with suggestions that can expedite the project without compromising contractual requirements. His experiences as a Contractor have provided knowledge in all areas in the water/wastewater industry. This experience has provided him the expertise to assist clients with product selection, application, implementation, and process control. He is diverse in PLC and SCADA automation that include motor and process control with instrumentation. His experience with telemetry application and testing has proven invaluable.

Education B.S. Electrical Engineering, University California Los Angeles, 1994

Registration California State Professional Electrical Engineer Reg. E17155

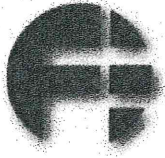
Work Experience

Electrical Engineer (22 years)

Mr. Frisch obtained his Professional Engineering License in 2003, and began working as a consultant in Electrical Design and Construction Support in 1999. Michael has designed projects but his primary focus has been SCADA and PLC programming and Construction Support. He has managed over one hundred projects ranging from small sewage lift stations and pump stations to water and wastewater treatment plants. During this time, Michael has become proficient as a Construction Manager, Designer and PLC programmer and has obtained the respect of his peers. He has experience with Allen Bradley, Modicon and GE products. His expertise has been invaluable to the Owner, project managing team and Contractor.

Mr. Frisch is very thorough at testing of systems including power, controls, programming, and communications. Because some of these items are invisible to the user, it takes a person who understands the intricacies of PLC and SCADAS programming to flush out the bugs. Mike insures the job is completed correctly and per plans and specifications and leaves the project with the confidence of knowing that each and every item has been tested. If the plans are short on detail, Mike can work with the Engineer to fill in the blanks and keep the project on track.

Mr. Frisch has extensive experience with electrical, instrumentation and power design, constructability reviews, project management, submittal reviews, RFI responses, clarifications, design modifications, change order management and review, field inspection, field startup, punchlist inspection and project closeout. His PLC, Operator Interface and SCADA programming experience has benefitted him during the inspection and implementation process.



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone 916.353.1025

Michael Rogers

Experience Summary

Mr. Michael Rogers has worked since 1990 on many diverse projects, most of them involving the design from initial concept all the way through installation, training and service. Since 2010, he has worked exclusively on water and wastewater projects. Prior to that, other projects involved large and complex process equipment for the semiconductor industry. He has extensive experience in all aspects of equipment design, fabrication, assembly, programming, functional testing, installation, customer training and after sale service. He is proficient with many software packages including AutoCAD, Solid Works, and many PLC, OIT and SCADA packages.

Mr. Rogers was responsible for implementation of new semiconductor chip manufacturing facilities. During this time, he became very familiar with equipment, systems, volatile compounds, materials compatibility, automation, safety, and process. The Semiconductor industry has many parallels to the water and wastewater industry which gave him a jump start and the ability to grow.

Mr. Rogers is a very good communicator and is very knowledgeable on almost any topic. He is basically a walking encyclopedia of physical science and materials technology. He is the go-to guy when you have complex problems that require unique solutions. He picks up new skills daily and has proved to be a very valuable asset to Frisch Engineering.

Education

B.S. Geology & Physics, Dalhousie University, Halifax N.S., Canada 1983

Master of Science, Geophysics & Space Physics, University California, Los Angeles 1985

Work Experience

SCADA and PLC Programmer

Mr. Rogers has performed SCADA and PLC programming services on various projects, as noted under project experience, in the water and waste water industry over the last few years.

Prior to his experience in water and wastewater, Mr. Rogers was involved with numerous projects in the semiconductor industry. These projects involved designing, building, programming, installing and service. He worked on many projects with NEC electronics in Roseville, CA, IBM Corporation, and Dow Corning Corp.

Electrical Engineering Design and Construction Management

Mr. Rogers has personally designed water treatment plants, pump stations, and wells. He has performed ACAD drafting and worked with drafters to create plans and specifications for bidding projects. He has written design documents including specifications and predesign reports for projects.

He has managed construction and performed inspection, submittal reviews, answered RFIs, and attended meetings.



FRISCH ENGINEERING, INC.

Consulting Electrical Engineers
13405 Folsom Blvd., Unit 600
Folsom, CA 95630

Phone 916.353.1025

The following rates apply to hourly engineering services for design, studies, inspections, testing, and management. All services will be invoiced monthly per the rate schedule:

FRISCH ENGINEERING INC. 2018 RATE SCHEDULE

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
Thomas Frisch, PE Michael Frisch, P.E.	Senior Electrical Engineer	\$175 per hour
Martin Yarbrough Mike Rogers	Senior Electrical Designer Senior Programmer	\$160 per hour
Nigel Wakefield	Junior Electrical Designer Junior Programmer	\$140 per hour
Nik Conant Brian Woodin	Associate Electrical Designer	\$110 per hour

The above hourly rates include overhead costs such as: travel via owned vehicle for on-site work, telephone, photocopies, computer costs, copying, and insurance.

The hourly rates do not include expenses such as rental equipment, airline tickets, rental vehicles, lodging, non-incidentual photocopying and materials. Miscellaneous expenses will be billed at cost + 10% as expressly listed in the project's scope of work.

Rate escalation of 5% per hour is scheduled for January 1, 2018 and each anniversary thereafter.

Frisch Engineering, Inc. has \$2,000,000 / \$4,000,000 general liability insurance, \$1,000,000 auto liability insurance, \$1,000,000 umbrella liability insurance, \$1,000,000 workers' compensation insurance, and \$2,000,000 / \$2,000,000 professional liability insurance.

City of Coalinga — WTP SCADA System Upgrade

Statement of Qualifications

Solomon Electric and Data, Inc.

Thursday, December 7, 2017

.....

SOLOMON ELECTRIC & DATA, INC.

CA Lic. # 935229

1800 Deerfield Court

Coalinga, California 93210

Phone/Fax: 559.892.8819

December 7, 2017

Tri City Engineering, Inc.

ATTN: Dan Jauregui, President

4630 W. Jennifer Avenue, Suite 101

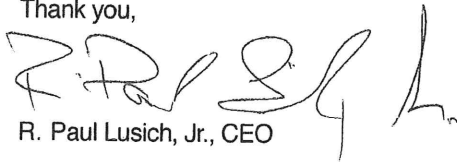
Fresno, CA 93732

RE: City of Coalinga – WTP SCADA System Upgrade

Dear Mr. Jauregui,

Solomon Electric and Data, Inc. is interested in providing professional SCADA system design services for a comprehensive upgrade of the City of Coalinga SCADA system. Our team of personnel has relevant experience in infrastructure projects, electrical contracting, communications networking, and controls design and implementation, is ready and available to move forward with an evaluation of the existing system, and design of an upgrade.

Thank you,


R. Paul Lusich, Jr., CEO

.....
..

.....

CITY OF COALINGA WTP SCADA UPGRADE SOQ SOLOMON ELECTRIC & DATA, INC.

Approach to City of Coalinga WTP SCADA System Upgrade

Solomon Electric will conduct a comprehensive inventory and evaluation (I&E) of the existing SCADA system in operation. This I&E will include documentation of all aspects of the existing system which are currently run by PLCs, in bypass ("manual") mode, an accurate topography of the existing sensor cabling and telemetry (including all remote sites) and documentation of the existing comm system. Any existing conduit paths intended to be re-used will be located and integrity verified; any existing cabling intended to be re-used will be have its condition validated. Comparisons will be made between the existing system and current facilities for WTP SCADA operations and telemetry. Through detailed evaluation of existing infrastructure at an early stage, a minimum of unanticipated conditions will be encountered during the construction, installation and commissioning of the modifications to the existing system, or a new SCADA system. This I&E will be used to determine the least invasive procedure and order of cutover from the existing system to a new system.

Equipment (and vendors) will be selected based on the City's preferences, needs, personnel resources, and anticipated future growth/expansion. Flexibility with vendor selection, and our preference for open system architecture as opposed to proprietary system architecture, allows us greater control over product lead times and delivery, product pricing, system reliability, and system flexibility.

Our approach to quality assurance and project management will be similar to the mid-sized and larger jobs we have successfully accomplished in the past: daily involvement of company principals in job supervision and execution; open and positive dialogue with City personnel to ensure their needs are being met. Advanced staging of materials, the pre-commissioning of SCADA systems, and the advanced field deployment of comm systems will ensure smooth cut-overs from existing systems to the updated system with minimal interruption to ongoing WTP operations. Full documentation of pre-commissioned equipment and comm performance will aid in establishing baseline records for future PdPM programs as implemented by the City.

Solomon Electric is not burdened by multiple levels of upper and mid level management, which affords us a high degree of agility, attention to detail, and clear communication. Neither are we committed to specific product lines or manufacturer's equipment. These approaches to project design and execution result in a minimum of change orders through thorough evaluation of existing systems, existing customer needs, and anticipation of future expansion. They also result in a high degree of client satisfaction and system reliability. We anticipate complete project phasing as below:

Phase 1: I&E

Review all existing drawings, specifications and as-built drawings.

Make a site visit to each location.

Document existing I/O count.

Determine the condition of all existing ancillary data acquisition equipment.

.....

Make preliminary schematic drawings of existing connections.
Perform RF traffic survey.
Determine the most reliable means of linking remote sites.
Test existing underground cable and verify condition and reliability.
Develop an implementation plan for staged commissioning of each site location.
Determine HMI needs for each site.
Coordinate roundtable discussion of city management and plant operators to determine exactly what the needs of the system are and what additional features can be added in the future.
Develop and prioritize a list of improvements.
Develop standardized nomenclature.

Phase 2: Design

Develop a master plan for the water project.
Generate preliminary drawings and specifications for review.
Proposed budget for master plan implementation.

Phase 3: Construction and Installation

Commission module construction based on the prioritize list of improvements.
Begin module integration following the prioritize list of improvements.
Begin personnel training on installed modules.

Phase 4: Hand-off/Closeout

Final commissioning of fully integrated system.
Demonstrate system stability.
Complete all personnel training.
Decommission any unused equipment.
Deliver, in printed and electronic format, final shop drawings, as built drawings, documentation, and PLC programs.
Complete project closeout.

Company Structure and Experience

Built on a legacy of nearly 40 years in electrical contracting, with roots in the State Water Project's California Aqueduct, we operate in Central California, having been based in Coalinga since 2005. Solomon Electric is a small electrical contracting firm, operating as an S-Corporation with a C-10 License from the state of California.

To maintain our agility as a small business, we rely on consulting engineers and industry experts. This structure allows us to match talent, expertise, and experience to job needs and requirements. Our approach gives us access to a variety of personnel, keeping abreast of proven (as well as emerging) technologies and practices. We will dedicate a team of three key personnel to conduct the I&E of the existing system. The same team will take the lead on the design, construction, installation, and commissioning of system modifications or a new system, thus maintaining project continuity. We have field specific consultants as members of our team: a civil engineer, with an emphasis in water resources; an electrical and computer engineer; and a computer/network consultant. Past automation projects are listed below.

Yosemite West Well Water-Mariposa County

Modernization of existing potable and fire protection water system.

Programmed PLC logic to fully operate all wells and lift stations.

SCADA monitoring with automatic notification of any abnormal runtime or equipment failure.

Monitor all well and lift station runtimes for scheduled maintenance.

Programmed logic to minimize large 40hp well and 75hp lift station use by tracking fill rate of a smaller 3ph well.

Programmed logic to minimize large motor use during peak demand hours for utility cost reduction.

Designed report system to track well runtime and tank level. Reports tracked average GPM of well to monitor runtime efficiency.

Key systems were run manually during switch-over to maintain uninterrupted services.

Yosemite West –Mariposa County

Modernization of existing WWTP to provide fully automated operation under SCADA via HMI.

Complete PLC control of motors to very hours of operation and alternation between aerators, runtimes logged and any failed starts.

Lift station motors alternated and runtime logged as well as average runtime per cycle. Influent flow monitored and excesses monitored for surface runoff.

HMI readout of all conditions, runtimes, and fault logs.

During the modernization project, key systems were run manually during switch-over to maintain uninterrupted services.

New WWTP including new electrical service, lift station pumps, aeration motors, PLC control, and HMI.

Complete PLC control of motors to very hours of aerator operation, alternation between aerators, log runtimes and any failed starts.

City of Coulterville

Modernization of existing WWTP to provide fully automated operation under SCADA.
Complete PLC control of motors to very hours of operation and alternation between aerators, runtimes logged and any failed starts.
Lift station motors alternated and runtime logged as well as average runtime per cycle.
Notification in the event of excessive runtime. (This identified an open manhole cover in the street during a severe rain storm)
Telemetry allows the influent grinder to cycle off when the lift station in the city is idle.
Telephone connection to PLC modem allows complete access to programming and override functions, as well as conditions monitoring and downloading of report data.
Auto dialer reports 'trouble' and 'emergency' conditions.
Power outages and duration logged.
Standby generator operation and testing logged and fuel supply monitored.
Key systems were run manually during switch-over to maintain uninterrupted services.

City of Mariposa Pines

Modernization of existing WWTP to provide SCADA.
Radio link from remote lift station to WWTP.
PLC control of lift station motors, logging runtimes and alternation of motors.
Data connection to PLC allows complete access to programming and override functions, as well as conditions monitoring and downloading of report data.
Automatic notification 'trouble' and 'emergency' conditions.
Power outages and duration logged.
Soft-Starters installed to limit inrush current.
Key systems were run manually during switch-over to maintain uninterrupted services.

Valley Garlic, Inc./Sequoia Packing

Design and construction of a 50,000 square foot cold storage facility, which required coordination of the installation of the refrigeration controls.
Installation and commissioning of VFDs, emergency controls, and sensor cabling.

Team Qualifications and Expertise

Paul Lusich has a background in land surveying, engineering, land development. This background has been an asset in electrical contracting and electrical infrastructure projects. Recent projects include maintaining and updating agricultural irrigation automation. His attached resumé provides deeper detail.

Brian Corley has a deep history and experience in electrical design, construction, engineering, and contracting. Past projects include WTP and WWTP maintenance and automation, and a current projects include modernization and automation of a commercial bakery. His attached resumé provides deeper detail.

Katherine Lusich Nixon, P.E., is a civil engineer who specialized in water resources. A Central California native, she currently works for the City of Virginia Beach. Her attached resumé provides deeper detail.

Marc Burkhard, P.E., is an electrical and computer engineer with deep experience in plant automation. His attached resumé provides deeper detail.

Joseph Chaney is a computer and network consultant and technician. His attached resumé provides deeper detail.

Professional References

Ronald German

Electrical Supervisor, J G Boswell (SCADA)
(559) 970 1592

Terstzan Soojian

Plant Manager, Soojian Incorporated (SCADA)
(559) 240 5264

Keith Hodge

Facilities Manager, Ak-Mak Bakeries (SCADA)
(559) 351 4201

Christian Marrionne

General Manager, Valley Garlic, Inc./Sequoia Packing (Electrical Construction)
(559) 934 1763

Shaun Bailey

Director of Maintenance & Operations and Auxiliary Services, West Hills College,
Coalinga (Electrical Construction)
(559) 934 2254

John Yanez

Facilities Director, Wasco Union High School District (Electrical Construction)
(559) 758 7429

Lisa Gonzalez

General Manager, Coalinga-Huron Recreational Park District (Electrical Construction)
(559) 935 0727

Sean Skiles

General Manager, RF MacDonald, Inc. (Electrical Construction)
(559) 498 6949

Hourly Rates, by Phase

Phase 1: Inventory and Evaluation

System Inventory and Evaluation, \$95.00/hr./lead technician

System Inventory and Evaluation, \$60.00/hr./apprentice technician

Comm Network and Computer Consulting Services, \$75.00/hr.

Phase 2: Design

Engineering Consulting, \$150.00/hr.

System Design, \$95.00/hr.

Drafting, \$60.00/hr.

Phase 3: Construction and Installation

System Construction and Installation, \$95.00/hr./lead technician

System Construction and Installation, \$60.00/hr./apprentice technician

Phase 4: Commissioning, Hand-off, and Closeout

System Commissioning, \$95.00/hr./lead technician

System Commissioning, \$60.00/hr./apprentice technician

All Phases

Clerical, \$30.00/hr.

Meeting, Drive, Communication Time, \$30.00/hr.

Appendix

Resumés for:
Paul Lusich
Brian Corley
Katherine Lusich Nixon
Marc Burkhard
Joseph Chaney

R. Paul Lusich, Jr.

1800 Deerfield Court
Coalinga California 93210
559-892-8819
rp.lusich@me.com

PROFILE

Self employed small business owner, responsible for the successful day to day operation of a small electrical contracting firm as well as the performance of electrical work. At times this includes the supervision and management of several employees and multiple projects.

- Self Motivated
- Able to direct groups
- Communicates clearly
- Skilled tradesman
- Detail oriented, while maintain larger view
- Conversant with computers and software
- Can manage several projects simultaneously

RELEVANT EXPERIENCE

Owner, Solomon Electric and Data, Inc., Coalinga, CA

April 2009 to Present

Responsible for the daily operation of small electrical contracting firm, including supervision of employees and electrical construction, plan takeoffs/bidding, job planning and management, as well as supervision and training of apprentices.

Vocational Adult Instructor, West Hills Community College District, Coalinga CA

July 2010 to August 2010

Responsible for the instruction of adult students in basic electrical skills, including troubleshooting, motor control, PLCs, safety, and basic electrical theory.

Journeyman Electrician/Foreman, Mark E. Solomon Electric, Inc., Bakersfield, CA

May 2005 to April 2009

Responsible for the daily operation of the local office for small electrical contracting firm, including supervision of employees and electrical construction, plan takeoffs/bidding, job planning and management, as well as supervision and training of apprentices.

Project Manager, Hinesley Homes, Bakersfield, CA

September 2003 to May 2005

Responsible for construction management of land development and new home construction, including meeting with engineers, surveyors, contractors, building officials, real estate brokers and land buyers.

Magnet Activity Leader, Bakersfield City School District, Bakersfield, CA

August 2002 to September 2003

Responsibilities included the creation and implementation of lesson plans for first through sixth grades, classroom management and instruction, and playground supervision.

Electrician (volunteer), California Regional Building Committee #2

1994 to 2013

Volunteer on various church construction projects in central San Joaquin Valley. Experience includes training and supervision of non-skilled workers in electrical construction methods, job planning and supervision. Served as a temporary Construction Volunteer at Wallkill, NY in 2010, and Brooklyn, NY in 2012. Projects included commercial printery upgrades, server room UPS installation and commissioning, and large commercial electrical construction/remodel work.

Complete employment history dating to 1993 available upon request.

EDUCATION

California State University, Bakersfield

Chemistry Major, Mathematics Minor (no degree)

Bakersfield, California

Honors at entrance, maintained high GPA

Bakersfield High School

Bakersfield, California

Graduated June, 1993

PROFESSIONAL ACCOMPLISHMENTS

Electrical Construction

- Design/build projects
- Motor and control troubleshooting and repair
- PdPM diagnostics
- Management/Project oversight
- Installation of various types of electrical, lighting, and control systems
- Underground Utility Locating

Educational Instruction and Volunteer

- Public speaking before large audiences
- Counseling/support
- Educational instruction of school age children
- Vocational instruction of adults

PROFESSIONAL REFERENCES

Mark Solomon (661) 206 8578

Shaun Bailey (559) 934 2254

Nathan Moore (661) 201 5682

Brian D. Corley

1120 E Terrace Ave
Fresno, Ca 93704
559-994-9161
briancorley@me.com

PROFILE

Senior project manager with extensive experience in industrial, commercial electrical, automation design, SCADA, as well as electrical engineering and design build. Skilled in electrical estimation, bidding and contract implementation. Experienced in general construction management, coordination of sub-contractors and scheduling.

RELEVANT EXPERIENCE

Owner, Brian's Electric, Fresno CA

September 2003 to Present

Projects include:

- Modernization and automation of an existing 24,000 sq ft bakery developing automated batch control, synchronized VFD, automated temperature control of 130' conveyor oven, modification to fully automated dough rolling system and HMI, and automated combustion air PID to minimize operation cost.
- Design, control and HMI for a 50kW process heating system.
- Design/Build of new 40,000 sq ft office and manufacturing facility for a regional boiler manufacture. Consulted and wrote Standard Operating and Safety Procedures for a national oil company's new 150,000 sq ft administrative and engineering facility.
- Consulted and modified programming of interior and exterior lighting control systems to comply with Title 24.
- Modification of CAD drawings for as-built and record drawings.

Senior Electrical Designer, Teter Consultants LLP, Fresno CA

September 2001 to September 2003

Project include:

- Electrical project manager and engineering for a national fruit drink manufactures local plant expansion of chillers and filler rooms, including addition of 12kv Switchgear, 2500kva transformer and 480v panels, MCC's and automation interface. Additional engineering for emergency generators for two facilities consisting of 3-2mw and 1-750kw generators, transfer switches, SOP manuals and operation training.
- Electrical engineering for a national oil company's new 150,000 sq ft administrative and engineering facility, including power distribution, indirect lighting system and control, I.T. cabling infrastructure and I.T. UPS, power distribution and harmonic filtering systems.
- Electrical engineering for a new 600,000 sq ft distribution center for a national hardware company, including power, lighting and climate control.
- Electrical engineering for multiple school projects, including K-12, City and University modifications and new construction.

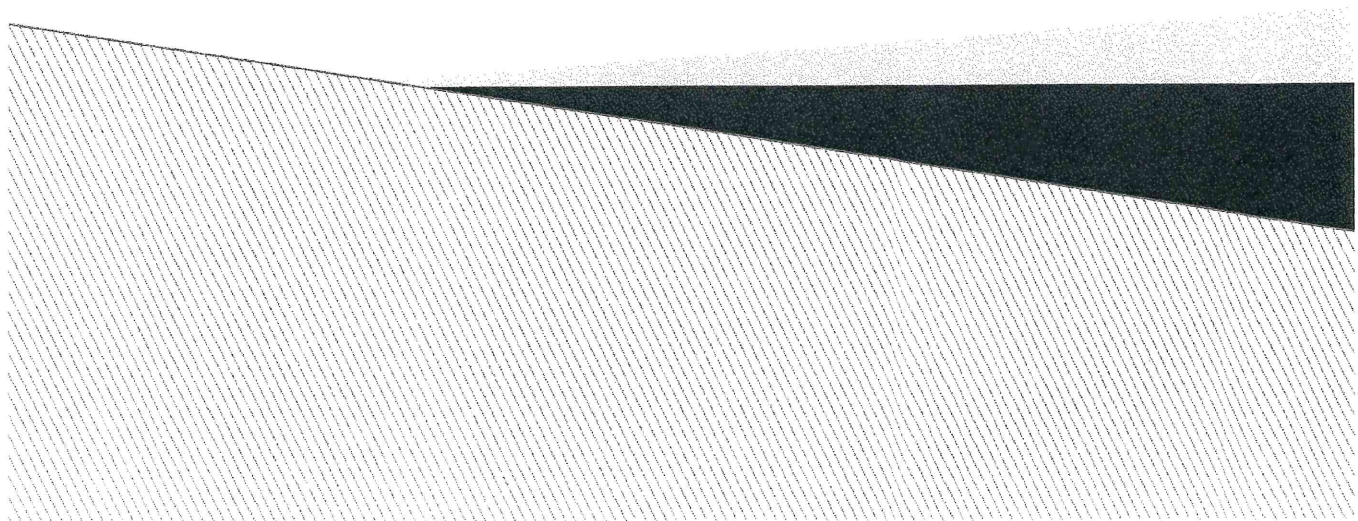
Principal, Cal-State Electric Construction, Fresno CA

1975 to August 2001

Projects include:

- Managed design and construction of renovations for TI spaces.
- Designed and installed electrical and automation systems for various facilities including food processing, industrial, commercial, winery waste water treatment plant and potable water systems.
- Design build of heavy industrial electrical systems including one 69kv 12.5 mw sub-station for large food processing plant.

Resume for
Katherine Lusich Nixon,
P.E.



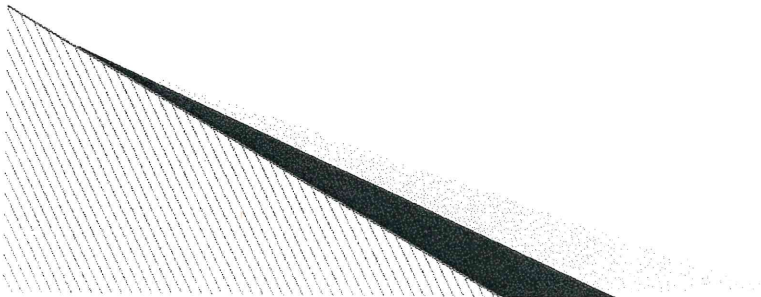
Introduction

I am currently the City of Virginia Beach Public Utilities Interim Regulatory Compliance Manager. I thoroughly enjoy this role and the work I provide for the Engineering Division and would like to become the permanent Regulatory Compliance Manager. I truly feel that utilizing my engineering skills as a public servant is what I am meant to do. I grew up working in my family's engineering and real estate businesses and coupled with my varied post graduate professional experience I feel that I am an excellent choice to lead the Regulatory Compliance Bureau.

I began working for my family's engineering and real estate companies just out of high school. Those experiences helped me determine my goal to become a professional Civil Engineer. I graduated with a Bachelor of Science in Civil Engineering from California State University, Chico in 2003 and have fourteen years of progressive engineering experience as a project manager. I passed the professional engineers exam in October 2008 and have been registered in Virginia since 2010. During the past year I was hired as the Roadway Coordination/ Stormwater Administration Engineer IV for the department. This new position shifted my duties from hands on project management to overall program management and mentorship a project management team.

At the retirement of the past Engineering Division Manager in November 2016, I was named interim Regulatory Compliance Manager. In this position I oversee the management of potable water and sanitary sewer regulatory programs, sanitary sewer condition assessment and maintenance programs, sanitary sewer hydrologic modeling, as well as continuing my VDOT/Public Works coordination and Stormwater Administrator duties. My interim duties include hiring and managing various engineering and technical staff, managing the annual budget for each program, preparing the individual work orders, coordinating with contractors and city operations, reviewing and tracking all work done, providing public outreach and education, and approving all invoices and work orders.

In December 2016, at the retirement of the Find and Fix/Neighborhood Revitalization Program Administrator Engineer IV I temporary assume that role until it is backfilled. I am a member of several professional organizations and frequently attend their annual conventions and seminars. Outside of my engineering work I am active in my community and am currently serving as recording secretary of my neighborhood civic league.

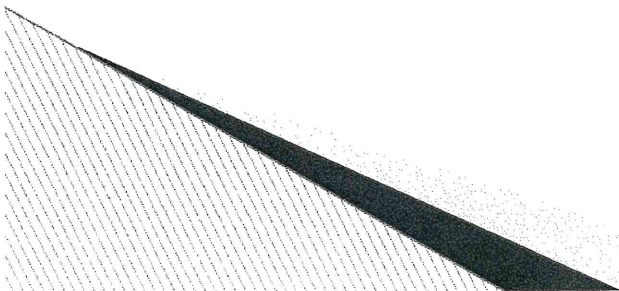


Education and Certifications

- ▶ California State University, Chico
 - B.S. Civil Engineering, May 2003 (Dean's List), emphasis in Water Resources

- ▶ Continuing Education
 - University of Wisconsin
 - Essentials of Hydraulics for Civil Engineers and Designer
 - Wastewater Pumping Systems and Lift Stations
 - Pumping System Hydraulics for Sanitary Sewer Systems
 - City of Virginia Beach -Pump Station Design
 - ABPA Annual Conferences 2011, 2012, 2014
 - AWWA Water Jam Conferences 2010-2016
 - AWWA ACE Conference 2015
 - Virginia Engineer's Conference 2011-2015

- ▶ Certifications/Licenses
 - Engineer-In-Training
 - CA #115215; received June 2002
 - Florida Department of Environmental Protection
 - Qualified Stormwater Management Inspector, #5112; received August 2003
 - Professional Engineer
 - Florida; received December 2008 (reciprocity to Virginia)
 - Virginia #0402047219; received February 2010



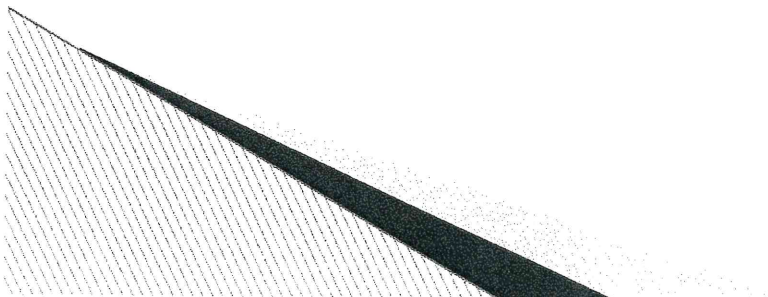
Career Experience

Department of Public Utilities, City of Virginia Beach 2009-Present

- ▶ Regulatory Compliance Bureau Manager/Engineer V (Nov. 2016 - current)
- ▶ Senior Project Manager/ Engineer IV (2016 - current)
- ▶ Project Manager/ Engineer II/III (2009-2016)

▶ *Regulatory Compliance Bureau Manager (November 2016 to Present)*

- Supervision of 21+ professional and technical staff;
- Oversee requirements for compliance with the City's Special Order by Consent with the Virginia Department of Environmental Quality (VDEQ);
- Coordinate with the Hampton Roads Sanitation District (HRSD) and other localities on the Regional Wet Weather Management Plan, the Regional Hydraulic Model, and other regulatory compliance issues;
- Represent the City of Virginia Beach in meetings with various other agencies including HRSD, VDEQ, EPA, HRPDC, VDH, etc.;
- Oversight of the City's Backflow Prevention and Cross Connection Control Program;
- Management for the following Management, Operations, and Maintenance (MOM) programs: flow monitoring; sanitary sewer evaluation studies (smoke and dye testing, manhole inspections, CCTV); root control; fat, oil, and grease (FOG); sanitary sewer overflow (SSO) resolution; odor control; wet well cleaning; hot spot cleaning; and various other MOM programs;
- Perform contract management administration;
- Administer the surveying functions for the department;
- Prepare and manage an annual operating budget of \$2 million
- Assist with the preparation and management of the department's multi-year capital improvement projects (CIP);
- Provide support to the Utility Engineering Manager for administrative/ operational matters and may perform as divisional manager in the manager's absence.
- Assist Utility Engineering Manager and Director of Public Utilities in preparing recommendations/reports to the City Manager and Council
- Management oversight of city engineer positions, engineering technical and inspections staff.
- Hiring chair for open positions within the Regulatory Compliance Bureau
- Maintain the Regulatory Compliance Bureau's VBnet, CityShare and VBgov pages.
- Assist Departmental Media and Communications Representative with social media and others duties as needed.
- Member of RIVA administration team.
- Participate in the Pump Station Review Committee reviewing Pump Stations and making recommendations for rehabilitation and replacement.
- Departmental Wellness Representative.



Career Experience

Department of Public Utilities, City of Virginia Beach continued

► Senior Program Management, Regulatory Compliance Bureau

- Supervision of 8+ professional and technical staff;
- Administer the Virginia Stormwater Management Program for the department; including program policy development, review and approval of all stormwater management design for department, guidance and review of stormwater pollution prevention plans, stormwater management design, and coordination with Public Works on stormwater related issues;
- Administer the Find and Fix Program for the department.
- Administer the Neighborhood Revitalization Program for the department.
- Lead Departmental Coordination efforts for VDOT, HRSD and Public Works Projects to accomplish project completion on time and within budget.
- Prepare annual CIP budget and projections for 6-year CIP using current available funding and projected project needs to develop financially sustainable CIP budgets.
- Manage Annual Services Engineering Contracts utilized by the department for on call engineering assistance. Ensure all contract documents are complete and legal, manage annual contract caps, complete contract renewals, review and approval all contract work orders and invoices.
- Participate in departmental leadership team
- Fill in for Regulatory Compliance Bureau manager as needed
- Provide program guidance and project support to all members of the Regulatory Compliance Bureau
- Management oversight of city engineer positions, engineering technical and inspections staff.
- Hiring chair for open positions within the Regulatory Compliance Bureau
- Maintain the Regulatory Compliance Bureau's VBnet, CityShare and VBgov pages.
- Assist Departmental Media and Communications Representative with social media and others duties as needed.
- Member of RIVA administration team.
- Participate in the Pump Station Review Committee reviewing Pump Stations and making recommendations for rehabilitation and replacement.
- Departmental Wellness Representative.

► Project/Program Management, Regulatory Compliance Bureau

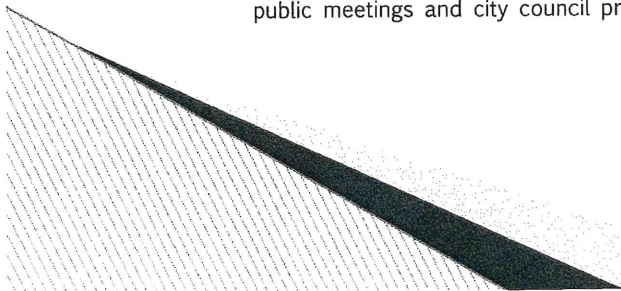
- Project Manager for Sanitary Sewer Evaluation Studies, responsible for managing the contractor's workload (creating work orders and paying invoices), coordination with Public Utilities Operations department, reviewing all submittals and referring defects found to the prompt repair, root control or hot spot cleaning programs.
- Force Main Condition Assessment Program, responsible for managing the contractor's workload (creating work orders and paying invoices), coordination with Public Utilities Operations department, reviewing all submittals, maintaining the Force Main Condition Assessment Model and referring defects found to the find and fix programs.
- Fats, Oils and Grease (FOG) Program. Includes managing inspection contract, reviewing all inspection reports, issuing notice of non-compliance and notice of violations and maintaining website. Interpreting city ordinances and assisting food service establishments in understanding program requirements and goals. Provide public education materials and opportunities at local tradeshow, Earth Day and sustainable living events.
- Backflow Prevention and Cross Control Connection Program. Supervision of 3 professional and technical staff. Includes managing inspection contract, interpreting city and state requirements and assisting water customers in understanding program requirements and goals.
- Root Control Treatment Program Includes managing root control contract, city inspection staff, preparing treatment lists, tracking treatment in Hansen asset management database and approving invoices.
- Wet Well Cleaning contract. Includes management of wet well cleaning contract, coordination with Public Utilities Operations department, review of work done, tracking cleaning in Hansen asset management database and approval of invoices.
- Flow Metering and Hydrologic Modeling Reviewed and analyzed pump station flow data using CAPE for compliance with the Regional Technical Standards and the Regional Consent Order.
- Management oversight of city engineering technical and inspections staff.
- Maintain the Regulatory Compliance Bureau's VBnet, CityShare and VBgov pages.
- Assist Departmental Media and Communications Representative with social media and others duties as needed.
- Member of RIVA administration team.
- Participate in the Pump Station Review Committee reviewing Pump Stations and making recommendations for rehabilitation and replacement.
- Departmental Wellness Representative.

Career Experience

- ▶ Engineering Intern IV, Moore Bass Consulting of Destin, Inc. 2007-2009
 - Project design and management for a wide range of commercial and residential developments including urban redevelopment projects and coastal zone properties, dredge and fill drawings, demolition and pollution prevention plans. These projects varied in size on were designed to be completed in one to five development phases. Most of the projects included collaboration with a wide variety of other professionals including Architects, Soils Engineers, Environmental Engineers and Traffic Engineers.
 - Actively participates in design work which included grading, drainage/storm water, sanitary sewer, water, pavement and utilities design.
 - Responsible for projects from initial proposal thru construction completion.
 - Actively engaged in the permitting and entitlement processing for local, state and federal agencies.
 - Management oversight of technical and administrative staff.
- ▶ Project Manager (PM), The Lusich Company, Inc. 2006-2007
 - Previous positions: Summer Engineering Intern (SI) (1998-2001) and Office Manager (OM) (1997)
 - Managed day to day office administrative and accounting duties including customer service, letter preparation, payroll and monthly payables and receivables. (OM)
 - Survey Rodman; projects included topographic surveys, location surveys, construction staking. (SI)
 - Prepared 50 years of historical drainage and land use on an alluvial fan for an approved FEMA LOMA application. (SI)
 - Engineering design for bike path following all applicable CalTrans standards for bike path design, lighting and signage. (SI)
 - Responsible for project design for commercial and residential developments ranging in size from 0.5 ac to 100+ac. (PM)
 - Conducted design work included grading, drainage/stormwater, sanitary sewer, water, pavement, retaining wall and utilities design. (PM)
 - Prepared and managed work time lines for project completion. (PM)
- ▶ Project Manager, Choctaw Engineering, Inc. 2003-2006
 - Performed project design and management for a wide range of commercial and residential developments. These projects ranged in size from 0.5 ac to 300+ac.
 - Prepared estimates and proposals for commercial and residential developments.
 - Imported Survey property and topographic data for design purposes.
 - Conducted design work included grading, drainage/stormwater, sewer, pavement and utilities design.
 - Collaborated with Architects and other engineers as needed.
 - Prepared dredge and fill drawings for wetland permits.
 - Responsible for construction administration for projects under construction.
 - Conducted permitting and entitlement processing for local municipalities and state agencies.
 - Lead Drafting team to meet projects deadlines and budgets.
 - Mentored incoming engineer(s)-in-training.
- ▶ Summer Engineering Intern, NorthStar Engineering 2002
 - Structural technical drafting.
 - Foundation design for metal buildings.
 - Retaining wall design.

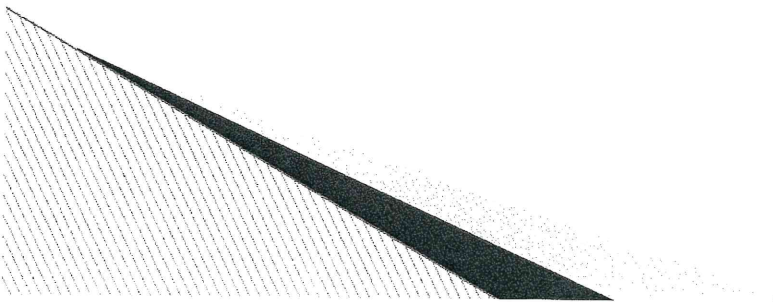
Project Management Highlights

- ▶ Department of Public Utilities, City of Virginia Beach 2009-Present
 - Administer the Virginia Stormwater Management Program
 - During the past year I established a Land Disturbance and Erosion and Sediment Control inspection tracking and reporting system. The City's Virginia Stormwater Management Program was inspected this past spring by DEQ with the newly established tracking system reporting and providing copies of documentation was readily available and easy to access. The inspection was successfully completed in March, 2017
 - Project Manager for Sanitary Sewer Evaluation Studies
 - This project was derived from the Special Order of Consent with the specific goal of reducing the number of Sanitary Sewer Overflows within the department's gravity sewer system. 237 of the department's sanitary service area had to be investigated for inflow and infiltration sources. The data collected was used to complete immediate repairs of the most severe defects found and for long term full service area rehabilitation planning.
 - Backflow Prevention and Cross Control Connection Program
 - The backflow Prevention and Cross connection Control program was brought back to public utilities in 2011. This program included public education and notification Supervision of 3 professional and technical staff. Includes managing inspection contract, interpreting city and state requirements and assisting water customers in understanding program requirements and goals.
- ▶ Engineering Intern IV, Moore Bass Consulting of Destin, Inc. 2007-09
 - The Inn at Crystal Beach, Destin, FL
 - This project included civil site design, permitting and assisting the City of Destin write and implement their Multi Modal Transportation Ordinance. The roadways within the city of Destin were heavily impacted by seasonal peak traffic flows; this resulted in a stand still for the development community. This project was the first project to use the new Multi Modal Ordinance as part of their site plan approval helping the City break thru the stand still and revive development within the City.
- ▶ Project Manager (PM), The Lusich Company, Inc. 2006-07
 - Construction Office Site Design, Bakersfield, CA
 - This project was included civil site design for a new office building for Granite Construction. The project site was located within Granite's existing property and was situated at the edge of a bluff. The parking lot grading design included soils mass balance calculations and extensive erosion and sediment controls.
- ▶ Project Manager, Choctaw Engineering, Inc. 2003-06
 - Dunes of South Walton, South Walton Beach, FL
 - This was a multi phased residential community with 300 single family residential lots. The project design work included roadway, sanitary sewer, water distribution and stormwater design. The sanitary sewer design included four pump stations with a manifold force main and a connection to a regional wastewater treatment authority.
 - Airport Hanger for Private Use, Destin, FL
 - This project site was an existing airport lease space within an approved Master Site Plan for the Destin Airport. During the site design the new stormwater regulations were implemented and required to be met for site plan approval; although the airport had a master planned stormwater management system it did not meet the new regulations. All of the required stormwater BMPs had to fit within the lease area. The adjacent neighborhood opposed the project at City Council and as a result additional professional air quality and noise studies were required. The noise study resulted in noise barrier being added to the site design. This project required repeated public meetings and city council presentations to reach approval.



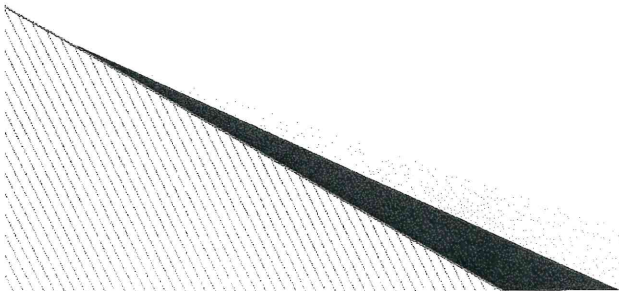
Professional Speaker Experience

- ▶ Rainfall Derived Inflow and Infiltration Analysis
 - AWWA JAM 2017
- ▶ Fats, Oils, and Grease Program Management
 - AWWA JAM 2011
- ▶ Force main Condition Assessment Program
 - AWWA JAM 2014
 - WSSC Non-destructive workshop 2014
 - Non-destructive webinar series 2014
- ▶ Backflow Prevention and Cross Connection Control Program Management
 - AWWA JAM 2014
 - ACE 2015
 - Public Utilities Operations “Introduction to Backflow Prevention and Cross-Connection Control” Training, Bi-Annual Training Class 2011 to 2016



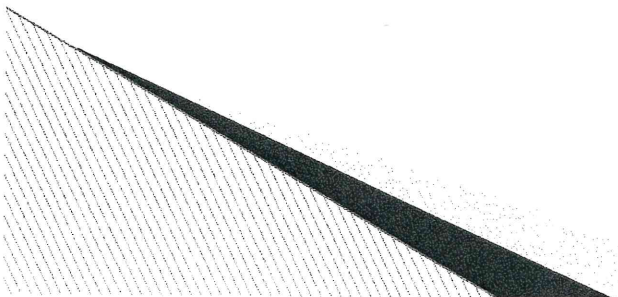
Professional/Volunteer Organizations

- ▶ Virginia Chapter of American Water Works Association(VAAWWA)
- ▶ Virginia Society of Professional Engineers (VSPE)
- ▶ Virginia Water Environment Association (VWEA)
- ▶ American Backflow Prevention Association (ABPA)
- ▶ EWEE Committee Board Member
- ▶ Pembroke Meadows Civic League; President-elect (2018),
Recording Secretary (2017), Past Vice President (2015-2016) Past-
President (2013-2014)



Specialized Knowledge

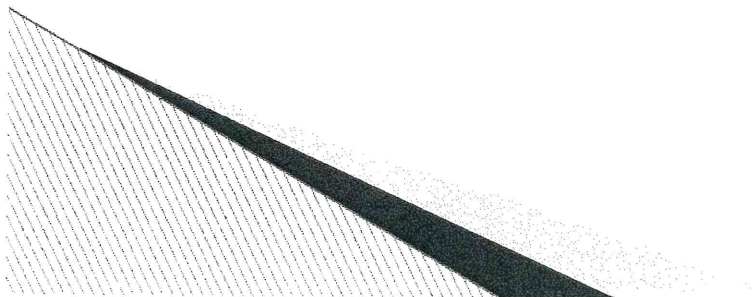
- Public Utilities hiring process
- Public Speaking
- Construction administration
- Engineering design for sanitary sewer, water, storm water, residential development and transportation projects
- Financial Planning
- Technical writing
- Team Leadership and Office Management
- Auto CAD Land Development
- Microsoft office (word, excel, power point, SharePoint, publisher)
- Hydrologic and Hydraulic modeling
- HEC- HMS, HEC-RAS, Haestad Methods Programs
- POND3, 3.3
- CAPE, wastewater modeling program
- Hansen, asset management program
- Vignette
- SharePoint Designer
- InfoSWMM
- InfoWater
- RIVA
- InSite



Knowledge, Skills and Abilities	Regulatory Compliance Manager	Interim Find & Fix/ Neighborhood Program Administrator	Stormwater/ Roadways Program Administrator (Engineer IV)	Regulatory Compliance Project Manager (Engineer II/ III)
	11/2016-Present	12/2016 - Present	5/2016 - Present	2/2009-5/2016
Knowledge of the principles and procedures of engineering as it relates to municipal work.	X	X	X	X
Knowledge of engineering design standards and administrative procedures and their application to various projects in varied situations including all areas of engineering and construction, city contract administration, drafting, surveying, etc.	X	X	X	X
Knowledge of local and state ordinances as they relate to construction and land development, and various design standards including site plan, subdivision, zoning, erosion control and flood plain ordinances.	X	X	X	X
Knowledge of contract law.	X	X	X	X
Knowledge of infrastructure maintenance practices and principles and maintenance management systems.	X	X	X	X
Knowledge of municipal administration principals and practices. Detailed knowledge of various City policies and procedures. Knowledge of state and federal programs, regulations, laws and administrative policies related to field of duties.	X	X	X	X
Skill in the application of the principles of public works engineering management including supervision of professional, technical and clerical personnel.	X	X	X	X
Skill in effectively dealing with the public, individuals or special interest groups in an understanding but firm manner.	X	X	X	X
Skill in effective methods of managing a highly technical staff of engineers and technicians as well as non-technical staff. Examples include: personnel direction and assignment to balance work load, personnel evaluation, resolution of personnel disputes and requests, professional development.	X	X	X	X
Skill in reviewing complex technical designs and evaluating for accuracy and modern construction techniques.	X	X	X	X
Skill in interpreting plans and specifications.	X	X	X	X
Highly skilled in effective oral and written communication. Skill in the presentation of complex issues to executive staff and elected officials.	X	X	X	X
Skill in the use of computers and computer programs.	X	X	X	X
Ability to manage a bureau within an engineering or maintenance division.	X	X	X	X
Ability to review recommendations of staff; derive solutions and prepare final reports for submittal to higher levels of management on projects, budgets, city contracts and agreements, and citizen complaints for engineering related items.	X	X	X	X

References

- ▶ Steve Fox
HydroCorp, Inc.
301-741-7093
- ▶ Supriya Murthy
Arcadis US, Inc.
757-419-3978
- ▶ Will Gibson, P.E.
AECOM
757-306-4000
- ▶ David Johnston, P.E.
Hydrostructures, Inc.
757-631-7989



Marc Burkhard, EE, PE

Objective

Controls Projects and Experience

Experience

1992–1999 Salwasser Manufacturing Reedley, CA

Electrical Engineering II

Design and drafting of electrical wiring diagrams for case packaging machinery. Machines were controlled by PLC's using photoeyes, proximity switches, solenoid valves, etc. I've researched and schematically designed a wide variety of PLC's, including the entire Allen-Bradley line, Modicon, Siemens, Entelec, GE Fanuc and others.

I've researched and schematically designed a wide variety of frequency drives, including the entire Allen-Bradley line, GE, Siemens, etc.

In addition to PLC's and ACVFD's, I've worked with many types of controls and power issues that accompany packaging machinery design.

Specifically, I've designed drawings per Kraft specs, using Kraft standards, Kraft schematics and Kraft borders for most of the Kraft plants throughout the United States, Mexico, etc. Salwasser Manufacturing designed many Kraft machines during my employment there.

Although I have never programmed PLC's, I've worked very closely with programmers, and am very familiar with many of the issues programmers face when designing, troubleshooting, and debugging their programs.

2000–2001 Teter Consultants Fresno, CA

Engineer-In-Training II

Worked with the Kraft Capri-Sun facility in Fresno. Projects include: helping to design the packaging modification and relocation project and helping to design the filler room expansion and modification project. Other projects included generator and high voltage projects.

Education

1989–1993 Fresno State University Fresno, CA
B.S., Electrical and Computer Engineering

1999–2000 Heald College Fresno, CA
M.C.P., Microsoft Certified Professional
M.C.P.+I., Microsoft Certified Professional plus Internet
M.C.S.E., Microsoft Certified Systems Engineer

Note: My Heald College education has very useful applications in the area of controls, due to the fact that many controls designs include internet and networking features.

Available 24 Hours a Day, 7 Days a Week

Phone # : (661)444-7130

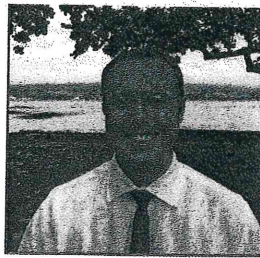
E-mail : joseph@computerjac.net

Yelp! Page :

<https://www.yelp.com/biz/computer-jac-keaa>

Facebook Page :

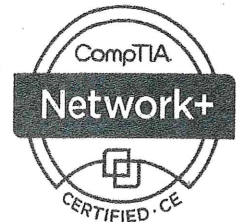
<https://www.facebook.com/CompJAC>



Joseph Chaney

33 Years Old

Computer & Network Technician &
Owner of Computer JAC

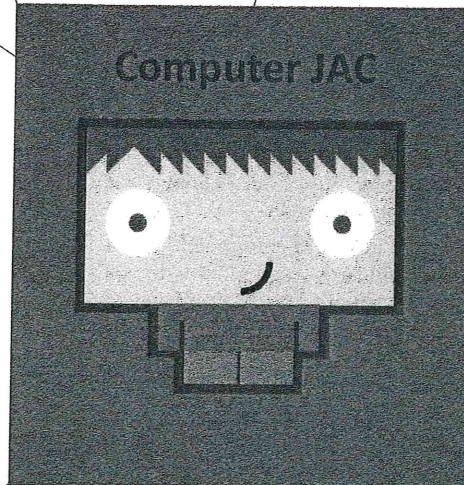


My Contact Information

Who Am I?

Professional Experience

- For 14 years, I worked in the construction department for the Southern California Gas Company, the largest gas distributor worldwide. For 10 years I worked as an apprentice, for 2 years I worked as a solo operator, and for 2 years I worked leading crews as large as 6 people.
- In all capacities job design, problem solving, & time management were essential parts of my job.



Professional References

- Louie Ochoa
(661)979-6531
- Chris Stille
(661)399-4431
- Chris Moore
(661)345-7981
- Ian Newkirk
(661)750-9994
- Thomas Harold
(661)979-5150
- Jorge Esquivel
(559)359-3190

Personal References

- Taylor Hurst
(805)215-3550
- Paul Lusich
(559)892-8819
- Randell Morgan
(661)472-3281
- Derek Martina
(661)809-3324
- Danny Ott
(661)343-4891

Computer Experience

- I have designed, built, setup, & fixed computers for myself & semi-professionally for 20 years.
- I have designed, installed, & administrated wired & wireless networks for networks as large as 45 clients.
- I have installed & administrated Windows & Linux servers for small networks as large as 10 clients.

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Update on Councilman Ramsey's Request for a Presentation by an AT&T
Representative Regarding Internet Access in Coalinga
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

Staff continues to solicit a representative of AT&T to attend a Council Meeting to make a presentation regarding internet access in Coalinga.

This item will be added to the agenda once confirmation for an AT&T representative can be obtained.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approve Purchase of 10" Pressure Relief Valve (PRV) for P-12 Motor at Water Treatment Plant
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Approve purchase of 10" Pressure Relief Valve (PRV) for P-12 motor at Water Treatment Plant.

II. BACKGROUND:

Staff was informed the by seller the item would be under \$20,000 and ordered the PVR. When the invoice was received the total exceeded \$20,000 due to tax and freight.

III. DISCUSSION:

The PRV is to replace an inoperable existing PRV on P-12 at the Water Treatment Plant.

IV. ALTERNATIVES:

Remove PRV and ship back at City expense.

V. FISCAL IMPACT:

Funds will be taken from the Water Enterprise Major Machinery and Equipment which as sufficient funds for the cost of the part (\$21,558.23).

ATTACHMENTS:

	File Name	Description
▣	PRV_Invoice.pdf	PRV Invoice

**Griswold Industries**

1701 Placentia Avenue
Costa Mesa, CA 92627-4416
Phone: 949-722-4800
Email: ardept@cla-val.com

INVOICE

Invoice Number: 735823
Page: 1 of 1
Date: 1/16/2018
Salesperson: S92N

RECEIVED JAN 23 2018

B 4869
I ACCOUNTS PAYABLE
L CITY OF COALINGA
L 155 W Durian Ave
T Coalinga CA 93210-1911
O US

Currency: USD US Dollar

S
H CITY OF COALINGA
I 155 W Durian Ave
P Coalinga CA 93210-1911
T US
O

Phone: (559) 935-1533

Order		Purchase Order		Freight Terms	Carrier		Class of Service		Terms	
211271				Prepaid and Charge	BEST WAY		STD		NET 30	
Line/Rel	Qty Ordered		Qty Shipped	Back Order	Ship Date	PRO Number		Unit Price		Extended Price

1 1.000 1.000 0.000 1/16/2018 19,665.00000 19,665.00

Item: 100-03-147C : 100-03 E9999912DS 300FG

Tracking Number	Ship Via	Ship Via Desc	Zone	Weight
907351281	LTLXPO		0	1688.00
907351281	LTLWCX	Conway Express		

2% PER MONTH SERVICE CHARGE IF NOT PAID IN ACCORDANCE WITH TERMS

Please refer to invoice number or return invoice copy when remitting. See our website at <http://www.cla-val.com/cla-val-commercial-documents-i-80.html> for disclaimer of warranties, limitation of liability, terms and conditions and Form W-9.

In accepting customer's order, seller disclaims any liability for penalty clauses or other punitive claims that may appear on or as a part of the customer order. This condition is in addition to seller's published terms. Seller represents that with respect to the production of articles and/or the performance of the services covered by this invoice. It was fully complied with section 12(A) of the fair labor standards act of 1938, as amended. Goods held at factory for customer's benefit will be invoiced on completion and terms of payment will apply from invoice date. 2% per month service charge if not paid in accordance with terms.

Sales Amount	19,665.00
Freight	324.95
Sales Tax	1,568.28
Prepaid Amount	0.00
Total	21,558.23

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Direct Staff to Reestablish the Neighborhood Watch Program
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Vosburg. This item simply directs staff to reestablish the Neighborhood Watch Program.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
No Attachments Available	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Direct Staff to Reach Out to Local Non-Profit Organizations to Obtain Information on Social Services Provided and Place Informatio on City Website
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Vosburg. He would like staff to reach out to the local non-profit organizations, schools, and service clubs to obtain information on drug awareness programs, homeless assistance, etc and then provide a list of that information on the City's website.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Direct Staff to Explore Options for Police Department Self-Reporting
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Vosburg. This item directs staff to explore options to allow citizens to self report certain crimes. Staff would then bring back the options to Council for consideration.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
No Attachments Available	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approval of City Manager Performance Review Form
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Vosburg. The City Attorney prepared the attached City Manager Performance Review Form. If approved, this form would be used by the Council to evaluate the City Manager's performance.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
 FORM_City_Manager_Eval_for_CC_Approval_021518_.pdf	City Managers Performance Evaluation Form

City Manager Performance Evaluation
City of Coalinga

Evaluation period: January 1, 2017 to December 31, 2017

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to the City Attorney. The deadline for submitting this performance evaluation is February 14, 2018. Evaluations will be summarized and included on the agenda for discussion at the work session on February 15, 2018.

Council Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to

their intended audience

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

6. CITIZEN RELATIONS

_____ Responsive to requests from citizens

_____ Demonstrates a dedication to service to the community and its citizens

_____ Maintains a nonpartisan approach in dealing with the news media

_____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____ Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

_____ Recruits and retains competent personnel for staff positions

_____ Applies an appropriate level of supervision to improve any areas of substandard performance

_____ Stays accurately informed and appropriately concerned about employee relations

_____ Professionally manages the compensation and benefits plan

_____ Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

_____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

_____Prepares a balanced budget to provide services at a level directed by council

_____Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

_____Shares responsibility for addressing the difficult issues facing the city

_____Avoids unnecessary controversy

_____Cooperates with neighboring communities and the county

_____Helps the council address future needs and develop adequate plans to address long term trends

_____Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approval of City Attorney Performance Review Form
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Vosburg. The City Attorney prepared the attached City Attorney Performance Review Form. If approved, this form would be used by the Council to evaluate the City Attorney's performance.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

None

ATTACHMENTS:

File Name	Description
 FORM_City_Attorney_Eval_for_CC_Approval_021518.pdf	City Attorney's Performance Evaluation Form

City Attorney Performance Evaluation
City of Coalinga

Evaluation period: January 1, 2017 to December 31, 2017

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to the City Manager. The deadline for submitting this performance evaluation is February 14, 2018. Evaluations will be summarized and included on the agenda for discussion at the work session on February 15, 2018.

Council Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. COUNCIL / CITY ATTORNEY RELATIONS

_____ Carries out directives of the Council as a whole rather than those of any one Council member

_____ Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action

_____ Keeps the Council appropriately informed of the City's legal affairs, including present and potential litigation

_____ Provides the Council with practical legal advice, keeping in mind alternatives and options for implementing Council policy objectives, rather than focusing on legal impediments to any single Council suggestion for implementing policy, is flexible, creative, and open-minded

_____ Recognizes and respects the Council's role in developing City policy; does not allow

_____ personal outlook or views concerning policy to interfere with or color Council policy
_____ Is receptive to constructive criticism and advice

2. COMMUNITY RELATIONS

_____ Accommodates complaints/requests for information from citizens, while recognizing role as attorney for the City as an entity
_____ Maintains a good working relationship with all news media
_____ Willing to meet with members of the community on legal matters to discuss concerns
_____ Cooperates and works effectively with neighboring communities and other governmental units

3. STAFF / PERSONNEL RELATIONS

_____ Is accessible to, and works effectively with department managers and staff in providing practical timely legal advice
_____ Is flexible and open-minded in assisting staff to find solutions to staff problems rather than focusing on legal impediments to any single proposal
_____ Provides legal advice in decisive, understandable written opinions, where possible
_____ Provides legal advice to all departments equally; does not favor or provide undue attention to any single department
_____ Attempts to work with departments with real or potential competing interests in order to assist in resolving conflicts and establishing a uniform City interest or position

4. PROFESSIONAL COMPETENCE AND CHARACTERISTICS

_____ Has sound understanding of substantive areas of law and legal procedures, especially in areas of municipal and governmental affairs
_____ Keeps abreast of changes in law through continuing education programs and professional organizations
_____ Uses the law creatively and effectively to advance Council-established policy and avoid liability to the City
_____ Seeks to minimize and avoid legal costs and judgements through representation of the City
_____ Effectively and actively supervises the Assistant City Attorneys, as well as retained outside counsel, to minimize City costs and exposure to liability
_____ Provides frank, practical, timely, substantively correct advice to City Council and departments concerning City policies, programs, lawsuits, and liability

_____ Provides prophylactic and strategic advice in advance to allow City to shape and plan conduct to comply with applicable laws and to avoid liability.

_____ When providing advice to the City Council and others in a public setting, does so in a manner which is sensitive to the competing needs of providing meaningful, useful advice without embarrassing the City or Council, or otherwise exposing them to liability

5. PERSONAL CHARACTERISTICS

_____ Accepts responsibility; admits and works to correct errors

_____ Devotes time and energy effectively to do the job

_____ Is creative, innovative, a “can-do” person

_____ Works effectively with individuals and groups

_____ Is humanistic and warm, yet decisive and professional

_____ Has appropriate sense of humor

_____ Functions effectively under pressure

_____ Is honest, candid, and ethical

NARRATIVE EVALUATION

What would you identify as the attorney’s strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the attorney to enhance performance?

What other comments do you have for the attorney; e.g., priorities, expectations, goals or objectives for the new rating period?

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Public Works & Utilities Monthly Report for January 2018
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

Approve Public Works & Utilities Monthly Report for January 2018.

II. BACKGROUND:

None

III. DISCUSSION:

None

IV. ALTERNATIVES:

None

V. FISCAL IMPACT:

None

ATTACHMENTS:

File Name	Description
□ Monthly_Report_Jan_2018.pdf	Public Works Monthly Report January 2018



PUBLIC WORKS AND UTILITIES DEPARTMENT MONTHLY REPORT

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

PUBLIC WORKS

Natural Gas Distribution:

- Public works personnel, as part of ongoing operator qualification (OQ) refresher training, were evaluated and asked to demonstrate the proper and correct methods to perform the task "Installation of Customer meters and Regulators".
- OQ classroom based Training for Public works personnel has commenced using Energy World net.com
- Cathodic Protection Survey was completed.
- 7 new gas line services were installed. Six on Chablis St and one at 141 S. 3rd St for a new Rec. building

Water Distribution:

- Fire hydrant that was damaged by a motor vehicle on Mercantile Street was repaired and is back in service.
- A 6" water main break in the alley of Harvard and Stanford intersection of Nevada and California alley occurred. Repairs were made and water main was returned to service.

Sidewalks:

- Sidewalk and curb & gutter have been repaired in front of 380 N Fresno.
- Sidewalk has been repaired in front of 304 & 316 Yale, 268 & 272 Buchannan, and on the corner of Mt. View & Washington. We are at 80% complete with sidewalk repair project.

Miscellaneous:

- Installation of sprinkler system for Pride Sign Landscaping will commence in the Month of Feb.
- Removal of dead trees on Washington and Monterey medians will began in next few weeks
- Large office at public works yard has been turned into temporary work stations until permanent individual work stations are installed so employees have access to emails and to do online training.
- Extension cords for Decorative lights downtown have been removed due to vandalism but will be put up as needed to have lights on certain dates and events.

- Created two 15min parking stalls by painting the curb green and stenciling 15 Min in white letters. Also, set two poles and installed signs for Police Dept.

Targeted efforts to enhance City image and business appeal/attraction:

1. Mott Fountain operational. **Damaged topper has been replaced.**
2. Community pride sign (Elm and Cherry) – Landscaping to be installed within the next few weeks to enhance the corner. **City emblem now operational on both sides of sign.**
3. City Monuments entering town along HWY 33 and Jayne Ave. Lighting for the monument signs has been repaired. Additional landscaping to be added in next few weeks.
4. Centennial Park. Replacement lamp ordered for flagpole along with new American and California flags. Parts to repair drinking water fountain ordered.
5. Repaired sidewalk at K-Mart entrance. Road, gutter, sidewalk and apron repaired. The excessive damage prevented flow of storm water. Water flow is now good.
6. Decorative lights are being installed along 5th Street (Coalinga Plaza) in the trees. C.H. Robles & Associates also made a donation to provide decorative lighting for the gazebo at Frame Park.
7. **Fountain at City Hall – The fountain has electrical issues that will be evaluated and repaired by Solomon Electric & Data Inc. (a local electrician). The fountain should be back in operation within the next couple of weeks.**
8. **Street Striping – The goal is to make all street markings (center divider, parking stalls, cross walks, curb painting, etc.) look crisp and bright. 5th Street will be the first test road. A new paint sprayer, an oil based paint (should last longer and retain its bright color longer) and glass beads are being ordered and project will go forward next month.**
9. **Coalinga Archway at Phelps and 5th Street - Solomon Electric & Data Inc. is researching the needed parts to provide lighting for the archway signs.**
10. **Light poles along 5th Street - Solomon Electric & Data Inc. is looking into adding electrical outlets near the top of the poles so that next time the Christmas wreath's lights will work.**

UTILITIES

- Oil King booster pump station – Pump-18 is was removed and is being repaired at the shop. Motor potion is repaired. Pump section has a new bowl on order.
- **Northwest Booster Station pump 19 is awaiting repairs 23 – 26 Weeks out.**
- Basin 3 has been taken out of service for annual maintenance. **Basin 3 cleaned and back in service.**
- **Basin 2 will be taken offline mid February for annual maintenance.**
- Hatch calibrated and serviced all analyzers this month to ensure accuracy of water testing equipment.
- The cross connection control survey is complete and being reviewed by Staff.
- **The control valve and plug valve for the effluent line are on hand. Installation & completion by end of February.**
- **Calaveras reservoir is awaiting electrical specs to tie in the new valve. Completion by end of February.**
- **The chlorine injection system had maintenance service done and upgraded with new vacuum regulators.**
- **A new level sensor was installed on the Zinc Tank.**
- **Annual maintenance on water softeners completed.**

- The PRV for the Water Plant service water line has been rebuilt. We are planning to rebuild the piping to bring it up to current code.
- A new control valve has been installed for P-12.
- The effluent pump capacitors were installed this month on P-12 & P-13.
- We are getting quotes for the cleaning and repair of the effluent wet well.
- Replacement arms have been ordered for the filter surface scours.
- New Truck and new SUV should arrive by the end of February.

WATER TREATMENT PLANT (WTP)

Pumps:

Raw water intake pumps – These five pumps (P-1 to P-5) draw water from the Coalinga aqueduct and deliver the “raw water” to the WTP. **All pumps are operational.**

P-1	P-2	P-3	P-4	P-5
○	○	○	○	○

Filter Backwash Pumps – These two pumps provide the water used to clean the water filters when they become clogged. Both pumps are operational.

P-6	P-7
○	○

Effluent Pumps – These five large pumps transfer the water from the WTP to the Palmer storage tank and the rest of the water supply system for the City. **All pumps are operational.**

P-16	P-15	P-14	P-13	P-12
○	○	○	○	○

WASTEWATER TREATMENT PLANT (WWTP)

The overall status of the plant is poor. Of primary concern are the Headworks, Primary Clarifier and Aerobic Digester. All of these facilities have failed. **The headworks bar screen replacement is a project that is underway.**

Drying beds:

The wet well that collects the liquid from the drying beds should have two submersible pumps but one is missing. This back up pump has been missing for as long as any of the operators can recall. Replacing the missing pump will be added to next year's budget.

Other items at Wastewater Plant:

- Pond 2 is being taken out of service/drained for sludge removal. Pond is drained. Once sludge has dried sufficiently it will be removed. Project should be done by end of **February.**

- **Sludge Storage Basin Project is underway. Mike Wilson Construction is excavating basin. Completion date of February 16, 2018.**
- Primary effluent pump is scheduled for removal on May 25, 2017. **The effluent pump is being rebuilt.**
- **The Bar Screen has been properly adjusted and is functioning at this time.**
- **Internet access working at the WWTP.**

CITY ENGINEER

Project Status Update as of February 6, 2018:

1. Cambridge Signalization
 - a. **Plans resubmitted to Caltrans and waiting on comments.**
 - b. Once plans have been approved by Caltrans process for right of way dedication will begin.
 - c. Project Funding for construction was reprogrammed by Fresno Council of Governments into FY 18/19 which begins Oct. 1st 2017.
 - d. Construction anticipated in summer 2018 while school is out.
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.
3. Phelps Ave Improvements
 - a. Project construction **anticipated this summer.**
4. ATP Cycle 2 – Sidewalk Gap Closure Construction
 - a. City awarded ATP Cycle 2 regional grant.
 - b. Design is currently underway.
 - c. Construction anticipated in Spring of 2018.
5. ATP 2017 Cycle 3
 - 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. **Design anticipated in the Fall of 2018 based on grant scheduling.**
6. Elm Fire Department Sidewalk Improvements
 - a. Project currently on hold due to issues with trees and new off-set sidewalk alignment.
7. Fire Department Parking Improvements
 - a. On hold due to funding.

8. 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. Topographic survey of roadway has been completed and design of project is underway.
 - c. Anticipate construction in 2018.
9. CMAQ - Paving of Various Alleys Ph. 3
 - a. City awarded CMAQ grant for project.
 - b. Anticipate design in 2018 and construction in 2019.
10. WWTP Primary Clarifier Project
 - a. A meeting was held on October 9, 2017 to discuss direction of the WWTP.
11. Jayne Avenue Water Main Loop
 - a. Project awarded to Bill Nelson GEC.
 - b. Project is completed and we are working with CalTrans to finalize the project.
12. 2017 Pavement Maintenance Project
 - a. Project awarded to VSS International, Inc.
 - b. Construction will begin in late April/early May due to the cold temperatures and anticipated rain

Respectfully Submitted

Pete Preciado, PE
Public Works and Utilities Director

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Appointment of a Planning Commissioner for Future Vacancy in the Planning Commission
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Staff is recommending that the Council appoint one (1) new Planning Commissioner from the list of applicants received from the advertisement or from the general public in anticipation of a vacancy on the Planning Commission effective February 18, 2018.

II. BACKGROUND:

Commissioner Stoppenbrink's term will be up on February 18, 2018 and he has advised staff that he will not be seeking reappointment by the Council. Therefore, as of February 18, 2018 there will be a vacancy on the Coalinga Planning Commission which will need to be filled. In January, staff was given direction by the Council to advertise the vacancy and accept applications from interested residents.

III. DISCUSSION:

On January 8, 2018 staff advertised the public service opportunity and set a deadline of January 29, 2018 so that staff would have ample time to review the applications and prepare this report to Council for consideration. The advertisement was sent to the Coalinga Recorder, it was placed on social media, the City website, posted at City Hall and posted at the Chamber and Library.

Staff received four (4) applications. Staff received applications from Timi Schwartz, James Cavins, Oscar Garza and Adam Adkisson (attached). All of these applicants provided their personal information and a summary as to why they are interested in the position and what special knowledge and experiences they can bring to the Commission.

Once the Council is ready to appoint a candidate, a member of the Council shall make a motion nominating a member of the public to the commission and vote accordingly.

IV. ALTERNATIVES:

The Commission may appoint either from the applicant pool or anyone else willing to accept a nomination who meets the qualifications of a Planning Commissioner.

V. FISCAL IMPACT:

None

ATTACHMENTS:

File Name		Description
	Adam_Adkisson_Application.pdf	Adam Adkisson Application
	James_Cavins_Application.pdf	James Cavins Application
	Oscar_Garza_Application.pdf	Oscar Garza Application
	Timi_Schwartz_Application.pdf	Timi Schwartz Application



CITY OF COALINGA

155 WEST DURIAN • COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

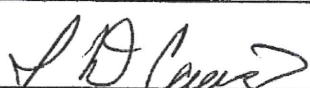
Name (print)	Last	First	Middle
ADKISSON ADAM L.			
Name of Board, Commission or Committee in which you are interested:			
PLANNING COMMISSION			
Home Address:		City and State	Zip Code
115 HILL VIEW LN		COALINGA, CA	93210
Current Employer:			
CALIFORNIA SURETY INVESTIGATION			
Business Address:			
2444 MAIN ST. FRESNO			
Telephone:		Home	Office
559-470-7581			
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
I REGULARLY ATTEND CITY COUNCIL MEETINGS			
AND HAVE A GOOD UNDERSTANDING OF CITY			
ISSUES. THE PLANNING COMMISSION IS IN			
DESPERATE NEED OF EFFICIENCY. IT SHOULD			
COMPLIMENT THE COUNCIL INSTEAD OF BEING			
A HINDERANCE. I PLAN TO BRING EFFICIENCY.			
THANK YOU FOR YOUR CONSIDERATION.			
Signature:		Date:	
		1-29-18	



CITY OF COALINGA

155 WEST DURIAN • COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Cavins	James	D.
Name of Board, Commission or Committee in which you are interested:			
Planning Commission			
Home Address:		City and State	Zip Code
130 E Ivy		Coalinga, CA	93210
Current Employer:			
Retired			
Business Address:			
Telephone:	Home	Office	
	(559)935-1373		
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
My background is in Business and Accounting. I have been employed in this community as			
a bookkeeper/controller worked in Clovis for a CPA firm. My civic activities include numerous			
tree planting and beautification origination. While attending West Hills College I was elected to			
President of the ASB and represented the Region on a State Legislative Board. While attending			
CSUF I sat on the University Presidents Planning Committee when Savemart approached us			
with plans for a Stadium. Finally being a life long resident I recall this community prior to May			
2, 1983... I remember fully functioning down town retail area.			
Signature:		Date:	
		1/26/18	



CITY OF COALINGA

155 WEST DURIAN • COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Garcia	Oscar	Garcia
Name of Board, Commission or Committee in which you are interested:			
Planning Commissioner			
Home Address:		City and State	Zip Code
445 W. Houston St.		Coalinga, CA.	93210
Current Employer:			
Retired			
Business Address:			
N/A			
Telephone:		Home	Office
559-935-2747			559-707-6925
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
Please see attachment			
Signature:		Date:	
Oscar Garcia		1/16/18	

Oscar Garza
445 W. Houston Street
Coalinga, CA. 93210

I have been a resident of Coalinga since July 1959. I worked for the City of Coalinga for 22 years. I recently retired in July 2017 and now have the time to pursue my interest in local government. I would like to be more active in my community by participating in the planning and land use in our City.

Serving on the Planning Commission will give me opportunities to show how much I care about my community, opportunities to give back to my community, and also stay current with community issues. (I have been attending City Council Meetings for many years to keep current with what is happening in the City.)

While employed with the City, I served on the Insurance Committee and the Health and Safety Committee for years, and was Union President for 18 years. Serving on these committees provided experience and knowledge of the City's policies and procedures, the knowledge and ability to do research and report findings as it pertained to the respective committees and staff. Attended and assisted with the meetings, voting, etc.



CITY OF COALINGA

155 WEST DURIAN • COALINGA, CA. 93210
(559) 935-1533

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES

Name (print)	Last	First	Middle
	Schwartz	Timi	Allyn
Name of Board, Commission or Committee in which you are interested:			
Planning Commissioner			
Home Address:		City and State	Zip Code
798 hazelhurst way.		Coalinga, Ca.	93210
Previous Current Employer:			
Air Wisconsin Airlines 10/2000-9/2012			
Business Address:			
54914 W6390 Challenger Dr. Ste. 203, Appleton, Wi			
Telephone: work Home Office Cell Cell			
920-739-5123 / 559-796-3606 / 714-675-5941			
What experience or special knowledge do you have that would be of benefit to you in the position for which you are applying?			
I am great with presentation Planning and writing.			
Being both a flight attendant and a military wife, I have a need for			
organization and things to be done properly. My social skills are amazing			
having to deal with disabled, intoxicated, business personal and the			
average Joe. Most of my planning knowledge has been built around			
travel. But if given the chance to make a difference, then I			
most certainly will. I am a very friendly and excitable person.			
I feel that I would make a strong attribute for Coalinga.			
Signature:		Date:	
h SR		1-29-18	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Discussion, Direction and Potential Action regarding Placing the Status of City Projects on the City of Coalinga Website
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

There is no staff recommendation. This item was requested by Mayor Vosburg.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	

STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY

Subject: Discussion, Direction and Potential Action regarding Directing Staff to work with a company to update the City's Website to Enhance Transparency with City Budgets, Projects, and Community Outreach

Meeting Date: February 15, 2017

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

There is no staff recommendation. This was a future agenda item requested by mayor Vosburg and staff is seeking Council direction.

II. BACKGROUND:

Over a year ago Civic Plus presented various design services that they provide including a comprehensive redesign of the City's website. After their public presentation, the Council requested that staff request a formal proposal from Civic Plus in order for the Council to consider updating the City's website. In 2016, staff received a proposal from Civic Plus and presented to the Council where, at that time, the Council chose not to proceed.

III. DISCUSSION:

Although this is a future agenda item, staff wanted to provide some historical information regarding the scope and costs associated with redesigning the City's website. If it is the direction of the Council, staff can request an updated quote from Civic Plus to compare past to current pricing.

Civic Plus is a design company specialized in designing, launching and managing government websites.

The Civic Plus Proposal for June 2016 is as follows:

1. Complete Website Design, use of Modules and Content Management System (Details in Proposal)
2. Project Enhancements and Functionality (Details in Proposal)
3. Hosting and Security (Details in Proposal)
4. Civic Plus Redesign Guarantee - At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!

Total Year #1 Cost: \$25,890

Ongoing (Annual) Protection Services allows you to receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual protection fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. Billed 12 months from contract signing - subject to annual 5% increase year three and beyond (beginning year 2).

Cost After Year #1 \$4,410

OPTION: Civic Plus also offers an Advantage Payment Plan to ease the budgetary impact of the new site and provides a zero interest, level payment plan that divides the expense of your investment over the life of the contract. Through a minimum four-year contract, it will dramatically lower you're the City's out of pocket expenses for your *Total Investment Year 1* cost.

Here is the breakdown of those 4 year costs:

Year #1	Year #2	Year #3	Year #4
\$11,570	\$11,570	\$11,570	\$4,630

IV. ALTERNATIVES:

- Council can direct staff to proceed with requesting an updated quote from Civic Plus for website design services.
- Do not proceed with the redesign of the City website at this time.
- Proceed with redesigning the City website through a competitive RFP process and solicit various website design firms.

V. FISCAL IMPACT:

Financial Options Based on June 2016 Proposal

Option 1: If the City Council chooses to proceed with Civic Plus and pay for the website in one lump sum the cost would be \$25,890 with an annual fee of \$4,410 commencing after year #1. The following cost allocation would be applicable for this type of project:

Fund	General Fund	Water Fund	Sewer Fund	Gas Fund	Gas Tax Fund
Allocation	60%	10%	10%	10%	10%
Lump Sum	\$15,534	\$2,589	\$2,589	\$2,589	\$2,589

Option 2: If the City Council chooses to proceed with Civic Plus and use the payment advantage plan the cost would be broken down as below:

Fund	General Fund	Water Fund	Sewer Fund	Gas Fund	Gas Tax Fund
Allocation	60%	10%	10%	10%	10%
Payments (First 3)*	\$6,942	\$1,157	\$1,157	\$1,157	\$1,157
Final Payment	\$2,778	\$463	\$463	\$463	\$463

(Year 4)					
*Per Year					

Since Civic Plus offers multiple modules as part of their content management system, there is a possibility that their agenda software may be able to replace that of NOVUS Agenda and save the City approximately \$4,200 which essentially offset the annual operating cost of the website expected to be \$4,410.

ATTACHMENTS:

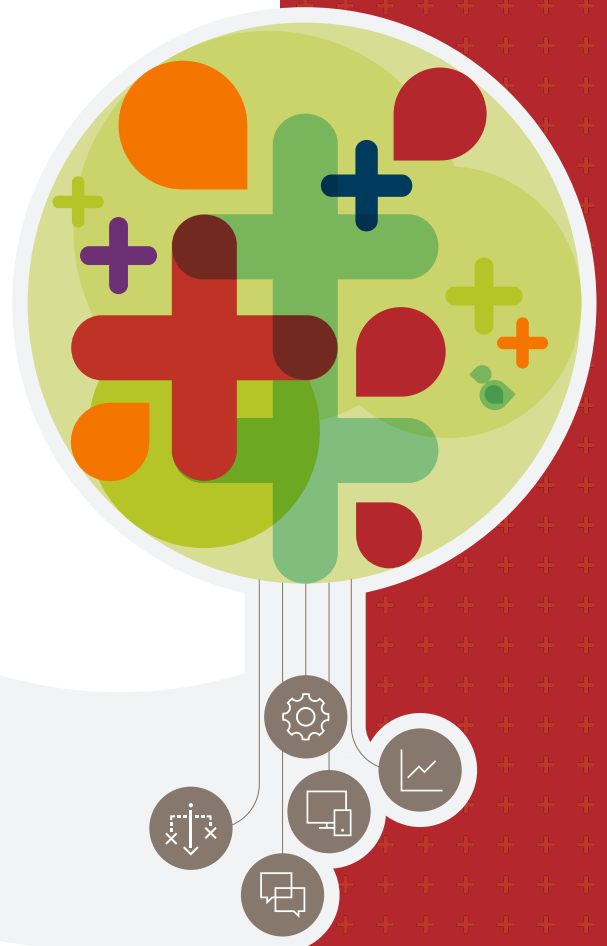
File Name	Description
 CP_Proposal_CA__Coalinga_Revised_6-1-16.pdf	CivicPlus Proposal



ACHIEVING YOUR VISION
**THE CITY OF COALINGA,
CALIFORNIA**

REVISED AS OF JUNE 1, 2016

*PHIL CARSELOWEY
REGIONAL SALES MANAGER*



June 1, 2016

Sean Brewer
City of Coalinga
155 West Durian
Coalinga CA 93210

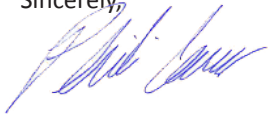
Dear Sean:

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance and citizen engagement can be daunting. Today's "what I want, when I need it" population is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. How do you achieve both? It's easy with CivicPlus—we help you achieve your vision of success.

Based on our conversations, we know that CivicPlus can deliver a successful website for Coalinga. With nearly 20 years of experience and just over 2,200 clients, we have the experience and knowledge to meet your needs. Our goal is to provide you with a platform that will allow you to update content share information to the public quickly and allow your internal staff to build out forms, including agendas, with ease. With our all-inclusive solution, you will be able to cut costs by eliminating third party vendors. We plan to develop your vision of success together and deliver the high design standards you seek while making information and services easy to access for all. With our future-proof product, you will receive a free basic redesign every 48 months and you will remain on the cutting edge of website designs and technological advances! Our goal is to help you work smarter, not harder, and provide Coalinga with a fully responsive design, cutting edge look and positive user experience throughout the website. All of the Coalinga departments will be very impressed with what CivicPlus can bring to your City.

Please review our proposal closely. We encourage you to contact our references and find out for yourself their experiences working with CivicPlus. We think you will be impressed. With CivicPlus, you will save time, resources, and dollars by moving your communications online and your citizens will find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,

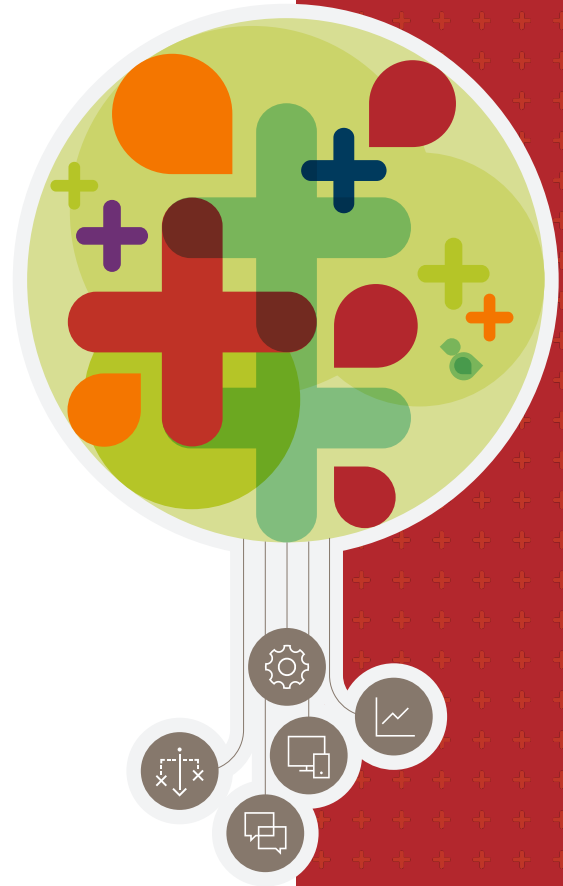


Phil Carselowey, Regional Sales Manager
Carselowey@CivicPlus.com
302 S. 4th Street, Suite 500
Manhattan, KS 66502
Direct Line 785-410-5254



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ACHIEVING YOUR VISION

Coalinga's proactive vision to develop a user-friendly, self-service government web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Becoming your strategic, trusted partner is paramount to the professionals at CivicPlus.

Although you currently have a capable web presence, it's time for a new look with better functionality. CivicPlus will help you re-envision, re-new and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.

Our approach to achieving your vision will include:

- **Unique Design** – A customized website design to meet your unique needs and desires. This will include project design, development, and implementation of our content management system, CivicEngage, as well as hosting and continual support.
- **CivicEngage Content Management System** (CivicEngage CMS) – Our robust, secure and sophisticated management system allows development of new content and the migration of existing content all within an intuitive and easy to use platform for your staff to update and manage.
- **Customized Training** – Offered either onsite or virtually, our trainers will ensure your staff is ready to hit the ground running at Go Live.
- **Dedicated Project Team & Continuing Support** – Your dedicated team will assist you through the development process, and includes your project manager, expert designer, and a team of content experts to edit and optimize your website. Our support team ensures your complete satisfaction with our products for as long as you are part of the CivicPlus family.
- **Fully Responsive Design** – As part of providing industry-leading technology, responsive design is included with your CivicPlus site. With responsive design, your site adjusts to the screen size regardless of the device they are using.
- **Guaranteed Redesign** – At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!
- **CP Connection** – *THE* place to stay in the loop! Our online community for all CivicPlus clients provides you the venue to exchange ideas and best practices with other CP clients; continue training and learning more about CivicEngage CMS and support services.
- **CivicSend** – Our integrated e-communication platform allows for texts, unlimited emails and social media updates to be communicated through visually rich, mobile responsive and easily customizable templates from a single interface.



OUR PHILOSOPHY

Deliver a unique and customized, fully responsive website design reflecting your vision.

- Intuitive navigation and page layout with unlimited submenus and subpages.
- True live editing and training so your staff can be efficient on day one of your new website.
- Interactive functionality through CivicEngage and continuously updated, cutting-edge solutions designed by experts specifically for you.



CIVICPLUS COMPANY OVERVIEW



CivicPlus is the unique provider of the CivicEngage content management system—the most innovative, user-friendly and comprehensive source for engaging Government websites. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

Today, under the leadership of founder Ward Morgan, CivicPlus has more than 200 staff members and continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 2,200 clients with over 50,000 users and over 50 million visitors (and counting!).

Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting.

CivicPlus was recently recognized as one of the top 100 leading companies...“that are making a difference in the state and local government market...to improve or transform government, or...having created new models for delivering services” by the respected, industry publication GovernmentTechnology. Ensuring the services we provide are respected, tested and enduring.



We consider it a privilege to partner with municipalities such as yours to provide your community a website that will serve your needs today and in the future.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community – so they can find the information they need, when they want it.



DID YOU KNOW?

Our clients have won over 370 state and national awards for their websites designed and implemented by CivicPlus. We think our clients' success speaks for the quality of our work.



Why should Coalinga choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional consulting services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.
- We develop highly-usable, mobile responsive sites so your website is available anywhere at any time.
- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly.
- We securely host your site in our state-of-the-art facilities – keeping it safe. **We exceed industry standards maintaining over 99.7% uptime for our clients' websites!**
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.
- Since our inception nearly 20 years ago, our focus has been and continues to be, helping local governments work better and that involves knowing what you need to be successful in your procurement process. From the RFP process and finalization interviews to contract negotiation and approval to accounting and billing, CivicPlus brings the experience and familiarity with procurement processes to help keep your project moving forward and moving smoothly.

Our dedication to working closely with you throughout the project and developing a unique-to-you design ensures we deliver a website that is not only functional, but will **WOW** your visitors.

We can't wait to get started on yours!



HEAR FROM OUR CUSTOMERS

"I became increasingly impressed with the capability of CivicPlus. We had other companies come in and do presentations; some of their websites were beautiful, but they weren't as interactive or integrated with other modules, or they were limited as to what they could do. The fact that CivicPlus customized from scratch, not from a template, was fantastic. Every module I could ever think of and more was fully integrated with the site — which was a dream come true."

Tricia Dzuris
Assistant to Town Manager
Chelmsford, MA



YOUR TEAM OF PROFESSIONALS

From project management, design and development to training and support, CivicPlus professionals will coordinate your needs with qualified, dedicated specialists who will work directly with you throughout your project development and beyond.



Phil Carselowey - Regional Sales Manager

As your regional sales manager, I will initially work with you to determine the best solutions for your administrative users and website audience. My extensive knowledge of our CivicEngage CMS, website usability expertise and client-driven philosophy will ensure that we arrive at the best solution for your budget.

Adam Block – Manager of Project Administration

Adam leads our project management team. This team oversees inter-departmental and client interactions assuring that your project will be developed in a timely manner by professional website experts. Using their knowledge of effective online citizen engagement techniques, they will keep the process moving smoothly from phase to phase.



Jessica Jones – Manager of Content Development

Jessica's goal is to help make your website convey the messages you need. She heads our content development department. She will assign a team of developers to help you develop and maintain quality content for your site and keep your project on schedule.

Tony Ridder – Manager of Creative Services

Tony knows all things design. He is the head of our creative development and graphic representations and is responsible for each website overview and uniqueness. He leads our brilliant team of designers at CivicPlus and will team you with the right designer for your project.



Jim Steffensmeier – Manager of Training and Consulting

From consulting services to content development to technical specifications, our consulting and training department will assist you in developing the right message in the right way by the right team. He will coordinate his team of professionals to deliver the solutions you need to achieve your training and consulting success.

Amy Vikander – Director of Account Management

After your Go Live date, Amy will assign an account manager to your project. Your account manager stays current on new CivicPlus products and will continue to optimize your site. This specialized team member will provide you with information on how to better engage your citizens utilizing the tools that CivicPlus has put into place on your website.





OUR PROJECT DEVELOPMENT APPROACH



Consulting, design, usability guidance, programming, secure hosting and dedicated training - CivicPlus delivers all of this and more during the development of your new website.

Typical Project Timeline	Timeline
Phase 1 – Website Optimization Includes: Needs assessment, best practices, and takeaways assigned.	4-6 weeks
Phase 2 - Website Layout Includes: Layout presentation, mood board and main navigation review, design feedback meeting and approval and takeaways assigned.	3-5 weeks
Phase 3 – Website Reveal Includes: Presentation of a functional website based on goals, recommendations and combined vision; final approval and take-aways assigned.	3-5 weeks
Phase 4 – Customized Training Includes: Customized to give your staff the skills they need to maintain your website.	3-4 weeks
Phase 5 – Go Live	3-5 weeks
Website Launch	16 - 25 Weeks (On Average)



Timeline 4-6 Weeks



Timeline 3-5 Weeks



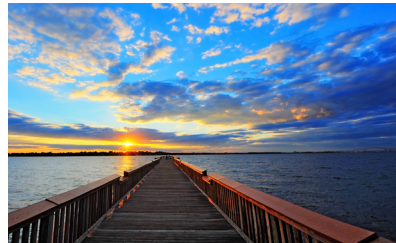
Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks



Timeline 4-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Kick-Off Meeting

During the initial kick-off meeting, you will meet your project manager to establish your project timeline, review the startup kit and discuss the takeaway items that need to be completed. Your project manager will discuss the implications of deadlines and the expectations required to keep the project on track.

Phase 1: Website Optimization

Review Needs

We will review where you are now and discuss where you want to go.

Functionality, Design & Content

We will review how you want your website to look, feel and function.

Best Practices

We will discuss our CivicPlus content best practices and standards.

Phase 2: Website Layout

Based on your results and goals outlined during the website optimization phase, your project team will collaborate to present the most effective user interface for your website, ensuring a flexible design optimized to display in any format now and in the future.

Deliverables Include:

- **Layout:** You will be presented with a custom layout that showcases the placement of your navigation and key functionality. Very similar to the floor plan of a house, the layout will allow you to focus on where things are and if the function and proportion of the space is adequate.
- **Global Navigation:** Simple navigation and consistent page layouts ensure that your visitors can easily find the information they seek. We'll provide you with a best practice navigation for your new website based on your community engagement goals and our prior experience in working with government entities.
- **Mood Board:** Your Project Team will also present a custom mood board reflecting the color and imagery that will set the tone for your design. A mood board is a collection of colors, textures, images, graphics, text and descriptive words. These items will be applied to the floor plan you choose. Think of this as the paint that will be used on the canvas that you have chosen.



Phase 3: Website Reveal

Your Project Team will present your layout, functionality and design based on your goals, our recommendations and our combined vision.

Content Development

During the Kick-Off Meeting and Phase 1 your staff has the role of updating the content on your current primary site. While you are making design decisions, our content development team will optimize and reorganize your content based on CivicPlus best practices. Content from sites other than the primary site can be migrated to the new primary site for an additional fee.

The CivicPlus content usability experts research and establish their standards from the following resources: Jakob Nielsen, www.usability.gov and www.howto.gov. We will format and reorganize your content so it is easy for visitors to quickly scan and retrieve desired information. There is no limit to the pages you can create after you have gone through training.

Design Review

You will have the opportunity to evaluate and collaborate with the Project Team on proposed changes. You can revise your design composition up to the deadline that you and your project manager agree upon during the timeline meeting (the average client requests a total of three). After that deadline, your project's Go Live date will be adjusted. Following design approval and functionality development, we conduct a review to ensure your expectations are met and website best practices are upheld. Custom designs are rarely produced in anticipation of a project.

Copyright authorization and/or photography production are required unless you already have quality, usable photographs.

Accessibility Compliance

There are two accessibility standards applicable to local government: Section 508 of the Americans with Disabilities Act and Web Content Accessibility Guidelines (WCAG) 2.0. With more than 2,200 local government clients, accessibility compliance is a topic we take seriously. As a leader in the local government space, CivicPlus references the more robust WCAG international standard for accessibility compliance. We provide highly compliant sites based on WCAG 2.0 A and AA, which encompasses and surpasses ADA Section 508 requirements. We will make recommendations on best practices for keeping your content accessible and available for all users by ensuring that, among other things:

- All menu items are clickable
- Submenus display throughout the site
- Alt tags are used for images
- Site maps are dynamically generated
- Documents and links can be set to open in the same window

With our commitment to ongoing code-base updates and compliant content standards, we've got you covered.



Timeline 4-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks





Timeline 4-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Phase 4: Customized Training

Our goal for training is to give your staff the skills and tools they need to quickly and easily keep your website current. Trainers will work with you to ensure your staff is correctly trained. Before your site is launched, CivicPlus provides in-person or online webinar training to equip your staff with the knowledge, tools and comfort level needed to maintain the site's integrity upon Go Live.

Regardless of technical ability, we will help your staff gain the confidence to effectively maintain your website.

Features, Module & Page Creation Training

Included in our training for Administrators & Content Contributors will be delivering an understanding of your site's navigation and page layout and how these affect target audiences. We will instruct your staff on creating area-rights and back-end features for site administration as well as review all the modules included with your site. Your staff will learn how to create links, format text and lay out pages for usability and scannability.

CivicPlus training manuals and videos are available for download at no cost from our online resources.



Phase 5: Go Live

This is an exciting time; it is the last step before your new site launches! Your Project Team will provide you the information you need to prepare your site for Go Live.

Testing and Review

You typically have three weeks after training to become familiar with your site. This will allow you to add, create and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. Content changes will display and function the same way before and after your Go Live date.

Upon completion of a collaborative final review of the website and a final spelling and links checkup by our Quality Control Team, your domain name is directed to the newly developed website.

You are now a part of the CivicPlus family and will continue to receive both technical and consultative support from our support and account management team.



Your Role

We will need your help to create the strongest possible website for your community. During the process, you will have homework. Yes, homework! We will need you to:

Assess Your Current Website

For the best consulting experience possible the following takeaways need to be completed prior to your consulting:

- **Functionality and Design Form** - Prior to starting this form, research other websites that you like based on functionality and design elements. Provide URLs and specifics about what you like. This form also asks for details on your community's tagline, logo and branding.
- **Web Team Form** - Prior to starting this form, please have an understanding of your project goals, focus and expectations. This allows your CivicPlus project team to develop a site specific to your needs and lays the foundation for developing a highly functional information architecture.
- **Content Form** – The information that you provide on this form will also help our content development professionals to assess your wants and needs.

Clean House and Update Content

We will need you to update the content on your current primary live website. This step is critical to guaranteeing the information available is relevant, fresh and on-point. Your staff should delete any pages from your current website that you no longer want or need and ensure the remaining information is applicable and up-to-date. If you are not able to access your current site, our team will work with you to ensure that your content needs are addressed.

Gather Photos and Logos

Collect pictures that will be used in the overall design and logos or branding that should remain consistent.

Department List

Provide a list of all departments in your organization.

Website Statistics

Provide statistics from your current site for the previous 12 months along with a list of all pages and downloaded documents.

Site Map

Provide the outline of your current site's navigational structure.

External Application List

Supply a list of all third-party or in-house applications being utilized.

Verbatim Content

Compile a list of any content on your current website that must be migrated verbatim to your new site.

Update Internet Browsers



Timeline 4-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks



SCOPE OF WORK

Kick-Off Meeting

Deliverable: Project timeline, training jump start, online forms, kick-off meeting

CivicPlus will:

- Assign a project manager to your project
- Conduct a project Kick-off meeting to review awarded contract
- Establish communication plan for project duration
- Identify all key internal and external key stakeholders
- Develop project plan and timeline
- Provide project management and support

What we will need from you:

- Completion of: Functionality and Design Form, Web Team Form and Content Form (prior to Phase 1)
- Attend Kick-off meeting with key stakeholders and decision makers
- Approval of the project timeline
- Update current primary content and delete any pages no longer needed or not to be migrated.

Phase 1: Website Optimization

Deliverable: Website optimization meeting

CivicPlus will:

- Provide communication support and status to key stakeholders via email or phone as needed
- Review goals and expectations you submitted on the completed forms to ensure all needs are clearly understood

What we will need from you:

- Gather and provide statistics from the current website for the previous 12 months
- Collect graphics to be incorporated in the new site
- Submit a list of all divisions and/or departments within the organization
- Submit a list of third-party and in-house developed applications presently being utilized
- A site map or outline of the current website's navigational structure
- A list of any content on the primary website that must remain intact (verbatim)

Phase 2: Website Layout

Deliverable: Website grayscale layout and mood board color pallet presentation

CivicPlus will:

- Present one custom layout in grayscale and one mood board color palette including placement of navigation, graphic buttons and feature areas - based on previously determined goals
- Begin design development once approved

What we will need from you:

- Approval of and/or request changes to layout and mood board concepts
- Review of marketing packet material and guidelines
- Phase 2 - Website Layout billing milestone complete

Phase 3: Website Reveal

Deliverable: Website design and production

CivicPlus will:

- Present a fully functional website on production URL
- Migrate all agreed upon content pages
- Migrate Microsoft Word or .pdf documents of current, plus previous three years, of agendas and minutes
- Conduct a quality review of the website to ensure the statement of work is met, after approval of design and functionality
- Coordinate training needs

What we will need from you:

- Evaluate and provide feedback on design and content
- Collaborate with CivicPlus on proposed changes
- Provide all necessary DNS items identified
- Submit any revisions to design (until agreed deadline date determined during Kick-off meeting)
- Design changes requested after agreed deadline date, will cause Go Live date to be adjusted

Phase 4: 3 Days of Virtual Customized Training for up to 6 staff members

Deliverable: Train *System Administrator(s)* on CivicEngage Administration, permissions, setting up groups and users, module administration. *Basic User* training on pages, module entries, applying modules to pages. Applied use and usability consultation

CivicPlus will:

- Provide training as agreed upon for staff members, based on internal daily task and workflow
- Train staff on CivicEngage, including updating content pages and modules
- Provide access to online training manuals and videos for additional assistance

What we will need from you:

- Provide a location for training with internet access
- Provide computers for training purposes
- Phase 4 - Training billing milestone complete

Phase 5: Go Live

Deliverable: Custom website launched to the public.

CivicPlus will:

- Address system issues identified
- Redirect the domain name to the newly developed website once you sign off on the completed project

What we will need from you:

- Test CivicEngage functionality and update the final site as per approved timeline
- Report any system issues
- Sign off on finalized site before Go Live

Project Enhancements

- CivicSend
- CivicMedia with live streaming video (10 GB of server storage included)
- 3 Days of Virtual Content and Navigation Consulting





HEAR FROM OUR CUSTOMERS

"Converting our old web site in to the modern County web presence would have cost more in time and frustration than the reasonable cost associated with hiring CivicPlus consulting staff to lead the way."

Brea, California

URL:

www.ci.brea.ca.us

Contact:

Cindie Ryan

PIO

714-990-7673

cindier@cityofbrea.net

Snohomish County, WA

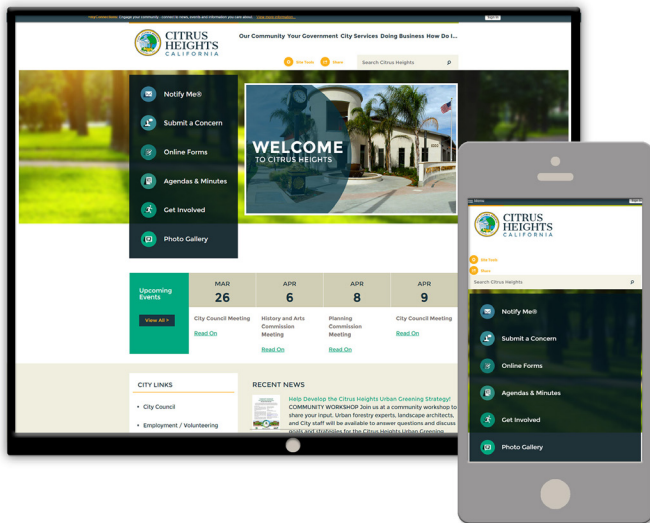
David Stroble

Business Analysis & Project Management Team

EXPERIENCE & CLIENT REFERENCES

We have assisted more than 2,200 clients throughout the United States, Australia and Canada with the design, implementation and hosting of new, engaging, innovative and functional websites. Included are just a few examples of relevant sites, similar in scope to your project, which we have designed. But don't take our word for the success of these sites. Contact our clients and let them tell you about their experiences working with CivicPlus. Want to see more? Just let us know...we have about 2,200 we can share with you!





Citrus Heights, California

URL:

www.citrusheights.net

Contact:

Brian Koski

Director of IT

916-727-4735

bkoski@citrusheights.net



HEAR FROM OUR CUSTOMERS

"A company is created by its people. The CivicPlus staff is phenomenal. CivicPlus is going to understand what your town means to you and your residents and how you want your town or city to appear. They are just as passionate about promoting your area as you are."

Castle Rock, Colorado

Karen McGrath



La Habra, California

URL:

www.lahabracity.com

Contact:

Norissa Cuyno

Community Information Coordinator

562-383-4015

ncuyno@lahabraca.gov





HOSTING & SECURITY SERVICES

CivicPlus protects your investment and takes hosting and security of our client sites seriously. Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0m annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. To help ensure your site is protected at the level you need, CivicPlus offers two options for coverage.

Included Hosting & Security Package

Your system is monitored 24/7/365. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.7% guaranteed up-time. We've got you covered. This security option covers up to five (5) unique domain addresses. Additional annual charges will apply for any domain sites above the included five.

TOP CONSEQUENCES OF AN ATTACK



SOURCE: PONEMON INSTITUTE, MARCH 2015

Platinum Hosting & Security Package

Ensuring your visitors can access your site and that it continues to be business as usual with least amount of interruption is attainable through the CivicPlus Platinum hosting and security. Cyber security is a high profile topic that makes the news almost daily. Every industry is a target, including local government. Our Platinum package protects your site through all of our included hosting and security features, but also adds the peace of mind of comprehensive and continuous DDoS protection. Our team has been pressure tested by high-profile events and has the experience and expertise to handle any situation. Coverage and annual services cost is per domain name/URL. We've got you covered.

Ongoing Protection Services

If you choose the Included Package and experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options that are available to you at the time of event. Whatever your needs are we have an option that will be a fit for your community.

Hosting & Security Features	Included Hosting & Security	Platinum Upgrade Hosting & Security
Data Center		
■ Highly reliable data center	✓	✓
■ Managed network infrastructure	✓	✓
■ On-site power backup & generators	✓	✓
■ Multiple telecom/network providers	✓	✓
■ Fully redundant network	✓	✓
■ Highly secure facility	✓	✓
■ System monitoring	24/7/365	24/7/365



Hosting		
■ Automated CivicEngage software updates	✓	✓
■ Server management & monitoring	✓	✓
■ Multi-tiered software architecture	✓	✓
■ Server software updates & security patches	✓	✓
■ Database server updates & security patches	✓	✓
■ Antivirus management & updates	✓	✓
■ Server-class hardware from nationally recognized provider	✓	✓
■ Redundant firewall solutions	✓	✓
■ High performance SAN with N+2 reliability	✓	✓
Bandwidth		
■ Multiple network providers in place	✓	✓
■ Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)	✓	✓
■ Burst bandwidth	22 Gb/s	45 Gb/s
Disaster Recovery		
■ Emergency after-hours support, live agent (24/7)	✓	✓
■ On-line status monitor by Data Center	✓	✓
■ Event notification emails	✓	✓
■ Guaranteed recovery TIME objective (RTO)	8 hours	4 hours
■ Guaranteed recovery POINT objective (RPO)	24 hours	4 hours
■ Pre-emptive monitoring for disaster situations	✓	✓
■ Multiple data centers	✓	✓
■ Geographically diverse data centers	✓	✓
DDoS Mitigation		
Defined DDoS Attack Process		
■ Identify attack source	✓	✓
■ Identify type of attack	✓	✓
■ Monitor attack for threshold* engagement	✓	✓
DDoS Advanced Security Coverage		
■ Continuous DDoS mitigation coverage	Not Included Additional coverage available at time of event. (Additional fees apply)	✓
■ Content Distribution Network support		✓
■ Proxy server support		✓
■ Live User Detection service		✓

*Thresholds:

Traffic exceeds 25 Mb/s sustained for 2+ hours

Traffic over 1 Gb/s at any point during attack



CONTINUING SERVICE & SUPPORT

CivicPlus won't be with you just for the development, design and launch – we will be here year after year to respond to new needs and new opportunities for you to continue to have the best site possible. We offer all of our clients continuing support and additional advantages as a member of the CivicPlus family.

Dedicated Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of Community Engagement that you desire. Upon website Go Live, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your site. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new website.

Around-the-Clock Technical Support

Our support personnel are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls and emails, and emergency services are available after regular hours with our on-call staff 24-hours a day.

In addition to fielding support requests, CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they even affect our clients' websites. Our expertise in website management provides assurance to our clients that their site is in good hands.

Support	Maintenance of CivicPlus Application & Modules
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)	Install service patches for OS system enhancements
24/7 Emergency Support	Fixes
Dedicated support personnel	Improvements
2-hour response during normal hours	Integration
Usability improvements	Testing
Integration of system enhancements	Development
Proactive support for updates & fixes	Usage License
Online training manuals	
Monthly newsletters	
Routine follow-up check-ins	
CivicPlus Connection	



HEAR FROM
OUR CUSTOMERS

“CivicPlus acted quickly to quash a DDOS on our website. The site was back up within an hour. The speed in which your folks responded and the personal attention of your staff was very refreshing. I will give a double thumbs up to CivicPlus on this issue. I even bragged about you at our Director’s meeting!”

Sally Ellertson
Public Information Officer
City of Burleson, TX



PROJECT DEVELOPMENT ESTIMATE

All Quotes are in US Dollars and Valid for 60 Days from June 1, 2016. Prices per project - fixed.

Project Development & Deployment	CivicEngage Content Management System (including upgrades, maintenance and support) Migration of 100 pages of existing content 3 Days of Virtual Customized Training for up to 6 staff members	Included
Project Enhancements & Functionality	CivicSend CivicMedia with live streaming video (10 GB of server storage included) 3 Days of Virtual Content and Navigation Consulting	Included
Hosting & Security	Included Premium Hosting & Security Package Hosting server storage not to exceed 20 GB	Included

Total Investment Year 1
The CivicPlus Advantage Payment Plan (details below) allows you to pay over the length of your contract - lowering your initial "out of pocket" expenses dramatically.)

\$25,890



Ongoing (Annual) Protection Services allows you to receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual protection fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. Billed 12 months from contract signing - subject to annual 5% increase year three and beyond (beginning year 2)

\$4,410



CivicPlus Advantage Payment Plan eases the budgetary impact of your new site and provides a **zero interest, level payment** plan that divides the expense of your investment over the life of the contract. Through a minimum four-year contract, it will dramatically lower your out of pocket expenses for your **Total Investment Year 1** cost.

	1st year	2nd year	3rd year	4th year
CivicPlus Advantage Annual Investment Payments	\$11,570	\$11,570	\$11,570	\$4,630



CivicPlus Redesign Guarantee

At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!



HEAR FROM
OUR CUSTOMERS

"If you're a municipality that has limited IT and communication resources, CivicPlus is definitely worth looking into. When we were thinking about a new website, we decided, 'Let's get a professional in here who already has this figured out to get our website going.' The whole process was a good experience. From the time we signed the contract, we had our website up and running in six months. And CivicPlus has really good customer service. I think our money was definitely well-spent."

Kirstyn Barr
Public Information Officer
Vienna, Virginia



CIVICPLUS FEATURES & FUNCTIONALITY

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus content management system, CivicEngage utilizes Microsoft SQL Server, ASP, JavaScript and HTML for web development.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

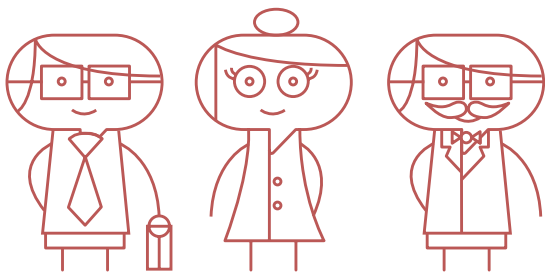
Modules	Functionality
Agenda Center	Action Items Queue
Alerts Center & Emergency Alert Notification	Audit Trail / History Log
Archive Center	Automated PDF Converter
Bid Postings	Automatic Content Archiving
Blog	Dynamic Breadcrumbs
Business/Resource Directory	Dynamic Sitemap
Calendar	Expiring Items Library
Citizen Request Tracker™ (5 users)	Fully Responsive
Community Connection	Graphic Link Administration
Community Voice™	Links Redirect
Document Center	Menu Management
ePayments / eCommerce Integration (Online Payments)	Mouse-over Menu Structure
Facilities & Reservations	Live Editing and Page Creation
Form Center	Online Web Statistics
Frequently Asked Questions	Printer Friendly/Email Page
Intranet	RSS
Job Postings	Site Layout Options
My Dashboard	Site Search & Entry Log
News Flash	Slideshow
Notify Me™ email and 500 SMS subscribers	Social Media Integration - to existing accounts
Opinion Poll	User & Group Administration Rights
Photo Gallery	Web Page Upload Utility
Quick Links	Website Administrative Log
Real Estate Locator	Workflow Site Tool
Spotlight	
Staff Directory	

CIVICPLUS PREMIUM MODULES

- **Agenda Center** – Create and display agendas and minutes for various civic organizations
- **Alert Center** – Graphically show when there is an emergency or important notification
- **Bid Postings** – Simple and easy to use method of posting your bids
- **Blog** – Post opinions/information about various topics. Can also be set up to allow site visitors to comment and subscribe
- **Business / Resource Directory** – The *Yellow Pages* of your website
- **Calendar** – Create multiple calendars for various divisions and departments
- **Citizen Request Tracker™** – Allow users to report a problem while providing follow-up communication with the point of contact
- **Community Voice™** – Open forum in which citizens can interact while allowing you to showcase projects in your community
- **Document Center** – Organize and house documents in department or division folders and sub-folders
- **ePayments** – The ePayments module is included with our premium website solution and allows customers to have the ability to process payment transactions via the website. Additional fees will apply.
- **Facilities & Reservations** – Facilities and meeting places in one convenient place allowing reservations online
- **Form Center** – Create custom online forms that can be completed and submitted online
- **Frequently Asked Questions (FAQs)** – Answer the most frequently asked questions from your visitors
- **Job Postings** – Post available jobs in an easy to access manner
- **My Dashboard** – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- **NotifyMe™** – Send out mass emails to subscribers of specific lists and modules, includes 500 SMS subscribers. More SMS subscribers can be purchased for additional annual subscription fees.
- **News Flash** – Post organizational news items, right on your home page, that are important to your citizens
- **Opinion Poll** – Interact with your site visitors by posting various questions and polls
- **Photo Gallery** – Store and display photos
- **Quick Links** – Place links on any page
- **Real Estate Locator** – Lists residential and commercial properties within the local community. Properties are separated from the commercial properties with their own functionality. Community members can post and manage their own real estate listing by setting up their profile and paying a small subscription fee.
- **Spotlight** – Allows you to highlight important text or widgets in a compact, easy-to-update module
- **Staff Directory** – Detailed contact information for your staff and offices

Social Networking & Gov 2.0

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. From your existing community-centric pages on Facebook to real-time Twitter feeds that can deliver emergency alerts, we are dedicated to helping our clients integrate their web content into the most dynamic social media sites and make their marks in the world of Gov 2.0.



CivicPlus can sync your website to your Facebook and Twitter profiles to automatically publish news, notices, and calendar events on Facebook with a link to your website for more information. Twitter's short, 140-character "tweets" offers a way to distribute information quickly and effectively. Other social networking sites (such as LinkedIn, YouTube, Pinterest, etc.) can be featured on your website as links to your profile on those websites.

Administrative Features

- **Instantaneous Updates** – Once published, updates are posted to the live site in real time.
- **Browser Based** – No installation of programs or software needed! Your staff can update the site from an internet connection or platform (Mac or PC) at any time.
- **Mobile Updates** – Immediately update your site from any location using your tablet or phone.
- **Action Items** – Direct access to a queue of pending items to be published or reviewed by the administrator upon login.
- **Site Search and Search Log** – Powerful site search automatically indexes all content making it easy for visitors to find information. A log of all words that have been searched by visitors is kept, allowing you to update highly searched information and feature key items.
- **Automatic Alt Tags** – Built-in features ensure your site is Section 508 compliant without having to know the requirements.
- **Content Creation** – CivicEngage makes it easy to add new content, edit old content, and keep page layout consistent through use of our *What You See Is What You Get* (WYSIWYG) editor. Content changes will not affect the design - site breadcrumbs, page structure and sitemaps will dynamically update upon publishing. With mega menus and drop-down, pop-out menu functionality, you can essentially get to any page on your website within a single click if desired!
- **Content Scheduling** – Material throughout the entire system can be set to auto-unpublish (expire) or it can be manually retired.
- **Content Versioning** – CivicEngage includes version control, a history log for reviewing changes made within the system, file locking through our permission system and an archive of all published content.
- **Dynamic Layout** – The layout for your website will be determined by you and the designer. Placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily.
- **Dynamic Page Components** – Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation Department can be customized with specific lists of events, FAQs and news announcements pertaining to that department.
- **Dynamic Breadcrumbs and Site Map** – Dynamic Breadcrumbs are used to show a visitor's location within the site. Breadcrumbs are automatically generated by our system. A dynamically generated site map automatically updates to reflect your new navigation if changes are made.
- **ePayments / eCommerce Integration** – The ePayments module is included with our premium website solution and allows customers to have the ability to process payment transactions via the website, saving staff time and effort by of manually processing payments. To take advantage of this module, additional processing transaction and merchant account fees will apply.
- **History Log** – Easily tracks changes made to your website including items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable and exportable.
- **Integration/Interfacing** – CivicPlus' integration services work cohesively with most third-party software applications. We have the capability to link with most software or databases currently utilized. Systems such as purchasing, taxes, assessment and utilities have been developed for many of our clients.



- **Intranet** – An intranet is a secure location on your website that allows employees and other groups to login and access non-public resources and information. You will have the ability to set up multiple intranet groups with varying view rights.
- **Levels of Rights** – Levels of Rights may be defined as publishers (create or publish) or authors (create but not publish), or as administrators of modules. Assigned groups may have the right to update their own content without affecting web pages, menu structure, top of page, banner or navigation.
- **LDAP or ADFS Integration** – LDAP and ADFS provide a powerful and simple way to manage users and permissions by syncing your website with your existing active directory database - negating the need for multiple user upload and sign-on. Because LDAP or ADFS integration require custom programming time, additional fees apply.
- **Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>. A more intuitive approach to help visitors find particular pages.
- **Maps** – Help website users find commonly requested information such as bus routes, highways, tourist attractions, education information, major employers, or demographics. Maps can be simple, clickable maps, using our Image Map Editor, or more sophisticated JavaScript or Flash (additional fees required for JavaScript or Flash development).
- **Printer Friendly** – Our printer friendly functionality separates critical content from the site template to provide a clean print without menu structure and banner information included.
- **RSS Feeds** - RSS stands for Real Simple Syndication and in short, it brings your site to the people. After signing up, they receive email notifications of the latest news updates.

- **Supported Browsers** – CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including: Internet Explorer, Firefox, Safari and Chrome.
- **Website Statistics** – Administrators will be trained on the use and analysis of web statistics, provided through Piwik Analytics.

Application Programming Interfaces

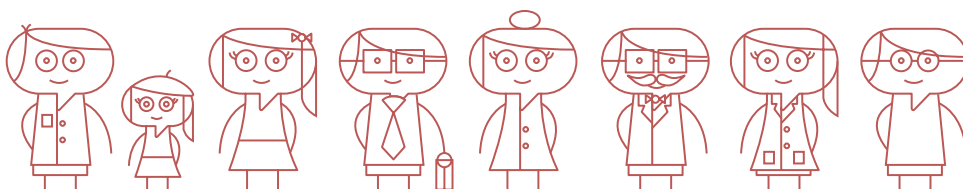
We have nearly a dozen application programming interfaces (APIs) throughout the system and continue to build more to make integrations with our CivicEngage CMS and disparate applications as straightforward as possible. It's this "open architecture" approach that allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs and tie them into the site, using the site itself as a sturdy platform on which to build.

CivicMedia - Mobile Video

CivicPlus offers a robust mobile video experience as part of our CivicMedia solution. Consumption of video is continuing to grow, and providing this option as part of your overall experience is a must have to drive engagement for anything from board meetings to community events. CivicMedia is available for an additional fee.

Mobile Video

- Just about any file format is supported and easily searchable, shareable and accessible from almost any device.
- Drag-and-drop uploading
- Includes ability to stream live HD video (additional charges may apply to continuous streaming).





Sending Made Simple

Save Time. Improve Efficiency. Increase Engagement.

BENEFITS

Easily create customized messages

Robust, yet simple to use

Seamless CivicEngage integration

A visually rich e-communication platform designed with governments and citizens in mind.

Communicating with your citizens just got easier.

With CivicSend, you can create professional-looking messages in minutes. Simply select your communication channels (email, text, social media), then choose a template, customize, and send. It really is that easy, that efficient.

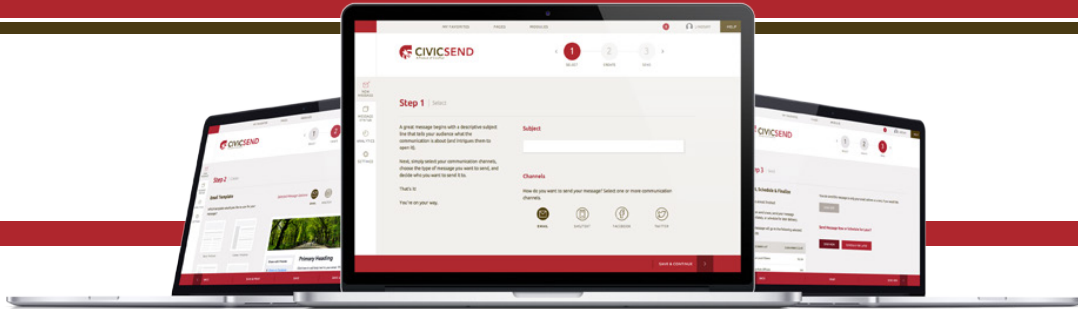
CivicSend at a glance:

- **Versatile communication tool** – Not just for newsletters
- **Communicates efficiently** – From one interface to multiple channels
- **Robust analytics** – Track and measure response rates
- **Mobile-responsive** – Reach citizens anywhere
- **Autopost to website** – All communication in one centralized location
- **Accesses your CivicEngage subscriber lists** – Select one or multiple notification lists
- **Template-based** – Create attractive, engaging messages
- **Intuitive** – Features a new, easy-to-use CivicPlus interface
- **Value-conscious** – Offers unlimited emails and lists

CivicSend offers all this and more, right from the user-friendly interface of your CivicEngage solution. You can create anything from simple messages to event invitations to multi-image e-newsletters. Our templates make crafting professional-looking messages a snap – no experience necessary.

If using a centralized communication tool to save time, improve efficiency, and increase citizen engagement is important to you, let us show you first-hand what CivicSend can do.

One communication solution. One user-friendly interface. Endless possibilities.



Additional Services

Save your customized templates
for future communication

Add a lead-in message to text
messages and social media posts

Since 2001, CivicPlus has been working to help local governments communicate the way citizens most want to connect – digitally. Our solutions reach beyond interactive websites to help our clients stay in step with today's technology across the board. CivicSend answers the need for a robust, anytime, mobile-ready communication solution.



Save Time



Improve Efficiency



Increase Engagement

Simplify your communication, beautifully.

Civicsend offers both beauty and brains. You can use it to craft visually rich messages, then measure citizen engagement with our analytics dashboard.

Better yet, we're saving you steps. Create your message using a single interface, then send through multiple channels (email, text, social media). Civicsend also auto-posts the content to your website.

Our goal with Civicsend was to create an e-communication tool that does everything you need it to do... and nothing you don't. It's sending made simple.



CivicMedia brings mobile video to CivicEngage

Now you can offer your citizens video on-the-go.

DID YOU KNOW?

CivicPlus is trusted by over 2,000 municipalities across the US, Canada, and Australia. With experience and insight, we've been helping local governments achieve more with less for more than 15 years.

Today's busy lifestyles clamor for information in a quick, easy-to-digest format – whenever, wherever. If a local government really wants to stay connected with citizens, it's crucial to offer on-the-go info and resources. With CivicMedia, now you can.

*In 2015, 107.1 million U.S. users were watching video content on their mobile phones. These figures are expected to grow to more than 136.9 million in 2019.**

*Source: statistica.com

CivicPlus has upgraded our previous media center module, now called CivicMedia, to include the features you (and your citizens) want most. You can livestream media in high definition to nearly any device your citizens are using. Plus, store these videos for on-demand viewing later.

CivicMedia puts you in-touch with your citizens with:

Mobile Friendly Video with On-Demand Storage & Playback

- Easy access to videos anywhere and anytime
- High definition playback on most mobile device
- Dedicated storage space separate from your website

High Definition Livestreaming

- Clear and crisp viewing quality with high definition video streaming
- Engaging real-time live videos

Drag & Drop Uploading

- Easy-to-use drag and drop uploading tool

Mobile video at your fingertips



THE FEATURES YOU WANT

- Mobile friendly video
- On-demand storage and playback
- High definition video streaming
- Livestream to all mobile devices
- Drag and drop video uploading
- Dedicated file storage

HD Wave Broadcaster & Minimum Broadcasting Requirements:

1. 1080p FULL HD (1920×1080)

- CPU: Intel Core™ i7 Extreme i7-975 3.33GHz or Intel Core™ i7 Extreme i7-965 3.2GHz or AMD Multi Core processors (AMD FX 4-Core Processor, AMD FX 6-Core Processor, AMD FX 8-Core Processor)
- Memory: 4GB – any DDR3 memory
- Available HD Space: 10MB or more available disk space
- Operating System: Microsoft Windows 7 or 8 compatible
- Bitrate: 2000 Kbs recommended

2. 720p HD (1280×720)

- CPU: Intel Core 2 Quad 3GHz or faster; AMD A-Series processor or faster
- Memory: 4GB
- Available HD Space: 10MB available disk space
- Operating System: Microsoft Windows 7 or 8 compatible
- Bitrate: 1200 Kbs and up recommended

3. 480p HD (854×480)

- CPU: Intel Core 2 Duo 2.66GHz
- Memory: 1GB
- Available HD Space: 10MB available disk space
- Operating System: Microsoft Windows 7 or 8 compatible
- Bitrate: 512 Kbs and up recommended

CivicPlus – Technology that works with local government

We know technology moves fast, and we're committed to keeping up so you can keep up too. Our goal is to help you connect with your citizens in the ways they want to connect with you.

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Discussion, Direction and Potential Action regarding Waiving Yard Sale Permit Requirement for an Additional Year
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Councilwoman Stolz.

II. BACKGROUND:

III. DISCUSSION:

The City previously waived the requirement to obtain a yard sale permit from the city in order to hold a yard sale. This requirement was waived for one year which was February 2, 2017 through February 1, 2018. Staff has had no significant issues with the requirement being waived over the past year.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENTS:

File Name	Description
No Attachments Available	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Discussion and Direction regarding Establishing Voting Districts for City Council Elections
Meeting Date: Thursday, February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation at this time. This item was requested as a Future Agenda Item by Mayor Vosburg.

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
No Attachments Available	

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Discussion and Direction regarding Credit Card Payments Accepted by the City of Coalinga for Utility Billing Payments
Meeting Date: February 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Staff has no recommendation. This item was requested as a Future Agenda Item by Council member Ramsey on February 1, 2018.

II. BACKGROUND:

The City of Coalinga adopted Resolution No. 3647 on July 10, 2014 establishing a convenience fee to enable Paymentus Corporation to provide the service of credit card payments for utility billing customers.

III. DISCUSSION:

Paymentus currently provides electronic bill payment service for a fee of \$2.95 per transaction in increments of \$200.00. The convenience fee of \$2.95 is charged to the credit cardholder and collected directly by Paymentus.

The service by Paymentus allows City utility customers the convenience of making utility payments 24/7 via interactive Telephone Voice Response System and Web payments through a link from the City's website.

IV. ALTERNATIVES:

The City Council has the option of absorbing the fees associated with the acceptance of credit cards payment to be paid out of the Enterprise Funds as a cost of providing this service to the utility billing customers. Such fees will be collected as part of the user fees charged to the utility customers.

If that is the direction Council provides, staff will bring back an item for Council action.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name

Description

No Attachments Available