
CITY OF ANAHEIM PUBLIC UTILITIES DEPARTMENT ORDER

105 - PROCESSING CITY COUNCIL AND PUBLIC UTILITIES BOARD AGENDA ITEMS

I. BACKGROUND

Department Order (DO) 105 establishes the Department's format and content guidelines for staff reports, and the submission/review process for staff reports that will be agenda items for the Public Utilities Board recommendation and/or City Council approval.

II. APPLICABLE REGULATIONS

DO 105 complies with the City's rules and practices regarding the submission of City Council agenda items as established in:

- Administrative Regulation 105 – Council Agenda Items
- Administrative Regulation 106 – Agenda-Related Items Made Available to the Public
- Administrative Regulation 120 – Execution and Administration of Agreements

III. STEP-BY-STEP PROCEDURE

A. Staff Report Submittal Responsibilities

1. Project Manager (PM) Responsibility
 - a. General Submissions
 1. Prepare preliminary staff report (Attachment A) and related staff report attachments and supporting documents. Attachments are items that are included with the staff report, such as agreements, resolutions or ordinances; supporting documents may include:
 - City Council supporting items: bullet points to address potential questions and background information for use by the presenter; verbal summary, for APU originated items or non-routine items for presentation to the City Council; and Conflict of Interest Memo.
 - Public Utilities Board supporting items: bullet points for non-routine capital improvement items to address potential questions and provide background information for use by the presenter.
 2. Submit for review and incorporate comments received from the PM's Supervisor/Manager, General Manager (GM) Direct Report, Budget Administrator, and City Attorney's Office.
 3. Ensure the accuracy of all attachments such as agreements, resolutions, ordinances, and other supporting documents.
 4. When all documents (referenced in III A.1) are ready for GM review, submit them to the 11th floor administrative staff; the 11th floor administrative staff will ensure all items are ready for GM review and will coordinate review with the GM.
 5. Submit the electronic staff report package (Attachment C), City Council Cover Sheet (Attachment D), and Conflict of Interest Memo (Attachment E), if required, to the 11th floor administrative staff for final submittal.
 6. Determine if a power point presentation is required for the item, as determined by GM or GM Direct Report.
 - b. Staff report review deadlines and file management.
 1. PM to seek internal reviews, at least four weeks, before the scheduled City Council or Public Utilities Board meeting date from:
 - Supervisor/Manager, Legal, Environmental/CEQA, Budget, GM Direct Report
 2. PM to submit staff report drafts for review at least three weeks before the scheduled City Council or Public Utilities Board meeting date to the 11th floor administrative staff to submit to the GM for review.

2. GM Direct Report Responsibility
 - a. Review staff report content to ensure that the necessary background information, financial impacts and technical details are consistent with Department procedures and policies, and that the information provides sufficient context that is suitable to the audience.
3. Utilities Budget Administrator Responsibility
 - a. Review "Impact on Budget" section to verify funds are budgeted and the correct terminology is utilized.
 - b. Review identified financial impact of the item, including one-time and ongoing costs.
4. City Attorney's Office Responsibility
 - a. Review "Recommendation" section language.
 - b. Review staff report to ensure legally required consistency, accuracy, and compliance.
 - c. Prepare, review, and finalize the attachments such as agreements, resolutions, ordinances, and other supporting information, as appropriate.
5. Public Utilities General Manager
 - a. Review document(s) and provide comments, if necessary, or approve document(s).

B. Final Deadlines

1. City Council Items
 - a. PM Responsibility
 1. Complete and submit the final electronic version of the staff report and the entire staff report package to the 11th floor administrative staff by 9:00 a.m. on the Wednesday thirteen (13) days prior to the scheduled City Council meeting. (Note: This deadline is subject to change due to holidays and/or City Council requests.)
 2. Obtain the signature of the counterparty or entity for relevant agreements (typically, two (2) wet signatures), and then have the City Attorney's Office approve as to form the relevant agreements; put an electronic version of the signed agreement prepared by the City Attorney's Office in the shared folder and provide original documents for submittal to the 11th floor administrative staff.
 - b. 11th floor administrative staff responsibility
 1. Prepare the final version of the staff report for the GM's signature and obtain appropriate GM Direct Report initials prior to GM signing.
 2. Upload the electronic staff report into the City Clerk's electronic submittal software along with the electronic version of any agreement(s), ordinance, resolution or attachment(s) prepared by the City Attorney's Office by 5:00 p.m. on the second Thursday eleven (11) days prior to the scheduled City Council meeting. (Note: This deadline is subject to change due to holidays and/or City Council requests.)
 3. Provide the original hard copy ordinance, resolution and/or agreement(s) along with a copy of the staff report, City Council Cover Sheet (Attachment D), and Conflict of Interest Memo (Attachment E), if required, to the City Clerk's Office by 9:00 a.m. on the Wednesday before the scheduled City Council meeting.
2. Public Utilities Board Items
 - a. PM Responsibility
 1. By 12:00 noon on the Tuesday, one week and one day prior to the meeting: Submit to the 11th floor administrative staff all final electronic staff reports, informational memos, and supporting documents that are to be included in the Board packets that are emailed and mailed to the Public Utilities Board members.
 2. By 12:00 noon on Thursday, six (6) days prior to the meeting: 11th floor administrative staff should have all items that will be presented to the Public Utilities Board at the meeting, which include all agenda item presentations/slides, division updates, dashboards, recognition slides, and/or videos. Any handouts or items that relate to a particular meeting and are to be distributed to the Public Utilities Board by means other

than the mail packets should be identified as such to the 11th floor administrative staff to ensure Brown Act compliance.

- b. 11th floor administrative staff responsibility
 - 1. Prepare board packets to be emailed/mailed to the Public Utilities Board members, including: Staff Reports/Memorandums/Informational Items: One (1) original and 20 copies
 - 2. Post complete meeting agenda packet on the Anaheim.net website, post meeting agenda a minimum of 72 hours prior to the PUB meeting in the lobby of Anaheim West Tower, and email PUB members the link for the electronic agenda package and mail hard packets of the entire agenda package to PUB members that have requested a hard packet, in accordance with Administrative Regulations 106.

IV. DEPARTMENT ORDER RESPONSIBILITIES

- A. Administrative Control (Implementation, Interpretation) - General Manager's Office
- B. Communication and Training - General Manager's Office
- C. Updating - General Manager's Office

V. ATTACHMENTS

- A. Staff Report (Sample)
- B. Staff Report Content Guidelines
- C. Staff Report Submittal Requirements
- D. City Council Cover Sheet
- E. Conflict of Interest Form

APPROVAL

Submitted:



Dukku Lee
Public Utilities General Manager

Date

Approved by the Public Utilities Board on

8/24/2022
Date



CITY COUNCIL AGENDA REPORT

City of Anaheim
PUBLIC UTILITIES DEPARTMENT

DATE: APRIL 26, 2022
FROM: PUBLIC UTILITIES DEPARTMENT
SUBJECT: AGREEMENT WITH FRONTIER ENERGY FOR THE
IMPLEMENTATION OF ELECTRIC VEHICLE (EV) CHARGING
INFRASTRUCTURE TECHNICAL CONSULTING SERVICES

ATTACHMENT (Y/N): YES **ITEM #**

RECOMMENDATION:

That the City Council, by Motion,

- 1) Approve an Agreement (Agreement) for the Electric Vehicle (EV) Charging Infrastructure Technical Consulting Services between the City of Anaheim (City) and Frontier Energy for a term of three years with up to two one-year extensions in an annual not-to-exceed amount of \$271,600 with a fifteen percent (15%) contingency; and
- 2) Authorize and direct the Public Utilities General Manager or designee, on behalf of the City, to execute any and all related documents, and take such actions as are necessary, required, or advisable to implement, fund and administer the Agreement.

DISCUSSION:

The Public Utilities Board recommended that the City Council approve these actions at its meeting of March 23, 2022.

The Anaheim Public Utilities Department (APU) supports statewide initiatives to increase access to zero emission vehicle adoption by participating in the California Air Resources Board Low Carbon Fuel Standard (LCFS) Program. The LCFS program enables participants to access state funding from emissions credits that may be utilized for programs such as EV charger rebates, technical assistance, and educational programs.

The proposed Agreement for consulting services is to assist customers with EV charger planning, feasibility studies, and electrical service assistance, especially for schools, multi-family dwellings, fleet owners, and shopping centers who may not have access to such EV expertise. Not only will the consultant help customers plan out electrical service needs and provide access to available rebates, the assessments will enable APU to consider longer-term infrastructure impacts that may require build-out or upgrades to utility distribution systems. Additionally, APU is developing a future

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Anaheim, CA 92805
Tel: (714) 765-5173
www.anaheim.net

program to provide direct installation services to help small commercial customers, and the feasibility assessments will be a critical component to determine project viability.

The scope of consulting services include (1) outreach to property managers and owners, (2) feasibility studies for future charger infrastructure development, and (3) master planning services for commercial, multi-family, schools, fleets, and City properties. Outreach services include responding to inquiries received by APU as well as canvassing properties that may be suitable for EV charging. Feasibility studies include reviews of onsite electrical systems against anticipated electrical demands from EV charging. Master planning services entail discussions with customers on future EV deployments and developing assessments to identify EV charging needs against space, electrical, and other site limitations.

In October 2021, APU issued a Request for Proposals (RFP) for a qualified consulting firm to assist with the implementation of EV charging infrastructure technical consulting services. A total of thirteen (13) proposals were submitted, and were evaluated in accordance with Council Policy 4.1 – Selection of Professional Consultants. The evaluation criteria included the vendors’ ability to perform the tasks outlined in the RFP, individual and project team qualifications, project approach, reasonableness of fees and associated costs, and demonstrated record of success with similar utility programs. The consulting firm proposals were ranked and the top three firms were invited to participate in an interview. Based upon the RFP scores and interview results, the final ranking is as follows:

<u>Firm</u>	<u>Location</u>	<u>Rank</u>
Frontier Energy	Anaheim, CA	1
AECOM	Orange, CA	2
CLEARresult	Oakland, CA	3

Frontier Energy was the top ranked firm based on their qualifications and prior utility experience in developing EV infrastructure and master planning for EV fleet integration. Prior experience includes work with the Sacramento Municipal Utility District to develop EV infrastructure planning and key considerations to electrify light/heavy duty vehicles.

IMPACT ON BUDGET:

Sufficient funds are included in APU’s Fiscal Year 2021/22 Electric budget utilizing Low Carbon Fuel Standard (LCFS) funding. Future years are subject to City Council’s approval of budget appropriations.

Respectfully submitted,

Dukku Lee
Public Utilities General Manager

Attachment:

1. Agreement for the Implementation of Electric Vehicle (EV) Charging Infrastructure
Technical Consulting Services

Attachment B
Staff Report Content Guidelines

The RECOMMENDATION section must:

- Be concise, specific, and legally correct. (This defines the action that the Public Utilities Board or City Council is taking.)
- Contain precise references to applicable code sections and regulations, if applicable.
- Include any financial obligation and associated term being considered, including any applicable extension options, and any contingency.
- Be clearly numbered if staff report contains more than one recommendation.
 - For “AGREEMENTS” include the following text if the Public Utilities General Manager will execute the agreement: Authorize and direct the Public Utilities General Manager, or designee, to execute the Agreement and any other related documents on behalf of the City and take any and all related actions as are necessary, required, or advisable to fund, implement, and administer the Agreement.”
- For “RESOLUTIONS or ORDINANCES” restate the exact wording in the title (caption) of the actual Resolution or Ordinance.
- For Council items previously heard by the Public Utilities Board, use the precise language contained in the Public Utilities Board staff report.

The DISCUSSION section must:

The Discussion section must clearly state the purpose of the staff report and provide necessary background information. It should be concise and not overly technical. Here are a few best practices:

(1) Project Perspective

- What precipitated the “recommendation” – what is staff recommending, and why should the audience be supportive?
- Key staff report concepts
 - Establish record and framework for justification to policy body
 - Set a tone that is positive, professional, and demonstrates responsibility for the recommendation
 - Provide context that is lay-friendly and understandable to the general public
 - Convey customer benefits
 - Consider sensitivity towards different stakeholders that need to be addressed
- Incorporate key points in following paragraphs:
 - Background information (e.g. prior agreements)
 - Compliance with legislation, regulations, etc.
 - Scope of work to be performed, financial terms, and schedule of agreement
 - Comparisons with other agencies
 - Consistency with past practices or justification for why changes are being recommended
 - Customer notification and outreach
- Does this item play a role in a larger project? If yes, what is its role? Present an overview of the larger project so the individual item can be clearly understood in the larger context. Does this item support a department? City objective or goal? Have you provided strategic arguments to support your item?
- Does the staff report adequately describe the specific phase being covered in the project? (For example, these may include sequence - phase one of three; chronology - year two of a five-year process; or process - engineering phase/construction phase.)
- Would the purpose of individual items make more sense to the Council/Public Utilities Board if they were combined into a consolidated staff report with other related items?

- (2) Project Coordination
 - Where Anaheim Public Utilities (APU) controls the staff report, state in the 1st two paragraphs the who, what and why of the requested action.
 - Where other Departments control the staff report, ensure that APU's justifications are incorporated.
- (3) Competitive Selections – Professional Services
 - Explain RFP: number of proposals, Council Policy 4.1 criteria, key requirements or the scope of work
 - List firm, firm's location, and overall rank in staff report
 - Qualifications may result in short-listing top firms
 - Do not list firm if they do not meet minimum requirements
 - Financial evaluation should follow technical
 - Interviews and/or product demonstrations should be conducted for more complex items
 - Explain if pricing proposal differs from award amount
 - Be objective when describing recommended vendor
 - Focus on experience, work performed for other similar agencies, and objective qualifications
 - Refrain from using vendor's marketing language
 - Include detailed bid evaluations as bullet points or a separate table
- (4) For items previously heard by the Public Utilities Board:
 - Begin the discussion section with the words "The Public Utilities Board recommended this action at its meeting of (insert Public Utilities Board meeting date)". If the item was not recommended and GM/GM Direct Report determines that the item will still be presented to the City Council, provide sufficient explanation of the Public Utilities Board's action.
 - The remaining text should be identical to the Public Utilities Board staff report, unless the Public Utilities Board or City Clerk suggests changes or corrections.

The IMPACT ON THE BUDGET section must:

- Identify the potential impact of the "Recommendation" on APU's approved fiscal year budget
- Address the following questions:
 - Have sufficient funds been budgeted to approve or implement the "Recommendation"?
 - Which City fund is budgeted or impacted? Is that fund restricted? (Electric and Water Utility funds are restricted)
- Sample Language:
 - Sufficient funds are budgeted in APU's FY 2022/23 budget from restricted Electric Utility funds.
 - If grant funds are awarded, revenue [and expense appropriations] will be increased by commensurate amount in APU's restricted Water Utility fund for the applicable fiscal year.
 - There is no budgetary impact.

**Attachment C
Staff Report Submittal Requirements**

Staff Report Type	Cover Sheet	Staff Report		Agreements	Resolution	Ordinance
		Original	Copy	Original	Original	Original
Staff Report Only	1	1	1			
Staff Report with Agreement	1	1	1	2		
Staff Report with Resolution	1	1	1		1	
Staff Report with Ordinance	1	1	1			1

Notes

Staff Report - Original: Cannot be stapled
 Agreements - Originals: Stamped "Original", "Approved as to Form" by the City Attorney's Office
 Resolution - Original: Bond paper, Cannot be stapled (to be supplied by the City Attorney's Office)
 Ordinance - Original: Bond paper, Cannot be stapled (to be supplied by the City Attorney's Office)

- Originator needs to provide the submitter the following City Council agenda items in hard copy:
- Two duplicate originals of the agreement(s) provided by the City Attorney's Office and approved as to form.
 - One original Resolution and/or Ordinance provided by the City Attorney's Office.

Electronic Submittal Requirements

Originator will provide the submitter the following City Council agenda items by placing them in the City Council folder located on the U: drive.

- An electronic version of the approved staff report - this electronic version should be identical to the hard copy staff report signed by the Public Utilities General Manager.
- An electronic version of the approved as to form ordinance, resolution, or agreements provided by the City Attorney's Office and any other attachments, such as maps, artist renderings, floor plans, etc.)

If the originator is unable to obtain the necessary documents in electronic format, contact your designated submitter who will be able to scan the documents into PDF format.

COUNCIL AGENDA REPORT

FOR THE MEETING OF XXXXXXX

TO: CITY COUNCIL

FROM: PUBLIC UTILITIES DEPARTMENT

1. *SUBJECT:*

2. *REPORT SUMMARY:*

[OPTIONAL-ONLY NEEDED IF STAFF REPORT SUBJECT IS NOT CLEAR]

3. *COUNCIL MEETING REPRESENTATIVE:* DUKKU LEE, PUBLIC UTILITIES GENERAL
MANAGER; EXT. 4126

CONTRACT MANAGER:

4. *SUPPORT DOCUMENT ATTACHMENTS:*

_____ AGREEMENT (SUBMIT 2 SIGNED ORIGINALS)

_____ RESOLUTION (SUBMIT 1 ORIGINAL)

_____ ORDINANCE (SUBMIT 1 ORIGINAL)

_____ OTHER (SPECIFY) –

5. *SPECIAL INSTRUCTIONS:* FOR QUESTIONS REGARDING THIS AGENDA ITEM,
CONTACT

Attachment E
Conflict of Interest Memo (Sample)

City of Anaheim
PUBLIC UTILITIES DEPARTMENT

To: Maggie Solorio, Executive Coordinator
From: Dukku Lee, Public Utilities General Manager
Date: August 09, 2022
RE: Contact Information for August 09, 2022 City Council Item

Staff Report Title		Approval of a Collection Services Agreement with Ray Klein, Inc., DBA Professional Credit Services		
Project Address/ Location		201 S. Anaheim Blvd, Anaheim, CA 92805		
Application No. (If applicable)		NA		
Consultant(s)	Name	Title	Address	Phone
Professional Credit Services	Rob Nestell	Southwest Territory Manager	4400 International Way, Ste 100 Springfield, OR 97477	541.335.2204