
CITY OF ANAHEIM PUBLIC UTILITIES DEPARTMENT ORDER

105 - PROCESSING CITY COUNCIL AND PUBLIC UTILITIES BOARD AGENDA ITEMS

I. BACKGROUND

Department Order (D.O.) 105 establishes the Department's format and content guidelines for staff reports, and the submission/review procedure for staff reports that will appear as Public Utilities Board or City Council agenda items.

II. APPLICABLE REGULATIONS

D.O. 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. Originator Responsibility
 - a. General Submissions
 1. Prepare preliminary staff report (Attachments A and B) and related materials
 2. Submit for review and incorporate comments from Assistant General Manager/GM Direct report, Budget Administrator, Utilities Attorney and submit updated draft to General Manager for review
 3. Ensure the accuracy of all attachments such as agreements, resolutions, ordinances, and other supporting information
 4. Submit the hard copy of the completed staff report for signature, the electronic staff report package (see Attachment C), City Council Cover Sheet (Attachment D), and Conflict of Interest Memo (Attachment E) if required to the Administrative Assistant for final submittal
 5. For City Council items, prepare verbal summary of item for presentation to policy body, and prepare bullet point discussion items to address potential questions and provide background information for presenter
 - b. Meet staff report review deadlines
 1. Submit concepts to Utilities Attorney for consultation during development, and submit work product requests to Utilities Attorney with sufficient processing time to meet review deadlines
 2. Submit staff report drafts for review at least four weeks before the scheduled City Council or Public Utilities Board meeting date to the Utilities Budget Administrator, Utilities Attorney, and the appropriate Assistant General Manager/GM Direct Report
 3. Submit staff report drafts for review at least three weeks before the scheduled City Council or Public Utilities Board meeting date to Public Utilities General Manager
2. Assistant General Manager/Direct Report Responsibility
 - a. Review content to ensure that the necessary background information 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
 - a. Review "Impact on the Budget" section to verify funds are budgeted
 - b. Review identified financial impact of the item, including one-time and ongoing costs

4. Utilities Attorney Responsibility
 - a. Review "Recommendation" section language
 - b. Review staff report for legal impacts of the item and consistency with City legal requirements
5. Public Utilities General Manager
 - a. Review document(s) and provide comments, if necessary, or approve document(s)
 - b. Return original to Originator for changes to be finalized

B. Final Deadlines

1. City Council Items
 - a. Originator Responsibility
 1. Complete and submit the final electronic version of the staff report and the entire staff report package to the Administrative Assistant by 9:00 a.m. on the Thursday twelve days prior to the scheduled City Council meeting. (Note: This deadline is subject to change due to holidays and/or City Council requests.)
 - b. Administrative Assistant responsibility
 1. Prepare the final electronic version of the staff report for the Public Utilities General Manager's signature.
 2. Submit 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) by 9:00 a.m. on the second Friday preceding (eleven 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 a hard copy original version of the ordinance, resolution and/or agreement(s) along with a photocopy of the staff report and City Council Cover Sheet (Attachment D) to the City Clerk's Office by 9am on the Wednesday before the scheduled City Council meeting.
2. Public Utilities Board Items
 - a. Originator Responsibility
 1. By 12:00 noon on Wednesday, one week prior to the meeting: All staff reports, memorandums and informational materials that are to be included in the packets that are mailed to the Public Utilities Board members need to be submitted to the Administrative Assistant as follows:
 - Staff Reports: One (1) original and 22 copies
 - Memorandums/Informational Items: One (1) original and 22 copies
 2. By 12:00 noon on Thursday, prior to the meeting: All electronic presentations (PowerPoint) e-mailed to Administrative Assistant and Senior Communications Specialist. Also deliver to the Administrative Assistant 22 copies (color, if applicable) of the electronic presentation (in "handout" format, 2 slides to a page), as well as one (1) original and 22 copies of any handouts and/or informational items not included in the Public Utilities Board mail packets.

IV. DEPARTMENT ORDER RESPONSIBILITIES

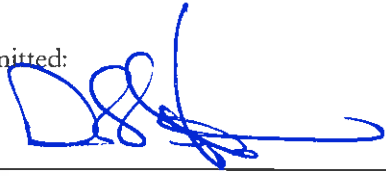
- A. Administrative Control (Implementation, Interpretation) - General Manager's Office**
- B. Communication and Training - General Manager's Office**
- C. Updating - General Manager's Office**

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

Submitted:



Dukku Lee
Public Utilities General Manager

11/7/16

Date

Approved by the Public Utilities Board on

10/26/16

Date

CITY COUNCIL AGENDA REPORT

City of Anaheim
PUBLIC UTILITIES DEPARTMENT

DATE: AUGUST 9, 2016
FROM: PUBLIC UTILITIES GENERAL MANAGER
SUBJECT: APPROVAL OF AGREEMENT TO PROVIDE WATER ENGINEERING SERVICES TO THE PUBLIC UTILITIES DEPARTMENT

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

RECOMMENDATION:

That the City Council, by Motion,

1. Approve an agreement with XYZ Inc., in an amount not to exceed \$110,000.00 to provide XYZ services for a term of one year, with two, one-year optional extensions.
2. Authorize the Public Utilities General Manager, or his designee, to execute the Agreement and any other related documents and take any and all related actions as are necessary to implement the Agreement.

DISCUSSION:

The Department frequently requires professional engineering and consulting services to support its budgeted projects and to respond to situations that require immediate attention. These services are used to supplement the Department's staff to complete budgeted projects in a timely manner, to support ongoing planning, operation and maintenance activities, and to quickly respond to emergencies and unplanned events.

The use of XYZ Inc. benefits the Department by providing flexibility to meet fluctuations in workload. The ability to utilize consultants frees staff to manage multiple projects at once. By employing outside consultants, the Department is able to complete projects efficiently, which contributes to keeping Anaheim's water rates among the lowest in Orange County.

A Request for Proposals (RFP) was posted on the City's website on May 3, 2016. A total of 42 firms responded to the RFP. The consultants are required to have extensive water utility experience and proper licensing to perform the required services in the State of California. Upon evaluation of the proposals, XYZ Inc. was selected based on the credentials of key personnel designated to perform work under the Agreement, experience and expertise in the category of work, and a demonstrated record of success.

IMPACT ON BUDGET:

Sufficient funds have been allocated in (Fund) – (Agency) – (ORG 4) – (Object). There is no impact on the General Fund.

Respectfully submitted,

Dukku Lee
Public Utilities General Manager

Attachment(s):

1. Agreement
2. Exhibit A – Title

Attachment B Staff Report Content Guidelines

The RECOMMENDATION section must:

- Be concise, specific, and legally correct. (They define the action that the City Council is taking.)
- Contain precise references to applicable code sections and regulations when applicable.
- Include any financial obligation being considered.
- 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: "...and authorize the Public Utilities General Manager to execute the Agreement and any other related documents on behalf of the City".
- For "RESOLUTIONS or ORDINANCES" Restate the exact wording in the title of the actual Resolution or Ordinance.
- For 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 clearly states the purpose of the staff report and provides the necessary background information. It should be concise and not overly technical. Here are a few hints:

(1) Project Perspective

- What precipitated the "recommendation"?
- 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 years 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

Is this item part of a joint agency (either interdepartmental or interagency) effort? If yes, what are the Department's role and responsibilities with respect to the overall project and the particular item?

(3) Project Importance

Include a cost-benefit analysis or a cost justification. What are the consequences to the project if the item is not approved? What are the shortcomings of potential alternatives? Are there any issues associated with the timing of the item? Would deferral present a problem?

(4) Process

Does the staff report adequately describe how the Department complied with any pertinent City rules? (This concern deals mostly with compliance regarding purchasing and competitive bid rules, such as why an item was sole-sourced, why the low bid was rejected, or why an item was not competitively bid.)

(5) Lay Terms

Are technical terms explained in lay terms? Have you either explained or avoided acronyms? Is there too much industry lingo?

(6) Litmus Test – Would you feel comfortable personally defending or explaining your item and its analysis in front of the Council/Public Utilities Board?

(7) For ITEMS PREVIOUSLY HEARD BY THE PUBLIC UTILITIES BOARD:

- Begin the discussion section with the words "The Public Utilities Board recommended (or reviewed) this action at its meeting of (insert Public Utilities Board meeting date)".

- The remaining text should be identical to the Public Utilities Board staff report, unless the Public Utilities Board suggested changes or corrections.

The IMPACT ON THE BUDGET section must:

- Identify the effect of the “Recommendation” on the adopted budget
- Note the impact on the General Fund
- Sample Language:
 - Sufficient funds have been allocated in (Fund) – (Agency) – (ORG 4) – (Object).
 - Funds have not been allocated, but sufficient funds are available in (Fund) – (Agency) – (ORG 4) – (Object).
 - Revenue was not included in the budget and is to be deposited in (Fund) – (Agency) – (ORG 4) – (Object).
 - Revenue is more than (or less than) anticipated in the budget. If there is no impact on the General Fund, then state, “There is no impact on the General Fund”.

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	3		
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: Cannot be stapled, stamped "Original", signed "Approved as to Form" by the City Attorney
 Resolution - Original: Heavy bond paper, 2 hole punched, Cannot be stapled (to be supplied by the City Attorney's Office)
 Ordinance - Original: Heavy bond paper, 2 hole punched, Cannot be stapled (to be supplied by the City Attorney's Office)

All original attachments must have one set of copies.
 All original Agreements, Resolutions or Ordinances that require the Mayor or City Manager's signature must have a "signature" sticker arrow.

Originator needs to provide the submitter the following City Council agenda items in hard copy:

- Three original copies of approved as to form agreement(s)
- One copy of resolution and ordinance
- One copy of the signed staff report

Electronic Submittal Requirements

Originator will provide the submitter the following City Council agenda items by placing them in the City Council staff report 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 General Manager.
- An electronic version of the approved as to form ordinance, resolution, or agreements 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 [CLICK HERE AND TYPE MEETING DATE]

TO: CITY MANAGER/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:*

CONTRACT ADMINISTRATOR:

4. *SUPPORT DOCUMENT ATTACHMENTS:*

AGREEMENT (SUBMIT 3 SIGNED ORIGINALS)

RESOLUTION (SUBMIT 1 ORIGINAL)

ORDINANCE (SUBMIT 1 ORIGINAL)

OTHER (SPECIFY)

5. *SPECIAL INSTRUCTIONS:*

City of Anaheim
PUBLIC UTILITIES DEPARTMENT

To: Lisa Hughes, Assistant to the City Manager
From: Public Utilities Department
Date: August 9, 2016
RE: AGREEMENT TO PROVIDE WATER ENGINEERING SERVICES TO THE PUBLIC UTILITIES DEPARTMENT

Staff Report Title	APPROVAL OF AGREEMENT TO PROVIDE WATER ENGINEERING SERVICES TO THE PUBLIC UTILITIES DEPARTMENT
Project Address/ Location	400 International Way, Ste. 200 Anaheim, CA 92805
Application No. (If applicable)	N/A

Consultant(s)	Name	Title	Address	Phone
XYZ Inc.	Roy Yensid	Senior Account Executive	400 International Way Ste. 200 Anaheim, CA 92805	714.555.5785