



SEPTEMBER 11, 2019
CITY COUNCIL CHAMBERS
5:00 P.M. Closed Session; 6:00 P.M. Regular Session
201 N. Broadway, Escondido, CA 92025

MAYOR	Paul McNamara
DEPUTY MAYOR	Consuelo Martinez
COUNCIL MEMBERS	Olga Diaz John Masson Michael Morasco
CITY MANAGER	Jeffrey Epp
CITY CLERK	Zack Beck
CITY ATTORNEY	Michael McGuinness
DIRECTOR OF COMMUNITY DEVELOPMENT	Bill Martin
DIRECTOR OF ENGINEERING SERVICES	Julie Procopio

ELECTRONIC MEDIA:

Electronic media which members of the public wish to be used during any public comment period should be submitted to the City Clerk's Office at least 24 hours prior to the Council meeting at which it is to be shown.

The electronic media will be subject to a virus scan and must be compatible with the City's existing system. The media must be labeled with the name of the speaker, the comment period during which the media is to be played and contact information for the person presenting the media.

The time necessary to present any electronic media is considered part of the maximum time limit provided to speakers. City staff will queue the electronic information when the public member is called upon to speak. Materials shown to the Council during the meeting are part of the public record and may be retained by the Clerk.

The City of Escondido is not responsible for the content of any material presented, and the presentation and content of electronic media shall be subject to the same responsibilities regarding decorum and presentation as are applicable to live presentations.



Council Meeting Agenda

**September 11, 2019
5:00 P.M. Meeting**

Escondido City Council

CALL TO ORDER

ROLL CALL: Diaz, Martinez, Masson, Morasco, McNamara

ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Council under Oral Communications.

CLOSED SESSION: (COUNCIL/RRB)

- I. CONFERENCE WITH LEGAL COUNSEL-- EXISTING LITIGATION (Government Code 54956.9(d)(1))**
 - a. **Case Name:** Chris Bill v. City of Escondido
Case No: WCAB No. ADJ11681971
 - b. **Case Name:** John Myers v. City of Escondido
Case No: WCAB No. ADJ19920199
- II. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION/SIGNIFICANT EXPOSURE (Government Code 54956.9(d)(2))**
 - a. One Case: Claim No. 5132

ADJOURNMENT



Council Meeting Agenda

**September 11, 2019
6:00 P.M. Meeting**

Escondido City Council

CALL TO ORDER

MOMENT OF REFLECTION:

FLAG SALUTE

ROLL CALL: Diaz, Martinez, Masson, Morasco, McNamara

PROCLAMATIONS: National Preparedness Month
Pollution Prevention Week - September 16-22, 2019
Childhood Cancer and Blood Cancer Awareness Month

CLOSED SESSION REPORT

ORAL COMMUNICATIONS

The public may address the Council on any item that is not on the agenda and that is within the subject matter jurisdiction of the legislative body. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) NOTE: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

CONSENT CALENDAR

Items on the Consent Calendar are not discussed individually and are approved in a single motion. However, Council members always have the option to have an item considered separately, either on their own request or at the request of staff or a member of the public.

1. AFFIDAVITS OF PUBLICATION, MAILING AND POSTING (COUNCIL/RRB)

2. **APPROVAL OF WARRANT REGISTER (Council)**

Request the City Council approve the City Council and Housing Successor Agency warrant numbers:

- 333496 – 333596 dated August 14, 2019
- 333597 – 333891 dated August 21, 2019
- 333892 – 334145 dated August 28, 2019

Staff Recommendation: **Approval (Finance Department: Sheryl Bennett)**

3. **APPROVAL OF MINUTES: A) Regular Meeting of August 7, 2019 B) Regular Meeting of August 21, 2019**

4. **REPORT AND RECOMMENDATIONS OF THE AD HOC SUBCOMMITTEE ON CITY COUNCIL RULES AND POLICIES -**

Request the City Council approve the recommendations of the Ad Hoc Subcommittee on City Council Rules and Policies, and incorporate further revisions requested by Council and the City Manager's Office. ***This item was continued from August 21, 2019.***

Staff Recommendation: **Approval (City Attorney's Office: Michael R. McGuinness)**

RESOLUTION NO. 2019-65R

5. **IMPLEMENTATION OF CITYWORKS SOFTWARE AT THE HALE AVENUE RESOURCE RECOVERY FACILITY -**

Request the City Council approve authorizing the execution of a Public Services Agreement with Woolpert, Inc. in the amount of \$290,050 for Cityworks software implementation services at the Hale Avenue Resource Recovery Facility (HARRF) and approve a budget adjustment of \$290,000 from the Wastewater Fund's Unallocated Reserves to fund the Agreement.

Staff Recommendation: **Approval (Utilities Department: Christopher W. McKinney and Information Systems Department: Rob Van De Hey)**

RESOLUTION NO. 2019-127

6. **YEAR 2020 HOLIDAYS -**

Request the City Council approve designating the dates that City of Escondido offices will be closed for the calendar year 2020 for holiday observances.

Staff Recommendation: **Approval (Human Resources Department: Sheryl Bennett)**

RESOLUTION NO. 2019-130

7. **PURCHASE TWO (2) MEDIX AMBULANCES FROM REPUBLIC EMERGENCY VEHICLE SALES (REPUBLIC-EVS) THROUGH SOUTHWEST AMBULANCE SALES OF KENNEDALE, TEXAS -**

Request the City Council approve authorizing Fleet Services Division to purchase two (2) Medix Ambulances from Republic-EVS through Southwest Ambulance Sales for the amount of \$402,468 by utilizing a Cooperative Purchase Contract through the Houston-Galveston Area Council (HGAC), Contract Number AM10-18. The registration and documentation fees and sales tax totaling \$31,466.08 will be added to the final purchase invoice, upon accepted delivery, bringing the total purchase amount to \$433,914.08 for the two (2) ambulances.

Staff Recommendation: **Approval (Public Works Department: Joseph Goulart)**

RESOLUTION NO. 2019-132

8. **NOTICE OF COMPLETION FOR TRACT SUB 14-0018, CITRON DEVELOPMENT -**
Request the City Council approve and accept the public improvements and authorize staff to file a Notice of Completion for the Escondido Tract SUB 14-0018, Citron Development.

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-133

9. **PUBLICATION OF ORDINANCE SUMMARIES AND DISPLAY ADVERTISEMENTS -**
Request the City Council approve the publication of an ordinance summary instead of the full text of an ordinance whenever a fair and adequate summary can be prepared and cost savings for legal advertising are anticipated from such action.

Staff Recommendation: **Approval (City Clerk's Office: Zack Beck)**

RESOLUTION NO. 2019-138

CONSENT RESOLUTIONS AND ORDINANCES (COUNCIL/RRB)

The following Resolutions and Ordinances were heard and acted upon by the City Council/RRB at a previous City Council/Mobilehome Rent Review meeting. (The title of Ordinances listed on the Consent Calendar are deemed to have been read and further reading waived.)

10. **CONTINUED DISCUSSION OF THE ZONING CODE AND LAND USE STUDY (AZ 18-0006) -**

Approved on August 21, 2019 with a vote of 5/0

ORDINANCE NO. 2019-09 (Second Reading and Adoption)

11. **NEW INVENTORY PARKING LOT FOR LEXUS ESCONDIDO (PHG 18-0026)**

Approved on August 21, 2019 with a vote of 5/0

ORDINANCE NO. 2019-11R (Second Reading and Adoption)

CURRENT BUSINESS

12. **APPROVAL OF A LINE OF CREDIT WITH ESCONDIDO EDUCATION COMPACT -**

Request the City Council approve a Line of Credit in the amount of \$30,000 for Escondido Education COMPACT.

Staff Recommendation: **Approval (Finance Department: Joan Ryan)**

RESOLUTION NO. 2019-131

13. **NOTICE OF COMPLETION FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) TRAFFIC SIGNALS PROJECT -**

Request the City Council approve authorizing the City Engineer to file a Notice of Completion for the Highway Safety Improvement Program Traffic Signals Project.

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-134

FUTURE AGENDA

14. FUTURE AGENDA -

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: **None (City Clerk's Office: Zack Beck)**

COUNCIL MEMBERS SUBCOMMITTEE REPORTS

CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety and Community Development. This report is also available on the City's website, www.escondido.org.

- [WEEKLY ACTIVITY REPORT -](#)

ORAL COMMUNICATIONS

The public may address the Council on any item that is not on the agenda and that is within the subject matter jurisdiction of the legislative body. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. Speakers are limited to only one opportunity to address the Council under Oral Communications.

ADJOURNMENT

UPCOMING MEETING SCHEDULE

Date	Day	Time	Meeting Type	Location
September 18	-	-	No Meeting	-
September 25	Wednesday	5:00 & 6:00 p.m.	Regular Meeting	Council Chambers
October 2	-	-	No Meeting	-
October 9	Wednesday	5:00 & 6:00 p.m.	Regular Meeting	Council Chambers

TO ADDRESS THE COUNCIL

The public may address the City Council on any agenda item. Please complete a Speaker's form and give it to the City Clerk. Submission of Speaker forms prior to the discussion of an item is highly encouraged. Comments are generally limited to 3 minutes.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above.

Nomination forms for Community Awards are available at the Escondido City Clerk's Office or at <http://www.escondido.org/city-clerks-office.aspx>

Handouts for the City Council should be given to the City Clerk. To address the Council, use the podium in the center of the Chambers, STATE YOUR NAME FOR THE RECORD and speak directly into the microphone.

AGENDA, STAFF REPORTS AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <http://www.escondido.org/meeting-agendas.aspx>
- In the City Clerk's Office at City Hall
- Placed in the Council Chambers (See: City Clerk/Minutes Clerk) immediately before and during the Council meeting.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING: Any supplemental writings or documents provided to the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 N. Broadway during normal business hours, or in the Council Chambers while the meeting is in session.

LIVE BROADCAST

Council meetings are broadcast live on Cox Cable Channel 19 and U-verse Channel 99 – Escondido Gov TV. They can also be viewed the following Sunday and Monday evenings at 6:00 p.m. on those same channels. The Council meetings are also available live via the Internet by accessing the City's website at www.escondido.org, and clicking the "Live Streaming –City Council Meeting now in progress" button on the home page.

Please turn off all cellular phones and pagers while the meeting is in session.

**The City Council is scheduled to meet the first four Wednesdays
of the month at 5:00 in Closed Session and 6:00 in Open Session.
(Verify schedule with City Clerk's Office)**

**Members of the Council also sit as the Successor Agency to the Community Development
Commission, Escondido Joint Powers Financing Authority,
and the Mobilehome Rent Review Board.**

**CITY HALL HOURS OF OPERATION
Monday-Friday 8:00 a.m. to 5:00 p.m.**



If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 839-4643. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

Listening devices are available for the hearing impaired – please see the City Clerk.



AFFIDAVITS

OF

ITEM

POSTING



CITY COUNCIL STAFF REPORT

Consent Item No. 2

September 11, 2019

File No. 0400-40

SUBJECT: Approval of Warrants

DEPARTMENT: Finance Department

RECOMMENDATION:

Request approval for City Council and Housing Successor Agency warrant numbers:

333496 – 333596 dated August 14, 2019

333597 – 333891 dated August 21, 2019

333892 – 334145 dated August 28, 2019

FISCAL ANALYSIS:

The total amount of the warrants for the following periods are as follows:

August 8 – August 14, 2019, is \$418,661.37

August 15 – August 21, 2019, is \$2,439,564.53

August 22 – August 28, 2019, is \$1,200,442.17

BACKGROUND:

The Escondido Municipal Code Section 10-49 states that warrants or checks may be issued and paid prior to audit by the City Council, provided the warrants or checks are certified and approved by the Director of Finance as conforming to the current budget. These warrants or checks must then be ratified and approved by the City Council at the next regular Council meeting.

CITY OF ESCONDIDO
August 7, 2019
5:00 P.M. Meeting Minutes

Escondido City Council

THIS MEETING WAS CANCELLED

CALL TO ORDER

ROLL CALL: Diaz, Martinez, Masson, Morasco, McNamara

ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Council under Oral Communications.

CLOSED SESSION: (COUNCIL/RRB)

- I. CONFERENCE WITH LEGAL COUNSEL-- EXISTING LITIGATION (Government Code 54956.9(d)(1))**
- a. **Case Name:** Joseph Leffingwell v. City of Escondido
Case No: WCAB No.: ADJ 11548693

ADJOURNMENT

CITY OF ESCONDIDO
August 7, 2019
6:00 P.M. Meeting Minutes

Escondido City Council
and as Successor Housing Agency to the CDC

CALL TO ORDER

The Regular Meeting of the Escondido City Council was called to order at 6:00 p.m. on Wednesday, August 7, 2019 in the City Council Chambers at City Hall with Mayor McNamara presiding.

MOMENT OF REFLECTION

Zack Beck, City Clerk, led the Moment of Reflection.

FLAG SALUTE

Deputy Mayor Martinez led the flag salute.

ATTENDANCE:

The following members were present: Councilmember Olga Diaz, Deputy Mayor Consuelo Martinez, Councilmember John Masson, Councilmember Michael Morasco, and Mayor Paul McNamara. Quorum present.

Also present were: Jeffrey Epp, City Manager; Michael McGuinness, City Attorney; Bill Martin, Director of Community Development; Julie Procopio, Director of Engineering Services; Zack Beck, City Clerk.

CLOSED SESSION REPORT

The 5:00 p.m. Closed Session Meeting was cancelled.

ORAL COMMUNICATIONS

Delores McQuiston, Escondido, shared comments regarding the designation of the Escondido Country Club golf course as open space.

Barry Baker, Escondido, complimented staff regarding the paving of Hamilton Lane and requested trees be planted in the median on Grand Avenue.

CONSENT CALENDAR

MOTION: Moved by Deputy Mayor Martinez and seconded by Councilmember Morasco to approve all Consent Calendar items with the exception of items 4 and 10. Motion carried unanimously.

1. AFFIDAVITS OF PUBLICATION, MAILING AND POSTING (COUNCIL/RRB)

2. APPROVAL OF WARRANT REGISTER (Council)

Request the City Council approve the City Council and Housing Successor Agency warrant numbers: (File No. 0400-40)

- 332541 – 332726 dated July 10, 2019
- 332727 – 332937 dated July 17, 2019
- 332938 – 333144 dated July 24, 2019

Staff Recommendation: **Approval (Finance Department: Sheryl Bennett)**

3. APPROVAL OF MINUTES: Regular Meeting of July 17, 2019

4. TREASURER'S INVESTMENT REPORT FOR THE QUARTER ENDED JUNE 30, 2019 -
Request City Council receive and file the Quarterly Investment Report. (File No. 0490-55)

Staff Recommendation: **Receive and File (City Treasurer's Office: Douglas W. Shultz)**

Douglas W. Shultz, City Treasurer, was available to answer questions.

MOTION: Moved by Councilmember Diaz and seconded by Councilmember Morasco receive and file the Quarterly Investment Report. Motion carried unanimously.

5. BID AWARD FOR THE KIA DEALERSHIP GRADING PROJECT -

Request the City Council approve authorizing the Mayor and City Clerk to execute a Public Improvement Agreement with Whillock Contracting, Inc., the lowest responsive and responsible bidder, in the amount of \$133,059 for construction of the Kia Dealership Grading Project. (File No. 0600-10 [A-3305])

Staff Recommendation: **Approval (Utilities Department: Christopher W. McKinney)**

RESOLUTION NO. 2019-99

6. BUREAU OF RECLAMATION TITLE XVI FINANCIAL ASSISTANCE AGREEMENT FOR THE MEMBRANE FILTRATION REVERSE OSMOSIS PROJECT -

Request the City Council approve authorizing the Director of Utilities to execute a Financial Assistance Agreement in the amount of \$11,175,000, with an initial award of \$4,884,000 with the U.S. Department of the Interior, Bureau of Reclamation (BOR). The Title XVI award will assist the City in designing and constructing the Membrane Filtration Reverse Osmosis Facility (MFRO) Project. (File No. 0600-10 [A-3310])

Staff Recommendation: **Approval (Utilities Department: Christopher McKinney)**

RESOLUTION NO. 2019-108

7. NOTICE OF COMPLETION FOR THE BRINE LINE PROJECT - HARMONY GROVE TO BROADWAY -

Request the City Council approve authorizing the Director of Utilities to file a Notice of Completion for the Brine Line Project - Harmony Grove to Broadway. (File No. 0600-10 [A-3235])

Staff Recommendation: **Approval (Utilities Department: Christopher W. McKinney)**

RESOLUTION NO. 2019-111

8. ESCONDIDO HISTORY CENTER LICENSE AND OPERATING AGREEMENT -

Request the City Council approve a License and Operating Agreement for the Escondido History Center. (File No. 0600-10 [A-3307])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-53

9. OCCUPANCY LICENSE FOR 1118 SOUTH CITRUS AVENUE WITH ESCONDIDO HISTORY CENTER -

Request the City Council approve an Occupancy License Agreement with the Escondido History Center for use of a City-owned storage building at 1118 South Citrus Avenue. (File No. 0600-10 [A-3308])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-104

10. CONTRACT CHANGE ORDER AND NOTICE OF COMPLETION FOR THE TULIP STREET IMPROVEMENTS PHASE IV -

Request the City Council approve authorizing the City Engineer to approve a Contract Change Order with Southland Paving, Inc. in the amount of \$21,027 to complete additional work and authorize staff to file a Notice of Completion for the Tulip Street Improvements Phase IV. (File No. 0600-10 [A-3280])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-112

Lonnie Druliner, Associate Engineer, presented the staff report utilizing a PowerPoint presentation.

MOTION: Moved by Councilmember Morasco and seconded by Councilmember Masson to approve authorizing the City Engineer to approve a Contract Change Order with Southland Paving, Inc. in the amount of \$21,027 to complete additional work and authorize staff to file a Notice of Completion for the Tulip Street Improvements Phase IV and adopt Resolution No. 2019-112. Motion carried unanimously.

11. AMEND ENGINEERING AND TRAFFIC SURVEY (SPEED ZONE) ON ELEVENTH AVENUE AND SEVENTEENTH AVENUE -

Request the City Council approve amending an Engineering and Traffic Survey (Speed Zone) on Eleventh Avenue between Valley Parkway and Del Dios Road and Seventeenth Avenue between Juniper Street and the City Limits. (File No. 1050-45)

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-113

12. SECOND AMENDMENT TO LEASE AGREEMENT - 210 SOUTH BROADWAY -

Request the City Council approve authorizing the Mayor to execute a Second Amendment to the Lease for the property at 210 South Broadway; and assign and transfer the rights to the Lease from Stanley Schaeffer, DDS to Adil Alhashimi, A Professional Corporation. (File No. 0600-10 [A-2517])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-114

13. LICENSE AGREEMENT WITH MICHAEL S. TAYLOR, D.B.A. DUGOUT SNACKS AT 3333 BEAR VALLEY PARKWAY, FOR ADULT SOFTBALL CONCESSION STAND IN KIT CARSON PARK -

Request the City Council approve authorizing the Mayor to execute a License Agreement with Michael S. Taylor, D.B.A. Dugout Snacks at 3333 Bear Valley Parkway, for an Adult Softball Concession Stand within Kit Carson Park. (File No. 0600-10 [A-3309])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-115

14. CALIFORNIA FRANCHISE TAX BOARD CITY BUSINESS TAX PROGRAM -

Request the City Council approve authorizing the Community Development Director to execute an agreement with the State of California Franchise Tax Board (FTB) to renew and continue the City's participation in the FTB City Business Tax Program. (File No. 0600-10, MISC.)

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

RESOLUTION NO. 2019-116

CONSENT RESOLUTIONS AND ORDINANCES (COUNCIL/RRB)

The following Resolutions and Ordinances were heard and acted upon by the City Council/RRB at a previous City Council/Mobilehome Rent Review meeting. (The title of Ordinances listed on the Consent Calendar are deemed to have been read and further reading waived.)

PUBLIC HEARINGS

15. ZONING CODE AND LAND USE STUDY (AZ 18-0006) -

Request the City Council approve completing the Zoning Code and Land Use Study; and amend portions of the Municipal Code, Zoning Code, and Specific Plans to improve existing regulations. (File No. 0680-50)

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

ORDINANCE NO. 2019-09 (First Reading and Introduction)

Mike Strong, Assistant Director of Planning, presented the staff report utilizing a PowerPoint presentation.

Mayor McNamara opened the public hearing and asked if anyone wished to speak on this issue in any way.

James Lund, Escondido, requested the City Council table the language in Ordinance No. 2019-09 regarding drive through restaurants and drive through conditional use permits (CUPs).

Joe Award, Irvine, requested the City Council consider changes to the zoning code regarding drive through restaurants.

Catherine Ferguson, San Diego, requested changes to the proposed zoning code to allow more flexibility regarding drive through restaurants.

Haley Guiffrida, representative for the Vista Community Clinic Tobacco Control Program, requested the City Council not allow any new vape shops in Escondido.

Barry Baker, Escondido, shared comments regarding the drive through provision in the ordinance and requested City Council remove this item.

Alicia Espinoza, representative for Escondido Education COMPACT, shared comments regarding the impacts of vaping, e-cigarettes, and tobacco products.

Mayor McNamara asked if anyone else wished to speak on this item in any way. No asked to be heard; therefore, he closed the public hearing.

MOTION: Moved by Deputy Mayor Martinez and seconded by Councilmember Morasco to continue this item to August 21, 2019. Motion carried unanimously.

16. ANNUAL CODE CLEAN-UP AND AMENDMENTS TO THE MUNICIPAL AND ZONING CODES (AZ 19-0003) -

Request the City Council approve amending Chapter 32 (Subdivisions) of the Municipal Code and Articles 1, 6, 9, 16, 26, 39, 56, 61, 65, 67, 70, and 73 of the Escondido Zoning Code to address changes in state laws, correct errors, and improve existing regulations. (File Nos. 0810-20, 0680-50)

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

ORDINANCE NO. 2019-10 (First Reading and Introduction)

Mike Strong, Assistant Director of Planning, presented the staff report utilizing a PowerPoint presentation.

Mayor McNamara opened the public hearing and asked if anyone wished to speak on this issue in any way. No asked to be heard; therefore, he closed the public hearing.

MOTION: Moved by Councilmember Morasco and seconded by Councilmember Diaz to approve amending Chapter 32 (Subdivisions) of the Municipal Code and Articles 1, 6, 9, 16, 26, 39, 56, 61, 65, 67, 70, and 73 of the Escondido Zoning Code to address changes in state laws, correct errors, and improve existing regulations and introduce Ordinance No. 2019-10. Motion carried unanimously.

17. SALE OF WINDSOR GARDENS APARTMENTS AND TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING -

Request the City Council approve the various agreements related to the sale, transfer of ground lease, and financing of the Windsor Gardens Apartments, located at 1600 W. Ninth Avenue, to Windsor Gardens Housing Associates, L.P. (CHW); approve an affordable housing loan to CHW in support of the acquisition; conduct a public hearing pursuant to the Tax Equity and Fiscal Responsibility Act (TEFRA) to approve the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed \$26,000,000 by the California Municipal Finance Authority (CMFA) including but not limited to revenue bonds issued as part of a plan to finance the project; approve CMFA's issuance of revenue bonds; and authorize execution of a Subscription Agreement and the future purchase of tax-exempt bonds. (File Nos. 0440-65, 0690-20, 0875-20)

Staff Recommendation: **Approval (City Manager's Office: Jay Petrek, Community Development Department: Bill Martin, Engineering Services Department: Julie Procopio)**

- A) RESOLUTION NO. 2019-117 B) RESOLUTION NO. 2019-118
- C) RESOLUTION NO. 2019-119 D) RESOLUTION NO. 2019-120

Jay Petrek, Assistant City Manager, and Karen Youel, Housing & Neighborhood Services Manager, presented the staff report utilizing a PowerPoint presentation.

Mayor McNamara opened the public hearing and asked if anyone wished to speak on this issue in any way.

Mary Jane Jagodzinski, Senior Vice President for Community HousingWorks, shared information regarding Community HousingWorks and was available to answer questions.

John Tavares, Escondido, shared his experience living in a Community HousingWorks development.

Hugh Pettigrew, Escondido, shared comments regarding his experience with Community HousingWorks and requested Council support this item.

Dennis Nelson, Escondido, commented regarding his experience with Interfaith Community Services and expressed support for this item.

Mayor McNamara asked if anyone else wished to speak on this item in any way. No asked to be heard; therefore, he closed the public hearing.

MOTION: Moved by Councilmember Morasco and seconded by Councilmember Masson to Council approve the various agreements related to the sale, transfer of ground lease, and financing of the Windsor Gardens Apartments, located at 1600 W. Ninth Avenue, to Windsor Gardens Housing Associates, L.P. (CHW); approve an affordable housing loan to CHW in support of the acquisition; conduct a public hearing pursuant to the Tax Equity and Fiscal Responsibility Act (TEFRA) to approve the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed \$26,000,000 by the California Municipal Finance Authority (CMFA) including but not limited to revenue bonds issued as part of a plan to finance the project; approve CMFA's issuance of revenue bonds; and authorize execution of a Subscription Agreement and the future purchase of tax-exempt bonds and adopt Resolution No. 2019-117, Resolution No. 2019-118, Resolution No. 2019-119, and Resolution No. 2019-120. Motion carried unanimously.

FUTURE AGENDA

18. FUTURE AGENDA -

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: **None (City Clerk's Office)**

Councilmember Diaz requested forming an ad hoc subcommittee with Councilmember Masson to explore the possibility for councilmembers to choose between full-time status or part-time status during their elected term.

COUNCIL MEMBERS SUBCOMMITTEE REPORTS

Deputy Mayor Martinez will attend a League of California Cities meeting next week.

Councilmember Masson attended a San Diego County Water Authority meeting and approved San Diego Integrated Regional Water Management Plan.

Councilmember Diaz attended a San Dieguito River Park Joint Powers Authority meeting, attended a SANDAG Borders Committee meeting, and will attend the League of California Cities meeting in October.

CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety and Community Development. This report is also available on the City's website, www.escondido.org.

- **WEEKLY ACTIVITY REPORT -**

ORAL COMMUNICATIONS

ADJOURNMENT

Mayor McNamara adjourned the meeting at 7:56 p.m.

MAYOR

CITY CLERK

CITY OF ESCONDIDO
August 21, 2019
5:30 P.M. Special Meeting Minutes
Escondido City Council

CALL TO ORDER

The Regular Meeting of the Escondido City Council was called to order at 5:30 p.m. on Wednesday, August 21, 2019 in the City Council Chambers at City Hall with Mayor McNamara presiding.

ATTENDANCE:

The following members were present: Councilmember Olga Diaz, Deputy Mayor Consuelo Martinez, Councilmember John Masson, Councilmember Michael Morasco, and Mayor Paul McNamara. Quorum present.

ORAL COMMUNICATIONS

CLOSED SESSION: (COUNCIL/RRB)

MOTION: Moved by Councilmember Diaz and seconded by Councilmember Masson to recess to Closed Session. Motion carried unanimously.

I. CONFERENCE WITH LEGAL COUNSEL-- EXISTING LITIGATION (Government Code 54956.9(d)(1))

- a. **Case Name:** Joseph Leffingwell v. City of Escondido
 Case No: WCAB No.: ADJ 11548693

ADJOURNMENT

Mayor McNamara adjourned the meeting at 5:35 p.m.

MAYOR

CITY CLERK

CITY OF ESCONDIDO
August 21, 2019
6:00 P.M. Meeting Minutes

Escondido City Council

CALL TO ORDER

The Regular Meeting of the Escondido City Council was called to order at 6:00 p.m. on Wednesday, August 21, 2019 in the City Council Chambers at City Hall with Mayor McNamara presiding.

MOMENT OF REFLECTION

Zack Beck, City Clerk, led the Moment of Reflection.

FLAG SALUTE

Mayor McNamara led the flag salute.

ATTENDANCE:

The following members were present: Councilmember Olga Diaz, Deputy Mayor Consuelo Martinez, Councilmember John Masson, Councilmember Michael Morasco, and Mayor Paul McNamara. Quorum present.

Also present were: Jeffrey Epp, City Manager; Michael McGuinness, City Attorney; Bill Martin, Director of Community Development; Julie Procopio, Director of Engineering Services; Zack Beck, City Clerk.

CLOSED SESSION REPORT

Michael McGuinness, City Attorney, reported the City Council unanimously approved a proposed settlement for a worker's compensation claim by retired Police Officer Joseph Leffingwell in the amount of \$108,882.52.

ORAL COMMUNICATIONS

Sean Witkin, Escondido, requested the City Council make changes to the development standards for accessory dwelling units and consider exceptions for disabilities that require live in caregiver services.

Octavio R. Alvarado, Escondido, shared concerns regarding health risks associated with 5G and cellular technology.

Elizabeth Mercurio, Valley Center, shared information regarding the Escondido Community Garden and thanked the City Council for their support.

CONSENT CALENDAR

MOTION: Moved by Councilmember Masson and seconded by Councilmember Morasco to approve all Consent Calendar items with the exception of item 4 and item 10. Motion carried unanimously.

1. AFFIDAVITS OF PUBLICATION, MAILING AND POSTING (COUNCIL/RRB)

2. APPROVAL OF WARRANT REGISTER (Council)

Request the City Council approve the City Council and Housing Successor Agency warrant numbers: (File No. 0400-40)

- 333145 – 333384 dated July 31, 2019
- 333385 – 333495 dated August 7, 2019

Staff Recommendation: **Approval (Finance Department: Sheryl Bennett)**

3. APPROVAL OF MINUTES: None Scheduled

4. REPORT AND RECOMMENDATIONS OF THE AD HOC SUBCOMMITTEE ON CITY COUNCIL RULES AND POLICIES -

Request the City Council approve the revised recommendations of the Ad Hoc Subcommittee on City Council Rules and Policies and incorporates further revisions requested by Council during its first hearing on the matter on July 17, 2019. (File No. 0610-90)

Staff Recommendation: **Approval (City Attorney's Office: Michael R. McGuiness)**

RESOLUTION NO. 2019-65R

MOTION: Moved by Councilmember Morasco and seconded by Councilmember Masson to continue this item to September 11, 2019. Motion carried unanimously.

5. ESTABLISHING THE PROPERTY TAX RATE AND FIXED CHARGE ASSESSMENTS FOR GENERAL OBLIGATION BONDED INDEBTEDNESS -

Request the City Council approve establishing the property tax rate and fixed charge assessments for bonded indebtedness for Fiscal Year 2019-20. (File No. 0440-35)

Staff Recommendation: **Approval (Finance Department: Sheryl Bennett)**

RESOLUTION NO. 2019-109

6. NOTICE OF COMPLETION FOR THE MULTI NEIGHBORHOOD STREET LIGHT LED RETROFIT PROJECT -

Request the City Council approve and accept the public improvements and authorize staff to file a Notice of Completion for the Multi Neighborhood Street Light LED Retrofit Project. (File No. 0600-10 [A-3279])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-113

7. REJECT ALL BIDS FOR THE 2019 STREET REHABILITATION AND MAINTENANCE PROJECT

Request the City Council reject all bids for the 2019 Street Rehabilitation and Maintenance Project. (File No. 0600-10 [A-33-06])

Staff Recommendation: **Reject All Bids (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-121

8. LEASE AGREEMENT WITH ESCONDIDO FEDERAL CREDIT UNION AT 201 NORTH BROADWAY AND THE EAST VALLEY COMMUNITY CENTER AT 2245 EAST VALLEY PARKWAY

Request the City Council approve authorizing the Mayor to execute a Lease Agreement with the Escondido Federal Credit Union (EFCU) for the leased office space at 201 North Broadway and an Automated Teller Machine (ATM) located in the parking lot at 2245 East Valley Parkway. (File No. 0600-10 [A-3311])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-123

9. CONSULTING SERVICES AGREEMENT FOR THE GRAND AVENUE VISION PLAN - PHASE I -

Request the City Council approve authorizing the Mayor to execute a Consulting Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$385,630 to continue public outreach and complete environmental clearance for the Vision Plan, and to design for the first phase of the Grand Avenue Streetscape Improvement Project. (File No. 0600-10 [A-3312])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-124

10. CONSULTING SERVICES AGREEMENT FOR THE DESIGN OF THE ESCONDIDO CREEK TRAIL IMPROVEMENTS PROJECT -

Request the City Council approve authorizing the Mayor to execute a Consulting Services Agreement with KOA Corporation in the amount of \$160,960 for the design of the Escondido Creek Trail Improvements Project. (File No. 0600-10 [A-3313])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-125

Julie Procopio, Director of Engineering Services, provided information regarding this item and was available for questions.

MOTION: Moved by Councilmember Diaz and seconded by Deputy Mayor Martinez to approve authorizing the Mayor to execute a Consulting Services Agreement with KOA Corporation in the amount of \$160,960 for the design of the Escondido Creek Trail Improvements Project and adopt Resolution No. 2019-125.

11. LICENSE AGREEMENT WITH NC GARCIA, INC. AT 3315 BEAR VALLEY PARKWAY, SPORTS CENTER CONCESSION STAND IN KIT CARSON PARK -

Request the City Council approve a License Agreement with NC Garcia, Inc. at 3315 Bear Valley Parkway, Sports Center Concession Stand within Kit Carson Park. (File No. 0600-10 [A-3314])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-126

CONSENT RESOLUTIONS AND ORDINANCES (COUNCIL/RRB)

The following Resolutions and Ordinances were heard and acted upon by the City Council/RRB at a previous City Council/Mobilehome Rent Review meeting. (The title of Ordinances listed on the Consent Calendar are deemed to have been read and further reading waived.)

12. ANNUAL CODE CLEAN-UP AND AMENDMENTS TO THE MUNICIPAL AND ZONING CODES (AZ 19-0003) -

Approved on August 7, 2019 with a vote of 5/0 (File No. 0810-20 and 0680-50)

ORDINANCE NO. 2019-10 (Second Reading and Adoption)

PUBLIC HEARINGS

13. CONTINUED DISCUSSION OF THE ZONING CODE AND LAND USE STUDY (AZ 18-0006) -

Request the City Council approve completing the Zoning Code and Land Use Study and amend portions of the Municipal Code, Zoning Code, and Specific Plans to improve existing regulations. ***This item was continued from August 7, 2019.*** (File No. 0680-50)

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

ORDINANCE NO. 2019-09 (First Reading and Introduction)

Mike Strong, Assistant Director of Planning, presented the staff report utilizing a PowerPoint presentation.

Mayor McNamara opened the public hearing and asked if anyone wished to speak on this issue in any way.

Catherine Ferguson, Escondido, thanked the City Council for modifications made to the ordinance regarding drive thru restaurants and voiced support for this item.

John Baker, Escondido, expressed appreciation to Council and staff for modifications to the ordinance.

Jim Lund, Escondido, thanked the City Council for extending this item for two weeks and complimented staff.

Toni Giffin, Chula Vista, voiced support for this item and was available for questions.

Mayor McNamara asked if anyone else wished to speak on this item in any way. No one asked to be heard; therefore, he closed the public hearing.

MOTION: Moved by Councilmember Morasco and seconded by Councilmember Masson to approve completing the Zoning Code and Land Use Study and amend portions of the Municipal Code, Zoning Code, and Specific Plans to improve existing regulations and introduce Ordinance No. 2019-09. Motion carried unanimously.

14. NEW INVENTORY PARKING LOT FOR LEXUS ESCONDIDO (PHG 18-0026) -

Request the City Council approve a modification to a previously approved Master Development Plan and new Precise Development Plan for a new inventory parking lot for Lexus Escondido. (File No. 0800-40)

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

ORDINANCE NO. 2019-11 (First Reading and Introduction)

Mike Strong, Assistant Director of Planning, presented the staff report utilizing a PowerPoint presentation.

Mayor McNamara opened the public hearing and asked if anyone wished to speak on this issue in any way.

John Miller, Escondido, shared comments regarding his experience living near Lexus Escondido and spoke in favor of this item.

Pamela Stahl, Escondido, shared questions and suggestions regarding this item and requested the City Council deny PHG 18-0026.

Samantha Otte, Escondido, expressed concerns regarding noise levels.

Earl Otte, Escondido, shared concerns regarding the ordinance and noise issues.

Jessie Vinje, Escondido, shared concerns regarding noise levels at Vintana and requested the decibel level be reduced below 65.

Drew Davis, General Manager for The Centre, shared information regarding compliance with City noise requirements and was available for questions.

James Rowten, Chief Executive Office for Escondido Chamber of Commerce, voiced support for this item.

Jean Russo, Escondido, voiced support for this item.

Ron Garnett, Escondido, voiced support for this item.

Mayor McNamara asked if anyone else wished to speak on this item in any way. No one asked to be heard; therefore, he closed the public hearing.

MOTION: Moved by Deputy Mayor Martinez and seconded by Councilmember Masson to approve a modification to a previously approved Master Development Plan and new Precise Development Plan for a new inventory parking lot for Lexus Escondido and introduce Ordinance No. 2019-11. Motion carried unanimously.

CURRENT BUSINESS

15. NOTICE OF COMPLETION FOR THE 2018 STREET REHABILITATION AND MAINTENANCE PROJECT -

Request the City Council approve authorizing the City Engineer to file a Notice of Completion for the 2018 Street Rehabilitation and Maintenance Project. (File No. 0600-10 [A-3276])

Staff Recommendation: **Approval (Engineering Services Department: Julie Procopio)**

RESOLUTION NO. 2019-129

Matthew Souttere, Associate Engineer, presented the staff report.

MOTION: Moved by Councilmember Masson and seconded by Councilmember Diaz to approve authorizing the City Engineer to file a Notice of Completion for the 2018 Street Rehabilitation and Maintenance Project and adopt Resolution No. 2019-129. Motion carried unanimously.

16. CONSULTING AGREEMENT WITH TRUE NORTH RESEARCH, INC. FOR THE PREPARATION OF A COMMUNITY SURVEY AND THE FORMATION OF AN AD HOC CITY COUNCIL SUBCOMMITTEE -

Request the City Council approve authorizing the City Manager execute a Consulting Agreement with True North Research, Inc., for an amount not to exceed \$32,750 to prepare a community survey and establish an Ad Hoc City Council subcommittee of two members to work with staff and the consultant in developing the survey questions. (File No. 0600-10 [A-3315])

Staff Recommendation: **Approval (City Manager's Office: Jay Petrek)**

RESOLUTION NO. 2019-122

Jay Petrek, Assistant City Manager, and Timothy McLarney, President of True North Research, presented the staff report utilizing a PowerPoint presentation.

MOTION: Moved by Councilmember Morasco and seconded by Deputy Mayor Martinez to approve authorizing the City Manager execute a Consulting Agreement with True North Research, Inc., for an amount not to exceed \$32,750 to prepare a community survey and establish an Ad Hoc City Council subcommittee of two members to work with staff and the consultant in developing the survey questions and adopt Resolution No. 2019-122. Motion carried unanimously.

MOTION: Moved by Councilmember Morasco and seconded Deputy Mayor Martinez to appoint Councilmember Masson and Councilmember Diaz to the Ad Hoc City Council subcommittee to work with staff and the consultant in developing the survey questions. Motion carried unanimously.

FUTURE AGENDA

17. FUTURE AGENDA -

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: **None (City Clerk's Office: Zack Beck)**

COUNCIL MEMBERS SUBCOMMITTEE REPORTS

Deputy Mayor Martinez attended a League of California Cities meeting that discussed unfunded pension liabilities.

Councilmember Masson shared regarding a pipeline break that impacts San Diego County Water Authority.

Mayor McNamara attended a meeting with Congressman Mike Levin and the mayors of Oceanside, Carlsbad, Vista, and San Marcos.

CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety and Community Development. This report is also available on the City's website, www.escondido.org.

- **WEEKLY ACTIVITY REPORT -**

ORAL COMMUNICATIONS

ADJOURNMENT

Mayor McNamara adjourned the meeting at 8:14 p.m.

MAYOR

CITY CLERK



THIS ITEM WAS CONTINUED FROM AUGUST 21, 2019

CITY COUNCIL STAFF REPORT

Consent Item No. 4

September 11, 2019

File No. 0610-90

SUBJECT: Report and Recommendations of the *Ad Hoc* Subcommittee on City Council Rules and Policies

DEPARTMENTS: City Council *Ad Hoc* Subcommittee and City Attorney's Office

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-65R, which includes the recommendations of the *Ad Hoc* Subcommittee on City Council Rules and Policies and incorporates further revisions requested by Council and the City Manager's Office.

FISCAL ANALYSIS:

None.

PREVIOUS ACTION:

On July 17, 2019, the City Council heard and considered the recommendations of the *Ad Hoc* Subcommittee and voted 5-0 to approve Resolution No. 2019-65 with two revisions. The matter's re-hearing was then continued from August 21, 2019, to September 11, 2019, to allow for additional City Manager review.

BACKGROUND:

The City Council is a legislative body, which may adopt its own rules of procedure for the conduct of its meetings and internal policies associated with how the Council wishes to operate provided that such rules and policies are compliant with state law. Government Code §36813.

The Mayor and certain council members recently asked that the Council Rules and Policies be updated to respond to certain issues and past practices. The Council's previous Rules and Procedures Resolution, adopted in Resolution No. 2014-21, had been in place unchanged since February 2014. The Resolution contains the Rules of Order and Procedure, the City Council policies on issues such as internal and external council communications, council member salary, expenditures and travel, communications with city staff, and the City Council's Ethics Policy.

A Subcommittee of Deputy Mayor Consuelo Martinez and Council member Olga Diaz was formed, and drafts of proposed revisions were circulated among the members of the Subcommittee; and the Subcommittee recommended certain substantive changes to the governing rules and procedures.

On July 17, 2019, the City Council heard and considered the Subcommittee's recommendations, took public comment and voted 5-0 to approve Resolution No. 2019-65 with certain modifications, and asked that the matter be brought back for final approval.

This matter was originally scheduled to be heard again on August 21, 2019. The item was continued to September 11, 2019, to allow for the City Manager's Office, which will be responsible for the preparation and coordination of all proclamations, certificates and presentations, to develop and consider its internal procedures for these documents and events.

Upon review, the City Manager's Office has requested further revisions to ensure that the processing of these events by staff can be accomplished efficiently and consistently. Moreover, after discussion of the potential circumstance where certain council members may object to the issuance of a proclamation or presentation, language was added to allow for a vote by the council to effectively override such objection.

The following modifications to Resolution No. 2019-65 have now been included:

1. New Section A(3)(d):

Includes as an addition to the Order of Business, the public disclosure of reportable closed session items. See Page 2 of Attachment 1 (Redline version). This item has already been implemented by the Clerk's Office.

2. New Section A(11):

Includes a new section regarding proclamations, certificates and presentations providing as follows:

The City of Escondido recognizes members of the public, groups, or other entities in different ways. Individual Council members may request the preparation of a Certificate of Achievement, Acknowledgment, or Recognition (depending on the circumstances) to be presented in their individual capacity as a member of the City Council. Such certificates shall be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Such certificates shall be requested directly from the City Manager's office, with ample advance notice to the City Manager's office to enable preparation and delivery. Each Council member requesting a certificate shall be solely responsible for providing the content and verifying the accuracy of the document. Multiple Council members may sign and present such certificates subject to coordination among themselves.

The Mayor and any Council member may also recommend the public acknowledgement of any member of the public, group, entity or matter of public interest through the issuance and presentation of a formal proclamation on behalf of the City of Escondido. Such recommendations shall be made in coordination with the City Manager's office. Upon approval

by the Mayor, such proclamations shall then be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Proclamations shall normally be signed on behalf of the City by the Mayor, but if all Council members so desire and signatures can be obtained in a timely manner, proclamations may also be signed by the full City Council. Proclamations shall normally be presented by the Mayor at the commencement of a meeting of the City Council, unless circumstances dictate the presentation of the proclamation elsewhere. Any disagreement with whether or not such a proclamation shall be issued shall be resolved by a majority vote of the City Council.

The Mayor or any Council member may request that a presentation to the City Council at a regular meeting be made by members of the public, other public entities, or other groups, on issues of interest to the City Council or members of the public. Such presentations shall be coordinated with the Mayor and the City Manager's office and shall be subject to scheduling in a manner that does not interfere with the need to conduct normal City business. Any disagreement with whether or not such a presentation is to be scheduled shall be resolved by a majority vote of the City Council.

(See Pages 6-8 of Attachment 1 (Redline version).)

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Michael R. McGuinness, City Attorney
9/4/2019 4:25 p.m.

ATTACHMENTS:

1. Attachment 1 – Redline Version of Changes to Resolution No. 2019-65
2. Resolution No. 2019-65R

RESOLUTION NO. 2019-65R

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AMENDING AND READOPTING RULES OF
PROCEDURE FOR CITY COUNCIL
MEETINGS AND CITY COUNCIL POLICIES

WHEREAS, the City Council of the City of Escondido, State of California, has previously adopted resolutions which provide Rules of Order and Procedure for City Council meetings and certain written policies governing Council procedures, methods of operation and ethics which are amended from time to time; and

WHEREAS, the City Council wishes to re-adopt its Rules and Policies for the purpose of including certain amendments and clarifications.

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

1. That the above recitations are true.
2. That the following Rules shall govern the City Council:

Section A: Rules of Order and Procedure

1. Time of Regular Meetings.

Unless the City Council schedules otherwise or cancels a meeting, the City Council shall hold regular meetings at 5:00 p.m. commencing with closed session items and thereafter at 6:00 p.m. commencing with a public session on each of the first four (4) Wednesdays of each calendar month at the City Hall.

2. Matters Covered.

For the purpose of efficiently focusing only on matters affecting the City of Escondido, the Council should consider those resolutions, motions

or matters which affect the conduct of the business of the City of Escondido or its corporate powers or duties as a municipal corporation, or such resolutions or motions supporting or disapproving legislation or actions pending in the Legislature of the State of California, the Congress of the United States or before any officer or agency of said State or nation where such proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers and duties of the City of Escondido or its officers or employees as such.

3. Order of Business.

Regular business of the Council at the 6:00 p.m. public session shall be taken up for consideration in substantially the following order, except as may be otherwise ordered by the Mayor or Council:

- a. Moment of Reflection
- b. Flag Salute
- c. Roll Call
- d. Closed Session Report
- ~~de.~~ Proclamations/Presentations
- ~~ef.~~ Oral Communications (up to 15 minutes or as directed by the Mayor)
- ~~fg.~~ Consent Calendar, including Affidavits of Publications, Mailing, Posting, Warrant Register & Minutes Approval
- ~~gh.~~ Public Hearings
- ~~hi.~~ Current Business Matters
- ~~ij.~~ Future Agenda Items
- ~~jk.~~ Council Members Subcommittee Reports
- ~~kl.~~ Council Member Reports
- ~~lm.~~ City Manager's Weekly Activity Report Highlights
- ~~mn.~~ ———Oral Communications

no. Adjournment

4. Consent Calendar Defined.

Those items on the Council agenda which are generally considered routine matter of business such as the approval of minutes, approval of the warrant register, Notices of Project Completion, Treasurer's Quarterly Investment Report, certain contract and grant awards, resolutions setting hearings, final maps, and various leases and agreements are listed on the "Consent Calendar" and shall be adopted by one motion unless Council, staff or a member of the public requests specific items to be discussed and/or removed for separate action. Those items so approved under the heading "Consent Calendar" will appear in the Council minutes in their proper form, i.e., resolution accepting grant deed or easement, approval of minutes, award of bid, etc.

From time to time, the Council may schedule a "workshop" style meeting. Such workshops shall comply with all applicable noticing laws and shall be dedicated primarily to general information gathering and sharing, discussion and possible direction to staff. Final actions of the Council shall not take place at workshop sessions.

5. Oral Communications.

Time has been reserved near the beginning and end of each regular meeting agenda to provide an opportunity for members of the public to directly address the Council on items of interest to the public. The Mayor as the presiding officer may set a limit on the time at the beginning of the meeting devoted to oral communications and may at his or her

discretion extend the time for a speaker or speaker representative to address the Council. Comments on an item already appearing on the agenda shall only be taken at the time reserved for discussion of that agenda item. No action will be taken by the Council on items discussed under Oral Communications, except to refer the matter to staff or schedule for future action.

6. Council Member Reports.

The Council Member Report agenda item provides members of the Council an opportunity to report matters of general interest to the public and their fellow Council Members. No actions, votes or further discussions shall occur on any such matter(s).

7. Council Action on Agenda Matters.

Prior to the request for a motion and second by any Council member on an agenda matter, Council shall be allowed to hear any presentation by staff or member of the public, ask questions and discuss among themselves the matter to be decided. At the conclusion of the presentation, questions and discussion by Council members a request for a motion and second may be made and a roll call vote shall be taken. A motion that fails to obtain a second or a majority vote shall die.

8. Manner of Addressing Council - Time Limit.

- a. Each person addressing the Council shall step up to the microphone, shall state their name and city of residence in an audible tone of voice for the record and, unless further time is granted by the presiding officer, shall limit their

address to three (3) minutes. If significant numbers of persons desire to speak on a given item, the presiding officer has the discretion to limit speaking times and/or alter the sequence of hearing matters on the agenda. Longer time limits may be permitted for an applicant, appellant, or spokesperson for a larger group, at the discretion of the presiding officer.

- b. Whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented at the time by any other member of the said group, to limit the number of persons so addressing the Council so as to avoid unnecessary repetitions before the Council.
- c. City staff presentations and responses to Council questions are not governed by this time limit.

9. Posting of Agenda.

At least 72 hours before a regular meeting, the City Clerk shall post a certified copy of the agenda specifying the time and location of the regular meeting in a place accessible so as to be available for review by members of the public.

10. Content of Agenda.

Under state law, the City Council is limited to consideration of items which are on a posted agenda. Items may be placed on an agenda by city staff, by the Mayor, or upon the request of an individual Council member in coordination with the City Manager. The City Manager shall be in charge of preparing the Council agenda and all items shall be coordinated with the City Manager. To the fullest extent practicable, any items placed on the agenda by the Mayor, any Council member or City staff should also be listed under "Future Agenda Items" as early as possible to assure the best possible advance notice of the nature of items and discussion which are upcoming.

11. Proclamations and Presentations.

~~The Mayor and any Council member may recommend the public acknowledgement of any person, group, entity or matter of public interest through the issuance and presentation of a Proclamation on behalf of the City. The Mayor and any Council member may also request a presentation by any person, group, or entity on a matter or issue that would be of interest to the full Council and members of the public. The City Manager shall coordinate the timing of all such requests so that the agenda for any Council meeting can be timely and efficiently completed.~~

The City of Escondido recognizes members of the public, groups, or other entities in different ways. Individual Council members may request the preparation of a Certificate of Achievement, Acknowledgment, or Recognition (depending on the circumstances) to be presented in their

individual capacity as a member of the City Council. Such certificates shall be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Such certificates shall be requested directly from the City Manager's office, with ample advance notice to the City Manager's office to enable preparation and delivery. Each Council member requesting a certificate shall be solely responsible for providing the content and verifying the accuracy of the document. Multiple Council members may sign and present such certificates subject to coordination among themselves.

The Mayor and any Council member may also recommend the public acknowledgement of any member of the public, group, entity or matter of public interest through the issuance and presentation of a formal proclamation on behalf of the City of Escondido. Such recommendations shall be made in coordination with the City Manager's office. Upon approval by the Mayor, such proclamations shall then be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Proclamations shall normally be signed on behalf of the City by the Mayor, but if all Council members so desire and signatures can be obtained in a timely manner, proclamations may also be signed by the full City Council. Proclamations shall normally be presented by the Mayor at the commencement of a meeting of the City Council, unless circumstances dictate the presentation of the proclamation elsewhere. Any disagreement with whether or not such a proclamation shall be issued shall be resolved by a majority vote of the City Council.

The Mayor or any Council member may request that a presentation to the City Council at a regular meeting be made by members of the public, other public entities, or other groups, on issues of interest to the City Council or members of the public. Such presentations shall be coordinated with the Mayor and the City Manager's office and shall be subject to scheduling in a manner that does not interfere with the need to conduct normal City business. Any disagreement with whether or not such a presentation is to be scheduled shall be resolved by a majority vote of the City Council.

12. Closing Time of Council Meetings.

No agenda item may be introduced after the hour of 10:00 p.m.; however, the meeting may be extended beyond 10:00 p.m. upon a majority vote of the Council members.

13. Processing of Motions.

- a. When a motion is made, it shall be stated clearly and concisely by its mover. After a motion is made and seconded, it may be stated by the presiding officer before debate. A motion may be withdrawn by the mover without consent of the Council members.
- b. The presiding officer shall at any time by majority consent of the Council members, permit a Council member to propose the reordering of agenda items.

- c. If a question contains two or more divisible propositions, the presiding officer may, and upon request of a Council member shall, divide the same.

14. Precedence of Motions.

- a. When a motion is before the Council, no motion shall be entertained except (precedence in order indicated):

- (1) To adjourn
- (2) To fix hour of adjournment
- (3) To lay on the table
- (4) For the previous question
- (5) To postpone to a certain day
- (6) To refer
- (7) To amend
- (8) To postpone indefinitely

- b. A motion to adjourn shall be in order any time, except as follows:

- (1) When repeated without intervening business or discussion
- (2) When made as an interruption of a Council member while speaking
- (3) When the previous question has been ordered
- (4) While a vote is being taken

- c. A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned.

- d. A motion to table or lay on the table is not debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter

may be "taken from the table" only by adding it to the agenda of the next regular meeting, to be discussed at the following regular meeting.

- e. A motion for previous question shall close debate on the main motion and shall be undebatable. The statement by a Council member of "question" does not accomplish the same purpose. If a motion fails, debate is reopened; if motion passes, then vote shall be taken on the main motion.
- f. A motion to amend shall be in order and is debatable only as to amendment. A motion to amend an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and amendments are to be voted first, then the main motion is amended.
- g. A motion to postpone indefinitely shall be fully debatable and if the same is adopted, the principal motion shall be declared lost. A motion to postpone to a definite time shall be amendable and debatable as to propriety of postponement and time set.
- h. A motion to refer shall not be debatable except for the propriety of referring.

15. Administrative Mandamus.

Persons who are dissatisfied with a decision of the City Council

may have the right to seek review of that decision by a court. In addition, the City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to ninety (90) days the time within which the decision of City boards and agencies may be judicially challenged.

16. Appeals; Continuances.

Any person appealing an action of a City Board or Commission or City Staff to the City Council has a right to two two-week postponements of the initial hearing scheduled on the appeal. After exhaustion of this right, the appeal shall be considered withdrawn. This procedure shall not limit the ability of the City Council to continue a hearing which has commenced to a subsequent meeting to receive additional public testimony or information from City Staff.

17. Reconsideration.

Any member of the Council, voting in the majority on any action of the Council, may at the same meeting, or at a subsequent time, request the Council reconsider an action. A reconsideration request made by a member of the Council voting in the minority shall not be allowed, except when made more than one (1) year after the date of the original action.

All requests for reconsideration of a Council action shall be provided to each Council member, and the City Manager in writing or via electronic mail, and the request shall be placed on the next available agenda. In the event an item to be reconsidered requires public notice, it shall be calendared and noticed after Council determines when reconsideration shall occur.

18. Personal Privilege.

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Section C: City Council Ethics Policy.

1. Declaration of Policy.

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conform in pursuit of their assigned duties and responsibilities. This policy is in addition to all applicable provisions of state law, including the Brown Act, the Political Reform Act and implementing regulations, and all other laws governing the conduct of elected officials.

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Except when disclosure is mandated by state or federal law, no member of the City Council shall disclose to any person, other than members of the Council, the City Attorney, or the City Manager, or other City staff designated by the City Manager to handle such matters of confidential City business, the content or substance of any confidential or privileged communication relating to matters of City business, received under circumstances where the confidential or privileged nature of the communication is reasonably conveyed, unless the City Council first authorizes such disclosure by the affirmative vote of three members of the City Council.

4. Conduct During Negotiations/Litigation.

The City Council is authorized to provide direction to specifically identified negotiators in a legally constituted closed session on matters involving pending litigation, real estate negotiations, and labor negotiations. If the City Council in closed session provides such direction to its negotiators, all contact with the negotiating party or the party's representative, shall be limited to, and made by, those individuals designated to handle the negotiations.

During a pending labor negotiation, no member of the City Council shall communicate any negotiating position on behalf of the City or engage in any negotiations for employee salary, benefits or working conditions. In addition, during pending litigation or real estate negotiations, no member of the City Council (unless they have been designated as a negotiator) shall have any contact or discussion with the litigating or negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

No member of the City Council shall communicate or disclose to any person, other than members of the Council, the City Attorney, the City Manager, or other City staff designated by the City Manager to handle such matters of confidential City business, any discussion or information received in closed session regarding the negotiation or litigation.

Nothing in this section shall prohibit Council members from receiving written communications provided they are made available to all Council members, the City Manager, the City Attorney, and the City's designated negotiators on an equal basis.

5. Ex Parte Communications.

The purpose of this provision is to guarantee that all interested parties to any adjudicatory matter before the City Council have equal opportunity to express and represent their interests. Ex parte communications are those communications members of the City Council have with representatives of only one side of a matter outside the presence of other interested parties on a matter relevant to an adjudicatory proceeding. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

Any written or oral ex parte communication received by a member of the City Council in matters where all interested parties are entitled to an equal opportunity for a hearing shall be made a part of the record by the recipient.

6. Violations and Penalties.

Any violation of this Ethics Policy by a member of the City Council shall constitute official misconduct if determined by an affirmative vote of three members of the City Council in an open and public meeting. In addition to any criminal or civil penalties provided for by federal, state or other local law, any violation of this Ethics Policy shall constitute a cause for censure by City Council adoption of a Resolution of Censure.

RESOLUTION NO. 2019-65R

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AMENDING AND READOPTING RULES OF
PROCEDURE FOR CITY COUNCIL
MEETINGS AND CITY COUNCIL POLICIES

WHEREAS, the City Council of the City of Escondido, State of California, has previously adopted resolutions which provide Rules of Order and Procedure for City Council meetings and certain written policies governing Council procedures, methods of operation and ethics which are amended from time to time; and

WHEREAS, the City Council wishes to re-adopt its Rules and Policies for the purpose of including certain amendments and clarifications.

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

1. That the above recitations are true.
2. That the following Rules shall govern the City Council:

Section A: Rules of Order and Procedure

1. Time of Regular Meetings.

Unless the City Council schedules otherwise or cancels a meeting, the City Council shall hold regular meetings at 5:00 p.m. commencing with closed session items and thereafter at 6:00 p.m. commencing with a public session on each of the first four (4) Wednesdays of each calendar month at the City Hall.

2. Matters Covered.

For the purpose of efficiently focusing only on matters affecting the City of Escondido, the Council should consider those resolutions, motions

or matters which affect the conduct of the business of the City of Escondido or its corporate powers or duties as a municipal corporation, or such resolutions or motions supporting or disapproving legislation or actions pending in the Legislature of the State of California, the Congress of the United States or before any officer or agency of said State or nation where such proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers and duties of the City of Escondido or its officers or employees as such.

3. Order of Business.

Regular business of the Council at the 6:00 p.m. public session shall be taken up for consideration in substantially the following order, except as may be otherwise ordered by the Mayor or Council:

- a. Moment of Reflection
- b. Flag Salute
- c. Roll Call
- d. Closed Session Report
- e. Proclamations/Presentations
- f. Oral Communications (up to 15 minutes or as directed by the Mayor)
- g. Consent Calendar, including Affidavits of Publications, Mailing, Posting, Warrant Register & Minutes Approval
- h. Public Hearings
- i. Current Business Matters
- j. Future Agenda Items
- k. Council Members Subcommittee Reports
- l. Council Member Reports
- m. City Manager's Weekly Activity Report Highlights
- n. Oral Communications

- o. Adjournment

- 4. Consent Calendar Defined.

Those items on the Council agenda which are generally considered routine matter of business such as the approval of minutes, approval of the warrant register, Notices of Project Completion, Treasurer's Quarterly Investment Report, certain contract and grant awards, resolutions setting hearings, final maps, and various leases and agreements are listed on the "Consent Calendar" and shall be adopted by one motion unless Council, staff or a member of the public requests specific items to be discussed and/or removed for separate action. Those items so approved under the heading "Consent Calendar" will appear in the Council minutes in their proper form, i.e., resolution accepting grant deed or easement, approval of minutes, award of bid, etc.

From time to time, the Council may schedule a "workshop" style meeting. Such workshops shall comply with all applicable noticing laws and shall be dedicated primarily to general information gathering and sharing, discussion and possible direction to staff. Final actions of the Council shall not take place at workshop sessions.

- 5. Oral Communications.

Time has been reserved near the beginning and end of each regular meeting agenda to provide an opportunity for members of the public to directly address the Council on items of interest to the public. The Mayor as the presiding officer may set a limit on the time at the beginning of the meeting devoted to oral communications and may at his

or her discretion extend the time for a speaker or speaker representative to address the Council. Comments on an item already appearing on the agenda shall only be taken at the time reserved for discussion of that agenda item. No action will be taken by the Council on items discussed under Oral Communications, except to refer the matter to staff or schedule for future action.

6. Council Member Reports.

The Council Member Report agenda item provides members of the Council an opportunity to report matters of general interest to the public and their fellow Council Members. No actions, votes or further discussions shall occur on any such matter(s).

7. Council Action on Agenda Matters.

Prior to the request for a motion and second by any Council member on an agenda matter, Council shall be allowed to hear any presentation by staff or member of the public, ask questions and discuss among themselves the matter to be decided. At the conclusion of the presentation, questions and discussion by Council members a request for a motion and second may be made and a roll call vote shall be taken. A motion that fails to obtain a second or a majority vote shall die.

8. Manner of Addressing Council - Time Limit.

- a. Each person addressing the Council shall step up to the microphone, shall state their name and city of residence in an audible tone of voice for the record and, unless further time is granted by the presiding officer, shall limit their

address to three (3) minutes. If significant numbers of persons desire to speak on a given item, the presiding officer has the discretion to limit speaking times and/or alter the sequence of hearing matters on the agenda. Longer time limits may be permitted for an applicant, appellant, or spokesperson for a larger group, at the discretion of the presiding officer.

- b. Whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented at the time by any other member of the said group, to limit the number of persons so addressing the Council so as to avoid unnecessary repetitions before the Council.
- c. City staff presentations and responses to Council questions are not governed by this time limit.

9. Posting of Agenda.

At least 72 hours before a regular meeting, the City Clerk shall post a certified copy of the agenda specifying the time and location of the regular meeting in a place accessible so as to be available for review by members of the public.

10. Content of Agenda.

Under state law, the City Council is limited to consideration of items which are on a posted agenda. Items may be placed on an agenda by city staff, by the Mayor, or upon the request of an individual Council member in coordination with the City Manager. The City Manager shall be in charge of preparing the Council agenda and all items shall be coordinated with the City Manager. To the fullest extent practicable, any items placed on the agenda by the Mayor, any Council member or City staff should also be listed under "Future Agenda Items" as early as possible to assure the best possible advance notice of the nature of items and discussion which are upcoming.

11. Proclamations and Presentations.

The City of Escondido recognizes members of the public, groups, or other entities in different ways. Individual Council members may request the preparation of a Certificate of Achievement, Acknowledgment, or Recognition (depending on the circumstances) to be presented in their individual capacity as a member of the City Council. Such certificates shall be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Such certificates shall be requested directly from the City Manager's office, with ample advance notice to the City Manager's office to enable preparation and delivery. Each Council member requesting a certificate shall be solely responsible for providing the content and verifying the accuracy of the

document. Multiple Council members may sign and present such certificates subject to coordination among themselves.

The Mayor and any Council member may also recommend the public acknowledgement of any member of the public, group, entity or matter of public interest through the issuance and presentation of a formal proclamation on behalf of the City of Escondido. Such recommendations shall be made in coordination with the City Manager's office. Upon approval by the Mayor, such proclamations shall then be prepared by the City Manager's office in a manner such as to preserve consistency in design and form of the City. Proclamations shall normally be signed on behalf of the City by the Mayor, but if all Council members so desire and signatures can be obtained in a timely manner, proclamations may also be signed by the full City Council. Proclamations shall normally be presented by the Mayor at the commencement of a meeting of the City Council, unless circumstances dictate the presentation of the proclamation elsewhere. Any disagreement with whether or not such a proclamation shall be issued shall be resolved by a majority vote of the City Council.

The Mayor or any Council member may request that a presentation to the City Council at a regular meeting be made by members of the public, other public entities, or other groups, on issues of interest to the City Council or members of the public. Such presentations shall be coordinated with the Mayor and the City Manager's office and shall be subject to scheduling in a manner that does not interfere with the need to conduct normal City business. Any disagreement with whether or not

such a presentation is to be scheduled shall be resolved by a majority vote of the City Council.

12. Closing Time of Council Meetings.

No agenda item may be introduced after the hour of 10:00 p.m.; however, the meeting may be extended beyond 10:00 p.m. upon a majority vote of the Council members.

13. Processing of Motions.

- a. When a motion is made, it shall be stated clearly and concisely by its mover. After a motion is made and seconded, it may be stated by the presiding officer before debate. The mover without consent of the Council members may withdraw a motion.
- b. The presiding officer shall at any time by majority consent of the Council members, permit a Council member to propose the reordering of agenda items.
- c. If a question contains two or more divisible propositions, the presiding officer may, and upon request of a Council member shall, divide the same.

14. Precedence of Motions.

- a. When a motion is before the Council, no motion shall be entertained except (precedence in order indicated):
 - (1) To adjourn
 - (2) To fix hour of adjournment
 - (3) To lay on the table
 - (4) For the previous question

- (5) To postpone to a certain day
 - (6) To refer
 - (7) To amend
 - (8) To postpone indefinitely
- b. A motion to adjourn shall be in order any time, except as follows:
- (1) When repeated without intervening business or discussion
 - (2) When made as an interruption of a Council member while speaking
 - (3) When the previous question has been ordered
 - (4) While a vote is being taken
- c. A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned.
- d. A motion to table or lay on the table is not debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" only by adding it to the agenda of the next regular meeting, to be discussed at the following regular meeting.
- e. A motion for previous question shall close debate on the main motion and shall be undebatable. The statement by a Council member of "question" does not accomplish the same purpose. If a motion fails, debate is reopened; if motion passes, then vote shall be taken on the main motion.

- f. A motion to amend shall be in order and is debatable only as to amendment. A motion to amend an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and amendments are to be voted first, then the main motion is amended.
- g. A motion to postpone indefinitely shall be fully debatable and if the same is adopted, the principal motion shall be declared lost. A motion to postpone to a definite time shall be amendable and debatable as to propriety of postponement and time set.
- h. A motion to refer shall not be debatable except for the propriety of referring.

15. Administrative Mandamus.

Persons who are dissatisfied with a decision of the City Council may have the right to seek review of that decision by a court. In addition, the City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to ninety (90) days the time within which the decision of City boards and agencies may be judicially challenged.

16. Appeals; Continuances.

Any person appealing an action of a City Board or Commission or City Staff to the City Council has a right to two two-week postponements of the initial hearing scheduled on the appeal. After exhaustion of this

right, the appeal shall be considered withdrawn. This procedure shall not limit the ability of the City Council to continue a hearing which has commenced to a subsequent meeting to receive additional public testimony or information from City Staff.

17. Reconsideration.

Any member of the Council, voting in the majority on any action of the Council, may at the same meeting, or at a subsequent time, request the Council reconsider an action. A reconsideration request made by a member of the Council voting in the minority shall not be allowed, except when made more than one (1) year after the date of the original action.

All requests for reconsideration of a Council action shall be provided to each Council member, and the City Manager in writing or via electronic mail, and the request shall be placed on the next available agenda. In the event an item to be reconsidered requires public notice, it shall be calendared and noticed after Council determines when reconsideration shall occur.

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No member of the City Council shall disclose to any person, other than members of the Council, the City Attorney, the City Manager, or other City staff designated by the City Manager to handle such matters of confidential City business, the content or substance of any information presented or discussed during a closed session meeting unless the City Council first authorizes such disclosure by the affirmative vote of three members.

3. Disclosure of Confidential Communications.

Except when disclosure is mandated by state or federal law, no member of the City Council shall disclose to any person, other than members of the Council, the City Attorney, or the City Manager, or other City staff designated by the City Manager to handle such matters of confidential City business, the content or substance of any confidential or privileged communication relating to matters of City business, received under circumstances where the confidential or privileged nature of the communication is reasonably conveyed, unless the City Council first authorizes such disclosure by the affirmative vote of three members of the City Council.

4. Conduct During Negotiations/Litigation.

The City Council is authorized to provide direction to specifically identified negotiators in a legally constituted closed session on matters involving pending litigation, real estate negotiations, and labor negotiations. If the City Council in closed session provides such direction

to its negotiators, all contact with the negotiating party or the party's representative, shall be limited to, and made by, those individuals designated to handle the negotiations.

During a pending labor negotiation, no member of the City Council shall communicate any negotiating position on behalf of the City or engage in any negotiations for employee salary, benefits or working conditions. In addition, during pending litigation or real estate negotiations, no member of the City Council (unless they have been designated as a negotiator) shall have any contact or discussion with the litigating or negotiating party or the party's representative regarding the subject matter of the pending litigation or real estate negotiations.

No member of the City Council shall communicate or disclose to any person, other than members of the Council, the City Attorney, the City Manager, or other City staff designated by the City Manager to handle such matters of confidential City business, any discussion or information received in closed session regarding the negotiation or litigation.

Nothing in this section shall prohibit Council members from receiving written communications provided they are made available to all Council members, the City Manager, the City Attorney, and the City's designated negotiators on an equal basis.

5. Ex Parte Communications.

The purpose of this provision is to guarantee that all interested parties to any adjudicatory matter before the City Council have equal opportunity to express and represent their interests. Ex parte

communications are those communications members of the City Council have with representatives of only one side of a matter outside the presence of other interested parties on a matter relevant to an adjudicatory proceeding. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

Any written or oral ex parte communication received by a member of the City Council in matters where all interested parties are entitled to an equal opportunity for a hearing shall be made a part of the record by the recipient.

6. Violations and Penalties.

Any violation of this Ethics Policy by a member of the City Council shall constitute official misconduct if determined by an affirmative vote of three members of the City Council in an open and public meeting. In addition to any criminal or civil penalties provided for by federal, state or other local law, any violation of this Ethics Policy shall constitute a cause for censure by City Council adoption of a Resolution of Censure.

CITY COUNCIL STAFF REPORT

Consent Item No. 5

September 11, 2019

File No. 0600-10, A-3316

SUBJECT: Implementation of Cityworks Software at the Hale Avenue Resource Recovery Facility

DEPARTMENT: Utilities Department, Wastewater Division and Information Systems Department

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-127, authorizing: (1) the execution of a Public Services Agreement (PSA) with Woolpert, Inc. in the amount of \$290,050 for Cityworks software implementation services at the Hale Avenue Resource Recovery Facility (HARRF); and (2) a budget adjustment of \$290,000 from the Wastewater Fund's Unallocated Reserves to fund the Agreement.

FISCAL ANALYSIS:

The PSA with Woolpert, Inc. was not included in the Utilities' FY 2019-2020 Operating Budget and making a budget adjustment is necessary to fund the Cityworks software implementation at the HARRF. The Wastewater Fund's Unallocated Reserves account contains sufficient funding for the PSA.

PREVIOUS ACTION:

The City of Escondido (City) has successfully used an implementation partner to deploy Cityworks Enterprise products and create integrations with other systems in many departments to take advantage of expertise, experience and staffing resources.

BACKGROUND:

The Utilities Department proposes to expand its use of Cityworks Enterprise Products to the HARRF. The expansion is in alignment with the City's initiative and ongoing efforts to eliminate technology silos by moving to enterprise solutions that promote citywide workflows, efficiencies and technology mobilization. The Information Systems Department presently maintains and supports a collection of software that integrate together to create a system to meet the City's asset management needs. This collection of integrated systems includes the Cityworks Enterprise Products (Cityworks AMS & PLL, Native Mobile App, Respond/Field Mode, Performance Budgeting, Storeroom, etc.) that use the underlying ESRI's GIS platform. Cityworks AMS has been the City's choice as a computerized maintenance and asset management solution platform for almost 20 years, and its use is expanding rapidly throughout the City. Cityworks enables organizations to manage their capital assets, infrastructure, and warehouse inventory while automating work processes including service requests, work orders, inspections, projects, performance, budgeting, and contracts. Cityworks goes beyond workflow management by also tracking assets and facilitating preventative maintenance.

Currently, the Utilities Department is using Automated Maintenance Management System (AMMS) by Microwest at the HARRF. AMMS is a cloud solution supported by the vendor and local HARRF staff. Since it is used only at the HARRF, this use of AMMS is an example of a siloed technology solution that incurs significant ongoing costs for the City. It requires technical staff to possess a strong working knowledge of AMMS in order to properly support this isolated software solution. This software is not being maintained, monitored or managed by Information Systems. As demands on staff have increased, the current support model is not able to manage the software, perform software upgrades, train staff, support mobile applications and hardware, or provide long-term vision and technology planning.

The Utilities Department is already using Cityworks Enterprise Products within other divisions and plans to expand that use to include the HARRF. Cityworks software can be configured to properly manage plant assets and systems they comprise. Cityworks implementation can be expanded to eventually serve the Water Treatment Plant as well. In Cityworks, plant assets will be spatially mapped in the City's GIS inventory to aid staff in properly tracking and planning maintenance. Cityworks will also integrate with the remote control system (Supervisory Control and Data Acquisition or SCADA) to include triggers between Cityworks and SCADA to create service requests, maintenance work orders and inspection requests in response to SCADA alarms. This Cityworks implementation will be another piece of an integrated system Citywide that will improve efficiency with the added benefit of being administered by the technology experts in Information Systems. Once Cityworks is deployed at the two Utilities water treatment facilities, it will bring the remaining divisions of Utilities onto the same platform, thus creating a true end-to-end Citywide technology solution that meets current and future technology needs.

The process of migrating the HARRF to Cityworks will require an implementation partner that has knowledge of and experience with vertical asset management. Vertical assets are assets that are comprised of many layers of systems within systems, such as buildings with multiple internal systems that allow the building to function. They are in contrast to linear systems such as pipelines and roadways. Through a competitive request for proposal (RFP) process, the City has concluded Woolpert Inc. has the best value proposal to assist City staff. Woolpert will combine technology and business processes to create new workflows while ensuring industry best practices are followed. Woolpert will also work with staff to ensure that they are properly trained and able to interact with the new system. While implementing these new technology tools at the HARRF, Woolpert will work with staff to analyze and gain clarity on the HARRF'S existing processes, streamline the technology and data needs, and identify tangible improvement areas for overall efficiencies. The collection of data can be used to analyze trends and costs to aid in predictive modeling, which aligns with the City's efforts for a digital transformation. Staff's goal is to harness the power of digital technologies and data to fundamentally re-imagine and transform the business models of the City. This project is in line with that vision.

There are no Cityworks licensing costs for adding departments or facilities, so migrating the HARRF (and the Water Treatment Plant soon thereafter) will further increase the City's return on investment (ROI) in Cityworks. This migration will also take advantage of the investment of skill sets within the Information Systems Department. Staff believes this to be a fiscally responsible means to use modern technology that meets our current needs and has the flexibility to continue to meet the City's future needs as well.

It is staff's recommendation that City Council authorize a Public Services Agreement with Woolpert, Inc. for implementation services to migrate the HARRF from AMMS by Microwest to Cityworks AMS. Woolpert's experience includes over 300 successful Cityworks implementation projects and they have been a Platinum Implementation Partner with Cityworks for almost 20 years. This implementation will increase the City's ROI in Cityworks while leveraging current technical staff skill sets to manage, maintain, and support the HARRF's software and technology needs. Cityworks meets the software requirements while offering many new opportunities for efficiencies not currently available with the current software.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Christopher W. McKinney, Director of Utilities
9/4/2019 3:09 p.m.

Ken Conradie, Network Manager
9/4/2019 3:14 p.m.

ATTACHMENTS:

1. Budget Adjustment
2. Resolution No. 2019-127
3. Resolution No. 2019-127, Exhibit "1"



CITY OF ESCONDIDO
BUDGET ADJUSTMENT REQUEST

Date of Request: August 8, 2019
Department: Utilities
Division: Wastewater
Project/Budget Manager: Christopher McKinney 4090
Name Extension
Council Date (if applicable): September 11, 2019
(attach copy of staff report)

For Finance Use Only
Log #
Fiscal Year
Budget Balances
General Fund Accts
Revenue
Interfund Transfers
Fund Balance

Table with 4 columns: Project/Account Description, Account Number, Amount of Increase, Amount of Decrease. Rows include Software (\$290,000 increase) and Unallocated Reserves (\$290,000 decrease).

Explanation of Request:

To fund the implementation services provided by Woolpert for training of Cityworks software at the HARRF.

APPROVALS

Handwritten signatures and dates for Christopher W. McKinney (09.05.2019) as Department Head/City Manager and Jack Cozo (9/5/19) as Finance/City Clerk.

Distribution (after approval): Original: Finance

RESOLUTION NO. 2019-127

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE MAYOR AND CITY
CLERK, TO EXECUTE, ON BEHALF OF THE
CITY, A PUBLIC SERVICE AGREEMENT
WITH WOOLPERT, INC., FOR SOFTWARE
IMPLEMENTATION SERVICES AND A
BUDGET ADJUSTMENT

WHEREAS, the City of Escondido (“City”) currently uses Cityworks Enterprise software including Cityworks AMS; and

WHEREAS, the Director of Information Systems recommends the expansion of Cityworks AMS to migrate to the Hale Avenue Resource Recovery Facility (“HARRF”) and aid in digitizing the City; and

WHEREAS, this City Council desires at this time and deems it to be in the best public interest to approve this Public Services Agreement and budget adjustment.

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

1. That the above recitations are true.
2. That the City Council accepts the recommendation of the Director of Information Systems for the expansion of Cityworks AMS to migrate to the HARRF.
3. That the Mayor and City Clerk are authorized to execute, on behalf of the City, a Public Services Agreement with Woolpert, Inc., which is attached hereto as Exhibit “1” and incorporated by this reference, for the expansion and Implementation services, and as may be approved and modified by the City Attorney.



CITY OF ESCONDIDO
PUBLIC SERVICES AGREEMENT

This Agreement is made this 11th day of September, 2019.

Between: CITY OF ESCONDIDO
a Municipal Corporation
201 N. Broadway
Escondido, California 92025
Attn: Rob Van De Hey
760-839-6213
("CITY")

And: Woolpert, Inc.
116 Inverness Drive East, Suite 107
Englewood, CO 90112-5125
Attn: Dave Feuer, PMP, MIAM
303-925-1400
("CONTRACTOR")

WHEREAS, the CITY and CONTRACTOR desire to enter into this Agreement for the performance of services;

NOW, THEREFORE, it is mutually agreed as follows:

1. Description of Services. CONTRACTOR will furnish all of the services described in "Attachment A," which is attached and incorporated by this reference. CONTRACTOR agrees to diligently perform such services to their completion, with professional quality and technical accuracy.
2. Compensation. The CITY will pay and CONTRACTOR will accept in full payment for the above work, for an amount not to exceed \$290,050.00. Any breach of this Agreement will relieve CITY from the obligation to pay CONTRACTOR, if CONTRACTOR has not corrected the breach after CITY provides notice and a reasonable time to correct it. If this Agreement is amended at any time, additional compensation of CONTRACTOR contained in subsequent amendment(s) shall not exceed a cumulative total of ten percent (10%) of the maximum payment provided for in this Section 2.
3. Term and Time of Performance. CONTRACTOR must start working within one (1) week from City's notice to begin. CONTRACTOR must diligently perform and complete the work by a mutually agreed upon timeframe. Extension of terms or time of performance may be made only upon the City's written consent.
4. Scope of Compensation. CONTRACTOR will be responsible for performance of the tasks specified in the Description of Services in "Attachment A." No compensation will be provided for any other tasks without specific prior written consent from the CITY.

- 5. Performance. CONTRACTOR must faithfully perform in a proficient manner, to the satisfaction of the CITY, all the work or services described in the Description of Services, above.
- 6. City Property. All original documents, drawings, electronic media, and other material prepared by CONTRACTOR under this Agreement immediately becomes the exclusive property of the CITY, and may not be used by CONTRACTOR for any other purpose without prior written consent of the CITY.
- 7. Insurance Requirements.

- a. The CONTRACTOR shall secure and maintain at its own cost, for all operations, the following insurance coverage, unless reduced by the City Attorney:
 - (1) General liability insurance. Occurrence basis with minimum limits of \$1,000,000 each occurrence, \$2,000,000 General Aggregate, and \$1,000,000 Products/Completed Operations Aggregate; and
 - (2) Automobile liability insurance of \$1,000,000 combined single-limit per accident for bodily injury and property damage, unless waived as provided in 7(b) below; and
 - (3) Workers' compensation and employer's liability insurance as required by the California Labor Code, as amended, or certificate of sole proprietorship; and
- b. It is the parties' understanding that the use of a motor vehicle is not a primary subject of this Agreement. CONTRACTOR acknowledges that operating a motor vehicle is outside the scope of this Agreement and occurs only at the convenience of CONTRACTOR. A waiver of automobile liability insurance is only effective if both sets of initials appear below, otherwise such insurance is required.

Acknowledged by CONTRACTOR _____

Waiver appropriate by CITY _____

- c. Each insurance policy required above must be acceptable to the City Attorney.
 - (1) Each policy must provide for written notice within no more than thirty (30) days if cancellation or termination of the policy occurs. Insurance coverage must be provided by an A.M. Best's A- rated, class V carrier or better, admitted in California, or if non-admitted, a company that is not on the Department of Insurance list of unacceptable carriers.
 - (2) All non-admitted carriers will be required to provide a service of suit endorsement in addition to the additional insured endorsement.
 - (3) Both the General Liability and the Automobile Liability policies must name the CITY specifically as an additional insured under the policy on a separate endorsement page. The endorsement must be ISO Form CG2010 11/85 edition or its equivalent for General Liability endorsements and CA 20-01 for Automobile Liability endorsements.
 - (4) The General Liability policy must include coverage for bodily injury and property damage arising from CONTRACTOR's work, including its on-going operations and products-completed operations hazard.
 - (5) The General Liability policy must be primary and noncontributory and any insurance maintained by CITY is excess.
- d. In executing this Agreement, CONTRACTOR agrees to have completed insurance documents on file with the CITY within fourteen (14) days after the date of execution.

Failure to comply with insurance requirements under this Agreement will be a material breach of this Agreement, resulting in immediate termination at CITY's option.

8. Indemnification. CONTRACTOR (which in this paragraph 8 includes its agents, employees and subcontractors, if any) agrees to indemnify, defend, and hold harmless the CITY from all claims, lawsuits, damages, judgments, loss, liability, or expenses, including attorneys' fees, for any of the following:
- a. Any claim of liability arising out of the negligence or any acts or omissions of CONTRACTOR in the performance of this Agreement;
 - b. Any personal injuries, property damage or death that CONTRACTOR may sustain while using CITY-controlled property or equipment, while participating in any activity sponsored by the CITY, or from any dangerous condition of property; or
 - c. Any injury or death which results or increases by any action taken to medically treat CONTRACTOR.

Stormwater Indemnification. CONTRACTOR shall further indemnify, defend, and hold harmless CITY and its officers, employees, and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, administrative proceeds, damages, fines, penalties, judgments, orders, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements, arising out of any violation, or claim of violation of the San Diego Municipal Storm Water Permit (Order No. R9-2013-0001), as amended or renewed, of the California Regional Water Quality Control Board Region 9, San Diego, which CITY might suffer, incur, or become subject by reason of or occurring as a result of or allegedly caused by the construction of the Project or the Improvements.

9. Anti-Assignment Clause. Since the CITY has relied on the particular skills of CONTRACTOR in entering this Agreement, CONTRACTOR may not assign, delegate, or sublet any duty or right under this Agreement, or any portion of the Description of Services. Any such purported assignment, delegation, or subletting will void this entire Agreement, unless the CITY has previously approved such action in writing. Unless CONTRACTOR assigns this entire Agreement, including all rights and duties herein, to a third party with the CITY'S written consent, CONTRACTOR shall be the sole payee under this Agreement. Any and all payments made pursuant to the terms of this Agreement are otherwise not assignable.
10. Costs and Attorney's Fees. In the event that legal action is required to enforce the terms and conditions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs.
11. Independent Contractor. CONTRACTOR is an independent contractor and no agency or employment relationship is created by the execution of this Agreement.
12. Merger Clause. This Agreement and its Attachments, if any, are the entire understanding of the parties, and there are no other terms or conditions, written or oral, controlling this matter. In the event of any conflict between the provisions of this Agreement and any of its Attachments, the provisions of this Agreement must prevail.
13. Anti-Waiver Clause. None of the provisions in this Agreement will be waived by CITY because of previous failure to insist upon strict performance, nor will any provision be waived because any other provision has been waived by CITY, in whole or in part.
14. Severability. The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provisions of this Agreement.

15. Choice of Law. This Agreement is governed by the laws of the State of California. Venue for all actions arising from this Agreement must be exclusively in the state or federal courts located in San Diego County, California.
16. Multiple Copies of Agreement/Counterparts. Multiple copies and/or counterparts of this Agreement may be executed, including duplication by photocopy or by computerized scanning device. Each duplicate will be deemed an original with the same effect as if all the signatures were on the same instrument. However, the parties agree that the Agreement on file in the office of the Escondido City Clerk is the copy of the Agreement that shall take precedence should any differences exist among copies or counterparts of the document.
17. Provisions Cumulative. The foregoing provisions are cumulative and in addition to and not in limitation of any other rights or remedies available to the CITY.
18. Notices to Parties. Any statements, communications or notices to be provided pursuant to this Agreement must be sent to the attention of the persons indicated below. Each party agrees to promptly send notice of any changes of this information to the other party.
19. Business License. The CONTRACTOR is required to obtain a City of Escondido Business License prior to execution of this Agreement.
20. Compliance with Applicable Laws, Permits and Licenses. CONTRACTOR shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, and rules in effect during the term of this Agreement. This shall include, but not limited to, all California Labor Code laws regarding payment of prevailing wages and all OSHA regulations. CONTRACTOR shall obtain any and all licenses, permits, and authorizations necessary to perform the services set forth in this Agreement. Neither CITY, nor any elected nor appointed boards, officers, officials, employees, or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONTRACTOR to comply with this section.
21. Prevailing Wages. If applicable, pursuant to Section 1770 et seq. of the Labor Code, CONTRACTOR agrees that a prevailing rate and scale of wages, in accordance with applicable State and Federal Law, will be paid in the carrying out of this Agreement. CONTRACTOR shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, and rules pertaining to the payment of prevailing wages. The prevailing rate and scale to be paid shall be the same as the 'General Prevailing Wage Rates' approved by the Department of Industrial Relations as of the date of the execution of this Agreement. Said rates and scales are herein referred to and adopted in this Agreement as though fully and completely set forth herein, and said scale as adopted by the Department is made a part of this Agreement by reference. Copies of the prevailing rate of per diem wages are available on the Intranet at (<http://www.dir.ca.gov/DLSR>). Neither CITY, nor any elected nor appointed boards, officers, officials, employees, or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONTRACTOR to comply with this section.
22. Immigration Reform and Control Act of 1986. CONTRACTOR shall keep itself informed of and comply with the Immigration Reform and Control Act of 1986. CONTRACTOR affirms that as a licensed Contractor and employer in the State of California, all new employees must produce proof of eligibility to work in the United States within the first three days of employment and that only employees legally eligible to work in the United States will be employed on this public project. CONTRACTOR agrees to comply with such provisions before commencing and continuously throughout the performance of this Agreement.

IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

CITY OF ESCONDIDO

Date: _____

Paul McNamara
Mayor

Date: _____

Zack Beck
City Clerk

Date: _____

Woolpert, Inc.

Signature

Name & Title (please print)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney

BY: _____

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

Attachment A

Scope of Work

A. GENERAL

Woolpert, Inc. ("Consultant") will provide the City of Escondido ("City") implementation services for Cityworks Asset Management System (AMS) from Azteca Systems for the Hale Avenue Resource and Recovery Facility in Phase 1, with the Escondido-Vista Water Treatment Plant to follow in Phase II.

B. SERVICES

Consultant shall provide the City services in accordance with Exhibit "1" which is attached hereto and incorporated by reference.

C. RATES

The City will pay Contractor for the listed work an amount not to exceed \$290,050.00 in accordance with Exhibit "2" which is attached hereto and incorporated by reference.

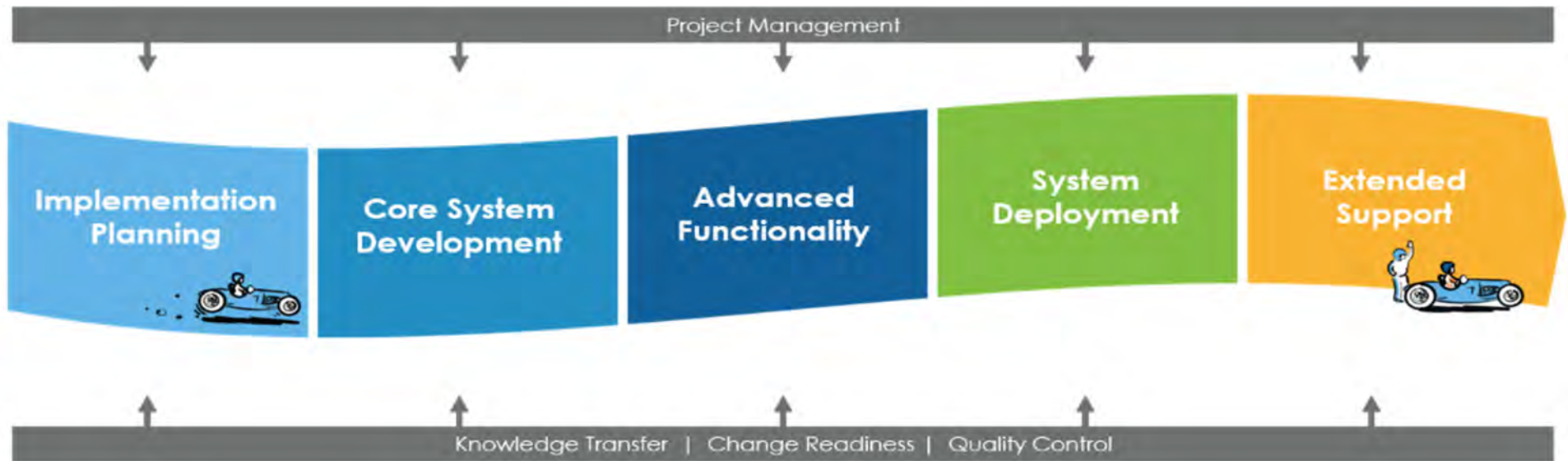
D. PAYMENT

Invoices can be submitted to the City on a monthly basis based off completed work from the workflow schedule. The invoices are subject to net-30 day terms. The City will require a valid W9 form signed within the last 12 months, upon receipt of the first invoice.

E. SPECIAL CONDITIONS

All terms and conditions of the RFP #19-10, and Addendum Nos. 1 and 2 shall be included herein.

Each of our phases are performed in a logical order with strategic overlaps where necessary. Below is a brief description of each major phase of services that will be provided.



Five (5) Phased Approach with Continuous Project Management, Knowledge Transfer, Change Readiness, and Quality Management

- **Implementation Planning:** Tasks are designed to align the City’s project team members’ expectations with the contracted scope of work and to establish a baseline of the current work processes that will be executed in Cityworks AMS. Application integrations and data conversions also begin to take shape during this phase, with Woolpert’s development team meeting with City project stakeholders to refine the business and functional requirements of these efforts.
- **System Configuration:** Tasks are designed to configure the out-of-the box system functionality to meet the City’s software requirements and to identify opportunities where advanced configurations can further align the system to local processes. Through its extensive Cityworks AMS vertical asset implementation experience, Woolpert has identified methods to maximize the out-of-the-box functionality of Cityworks AMS to meet client expectations. Woolpert believes that out-of-the-box functionality should be used whenever possible to ensure ease of use for both the end users and system administrators. Should customizations be desired, Woolpert will evaluate options with the City to ensure the best alternative is chosen to meet their business and functional requirements.
- **Advanced Functionality:** Tasks are designed to further the base configuration through efforts such as developing integrations with other City business systems, migrating legacy data into Cityworks, and developing advanced and custom reports and management dashboards.

- **System Deployment:** Tasks are designed to test the developed solution, train the City’s software administrators and end-users, perform software cutover, and support initial system use in a live production environment.
- **Extended Services:** Tasks are as-needed to provide extended support beyond the initial on-site go-live efforts. Woolpert scopes these as optional tasks since many clients find themselves fully self-sufficient when the product is placed into everyday use.

Implementation Plan and Timeline and Outline of City and Contractor Responsibilities

Implementation Plan

Below is a detailed implementation plan and timeline that also includes both City and Woolpert tasks. Woolpert has carefully planned the project **to be completed within 12 months (plus extended support)**. The timeline on the following pages has been collapsed for ease of reading. We have provided an expanded version of the entire implementation plan in Appendix B. Please note that in the expanded version in Appendix B client responsibilities are highlighted with **green** text. Woolpert is responsible for leading all other tasks. The milestones are highlighted with **red** text.

WBS	Task Name	Start	Finish	Duration
0	City of Escondido, CA HARRF Cityworks AMS Implementation	Fri 5/3/19	Thu 1/14/21	444.25 days
1	PM Project Management	Fri 5/3/19	Wed 4/22/20	254 days
1.1	Task Client Will Provide Written Notice to Proceed (Client-Owned Task)	Fri 5/3/19	Fri 5/3/19	1 day
1.2	Task Project Administration	Mon 5/6/19	Wed 4/22/20	253 days
1.3	Task Ongoing Project Management Tasks	Fri 5/10/19	Wed 4/22/20	249 days
1.4	Task Project Kick-Off Meeting	Mon 5/6/19	Thu 5/16/19	8.25 days
2	Phase 1 Implementation Planning	Mon 5/6/19	Fri 8/2/19	64.25 days
2.1	Task Woolpert Development Environment Set-Up	Mon 5/6/19	Tue 5/7/19	2 days
2.2	Task Pre-Planning Discovery	Mon 5/6/19	Mon 6/10/19	25.5 days
2.3	Task Provide Asset Management Software Demonstrations	Mon 5/6/19	Wed 5/15/19	7.75 days
2.4	Task Conduct Business Process Reviews	Mon 6/17/19	Thu 8/1/19	32.75 days
2.5	Task Quality Control	Mon 5/6/19	Thu 8/1/19	64 days
2.6	Task Phase Acceptance	Thu 8/1/19	Fri 8/2/19	1 day
3	Phase 2 Core System Development	Fri 8/2/19	Mon 12/23/19	102 days
3.1	Task Develop and Deploy Vertical Asset Geodatabase	Fri 8/2/19	Thu 10/10/19	49.5 days
3.2	Task Prepare Configuration Documentation	Thu 10/10/19	Thu 10/24/19	10.25 days
3.3	Task Facilitate Core AM Software Configuration	Fri 10/25/19	Mon 12/23/19	42 days

WBS	Task Name	Start	Finish	Duration
3.4	Task Develop and Deploy Mobile AM Software Applications	Tue 10/22/19	Wed 12/11/19	36.5 days
3.5	Task Review and Approval of Updated System Configuration and Documentation	Thu 11/21/19	Wed 12/4/19	8.5 days
3.6	Task Quality Control	Fri 8/2/19	Mon 12/23/19	102 days
3.7	Task Acceptance and Close	Tue 12/3/19	Tue 12/3/19	1 day
4	Phase 3 Advanced Functionality	Tue 5/7/19	Wed 2/26/20	212 days
4.1	Task Develop Application Interfaces	Mon 11/25/19	Fri 2/21/20	64.25 days
4.2	Task Perform Data Conversion Of Legacy Data Sets	Mon 11/25/19	Mon 1/6/20	30.5 days
4.3	Task Develop Custom Reports And Dashboards	Tue 5/7/19	Thu 12/19/19	162.5 days
4.4	Task Quality Control	Tue 5/7/19	Wed 2/26/20	212 days
4.5	Task Phase Acceptance	Fri 2/21/20	Mon 2/24/20	1 day
5	Phase 4 System Deployment	Tue 11/12/19	Thu 4/23/20	117.75 days
5.1	Task Develop Test Plan	Mon 2/24/20	Mon 3/16/20	15 days
5.2	Task Facilitate User Acceptance Testing	Mon 3/16/20	Thu 4/2/20	12.5 days
5.3	Task Facilitate Training	Thu 4/2/20	Fri 4/17/20	11.5 days
5.4	Task Provide Go-Live Support	Tue 11/19/19	Wed 4/22/20	111.75 days
5.5	Task Quality Control	Tue 11/12/19	Wed 4/22/20	117 days
5.6	Task Phase Acceptance	Wed 4/22/20	Thu 4/23/20	1 day
6	Phase 6 Extended Support	Thu 4/23/20	Thu 1/14/21	189.5 days
6.1	Task 45 Day Review	Thu 4/23/20	Thu 7/9/20	55 days
6.2	Task 90 Day Review	Thu 4/23/20	Thu 9/10/20	99.5 days
6.3	Task 180 Day Review	Thu 4/23/20	Thu 1/14/21	189.5 days



Timeline by Phase

WBS	MAJOR TASK	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	
City of Escondido, Cityworks Integrations																	
1	Phase 1 Project Management		█														
2	Phase 2 Implementation Planning		█														
3	Phase 3 Core System Configuration					█											
4	Phase 4 Advanced Functionality		█														
5	Phase 5 System Deployment									█							
6	Phase 6 Extended Support														█ →		

City and Contractor Responsibilities

We have outlined all City and Woolpert task-specific responsibilities in our scope of services within Section E below. Responsibilities are documented within each task in the scope of services. Below we provide some project-level responsibilities for the City.

City Project-Level Responsibilities

Woolpert recommends that our clients staff their internal project team as follows:

- **Project Manager** – The City is to identify and empower a Project Manager who will jointly manage the project along with the Woolpert Project Manager. The City PM will be responsible for ensuring the availability, readiness, and participation of City resources, including City-directed sub-consultants, as well as the execution of City-assigned tasks and completion of City-assigned deliverables.
- **Implementation (Core) Team** – The City is to identify and empower a set of individuals that constitute the City Core Team, also referred to as the Implementation Team. The Core Team will consist of at least two (2) Subject Matter Experts from each distinct business process that will use the new system. The City should determine these groups. Woolpert estimates that the following functions will require representation on the City Implementation Team:
 - Plant Operations.
 - Plant Maintenance.
 - Information Services/GIS.

The selected representatives from each of the participating groups should be available for the project throughout its entirety. We recognize that this team could result in many staff being involved in the project, so Team Members who can represent multiple functions are encouraged. We also strongly recommend that no set of expertise is single threaded; each group should be championed by multiple core team members so that staff workloads and employee turnover does not unduly affect the project schedule.



- **Technical Team** – The City is to identify and empower a set of IT professionals to support this project. These individuals will be known collectively as the Technical Team. The selected representatives will be available for the project throughout its entirety. The Technical Team will be comprised of experts on each of the software and hardware components involved in this project, including but not limited to City servers and workstations, City network infrastructure, Esri GIS and the City Esri deployment, each of the software solutions from which data may be migrated, and each of the software solutions to which Cityworks may be integrated. When Technical Team participation is noted within the detailed scope of services, the expectation is that the appropriate Technical Team experts will participate, not all of the team members.
- **System Administrators** – These individuals may also participate as Core Team or Technical Team members. The City is to identify several individuals as Cityworks System Administrators. The selected individuals will serve as System Administrators for the Cityworks solution once it has been deployed in a Production environment. System Administrators are expected to be involved in the project tasks that directly relate to system configuration decisions, such as business process and configuration workshops, as well as tasks that indirectly relate to system configuration, such as integration workshops. These individuals will benefit from learning both how the system can be/is configured and how external systems can affect/drive its configuration.
- Assemble a team of domain and technical experts and have representation of all divisions/work groups involved throughout all phases of the project.
- Provide a point of contact for all project management issues and questions.
- Review, comment, and accept draft deliverables per the project schedule.
- Schedule appropriate internal staff and provide facilities for on-site meetings and off-site conference calls.
- The City PM will secure the appropriate meeting facilities in which Woolpert will conduct the workshops.

Client Responsibilities by Task

To be responsive to the City's request, Woolpert is providing the Client Responsibilities as defined by phase and task below. These same responsibilities are also documented within our scope of services in Section E. Woolpert's responsibilities are described by task our scope of services in Section E.

Phase 1 | Project Management

Task 1.1 | Project Administration

Client Responsibilities

- Assemble a team of domain and technical experts and have representation of all divisions/work groups involved throughout all phases of the project.
- Provide a point of contact for all project management issues and questions.
- Review, comment, and accept draft project work plan within five (5) days of document delivery.
- Schedule appropriate internal staff and provide facilities for on-site meetings and off-site conference calls.
- Review and accept project status reports, or otherwise provide comments on same, within a reasonable time frame.

Task 1.2 | Ongoing Project Management Tasks

Client Responsibilities

- The City PM will attend and actively participate in the project managers' meeting.
- The City PM will communicate information from the meetings to the appropriate City project team members.

Task 1.3 | Project Kick-Off Meeting

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule meeting space and supporting technology peripherals suitable for the kick-off meeting.
- The City PM will coordinate and schedule meeting attendees.

Phase 2 | Implementation Planning

Task 2.1 | Woolpert Development Environment Set-Up

Client Responsibilities

- The City will provide Woolpert copies of Cityworks, GIS, SCADA, and AMMS production databases in the time frame defined in the project schedule.
- The City will provide Woolpert copies of relevant ArcGIS Desktop map documents (.mxd) that are published and consumed by the City's current Cityworks environment in the time frame defined in the project schedule.

Task 2.2 | Pre-Planning Discovery

Client Responsibilities

- The City PM will secure the appropriate meeting facilities in which Woolpert will conduct the workshops.
- The City PM will schedule all City workshop attendees.
- The City PM will provide a prioritized list of known required reports, from most to least critical, as part of its RFI response.
- All identified City workshop attendees will actively participate in the on-site meetings without undue interruption.
- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM and Core Implementation Team members will review the Implementation Pre-Planning Discovery Technical Memorandum and provide feedback to Woolpert within ten (10) consecutive business days.
- The City PM, Core Implementation and Technical team members will participate in remote conference call review meetings with the Woolpert Implementation Team.

- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for Pre-Planning Discovery Technical Memorandum updates.
- The City PM will provide written approval of the Pre-Planning Discovery Technical Memorandum to the Woolpert PM.

Task 2.3 | Provide Asset Management Software Demonstrations

Client Responsibilities

- The City PM will review and accept the agenda for the Software Demonstration within ten (10) days of receiving the document.
- The City PM will schedule and accommodate the appropriate City Implementation Team and Technical Team staff such that they are available, without undue interruption, for the demonstration.
- The City PM will secure an appropriate training facility suitable for participants.
- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert has ample time to schedule travel arrangements.
- The City PM will provide a conference room or training room with a projector. During the Software Demonstrations, individual computers are not required for the participants. Woolpert will perform the demonstration from a Woolpert computer. The City will ensure that the Woolpert computer can access the internet.

Task 2.4 | Conduct Business Process Reviews

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert has ample time to schedule travel arrangements.
- The City PM will secure an appropriate meeting facility suitable for participants.
- The City PM will schedule and accommodate the appropriate City project participants such that they are available, without undue interruption, for the required number of days.
- The City Implementation Team will review the "To-Be" standard and custom business processes and provide feedback within ten (10) consecutive business days.
- The City PM will provide final approval on the "To-Be" standard and custom business processes within ten (10) consecutive business days and before Phase 2 begins.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for business process review updates.
- The City PM will provide written approval of the business process review document to the Woolpert PM.

Phase 3 | Core System Development

Task 3.1 | Develop and Deploy Vertical Asset Geodatabase

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will secure an appropriate meeting facility suitable for participants.
- The City PM will schedule and accommodate the appropriate City project participants such that they are available, without undue interruption, for the required number of days.
- The City GIS Administrator will actively participate in all required sub-tasks.
- The City Technical and Core Implementation team members, where applicable, will actively participate in the geodatabase design review process.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for geodatabase schema updates.
- The City PM will provide written approval of the vertical asset geodatabase and geodatabase design document to the Woolpert PM.

Task 3.2 | Prepare Configuration Documentation

Client Responsibilities

- The City will restore the Cityworks database provided by Woolpert in the City Cityworks Test environment.
- The City PM and Core Implementation Team will review the draft configuration documentation.

Task 3.3 | Facilitate Core AM Software Configuration

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule and accommodate the appropriate City Implementation Team such that they are available, without undue interruption, for the required number of days.
- The City PM will provide feedback to Woolpert for the Reporting and Dashboard Requirements documentation.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City will restore the full backup of the Woolpert Cityworks Development database in the City Cityworks Test Environment.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the system configuration.

Task 3.4 | Develop And Deploy Mobile AM Software Applications

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule and accommodate the appropriate City Implementation Team such that they are available, without undue interruption, for the required number of days.
- The City PM will provide feedback to Woolpert for the Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.

Task 3.5 | Review and Approval of Updated System Configuration and Documentation

Client Responsibilities

- The City PM and Implementation Team will review and provide feedback on the configuration document.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the system configuration.
- The City PM will provide written approval of system configuration document to the Woolpert PM.
- The City PM will secure an appropriate workshop facility.
- The City PM will coordinate and schedule demonstration participants.

Phase 4 | Advanced Functionality

Task 4.1 | Develop Application Interfaces

Client Responsibilities

- The City will identify lead Integration Administrator for each integration (can be same or different people for each integration, as determined by the City) who can, with Woolpert direction, install, configure, and manage the integration components.
- The City will identify Integration Testing Team to develop integration test scripts, conduct testing, and provide feedback for each integration.
- The City will provide and manage separate testing and production environments, which have separate copies of each software system involved.
- The City will provide Woolpert with necessary technical specifications to work with each 3rd party software interface, as well as representative sample data.
- The City will develop, or manage the third-party development of, the integration components that extract data from or insert data into the software solutions that will interface with Cityworks and/or the GIS.
- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.

- The City PM will ensure the appropriate stakeholders are available to participate in the requirements workshops.
- The City PM and team will review documentation and provide feedback within five (5) business days.
- The City PM and team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the application integration documents.
- The City PM will provide written approval of the application integration documents to the Woolpert PM before moving to the next dependent tasks as defined in the scope of services.

Task 4.2 | Perform Data Conversion Of Legacy Asset Management Data

Client Responsibilities

- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City Technical Team will perform all data prep, scrubbing, and extraction of data from source databases and provide to Woolpert in the provided format.
- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will ensure the appropriate stakeholders are available to participate in the requirements workshops.
- The City PM and team will review documentation and provide feedback within five (5) business days.
- The City PM and team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the data conversion documents.
- The City PM will provide written approval of the data conversion documents to the Woolpert PM before moving to the next dependent tasks as defined in the scope of services.

Task 4.3 | Develop Custom Reports and Dashboards

Client Responsibilities

- The City PM and team will review and prioritize the reports presented in the report specification document.

Phase 5 | System Deployment

Task 5.1 | Develop Test Plan

Client Responsibilities

- The City PM and Testing Team will thoroughly review and understand the UAT Plan.
- The City PM and Testing Team will participate in the remote reviews of the UAT Plan.
- The City PM and Testing Team will provide feedback on the UAT Plan.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the UAT Plan updates.

- The City PM will provide written approval of the UAT Plan to the Woolpert PM before moving to the next dependent task as defined in the scope of services.

Task 5.2 | Facilitate User Acceptance Testing

Client Responsibilities

- The City PM will schedule and accommodate the appropriate City Core Implementation and Technical Team members such that they are available, without undue interruption.
- The City PM will ensure site readiness and staff participation.
- The City PM will provide a conference or training room with a projector.
- The City PM will ensure Woolpert has access to the Cityworks AMS environment installed at the City facilities to perform on-site activities.
- The City PM will set-up and administer adequate testing facilities.
- The City PM will manage the testing process.
- The City PM will coordinate and schedule testing participants.
- The City testing participants will actively participate in testing activities.
- The City PM will provide signatures as formal approval of the UAT process before moving to the next dependent task as defined in the scope of services.

Task 5.3 | Facilitate Training

Client Responsibilities

- The City PM will secure an appropriate training facility.
- The City PM will coordinate and schedule training participants.
- The City PM will identify training groups.
- The training participants will actively participate in the training activities.

Task 5.4 | Provide Go-Live Support

Client Responsibilities

- The City PM, Cityworks administrators, and IT support staff should equally assist in administering the go-live tasks to make sure it is clear to the End-Users that the City is internally capable of supporting the newly deployed Cityworks AMS solution. The City system administrators and IT support staff will benefit from learning basic AM System troubleshooting routines during this time.

Phase 6 | Extended Support

Task 6.1 | 45 Day Review

Client Responsibilities

- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.
- The City PM, Technical, and Implementation teams will review the 45-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

Task 6.2 | 90 Day Review

Client Responsibilities

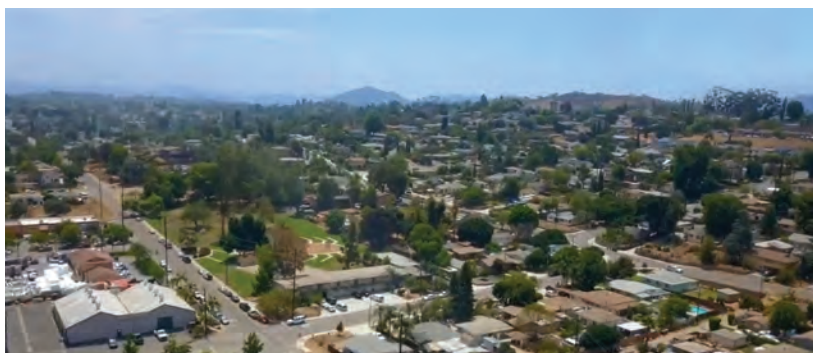
- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.
- The City PM, Technical, and Implementation teams will review the 90-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

Task 6.3 | 180 Day Review

Client Responsibilities

- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.
- The City PM, Technical, and Implementation teams will review the 180-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

E. Project Proposal Narrative



Section

E

Project Proposal Narrative

In this section, Woolpert provides a description of our proposed scope of services, including a comprehensive description of each proposed phase and task. Our approach to technology implementations has been developed from over 20 years of projects involving many different asset management software solutions. We continue to refine our approach as technologies change or we learn a new and more effective way to provide our services. **The hallmark of a Woolpert-led Technology implementation is the low risk offered by our staff when delivering according to our standard approach.** Woolpert is acknowledged by Azteca Systems' President Brian Haslam as their most accomplished implementation partner—a testament to our meticulous approach, which yields repeatable, high-quality results. The following scope of work presents Woolpert's approach to a Cityworks AMS vertical asset implementation for the City. It is based on several key assumptions that were provided by the City during previous on-site software demonstrations, in the Request for Proposal #19-10, and in e-mails between Woolpert and City staff.

Assumptions

- The City does not have an existing vertical asset geodatabase.
- Cityworks AMS implementation services will be provided for the Hale Avenue Resource and Recovery Facility (HARRF) and its associated wastewater treatment assets.
- The following groups are assumed to be part of the project:
 - Water/Field Operations Division.
 - Information Services/GIS.
- End-user training will employ a train-the-trainer approach. Woolpert will train City trainers, provide training material, and support trainers as they lead their first class. City personnel will provide all end-user training beyond these efforts.
- The City will assign a PM to schedule City resources for tasks and to ensure that the appropriate City resources participate in the workshops and that City-owned tasks are executed per the project plan.
- The City will assemble an Implementation Team that will participate in all key project tasks. The Implementation Team members are considered the power users that will serve as key Cityworks subject matter experts throughout the project and post-implementation.

- The City will assemble a Technical Team that will participate in all key technical project tasks. The Technical Team will serve as subject matter experts related to the WonderWare SCADA application integration and the MicroWest AMMS data conversion efforts.
- The City will utilize the Cityworks mobile solutions, either web-based or native mobile applications. During Pre-Planning Discovery and the Business Process Reviews, Woolpert will evaluate the City's mobile requirements and make recommendations as to the most appropriate mobile solution to meet the City's plant operations personnel needs. Woolpert's recommendation may be to employ a third-party mobile solution. It will be up to the City to decide if they want to consider third-party tools to streamline using Cityworks for specific crews. Additional licensing fees and implementation costs may be required if the City decides to use third-party tools.
- The Woolpert Change Control process will be adopted as described below.
- Anywhere that business days are referred to in the Scope of Services means City business days.
- Integrations and data conversion are an area of uncertainty. We have made detailed assumptions herein based on our experience and on-site meeting with the City.
- City will provide asset inventory to support the data model developed as part of this project. The City may hire Woolpert for data inventory services, if desired, but inventory services were not requested by the City.

Change Control

This section defines how changes to the original objectives and/or deliverables defined in this Statement of Work will be handled. Both Woolpert and the Client recognize that changes are a normal part of the project life cycle. Woolpert believes that managing change to project scope, cost, and schedule are critical to a project's success and employs a comprehensive approach to change control. Woolpert's established change control process is documented below.

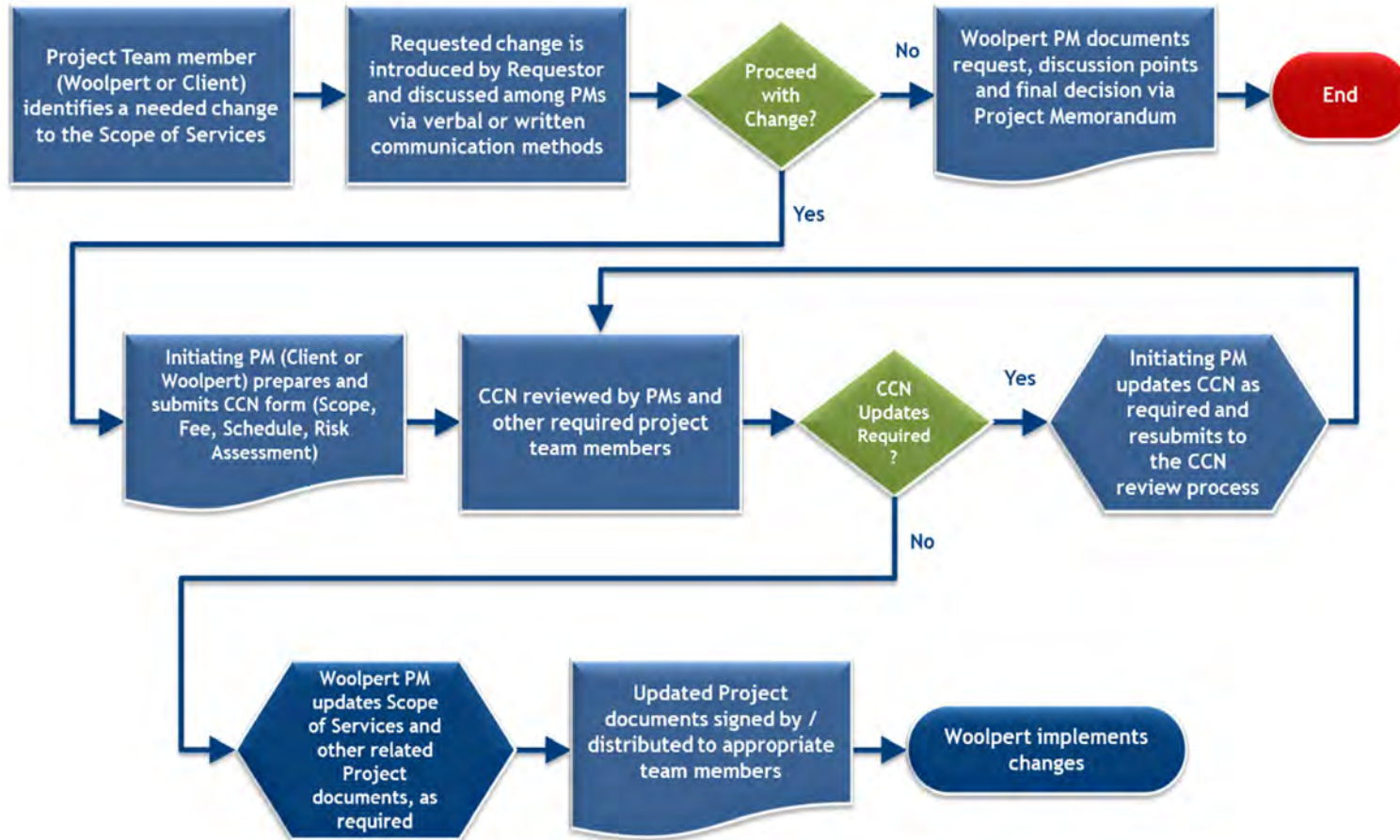
Any project team member (Client or Woolpert) may initiate a Change Request whenever there is a perceived need for a change that will affect the desired or anticipated outcome of the work or any element of the project. The project team member will use a Change Control Notice (CCN) form as appropriate for the change:

- Agreement to a Change Request signifies agreement to a change in overall costs, functionality, time scales, or other identified project impact.
- Changes will be identified and communicated by/to the respective Project Managers by any of the prescribed communication channels. Change Requests may be introduced via verbal conversation or other form of communication but must be supported by the appropriate CCN document.
- All CCN's will be signed by both the Client and Woolpert Project Managers to indicate acceptance of the changes.
- All project participants should understand that time is of the essence when initiating, reviewing, negotiating, and approving Change Requests, as any delays to work in progress caused by a CCN may impact the overall project schedule and budget.

All request changes should be managed from their initiation through to their completion (acceptance or rejection) within five (5) business days from the start of the process. If the Client and Woolpert PMs cannot reach common agreement on the request change within this time frame, the issue will be elevated to the

next level of management (both Client and Woolpert) for resolution. During the resolution process, all downstream project tasks potentially impacted by the requested change will be placed on hold until such time that resolution is achieved.

The following workflow diagram graphically depicts the above detailed process:



Change Control Process

Each Change Control Notice (CCN) will clearly document the following:

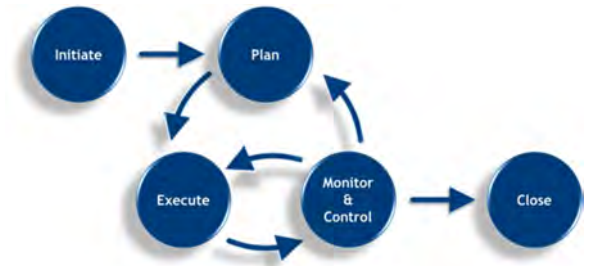
- Date.
- Change Control Number.
- CCN Initiated By.

- Original Scope of Services (language from the original scope that is being considered for change).
- Proposed Change (narrative of the proposed change(s) being sought).
- Schedule Impact (details about the impact of the proposed change(s) to the overall project schedule).
- Fee Impact (details on the impact of the proposed change(s) to the project budget).
- Risk Assessment (narrative discussion about the risks the proposed change(s) will introduce to the project and the ways in which said risk will be mitigated).
- Acceptance Signatures (Woolpert and Client Project Managers).

Phase 1 | Project Management

An Enterprise Asset Management system implementation is a complex endeavor that presents a variety of technical and organizational challenges that will need to be identified, analyzed, understood, and continually managed to ensure a successful outcome. Woolpert's Project Management approach provides for the resources and tools needed to successfully manage the project through all phases/processes, including:

- **Initiation.** Project authorizations and expectations.
- **Planning.** Project definitions, objectives, deliverables, and analysis of alternatives.
- **Execution.** Coordination of resources, quality management, and product and service delivery.
- **Monitoring and Controlling.** Monitoring and measuring to identify variances and initiate corrective actions.
- **Close-Out.** Acceptance of project deliverables and results.



Project Life-Cycle Process Groups

To fulfill each of these objectives, Woolpert will employ the different project management tools described in the following sections.

Task 1.2 | Project Administration

Project start-up activities will commence upon receipt of a Written Notice to Proceed issued to Woolpert from the City contracting authority. Project start-up activities include optimizing the project schedule, finalizing any outstanding modifications to the proposed scope of series, setting up internal systems and controls, scheduling the Project Kick-Off Meeting, and locking in implementation resources.

Woolpert's Project Manager will facilitate the following project administrative activities on a recurring basis throughout the life cycle of the project:

- Develop, in cooperation with the Client's Project Manager, a project plan and schedule.
- Proactively manage and update project plan and schedule, as required, throughout the duration of the project. Project plan and schedule modifications will be facilitated upon common agreement between the Client and Woolpert in accordance with the issue control process detailed in the project plan.
- Coordinate project events with the Client's Project Manager and Woolpert team members.
- Author, edit, review, and distribute project documentation and technical reports as required.
- Facilitate in-process review meetings with the Client's Project Manager, committees, management, and end-users, as scheduled and appropriate, throughout the duration of the project.
- Maintain a secure project collaboration website to post project schedule details, in-process tasks and responsible parties, and technical documentation, as well as other project collaboration tools.
- Perform miscellaneous project administration (e.g., arrange travel, internal project updates).
- Anticipate problem areas and propose and facilitate solutions.

Deliverables

- Draft and final project plan.
- Monthly project status reports.
- Ongoing project management, including resource allocation, invoicing, and general consulting.
- Password-protected project collaboration environment and issue log management.

Assumptions

- The activities discussed in this section will begin once a Written Notice-to-Proceed is received from the Client.
- 12 months of project management services will be provided.

Client Responsibilities

- Assemble a team of domain and technical experts and have representation of all divisions/work groups involved throughout all phases of the project.
- Provide a point of contact for all project management issues and questions.
- Review, comment, and accept draft project work plan within five (5) days of document delivery.
- Schedule appropriate internal staff and provide facilities for on-site meetings and off-site conference calls.
- Review and accept project status reports, or otherwise provide comments on same, within a reasonable time frame.

Related Sub-Tasks

WBS	Task Name
1.1	Task Client Will Provide Written Notice to Proceed (Client-Owned Task)
1.2	Task Project Administration
1.2.1	Sub-Task Woolpert Will Hold Project Planning Meeting
1.2.2	Sub-Task Woolpert Will Develop RAPP Plan
1.2.3	Sub-Task Woolpert Will Develop Draft Project Plan
1.2.4	Sub-Task Client Will Review Project Plan (Client-Owned Sub-Task)
1.2.5	Sub-Task Woolpert Will Finalize Project Plan
1.2.6	Sub-Task Woolpert Will Manage Project Website
1.2.7	Sub-Task Woolpert Will Submit Monthly Billing
1.2.8	Sub-Task Woolpert Will Facilitate Ad-Hoc Client Meetings

Task 1.3 | Ongoing Project Management Tasks

Ongoing project management tasks include scheduled meetings between the Woolpert and City PMs and other project participants, as included by their respective PMs, Woolpert internal resource meetings to ensure Woolpert project resource communication and coordination, and periodic project schedule coordination and updates.

Formal project management meetings will be held monthly. Included in the project management meetings will be the Woolpert and City PMs as well as any Woolpert or City resources that the respective Project Managers deem necessary for a meeting. The Woolpert PM will produce and circulate the notes from the monthly Project Managers’ meetings.

Woolpert will hold internal project resource meetings on a bi-weekly basis. Given the number of Woolpert resources expected to participate in this project, it is critical that these resources communicate and coordinate their efforts throughout the project. No notes will be produced to document internal project meetings. Woolpert highly recommends that the City establish similar internal project resource meetings to ensure similar communication and coordination of City resources.

The Woolpert Project Manager will update the project schedule monthly. Schedule updates that require communication to the City team will be discussed at the monthly Project Managers’ meeting.

Deliverables

- Woolpert will facilitate monthly Project Managers’ meetings. The meetings will be facilitated on-site, if the necessary Woolpert resources are in Escondido during the scheduled meeting, or via WebEx/teleconference. Woolpert will produce notes from meetings and post them to the project website.
- Woolpert will perform monthly project schedule updates and present changes at the monthly Project Managers’ meeting.
- Woolpert will perform ad-hoc meetings with the City outside of the defined monthly project status meetings when it is deemed necessary by the City PM.

Assumptions

- Work will be performed remotely unless the required Woolpert resources happen to be on-site for the tasks.
- 12 months of project management services will be provided based on the confirmed date of the project kickoff meeting.

Client Responsibilities

- The City PM will attend and actively participate in the project managers’ meeting.
- The City PM will communicate information from the meetings to the appropriate City project team members.

Related Sub-Tasks

WBS	Task Name
1.3.1	Sub-Task Bi-Weekly Internal Meetings
1.3.2	Sub-Task Monthly Client Status Meetings
1.3.3	Sub-Task Project Schedule Coordination

Task 1.4 | Project Kick-Off Meeting

As soon as is reasonably feasible, following receipt of the Written Notice to Proceed, Woolpert’s PM will work with the Client’s PM to schedule a Project Kick-Off Meeting. This meeting will be facilitated on-site at the Client’s facilities for the purpose of: 1) establishing the necessary project management protocols to be

adhered to by all stakeholders, 2) reviewing the Client’s implementation goals and objectives with all team members, 3) identifying any Client-owned source documentation necessary to support the project, 4) identifying all critical path schedule milestones, and 5) addressing any outstanding scope or schedule questions that Client stakeholders may have. Said meeting shall be of a duration suitable for addressing each of the items previously listed. Development of the kick-off meeting agenda shall be the joint responsibility of Woolpert and Client PMs.

Deliverables

- Woolpert will provide an agenda for the Kick-Off, Software Demonstrations, and Implementation Alignment workshops to the City ten (10) consecutive business days prior to the on-site visits.
- Woolpert will facilitate a two (2) hour project kick-off meeting.

Assumptions

- The activities discussed in this section will begin once a Written Notice-to-Proceed is received from the Client.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so Woolpert can plan the necessary travel arrangements.

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule meeting space and supporting technology peripherals suitable for the kick-off meeting.
- The City PM will coordinate and schedule meeting attendees.

Related Sub-Tasks

WBS	Task Name
1.4.1	Sub-Task Woolpert Will Prepare Project Kick-Off Agenda
1.4.2	Sub-Task Woolpert Will Submit Agenda to Client PM
1.4.3	Sub-Task Client Will Prepare Site For Kick-Off Meeting (Client-Owned Sub-Task)
1.4.4	Sub-Task Client Sub-Task Will Schedule Meeting Attendees (Client-Owned Sub-Task)
1.4.5	Sub-Task Woolpert Will Facilitate Project Kick-Off Meeting (On-Site)
1.4.6	Sub-Task Woolpert Will Prepare and Submit Kick-Off Meeting Minutes to Client



Phase 2 | Implementation Planning

The Implementation Planning tasks are performed for the purpose of verifying/establishing and documenting a clear purpose for the enterprise Cityworks AMS solution implementation. Functional and technical requirements that have already been shared by the City are reviewed by the Woolpert and City

Implementation Team members to align goals and expectations and to establish critical success factors to measure implementation milestones.

Key Implementation Planning Deliverables

- Asset Management Software Solution Demonstrations
- Pre-Planning Discovery Technical Memorandum
- Installation and Testing of Cityworks in Woolpert Development Environment
- Business Process Workflow (Best Practices) Documentation

As part of Woolpert’s continuous knowledge transfer and change control efforts, we provide a series of software demonstrations to all City future system end-users. The end-user demonstrations during the Planning phase are followed by a deeper dive into the software for the City Implementation Team during the configuration phase. Early introduction to the system imparts a level of understanding among those City team members that will be asked to make design and configuration decisions, but more importantly it allows City to gauge the readiness within their entire organization. Identifying apprehension and uneasiness within the organization early in the project will allow City leadership to manage the change proactively such that at go-live all users are excited for the new solution. This is the first of many formal and informal software demonstrations that will be used throughout our implementation process.

During this phase, Woolpert will facilitate brief workshops with each participating group to ensure alignment between the scope and City project team members’ expectations. Upon common alignment of expectations and the scope of work, Woolpert will facilitate more extensive workshops to define future business processes that the Cityworks solution will be configured to support. Woolpert will provide documentation, as appropriate, of the outcome for each of these efforts. These documents will form the “Road Map” to which future business processes that incorporate use of the new Cityworks AMS software will align.

Task 2.1 | Woolpert Development Environment Set-Up

As part of these initial planning efforts, the City will provide Woolpert copies of their Cityworks and GIS production databases. Woolpert will restore copies of the City’s Cityworks and GIS databases in a Woolpert Development environment that mirrors the City’s Cityworks and GIS Production environment. This environment will be used by Woolpert throughout the duration of the project to perform Cityworks AMS, SCADA integration, and AMMS data conversion efforts. Woolpert will periodically provide the City with full database backups, as defined in the project schedule, to allow end-users to interact with the Cityworks AMS solution as the configuration evolves throughout the project implementation. Woolpert employs data migration scripts to reconcile Cityworks AMS configuration updates made to the Cityworks database for the project implementation as part of the go-live preparation process outlined in the System Deployment phase of the project schedule.

Deliverables

- Woolpert will establish test logins for each identified project team member in the Woolpert Cityworks Development environment. These logins will be used by the City following the completion of the system configuration to provide users hands-on experience with the Cityworks AMS solution.

Assumptions

- The City will provide Woolpert copies of Cityworks, GIS, SCADA, and AMMS production databases in the time frame defined in the accepted project schedule.
- The City will provide Woolpert copies of ArcGIS Desktop map documents (.mxd) that are published and consumed by the City’s current Cityworks environment. Woolpert understands this assumption may not be applicable since the City currently does not have a vertical asset geodatabase.
- The version of Cityworks will be discussed for configuration and deployment phases.

Client Responsibilities

- The City will provide Woolpert copies of Cityworks, GIS, SCADA, and AMMS production databases in the time frame defined in the project schedule.
- The City will provide Woolpert copies of relevant ArcGIS Desktop map documents (.mxd) that are published and consumed by the City’s current Cityworks environment in the time frame defined in the project schedule.

Related Sub-Tasks

WBS	Task Name
2.1.1	Sub-Task Client Will Provide Woolpert Copies of Cityworks, GIS, and ArcGIS Production Databases (Client-Owned Task)
2.1.2	Sub-Task Woolpert Will Restore Copies of Cityworks and GIS Production Databases In Woolpert Development Environment



Task 2.2 | Pre-Planning Discovery



Performance Management Roadmap

Woolpert will jointly facilitate a series of pre-planning discovery sub-tasks for the purposes of 1) understanding the City’s over-arching corporate asset management objectives and strategies, 2) aligning the City’s stated technical and functional requirements with the governing project plan (Request for Proposal, contract, Statement of Work documents), and 3) identifying and documenting any critical performance requirements that have not been adequately addressed to date (critical/unique asset performance measures, system interfaces, unique workflow details, specific reporting requirements, and data conversion requirements). It is understood by Woolpert that the City currently does not have a vertical asset geodatabase model for its wastewater treatment assets. Woolpert understands the criticality of GIS and believes it is important to begin the GIS dialogue in the early stages of the project implementation. This approach provides the City and Woolpert ample time to establish an action plan to ensure the GIS meets the expectations of the end-users. The GIS workshop will also be an opportunity to begin discussions about the envisioned wastewater vertical asset geodatabase model. Woolpert will provide recommendations based on best practices and previous experience that balance asset detail, maintenance, and end-user experience in Phase 2 – System Design and Configuration as part of the vertical asset geodatabase design task.

Ultimately, we are utilizing this pre-planning discovery opportunity to engage the City’s management team and technical leads to define the target asset performance measures the

implemented Cityworks AMS will be required to support. By clearly articulating the organization’s implementation vision and aligning this with the corporate policies and goals, strategies, and objectives, we can establish the desired “to-be” position at the very onset of the project. Woolpert will then compare requirements to the City’s current asset management strategy baseline to define the outstanding measures that need to be implemented as part of the overall project. This will clearly establish the “roadmap” our project team and the City’s project participants will utilize to navigate the design, configuration, and deployment phases of the project. The **Performance Management Roadmap** in the above graphic illustrates how the pre-implementation planning discovery is used to align implementation goals and objectives and establish the requisite implementation road map.

This task is also an opportunity to discuss and identify performance metrics. Metrics come in many forms from strategic to the tactical. An example of a strategic metric is knowing exactly **when to replace an asset based on cost expended versus asset replacement value**. If any asset is costing the City more to maintain than its current value, the best practice is to program the asset to be replaced at a later date. Tactical metrics are more action-oriented to understand the state of the asset management program. An example of tactical metrics is the **trend of total corrective maintenance work order cost by asset class**. Corrective maintenance trending up or down is a direction indication of the success or failure of a Preventive Maintenance program, and prevent maintenance should constitute at least 80% of the focus for any asset-centric organization. Woolpert will discuss the opportunity to create both strategic and tactical metrics to support the long-term goals and objectives of the City. Woolpert has dozens of examples to offer at the City’s request.

Any program elements that are discovered during this process that are not part of the Project Plan will be presented to the City’s management team for consideration. At their discretion, the City’s management team may elect to have these added to a revised Project Plan for inclusion in the core project implementation or place them in a “parking lot” for future consideration outside of the scope of this implementation plan. Depending upon the City’s decision, Woolpert will make any necessary adjustments to the Project Plan and obtain acceptance from the City.

Deliverables

- Woolpert will facilitate the on-site Pre-Planning Discovery workshops.
- The Pre-Planning Discovery workshops will be held immediately following the software demonstrations.
- Woolpert will provide an agenda for the Pre-Planning Discovery workshops to the City ten (10) consecutive business days prior to the on-site visits.
- Woolpert will perform a desktop review of the RFI response information provided by the City PM prior to the on-site workshops.
- Woolpert will facilitate a series of discovery workshops, on-site at the City’s facilities. Workshops and durations are as follows:
 - Project Stakeholders Meeting 2 hours
 - Enterprise Work Strategy Workshop 2 hours
 - Wastewater Treatment (Operations)..... 4 hours
 - Wastewater Treatment (Maintenance) 4 hours
 - GIS..... 2 hours
 - Data Conversion Review..... 2 hours
- Woolpert will document the workshop discussions and findings in the form of a Technical Memorandum and submit it to the City PM.
- Woolpert will facilitate a remote conference call meeting with the City Implementation Team to review the contents of the Technical Memorandum. The remote conference call meeting will be up to two (2) hours in duration.

Assumptions

- All activities other than the actual workshops will be performed remotely.
- The Implementation Alignment workshops will be held immediately after the Cityworks AMS Software Demonstration.
- Woolpert will provide the WebEx information for City participants for the remote meeting.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so that Woolpert can plan the necessary travel arrangements.

Client Responsibilities

- The City PM will secure the appropriate meeting facilities in which Woolpert will conduct the workshops.
- The City PM will schedule all City workshop attendees.
- The City PM will provide a prioritized list of known required reports, from most to least critical, as part of its RFI response.
- All identified City workshop attendees will actively participate in the on-site meetings without undue interruption.
- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.



- The City PM and Core Implementation Team members will review the Implementation Pre-Planning Discovery Technical Memorandum and provide feedback to Woolpert within ten (10) consecutive business days.
- The City PM and Core Implementation and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for Pre-Planning Discovery Technical Memorandum updates.
- The City PM will provide written approval of the Pre-Planning Discovery Technical Memorandum to the Woolpert PM.

Related Sub-Tasks

WBS	Task Name
2.2.1	Sub-Task Woolpert Will Prepare Request For Information (RFI)
2.2.2	Sub-Task Woolpert Will Submit RFI to Client
2.2.3	Sub-Task Client PM Will Facilitate Data Gathering Process and Provide Data to Woolpert (Client-Owned Task)
2.2.4	Sub-Task Woolpert Will Perform Desktop Audit of Collected RFI Information
2.2.5	Sub-Task Woolpert Will Prepare Pre-Planning Discovery Agenda
2.2.6	Sub-Task Client Will Prepare Site For Pre-Planning Discovery Workshops (Client-Owned Task)
2.2.7	Sub-Task Woolpert Will Facilitate Pre-Planning Discovery and Enterprise Work Strategy Workshops (On-Site Task)
2.2.7.1	Sub-Task Project Stakeholders Meeting
2.2.7.2	Sub-Task Enterprise Work Strategy Workshop
2.2.7.3	Sub-Task Wastewater Treatment (Operations)
2.2.7.4	Sub-Task Wastewater Treatment (Maintenance)
2.2.7.5	Sub-Task GIS
2.2.7.6	Sub-Task Data Conversion Review
2.2.8	Sub-Task Pre-Planning Discovery Workshop Findings
2.2.8.1	Sub-Task Woolpert Will Document Pre-Planning Discovery Findings
2.2.8.2	Sub-Task Woolpert Will Develop Enterprise Work Strategy Memorandum
2.2.8.3	Sub-Task Woolpert Will Submit Pre-Planning Discovery Findings and Enterprise Work Strategy to Client PM
2.2.8.4	Sub-Task Client Will Review Pre-Planning Discovery Findings Document (Client-Owned Task)
2.2.8.5	Sub-Task Woolpert Will Facilitate Remote Pre-Planning Discovery Review Meeting

Task 2.3 | Provide Asset Management Software Demonstrations

Woolpert will facilitate an on-site software demonstration to introduce the City user community to the core functionality and features of the Cityworks AMS software application. For many, this will be their first exposure to the new Cityworks software. The demonstration will provide an initial overview of the features



and functions of the new software. For the City Implementation and Technical teams, this demonstration will serve as a basis for ongoing software exposure and knowledge transfer that will increase in frequency and complexity as the project progresses through the subsequent phases.

Deliverables

- Woolpert will provide on-site Cityworks AMS demonstrations for up to a total of four (4) hours. The expectation is that there will be two (2) two-hour demos, but the final number and durations of the demos will be determined by the Woolpert and City PMs.

Assumptions

- The Software Demonstrations will be facilitated utilizing an off-premises Woolpert Cityworks AMS demonstration environment.
- The Software Demonstrations will be held immediately following the Project Kick-Off Meeting.
- An agenda for the workshops will be provided no later than ten (10) consecutive business days prior to the on-site workshops for City review.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so that Woolpert can plan the necessary travel arrangements.

Client Responsibilities

- The City PM will review and accept the agenda for the Software Demonstration within ten (10) days of receiving the document.
- The City PM will schedule and accommodate the appropriate City Implementation Team and Technical Team staff such that they are available, without undue interruption, for the demonstration.
- The City PM will secure an appropriate training facility suitable for participants.
- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert has ample time to schedule travel arrangements.
- The City PM will provide a conference room or training room with a projector. During the Software Demonstrations, individual computers are not required for the participants. Woolpert will perform the demonstration from a Woolpert computer. The City will ensure that the Woolpert computer can access the internet.

Related Sub-Tasks

WBS	Task Name
2.3.1	Sub-Task Woolpert Will Prepare Software Demonstration Agenda
2.3.2	Sub-Task Woolpert Will Submit Agenda to Client PM
2.3.3	Sub-Task Woolpert Will Prepare For Demonstration
2.3.4	Sub-Task Client Will Prepare Site For Software Demonstration (Client-Owned Task)
2.3.5	Task Asset Management Software Demonstration (On-Site Task)
2.3.5.1	Sub-Task Woolpert Will Facilitate Session 1 Demonstration
2.3.5.2	Sub-Task Woolpert Will Facilitate Session 2 Demonstration
2.3.6	Sub-Task Travel - Kick-Off, Demonstrations, Pre-Planning Discovery



Task 2.4 | Conduct Business Process Reviews

Woolpert will facilitate a series of Business Process Review workshops with City staff to align application workflows with the City asset management business processes.

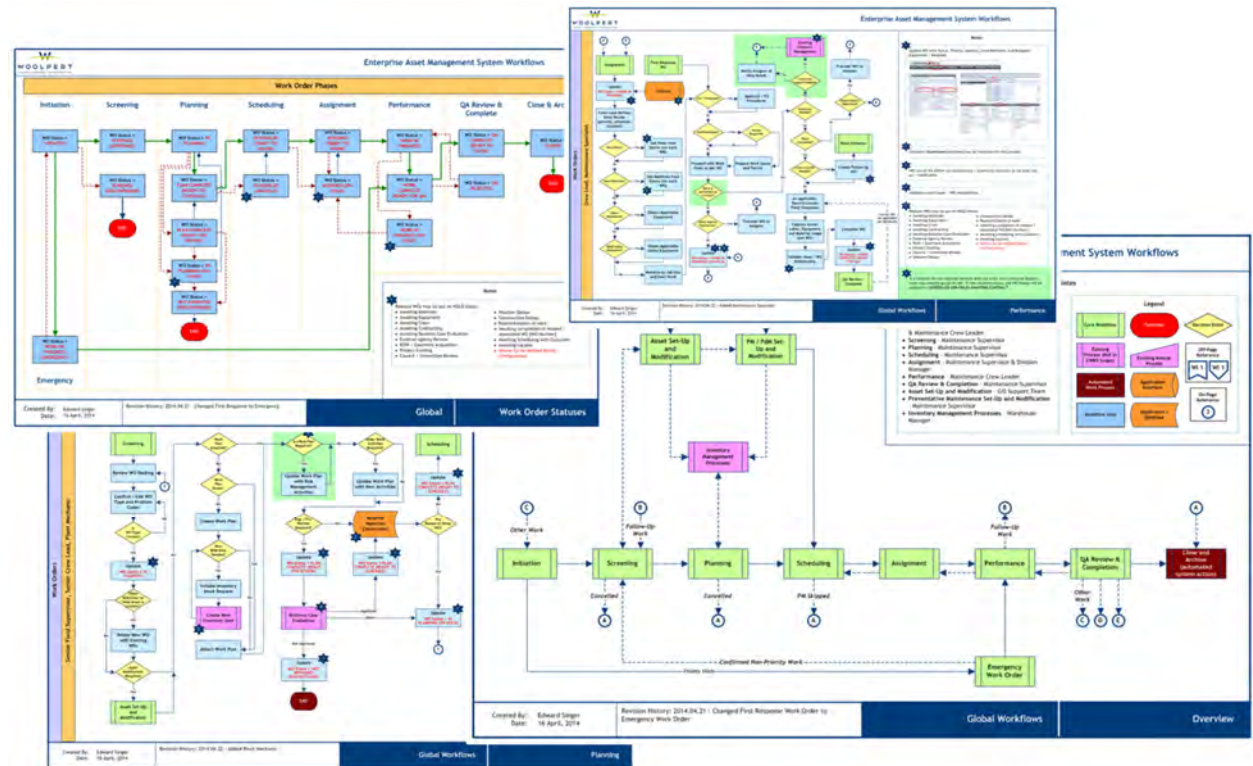
Woolpert has developed a standard set of “best practice” workflow templates to facilitate the understanding of work management life cycles. The Woolpert Project Manager and Lead Analyst will tailor the workflow templates to accommodate the City’s “planning, scheduling, and execution” workflows. Woolpert will ensure that use of the workflow templates saves time, money, and introduces a substantial level of industry best practices for work management activities at the outset of the project.

The objectives of the business process reviews are three-fold:

- 1) Provide the Woolpert implementation team with a deep understanding of the City desired work, asset management workflows, and business processes.
- 2) Provide the City Implementation Team participants with a deeper understanding of the impending business process improvements introduced by the planned Cityworks AMS solution.
- 3) Establish asset life-cycle management and work management workflows in the context of the City’s asset management strategies and as supported by the Cityworks AMS functional and technical capabilities.

Woolpert will facilitate a series of on-site workshops that investigate several standard workflow diagrams detailing the life-cycle management of work requests within the Cityworks AMS application. The nine (9) primary workflow areas addressed include:

- | | | |
|---------------|----------------|-----------------------------|
| 1. Initiation | 4. Scheduling | 7. Emergency Work |
| 2. Screening | 5. Assignment | 8. QA Review and Completion |
| 3. Planning | 6. Performance | 9. GIS Asset Set-Up |



Example Asset Management Workflow Diagrams



Along with the workflows, Woolpert will introduce the use of the following items:

- Work order statuses.
- Priority levels and how to calculate level of importance.
- Multiple domains versus single domain.
- On-Hold Reasons (reasons why work order/inspection performance might be delayed, such as awaiting parts, awaiting available crews, weather delays, etc.).
- Job progress tracking and reporting for work orders throughout their life cycle (how factors relate to establishing a work management environment that moves from reactive maintenance to a more proactive maintenance position).

Also, as part of these workshop discussions, the Woolpert Project Manager will expand upon the discussions of Levels of Service, asset performance measures, and specialized reporting requirements to identify key custom data fields for configuration.

Upon completion of these workshops, Woolpert will compile the comments and feedback received from the City Implementation Team and update the standard workflow diagrams to reflect local practices.

Deliverables

- Woolpert will provide an agenda to the City ten (10) consecutive business days prior to the on-site visits.
- Woolpert will facilitate the business process review workshops.
- Woolpert will provide a series of standard business process workflows that align with Woolpert's asset management workflow methodology.
- Total Business Process Review Workshops will be conducted in two (2) business days over no more than one (1) business week. Each of the two (2) business groups is estimated to require one (1) business day to complete their business process designs.
- The total workshop time will not exceed an agreed-upon number of business days. Time can be reallocated per common agreement between the Woolpert and City PMs.
- Woolpert will provide the standard business process review diagrams for the "To-Be" business workflows in Microsoft Visio and PDF formats.
- Woolpert will provide the custom business process review processes for the "To-Be" business workflows in Microsoft Word and PDF formats.
- Woolpert will facilitate one (1) remote review meeting with the City Implementation Team. The meeting will be up to four (4) hours in duration. Time can be reallocated into multiple review sessions per common agreement between the Woolpert and City PMs.

Assumptions

- All activities other than the actual workshops will be performed remotely.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so that Woolpert can plan the necessary travel arrangements.
- The standard business process review diagrams for the "To-Be" processes will be created using Microsoft Visio and will be provided in Microsoft Visio and PDF formats.
- The custom business processes for the "To-Be" processes will be created using Microsoft Word and will be provided in Microsoft Word and PDF formats.
- Woolpert will provide the WebEx information for City participants for the remote meetings.

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert has ample time to schedule travel arrangements.
- The City PM will secure an appropriate meeting facility suitable for participants.
- The City PM will schedule and accommodate the appropriate City project participants such that they are available, without undue interruption, for the required number of days.
- The City Implementation Team will review the “To-Be” standard and custom business processes and provide feedback within ten (10) consecutive business days.
- The City PM will provide final approval on the “To-Be” standard and custom business processes within ten (10) consecutive business days and before Phase 2 begins.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for business process review updates.
- The City PM will provide written approval of the business process review document to the Woolpert PM.

Related Sub-Tasks

WBS	Task Name
2.4.1	Sub-Task Woolpert Will Prepare Business Process Agenda
2.4.2	Sub-Task Woolpert Will Submit Agenda to Client
2.4.3	Sub-Task Client Will Prepare Site For Business Process Review Workshops (Client-Owned Task)
2.4.4	Sub-Task Woolpert Will Facilitate Business Process Review Workshops (On-Site Task)
2.4.4.1	Sub-Task Standard Business Processes
2.4.4.2	Sub-Task Custom Business Processes - Wastewater Treatment (Operations)
2.4.4.3	Sub-Task Custom Business Processes - Wastewater Treatment (Maintenance)
2.4.4.4	Sub-Task Travel - Business Process Reviews
2.4.5	Sub-Task Document Business Process Review Findings
2.4.5.1	Sub-Task Woolpert Will Develop Business Process Review Memorandum
2.4.5.2	Sub-Task Woolpert Will Submit Business Process Review Memorandum and Workflow Documents To Client
2.4.5.3	Sub-Task Client Will Review Business Process Review Memorandum and Workflow Documents (Client-Owned Task)
2.4.5.4	Sub-Task Woolpert Will Facilitate Remote Business Process Review Meeting
2.4.5.5	Sub-Task Woolpert Will Update Business Processes Per Client Feedback
2.4.5.6	Sub-Task Woolpert Will Submit Final Business Process Documentation To Client PM
2.4.5.7	Sub-Task Client Will Review and Approve Business Process Documentation (Client-Owned Task)



Task 2.5 | Phase 1 Quality Control

Woolpert technical resources not regularly involved with this implementation will perform an independent quality review of the work processes and deliverable products in accordance with the Woolpert Total Quality Plan.

Task 2.6 | Phase 1 Acceptance

This is the phase exit document that the City PM signs indicating Woolpert has delivered the Phase 1 services in accordance with the Scope of Work and Project Plan. Phase 2 will not begin until Phase 1 has been accepted by the City.

Phase 3 | Core System Development

Using the information collected during the previous phase as our guide, the Woolpert Implementation Team will lead the City project team through the configuration tasks detailed within this section. The result of this phase will be a fully configured Cityworks AMS solution—deployed to the City’s Test environment—that is ready to undergo User Acceptance Testing.

Woolpert’s implementation approach is highly collaborative. We believe strongly that **people support what they help to create**. We expect the City Core Implementation Team to work alongside our implementation experts as we jointly define configuration requirements, develop the solution, and then review and refine the results in an iterative pattern. Our approach allows your team to be an integral part of the process. Organic knowledge transfer is a natural by-product of our approach. At the end of this phase, the City team will be well versed in what/why/how we configured the solution and an active champion as we introduce the system to a wider set of stakeholders.

According to feedback received from the City in response to RFP questions, a geodatabase needs to be developed as part of the Cityworks vertical asset implementation. The first series of tasks in Phase 2 involves developing vertical asset geodatabase recommendations and a subsequent physical geodatabase to support the Cityworks vertical asset implementation. Building on feedback received during the GIS Pre-Planning Discovery Workshop in Phase 1, Woolpert will develop a draft Geodatabase Design Document. The document marries City feedback with Woolpert’s recommended vertical asset geodatabase model approach. The draft document will be the focus of the on-site geodatabase design review workshop. Following the workshop, Woolpert will update the document based on City feedback. An iterative approach consisting of a review meeting and updates will be used to refine the document prior to final acceptance.

Following acceptance of the Geodatabase Design Document, Woolpert will facilitate the process of preparing the configuration data into the GIS. The data load will be performed in the City Development GIS environment for quality control and testing. It is anticipated that Cityworks AMS will be required to provide most of the required asset specificity until a full asset inventory can be conducted.

Following business process review acceptance, Woolpert will configure pilot Cityworks AMS Work Order and Inspection templates for three (3) asset classes. The pilot work activity configuration will be used to demonstrate the system capabilities to the City Implementation Team during the subsequent rounds of workshops. The City Core Implementation Team will have the opportunity to interact with the workflows in their local development environment before each workshop so that they are able to provide meaningful feedback as to how the configuration can be improved so that it better supports their workforce and aligns with their processes.

Key Core System Development Deliverables

- Vertical Asset Geodatabase Recommendation Document
- Physical Vertical Asset Geodatabase
- Core Cityworks AMS System Documentation
- Core Cityworks AMS Configuration In Woolpert Development Environment
- Delivery Of Final Cityworks AMS Configuration To City To Restore In City Test Environment
- Two (2) Rounds of Configuration Workshops
- Cityworks Configuration and Documentation
- Cityworks AMS Demonstrations

There will be two (2) rounds of configuration workshops. Each round will contain a single cycle. A cycle is three or four weeks in duration (depending on resource availability; shorter or longer cycles are not recommended). Week 1 is for on-site workshops where the joint Woolpert/City team will conduct the scoped workshops. In the 2–3 weeks before the next on-site workshops (start of next cycle), Woolpert works remotely to document the design decisions and configure the system. Towards the end of each cycle, Woolpert will conduct a remote meeting via WebEx with the City Implementation Team. The purpose of the WebEx is for Woolpert to provide a demonstration of the configured solution to the City team members. Our expectation is that the City Core Implementation Team, after the WebEx demonstration, will perform ad-hoc, informal “testing” in the system. They will process records, as best they can with their limited knowledge, so that they are prepared with feedback for the next round of workshops. This informal testing also builds comfort with the solution, which will make them more confident during Deployment tasks and when the system is placed into production.

Task 3.1 | Develop and Deploy Vertical Asset Geodatabase

This task is a continuation of the feedback received from the City during the GIS Implementation Workshop held in Phase 1. Woolpert will collaborate with the City Technical and Core Implementation teams to craft a Geodatabase Design Document. The document marries City feedback with Woolpert’s recommended vertical asset geodatabase model approach. Following acceptance of the document by the City, Woolpert will configure a vertical asset geodatabase to support the Cityworks AMS vertical asset implementation. Woolpert and the City Technical team will perform joint testing of the vertical asset geodatabase in the City Development GIS environment prior to final acceptance.

Deliverables

- Woolpert will provide an agenda to the City ten (10) consecutive business days prior to the on-site visits.
- Woolpert will provide a draft vertical asset geodatabase design document (Microsoft Visio and Word).
- Woolpert will facilitate an on-site geodatabase design review workshop no longer than two (2) days in duration.
- Woolpert will provide the updated geodatabase design documentation (Microsoft Visio and Word) based on feedback received from the workshops.
- Woolpert will facilitate a remote review meeting of the updated geodatabase design document with the City Technical and Implementation teams up to four (4) hours in duration.
- Woolpert will update and submit the final geodatabase design document based on feedback received in the remote review meeting.
- Woolpert will develop the physical vertical asset geodatabase based on the accepted geodatabase design specifications (Esri Personal Geodatabase and Microsoft Excel Export). This includes but is not limited to feature classes, object classes, relationship classes, and domains.
- Woolpert will support the City testing and quality control of the physical vertical asset geodatabase.
- Woolpert will update the physical vertical asset geodatabase based on the results and feedback obtained through testing.

Assumptions

- All activities other than the actual workshops will be performed remotely.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so Woolpert can plan the necessary travel arrangements.
- Woolpert will provide the WebEx information for City participants for the remote meetings.
- The physical vertical asset geodatabase will be created and delivered as an Esri Personal Geodatabase and Microsoft Excel Export.

- The City GIS Administrator will provide all required access and credentials to perform the geodatabase deployment.
- The physical vertical asset geodatabase **will not include assets**; it is a shell that will be used by the City to populate with assets as part of an asset inventory collection effort.
- The City GIS Administrator will be an active participant in all tasks and sub-tasks, but primarily the documentation review, data loading, geodatabase deployment, testing, and approval.
- The City Technical and Implementation Teams will be active participants in geodatabase design documentation development.

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will secure an appropriate meeting facility suitable for participants.
- The City PM will schedule and accommodate the appropriate City project participants such that they are available, without undue interruption, for the required number of days.
- The City GIS Administrator will actively participate in all required sub-tasks.
- The City Technical and Core Implementation team members, where applicable, will actively participate in the geodatabase design review process.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for geodatabase schema updates.
- The City PM will provide written approval of the vertical asset geodatabase and geodatabase design document to the Woolpert PM.

Related Sub-Tasks

WBS	Task Name
3.1.1	Sub-Task Develop Vertical Asset Geodatabase Design Documentation
3.1.1.1	Sub-Task Woolpert Will Prepare The Initial Vertical Asset Geodatabase Design Document
3.1.1.2	Sub-Task Woolpert Will Submit The Draft Geodatabase Design Document To The Client PM
3.1.1.3	Sub-Task The Client Technical and Implementation Teams Will Review The Draft Vertical Asset Geodatabase Design Document (Client-Owned Task)
3.1.2	Sub-Task Facilitate Vertical Asset Geodatabase Design Review Workshop
3.1.2.1	Sub-Task Woolpert Will Prepare The Vertical Asset Geodatabase Design Review Workshop Agenda
3.1.2.2	Sub-Task Woolpert Will Submit Agenda To The Client
3.1.2.3	Sub-Task Client PM Will Prepare Site For The Vertical Asset Geodatabase Design Review Workshop (Client-Owned Task)
3.1.2.4	Sub-Task Woolpert Will Facilitate The Vertical Asset Geodatabase Design Review Workshop (On-Site Task)
3.1.2.4.1	Sub-Task Vertical Asset Geodatabase Design Review Workshop
3.1.2.5	Sub-Task Travel - Vertical Asset Geodatabase Design Review Workshop
3.1.2.6	Sub-Task Review And Approve Vertical Asset Geodatabase Design



WBS	Task Name
3.1.2.6.1	Sub-Task Woolpert Will Update The Vertical Asset Geodatabase Design Document Based On Workshop Outcomes
3.1.2.6.2	Sub-Task Woolpert Will Submit The Updated Vertical Asset Geodatabase Design Document To The Client PM
3.1.2.6.3	Sub-Task Client Technical and Implementation Teams Will Review The Updated Vertical Asset Geodatabase Design Document (Client-Owned Task)
3.1.2.6.4	Sub-Task Woolpert Will Facilitate A Remote Vertical Asset Geodatabase Design Review Meeting
3.1.2.6.5	Sub-Task Woolpert Will Update The Vertical Asset Geodatabase Design Document Based On Client Feedback
3.1.2.6.6	Sub-Task Woolpert Will Submit The Updated Vertical Asset Geodatabase Design Document To The Client PM
3.1.2.6.7	Sub-Task Client PM Will Review And Approve Final Vertical Asset Geodatabase Design Document (Client-Owned Task)
3.1.2.7	Sub-Task Populate Vertical Asset Geodatabase And Deploy To Client Development GIS Environment
3.1.2.7.1	Sub-Task Woolpert Will Develop Physical Vertical Asset Geodatabase
3.1.2.7.2	Sub-Task Woolpert Will Deploy Physical Vertical Asset Geodatabase To The Client Development GIS Environment
3.1.2.7.3	Sub-Task Woolpert And Client Will Jointly Test The Deployed Physical Vertical Asset Geodatabase
3.1.2.7.4	Sub-Task Woolpert Will Update The Physical Vertical Asset Geodatabase Per Test Results
3.1.2.7.5	Sub-Task Client PM Will Review And Approve The Physical Vertical Asset Geodatabase (Client-Owned Task)



Task 3.2 | Prepare Configuration Documentation

Prior to the configuration workshops, Woolpert will compile the asset management program data gathered and documented through the multiple on-site workshops and other related project meetings completed project-to-date (pre-planning discovery, business process review, etc.) and distill this information into a series of organized configuration documents. A series of Microsoft Excel workbooks will be used to track configuration updates throughout the project. Woolpert also uses several Crystal Reports developed specifically for Cityworks AMS implementations. As reports, the deliverable is more dynamic and can be run at any time to provide the client a snapshot of the system configuration. Below is a list of the configuration reports:

- Global: Dynamically filtered by domain.
- Service Requests: Dynamically filtered by domain, problem category, and problem code.
- Work Orders: Dynamically filtered by domain, asset group, asset class, and template.
- Inspections: Dynamically filtered by asset group, asset class, and inspection template.

The reports consist of standard AM system elements, as well as the customized details required to support the City's specific asset management program and will be used to guide the configuration of the AM system such that it is localized to the City's specific work order and asset maintenance management requirements.

Later in the project, the City will be asked to formally review and approve the final configuration document. Since this is a very long and complicated document, it is important for the City's team to start learning about it (how sections are divided and how those sections relate to the configured solution) early in the project. Otherwise, when final acceptance of that document is required, the review will be overly cumbersome for the City team. Delayed acceptance at that time may affect the timing of subsequent project activities.

Deliverables

- Woolpert team members will develop a set of configuration documents containing all the configuration items discovered to-date.
- Woolpert will facilitate a remote review meeting with the City Implementation Team.

The screenshot displays the 'Inspection Observations' section of the Cityworks AMS Configuration Guide. It includes the Woolpert and Escondido logos, the title 'Inspection Observations', and the inspection template 'WW GRAVITY MAIN CLEANING'. The observation panel shows 'CLEANING RESULTS' with a question 'OVERALL CONDITION SCORE' and a table of possible answers with their respective weights and instructions. Below this, there are three dynamic selection menus: 'Enter Asset Group', 'Enter Asset Type', and 'Enter Inspection Type'. Each menu shows available values on the left and selected values on the right, with 'Remove' and 'Remove All' buttons. The 'Enter Inspection Type' menu has '208 - WW GRAVITY MAIN CLEANING' selected.

Inspection Configuration Guide With Dynamic Selection Menu



Assumptions

- The vertical asset geodatabase delivered in Task 2.1 will be used to configure the Cityworks AMS solution. This includes but is not limited to feature, object, and relationship classes.
- All activities will be performed remotely.

Client Responsibilities

- The City will restore the Cityworks database provided by Woolpert in the City Cityworks Test environment.
- The City PM and Core Implementation Team will review the draft configuration documentation.

Related Sub-Tasks

WBS	Task Name
3.2.1	Sub-Task Woolpert Will Develop Draft Configuration Documentation
3.2.2	Sub-Task Woolpert Will Submit Draft Configuration Documentation To Client For Review
3.2.3	Sub-Task Client Will Review Draft Configuration Documentation (Client-Owned Task)
3.2.4	Sub-Task Woolpert Will Facilitate Remote Draft Configuration Review Meeting With The Client Implementation Team

Task 3.3 | Facilitate Core AM Software Configuration

Woolpert will facilitate Core Cityworks Configuration through two (2) rounds of on-site configuration workshops. Given the number of work groups that will implement the solution under this scope of work, each round of workshops may span multiple on-site weeks. In support of the configuration workshops, Woolpert will have a full version of Cityworks available to help facilitate ideas and approaches to the configuration—this is also part of the overall iterative learning process. Each round of workshops will address the following items in increasing levels of detail:

- **Domains.** The security architecture that determines how employees, work orders, and other asset maintenance management information can be shared across organizational boundaries.
- **Employee Hierarchy.** Determines security protocols for each user of the system, as well as practical grouping of employees for assignments to work orders, inspections, and service requests (for example, crews).
- **Work Orders.** Templates for each of the type of maintenance activities that will be performed on each asset in the system.
- **Tasks.** Individual work items associated with a work order (for example, a repair sewer main work order might have tasks for establish traffic control, utility locate, excavate, etc.).
- **Materials Hierarchy.** Organization and rules for items that are used to repair assets (for example, materials are things such as pipes and meters).
- **Equipment Hierarchy.** Organization and rules for items that are utilized to complete a work order but are not consumed (for example, items such as backhoes, vehicles, vacuum trucks, etc.).
- **Service Requests.** Templates for requests for service. Many times, maintenance activities are initiated starting with a service request whose purpose is to determine if a work is necessary or not.
- **Reporting.** Current or future expected reports will be discussed and designed.



- **Projects.** Projects to be managed within the Cityworks AMS software.
- **Mobile.** Mobile setup and configuration for each crew.

At the end of the first round of workshops, there will be a set of action items for the City team members, such as compiling a list of employees, work crews, and contractors, as well as hard copies of work orders, reports, inspection forms, and other relevant data sets and configuration items. Woolpert will prepare a detailed list of the action items that were discussed but not provided in detail during the workshops and will submit the list to the City PM. Woolpert will work remotely after the workshops to update the System Configuration Document with the information captured during, and supplied by the City after, the workshops. At the end of first round of configuration workshops, Woolpert expects to have gathered enough information to configure approximately 70% of the City's desired asset maintenance management functionality. Following the end of the first round of workshops, the City will provide a prioritized list of dashboards. Woolpert will use this list, coupled with its vertical asset experience, to develop a draft custom dashboard requirements specification document.

The second round of workshops will address proposed configuration approaches to service requests, work orders, and inspections identified in the initial workshops. During second round workshops, the City's actual configured data from the first round will be available for viewing within the AM System software. At the end of second round of workshops, Woolpert expects to have gathered enough information to configure approximately 100% of the City's Core AM System requirements. Following the second round of workshops, Woolpert will deliver a full database backup of the Woolpert Cityworks Development database. The backup will include finalized Round Two configuration updates and logins for the City Implementation Team members.

Deliverables

- Woolpert will provide Agendas for workshop Rounds One and Two to the City PM ten (10) consecutive business days prior to the on-site visits.
- Woolpert will facilitate Round One On-Site Configuration Workshops as follows:
 - Wastewater (Operations) 2 days
 - Wastewater (Maintenance).....2 days
- Woolpert will update the configuration documentation based on the outcome of the first round of configuration workshops.
- Woolpert will perform system configuration in the Woolpert Development Environment.
- Woolpert will facilitate a Round One Configuration Review Meeting with the City Implementation Team.
- Woolpert will facilitate Round Two On-Site Configuration Workshops as follows:
 - Wastewater (Operations) 1 day
 - Wastewater (Maintenance)..... 1 day
- Woolpert will update the configuration documentation based on the outcome of the second round of configuration workshops.
- Woolpert will perform system configuration in the Woolpert Development Environment.
- Woolpert will facilitate a Round Two Configuration Review Meeting with the City Implementation Team.
- Woolpert will provide the City an updated full database backup of the Woolpert Cityworks Development database.

Assumptions

- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so Woolpert can plan the necessary travel arrangements.
- Round One workshop on-site activity will include no more than four and one-half (4 ½) business days of on-site effort.

- Round Two workshop on-site activities will include no more than three (3) business days of on-site effort.
- All activities other than the actual workshops will be performed remotely.
- Cityworks AMS screen configurations are limited to modifications to base user interface (UI) XML files. Modifications are limited to Cityworks-provided functionality such as hiding/exposing fields, modifying field order, and labels.
- Woolpert will use the City’s prioritized report list provided in its RFI response in Phase 1. The City may revise its prioritized report list at the beginning of Phase 3 prior to Woolpert commencing with report development.
- Woolpert will pre-configure Cityworks AMS security based on organization charts and experience with Cityworks AMS implementations.
- Woolpert will document the specifications for as many reports and dashboard configurations as possible with the hours allotted per the project schedule.

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule and accommodate the appropriate City Implementation Team such that they are available, without undue interruption, for the required number of days.
- The City PM will provide feedback to Woolpert for the Reporting and Dashboard Requirements documentation.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City will restore the full backup of the Woolpert Cityworks Development database in the City Cityworks Test Environment.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the system configuration.

Related Sub-Tasks

WBS	Task Name
3.3.1	Sub-Task Round One Configuration
3.3.1.1	Sub-Task Woolpert Will Facilitate Round One Configuration Workshops (On-Site Task)
3.3.1.1.1	Sub-Task Woolpert Will Prepare The Round One Configuration Workshop Agenda
3.3.1.1.2	Sub-Task Woolpert Will Submit The Agenda To The Client
3.3.1.1.3	Sub-Task Client Will Prepare Site For The Round One Configuration Workshops (Client-Owned Task)
3.3.1.1.4	Sub-Task Woolpert Will Facilitate Configuration Workshops (Round One) (On-Site)
3.3.1.1.4.1	Sub-Task Wastewater (Operations)
3.3.1.1.4.2	Sub-Task Wastewater (Maintenance)
3.3.1.1.5	Sub-Task Travel - Configuration Workshop (Round One)
3.3.1.2	Sub-Task Woolpert Will Update Configuration Documentation
3.3.1.3	Sub-Task Woolpert Will Update Configuration In Woolpert Development Environment
3.3.1.4	Sub-Task Woolpert Will Facilitate A Remote Round One Configuration Review Meeting With Client Implementation Team



WBS	Task Name
3.3.2	Sub-Task Round Two Configuration
3.3.2.1	Sub-Task Woolpert Will Facilitate Round Two Configuration Workshops (On-Site Task)
3.3.2.1.1	Sub-Task Woolpert Will Prepare The Round Two Configuration Workshop Agenda
3.3.2.1.2	Sub-Task Woolpert Will Submit The Agenda To The Client
3.3.2.1.3	Sub-Task Client Will Prepare Site For The Round Two Configuration Workshops (Client-Owned Task)
3.3.2.1.4	Sub-Task Woolpert Will Facilitate Configuration Workshops (Round Two) (On-Site)
3.3.2.1.4.1	Sub-Task Wastewater (Operations)
3.3.2.1.4.2	Sub-Task Wastewater (Maintenance)
3.3.2.2	Sub-Task Woolpert Will Update Configuration Documentation
3.3.2.3	Sub-Task Woolpert Will Update Configuration In Woolpert Development Environment
3.3.2.4	Sub-Task Woolpert Will Facilitate A Remote Round One Configuration Review Meeting With Client Implementation Team

Task 3.4 | Develop and Deploy Mobile AM Software Applications

Configuration and deployment of mobile Cityworks AMS software applications is limited to the software applications (Cityworks Mobile, Cityworks Respond, and Cityworks Tablet) covered in the proposed Cityworks AMS license agreement. Should the City require different third-party mobile applications to be developed and deployed, Woolpert will do so per a revised Scope of Services.

Woolpert will facilitate a series of on-site Mobile Application Discovery workshops for demonstrating application functionality and to gather user requirements for the various City end user groups (operations and maintenance staff). Upon completion of the workshops, Woolpert will document the decisions in the form of a Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum and submit it to the City PM for dissemination and review by City Implementation and Technical team members. Woolpert will facilitate a remote review meeting with the City Implementation and Technical teams and make appropriate updates to the Draft Technical Memorandum.

Woolpert will configure the mobile applications per the details captured in the Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum and provide the configured applications to the City for testing. The City will document the test results and provide a written report to Woolpert. Woolpert will provide remote testing assistance to the City during the testing period. Woolpert will update the mobile application configurations per the City’s testing results and deploy the applications to the City’s Production environment as part of go-live activities.

Deliverables

- All activities other than the actual workshops will be performed remotely.
- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so Woolpert can plan the necessary travel arrangements.
- Woolpert will provide the WebEx information for City participants for the remote meetings.



- Woolpert will provide an agenda to the City ten (10) consecutive business days prior to the on-site visits.
- The Mobile Application Discovery workshops will be held immediately after the Round Two Configuration workshops.
- Woolpert will facilitate on-site Mobile Application Discovery workshops. Each workshop will be four (4) hours in duration for each user group. Workshops will be facilitated over the course of one (1) business day.
- Woolpert will prepare and submit a Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum detailing the workshop discovery.
- Woolpert will facilitate a remote review meeting of the Technical Memorandum document with the City Technical and Implementation teams up to two (2) hours in duration.
- Woolpert will update and re-submit the Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum per the results of the review meeting.
- Woolpert will configure the mobile applications with one standard configuration per user group (operations and maintenance staff)
- Woolpert will provide up to ten (10) hours of remote pilot area testing support.
- Woolpert will update the configurations, per the testing results and deploy the mobile applications to the Production environment.

Assumptions

- Approval of the on-site workshop must be received from the City three (3) weeks prior to the scheduled task so Woolpert can plan the necessary travel arrangements.
- Woolpert will provide the WebEx information for City participants for the remote meetings.
- Any custom one-off configurations desired/required for individual users will be the responsibility of the City's Cityworks Administrators or will require a scope modification for Woolpert to support.
- All activities, other than the actual workshop will be performed remotely.
- The City PM will ensure site readiness and staff participation for the workshop.
- The City PM will manage the Pilot testing activities.

Client Responsibilities

- The City PM will provide on-site workshop scheduling acceptance no less than three (3) weeks prior to the on-site visit to ensure Woolpert ample time to schedule travel arrangements.
- The City PM will schedule and accommodate the appropriate City Implementation Team such that they are available, without undue interruption, for the required number of days.
- The City PM will provide feedback to Woolpert for the Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.

Related Sub-Tasks

WBS	Task Name
3.4.1.1	Sub-Task Woolpert Will Prepare Cityworks AMS Mobile Workshop Agenda
3.4.1.2	Sub-Task Woolpert Will Submit Cityworks AMS Mobile Solution Workshop Agenda To Client PM
3.4.1.3	Sub-Task Woolpert Will Prepare For Cityworks AMS Mobile Solution Workshops
3.4.1.4	Sub-Task Client PM Will Prepare Site For Cityworks AMS Mobile Solution Workshops (Client-Owned Task)
3.4.1.5	Sub-Task Woolpert Will Facilitate Cityworks AMS Mobile Solution Workshops (On-Site)
3.4.1.5.1	Sub-Task Cityworks AMS Mobile Workshop 1
3.4.1.5.2	Sub-Task Cityworks AMS Mobile Workshop 2
3.4.1.6	Sub-Task Travel - Round Two Configuration and Mobile Workshops
3.4.1.7	Sub-Task Woolpert Will Document Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum
3.4.1.8	Sub-Task Woolpert Will Submit Draft Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum To Client PM
3.4.1.9	Sub-Task Client Implementation Team Will Review Draft Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum and Provide Feedback to Woolpert (Client-Owned Task)
3.4.1.10	Sub-Task Woolpert Will Facilitate A Remote Review Meeting With The Client Implementation Team
3.4.1.11	Sub-Task Woolpert Will Update The Draft Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum Per Client Feedback
3.4.1.12	Sub-Task Client Will Review and Approve Cityworks AMS Mobile Solution Workshop Findings and Mobile Deployment Strategy Recommendations Technical Memorandum (Client-Owned Task)

Task 3.5 | Review and Approval of Updated System Configuration and Documentation

Woolpert will submit the updated Configuration Documentation to the City for review. The City’s project manager and technical team members will undertake an internal review of this documentation, providing pertinent feedback to Woolpert. Upon completion of this task, Woolpert will have delivered a comprehensive set of configuration documents, updated to reflect the current as-is core system configuration. There will be additional opportunities to make minor updates to this documentation in future project phases up to and including the final/accepted configuration documents delivered just prior to go-live. However, this task is performed to ensure that there are no major gaps in the system’s configuration prior to moving into the Deployment phase.

After completion of the core Cityworks configuration, and approval of the updated configuration documentation, Woolpert will provide a series of on-site, full Cityworks demonstrations to City project participants and stakeholders. Woolpert will provide the same demonstration as many times as can be accommodated within the on-site period to accommodate City schedules. Demonstration durations can be varied for different audiences, but Woolpert recommends that a thorough demonstration be no more than four (4) hours in duration, including a question and answer session. At the end of the demonstrations, it is anticipated



that there may be some minor requested changes to the system configuration. Woolpert will make those configuration updates to the Cityworks environment and update the configuration documentation, as required.

Deliverables

- Woolpert will submit updated configuration documentation to the City PM.
- Woolpert will facilitate remote review meetings with the City Implementation Team.
- Woolpert will update the configuration documentation based on the outcome of the City review and re-submit the updated documentation to the City PM.
- Woolpert will provide a series of on-site Cityworks demonstrations. The number of demonstrations and duration of each will be determined by the Woolpert and City project team. Total demonstrations will span no more than four (4) hours in duration.

Assumptions

- The City PM will ensure that the necessary people review and understand the documentation for its accuracy.
- All demonstration preparation activities will be performed remotely.
- The demonstrations will be performed on-site.
- City staff participating in the demonstrations will do so uninterrupted.

Client Responsibilities

- The City PM and Implementation Team will review and provide feedback on the configuration document.
- The City PM and Implementation Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the system configuration.
- The City PM will provide written approval of system configuration document to the Woolpert PM.
- The City PM will secure an appropriate workshop facility.
- The City PM will coordinate and schedule demonstration participants.

Related Sub-Tasks

WBS	Task Name
3.5.1	Sub-Task Woolpert Will Submit Draft Cityworks AMS Configuration To Client
3.5.2	Sub-Task Client Implementation Team Will Review Updated Configuration and Documentation (Client-Owned Task)
3.5.3	Sub-Task Woolpert Will Facilitate Remote Configuration and Documentation Meeting With The Client Implementation Team
3.5.4	Sub-Task Woolpert Will Update Configuration Documentation Per Client Implementation Team Review Comments
3.5.5	Sub-Task Woolpert Will Provide Client A Backup Of The Woolpert Cityworks Development Database
3.5.6	Sub-Task Client Will Restore Backup Of The Woolpert Cityworks Development Database In Client Test Environment (Client-Owned Task)
3.5.7	Sub-Task Provide Cityworks AMS Software Demonstrations (On-Site)



Task 3.6 | Phase 2 Quality Control

Woolpert technical resources not regularly involved with this implementation will perform an independent quality review of the work processes and deliverable products in accordance with the Woolpert Total Quality Plan.

Task 3.7 | Phase 2 Acceptance

This is the Phase exit document that the City PM signs indicating Woolpert has delivered the Phase 2 services in accordance with the Scope of Work and Project Plan. Phase 3 of this scope will not begin until Phases 1 and 2 are accepted by the City.

Phase 4 | Advanced Functionality

Key Advanced Functionality Deliverables

- WonderWare SCADA Application Integration
- MicroWest AMMS Data Conversion
- Custom Reports and Dashboards

While Phase 3 is focused on deploying the core Cityworks AMS system functionality that supports work/asset maintenance management activities, **Phase 4 tasks are undertaken to deliver the advanced AM system functionality required to deliver robust Enterprise Asset Management capabilities.** Completion of Phase 4 tasks will result in the development and enterprise level application and workflow integrations between various corporate business applications and the core Cityworks AMS application. Phase 3 tasks will also include the conversion/migration of critical legacy asset data sets needed to establish life-cycle asset performance, as well as the development of custom reports and dashboards.

Development of the application interfaces will be executed in a manner very similar to the Core AM System deployment—moving through planning, design/development, and deployment tasks. Application development strategies (waterfall or agile) will be defined as appropriate for each of the individual integrations and will be determined as part of the integration planning activities. Woolpert will assume

direct responsibility for the development of the Cityworks AMS side of the integrations, while the City's IT staff (or appropriate software vendors/third-party contractors) will be responsible for developing the third-party software portion of the integrations. Woolpert will support phone calls with the City and third-party contractors with questions.

Data conversion tasks will also require a "team approach" with Woolpert's implementation team leading the discovery of legacy data, developing the data migration mapping from legacy system(s) to the new AM database, and developing the database scripts required to move the data sets and test for conformance to data validation rules (by Woolpert). It will be the City's responsibility to provide Woolpert with clean source data sets, scrubbed and ready for migration.

Custom reports and dashboard requirements will be defined and refined throughout the project. Woolpert will build out a specifications document detailing the reporting and dashboard items identified to-date. Woolpert will review the specifications with the City team and provide remote ad-hoc assistance to the City report developer throughout the custom report development process.

When all the above tasks are completed, and the advanced functionality has been tested and deployed to the Production environment, the City's asset management team will have all the data sets, application tools, and business process workflows needed to support advanced asset management and begin to move the organization to a position of proactive asset sustainability.

Task 4.1 | Develop Application Interfaces

There are two methods commonly used to support system integrations: 1) working with third-party vendor software provided APIs or 2) when an API does not exist, custom application development. The ideal option is for Woolpert to utilize the software vendor APIs. If APIs are available, the City's SME will provide Woolpert the necessary technical specifications (such as file formats, API definitions, etc.), available APIs and supporting documentation, and representative sample data. If APIs are not available, Woolpert will assist the City in identifying the requirements of the necessary customizations, and the City will engage the software vendor or third-party contractor who supports that software to develop the necessary integration components.

Woolpert will conduct **on-site requirements workshops** with key stakeholders from the City for the WonderWare SCADA system integration. Stakeholders will include SCADA end-users, Subject Matter Experts (SMEs) and/or staff that are the primary point of contact with the vendor, GIS staff (if the integration involves GIS assets) and IT staff who will be responsible for administering the integration. During these meetings, Woolpert will lead stakeholders through discussions to identify and map the fields between systems and determine how the data is sent (one-way or bi-directional), whether the integration will be via real-time or batch processing between the two systems, and what user workflows are involved. These findings will be documented in a detailed, draft **Software Requirements Specification (SRS)** for the WonderWare SCADA–Cityworks AMS interface that Woolpert will provide to the City. Woolpert will facilitate a remote review meeting with the stakeholders to discuss the comments and feedback from the City reviewers. Woolpert will finalize the SRS documents and submit final versions to the City’s Technical Team.

Once the final **Software Requirements Specification** is agreed upon, Woolpert will create a development environment on Woolpert’s network with a copy of Cityworks and mock interfaces to represent third-party software according to the technical specifications defined for the interface in the SRS. Woolpert will **develop the system integrations** and use this environment to execute tests against all workflows. After initial testing is complete, Woolpert will schedule time with the City to **deploy the system integrations** within the City’s development environment. A Woolpert developer will assist the City’s Integration Administrator during a remote session (via WebEx) as they install and configure the integrations in the City’s Development environment. These remote sessions will serve as hands-on training for the City’s Integration Administrator so that they have the knowledge they need to manage the system integrations. Following the installation onto the City’s Development environment, the Woolpert developer and the City’s Integration Administrator will perform “smoke testing”—kick-off actions that will demonstrate that data can successfully get from system A to system B. The intent of this is simply to make sure that the two systems can pass data between them. At that point, the system is ready for the City staff to perform more formal integration testing.

At, or prior to, the time that each integration is ready for deployment to the City’s development environment, Woolpert will also provide the City’s Integration Administrator with a draft **administrator guide**, one for each system integration. This document will include a system architecture overview; installation instructions; Cityworks configuration requirements; information on administering, managing, and configuring the integration; and logging and troubleshooting information.

While Woolpert is building the integrations, the City integration administrator(s) will use the SRS as the basis for creating their own internal integration test scripts that incorporate necessary business processes as needed. An integration testing team consisting of an end user for each system (Cityworks and the third-party software) and the integration administrator will work together to conduct integration testing and record successes and failures. The integration testing team will log any issues with the software. Woolpert will address the issues and provide updates to the integration administrator in a cycle to be agreed upon based on the severity level. After the integration testing is complete and each system integration has been verified to meet each requirement, Woolpert will make any necessary updates to the Integration Administrator’s Guide(s) and deliver a final document(s).

Once integration testing is complete, Woolpert will work with the integration administrator(s) to develop the **cutover plan**. The City will migrate the integrations into their Production environment according to the plan and with Woolpert developer support. The lead developer for each integration will be available for support during each go-live period where integrations are being introduced.

The WonderWare SCADA integration listed below is described based on previous SCADA system integration functional requirements from past Cityworks AMS vertical asset implementation projects. During requirements-gathering meetings, the participants will inevitably adjust the processes as described here; if the

requested changes affect the overall scope and level of effort for the project, Woolpert and the client will review the modifications and corresponding budget as needed.

A one-way integration will import values from the SCADA readings database to be recorded in Cityworks. Information can include:

- Point name or many point names against an asset.
- Point type.
- Last reading value.
- Notes.

Deliverables

- Woolpert will submit a draft WonderWare SCADA Software Requirements Specification (SRS) to the City PM.
- Woolpert will facilitate a remote SRS review meeting with the City Technical Team.
- Woolpert will update the SRS based on the outcome of the review meeting and re-submit to the City PM.
- Woolpert will provide the City a draft WonderWare SCADA Integration Administrator's Guide.
- Woolpert will provide the City a final WonderWare SCADA Integration Administrator's Guide.
- Woolpert will provide the City a WonderWare SCADA Integration installer and supporting scripts.

Assumptions

- The on-site Application Integration Discovery Workshop will be held immediately following the Cityworks AMS demonstration in Phase 2.
- The information provided in the RFP is the baseline for integration discussions. During requirements meetings, the requirements and technical specifications will be refined and, inevitably, changed in some ways. The changes will be reflected in the SRS documents and it is expected that, in sum, they will not represent a significant change to the total level of effort required. If the requirements captured in the SRS vary significantly and the level of effort to develop the integrations varies greatly (lower or higher than expected) from the scoped effort, the Woolpert and City PMs will need to determine how to proceed.
- The SCADA point name will match the asset number in GIS. When multiple SCADA points are associated with one GIS asset a distinct reading name needs to be configured in Cityworks for each point.
- All readings are available in one reading database.
- The City will manually update a table or file to indicate when devices are swapped, providing the new start reading.
- The SCADA reading database supports retrieval of the information described here on a daily basis.
- All third-party software has documented interface capabilities (flat file, interface tables, or web APIs) that support the necessary data exchange.
- The City is responsible for any necessary communication and coordination with third-party software vendors or contractors. This includes configuration of the third-party software if required to effectively support the system integrations.
- The City is responsible for working with third-party software vendors to ensure that any customizations or configuration specific to supporting the integration are tested by the vendor. The City will provide evidence of successful testing prior to system integration testing.
- The City will coordinate with the third-party software vendor for support during integration testing in the City's test environment.
- The City will be responsible for changes or updates to the GIS schema, if any are determined to be necessary to support the integrations.
- The City will license the necessary Cityworks APIs (Metrics and Work Order – Extended).

- Any necessary Cityworks configuration to support the integration will be coordinated with and performed during the system design and configuration tasks.
- All activities other than the actual workshops will be performed remotely.
- Woolpert will provide the WebEx information for City participants for the remote meeting.

Client Responsibilities

- The City will identify lead Integration Administrator for each integration (can be same or different people for each integration, as determined by the City) who can, with Woolpert direction, install, configure, and manage the integration components.
- The City will identify Integration Testing Team to develop integration test scripts, conduct testing, and provide feedback for each integration.
- The City will provide and manage separate testing and production environments, which have separate copies of each software system involved.
- The City will provide Woolpert with necessary technical specifications to work with each 3rd party software interface, as well as representative sample data.
- The City will develop, or manage the third-party development of, the integration components that extract data from or insert data into the software solutions that will interface with Cityworks and/or the GIS.
- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will ensure the appropriate stakeholders are available to participate in the requirements workshops.
- The City PM and team will review documentation and provide feedback within five (5) business days.
- The City PM and team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the application integration documents.
- The City PM will provide written approval of the application integration documents to the Woolpert PM before moving to the next dependent tasks as defined in the scope of services.

Related Sub-Tasks

WBS	Task Name
4.1.1	Sub-Task Facilitate Application Integration Discovery Workshop
4.1.1.1	Sub-Task Woolpert Will Prepare Application Integration Discovery Workshop Agenda
4.1.1.2	Sub-Task Woolpert Will Submit The Agenda To The Client
4.1.1.3	Sub-Task Woolpert Will Prepare for Workshop
4.1.1.4	Sub-Task Client PM Will Prepare Site For Application Integration Discovery Workshop (Client-Owned Task)
4.1.1.5	Sub-Task Woolpert Will Facilitate Application Integration Discovery Workshop (On-Site)
4.1.1.5.1	Sub-Task WonderWare SCADA Integration
4.1.1.6	Sub-Task Develop Software Requirement Specification (SRS)
4.1.1.6.1	Sub-Task Woolpert Will Develop WonderWare SCADA SRS
4.1.1.6.2	Sub-Task Woolpert Will Submit Draft WonderWare SCADA SRS To Client Technical Team For Review



WBS	Task Name
4.1.1.6.3	Sub-Task Client Technical Team Will Review WonderWare SCADA SRS (Client-Owned Task)
4.1.1.6.4	Sub-Task Woolpert Will Facilitate Remote SRS Review Meeting
4.1.1.6.5	Sub-Task Client Will Provide Feedback on SRS (Client-Owned Task)
4.1.1.6.6	Sub-Task Woolpert Will Update SRS Per Client Feedback
4.1.1.6.7	Sub-Task Client PM Will Review and Accept SRS (Client-Owned Task)
4.1.1.7	Sub-Task Develop Application Integrations
4.1.1.7.1	Sub-Task Woolpert Will Restore SCADA Data Extract in Woolpert Development Environment
4.1.1.7.2	Sub-Task Woolpert Will Conduct System Architecture Planning
4.1.1.7.3	Sub-Task Woolpert Will Develop The WonderWare Endpoint
4.1.1.7.4	Sub-Task Woolpert Will Develop The Cityworks AMS Endpoint
4.1.1.7.5	Sub-Task Woolpert Will Develop Business Logic Library
4.1.1.7.6	Sub-Task Woolpert Will Develop Other Coding Tasks
4.1.1.7.7	Sub-Task Woolpert Will Facilitate Remote Application Integration Review Meeting With The Client Technical Team
4.1.1.8	Sub-Task Integration Documentation, Testing, And Test Development
4.1.1.8.1	Sub-Task Woolpert Will Develop and Test Installers and Installation Scripts in Woolpert Development Environment
4.1.1.8.2	Sub-Task Woolpert Will Develop Administration Guides
4.1.1.8.3	Sub-Task Woolpert Will Develop Integration Test Scripts
4.1.1.8.4	Sub-Task Woolpert Will Prepare for Integration Testing Workshop and Provide Agenda
4.1.1.8.5	Sub-Task Woolpert Will Facilitate Remote Integration Testing Workshop
4.1.1.8.6	Sub-Task Client Will Provide Integration Testing Feedback (Client-Owned Task)
4.1.1.8.7	Sub-Task Woolpert Will Update Administration Guides and Test Scripts per City Feedback
4.1.1.8.8	Sub-Task Woolpert Will Facilitate Remote Integration Deployment in the City Test Environment
4.1.1.8.9	Sub-Task Client Will Perform Integration Acceptance Testing (Client-Owned Task)
4.1.1.8.10	Sub-Task Woolpert Will Provide Remote Integration Acceptance Testing Support and Perform Bug Fixes In The Client Test Environment
4.1.1.8.11	Sub-Task Client PM Will Review And Accept Application Integration (Client-Owned Task)

Task 4.2 | Perform Data Conversion of Legacy Data Sets

The City has identified that its legacy MicroWest AMMS work management and asset data will need to be migrated to the new Cityworks AMS database. In support of these efforts, Woolpert will facilitate an **on-site data conversion workshop**, during which time Woolpert will meet with City subject matter experts



(SMEs) to review and analyze each of the data sets (assets, work orders, and inspections). Woolpert will use the Data Conversion Technical Memorandum delivered in Phase 1 as a template for the workshop outline. The alternative approaches outlined in the memorandum serve as a foundation for Woolpert and the City stakeholders entering the conversion workshop.

Woolpert will document the workshop findings in the form of a **Data Conversion Plan** and submit a draft version of that plan to the City PM for review. Upon the City's completed review of the draft plan, Woolpert will facilitate a remote review meeting to address the comments. Woolpert will then update the Data Conversion Plan and provide the final version to the City PM.

Once the final **Data Conversion Plan** is agreed upon, Woolpert will support questions from the City technical staff regarding questions about the data needed based on the conversion requirements. It will be the City's responsibility to extract the source data sets and provide them in the format defined by Woolpert, for transforming and loading into the new Cityworks AMS database. Woolpert will provide specific documentation that will require the City to align and normalize the MicroWest AMMS data into the worksheets for proper migration. Once Woolpert receives the data from the City, Woolpert will perform a number of tests on the data sets, checking for data cleanliness, completeness, relevancy, and conformance to the standards established in the data conversion plan. The City PM will be notified of any non-conforming data that needs to be corrected and re-submitted.

Once this iterative process is complete, Woolpert will transform and load the data into a test database to complete the data conversion. After the Extract-Transform-Load process has been fully tested, the entire process will be documented. Woolpert will then re-run the process just prior to go-live to load the legacy data into the production asset management databases.

Data conversion activities defined herein are limited to only transactional work history records maintained in the MicroWest AMMS database. It does not include any other applications, spreadsheets, or databases.

Deliverables

- Woolpert will submit a draft Data Conversion Plan to the City PM. It is anticipated that the following areas will be addressed in the data conversion plan:
 - Overview
 - Data Conversion Procedures
 - Data Conversion Assumptions
 - AMMS to Cityworks AMS
 - Data Conversion Field Mapping
 - Action Items
 - Conclusion
- Woolpert will facilitate a remote Data Conversion Plan review meeting with the City Technical Team.
- Woolpert will update the Data Conversion Plan based on the outcome of the review meeting and re-submit to the City PM.
- Woolpert will provide the City with staging table templates in Microsoft Excel format.
- Woolpert will develop a fully tested Extract, Transform, and Load (ETL) process documented and ready to be used for a final data loading at system go-live.

Assumptions

- Any necessary Cityworks configuration to support the data conversion will be coordinated with and performed during the system design and configuration tasks.
- All activities other than the actual workshops will be performed remotely.
- No GIS data will be converted as part of the data conversion.
- Woolpert will provide the WebEx information for City participants for the remote meeting.
- All data to be converted will be provided to Woolpert in an appropriate digital format, utilizing the staging table template referenced above.
- All data scrubbing and prep work will be performed by the City.
- All data will have appropriate primary and foreign key relationships.
- Each required field within the legacy system will have an identified field within the same Cityworks module record type (e.g., service request, work order, inspection). The required fields for one legacy system record will not span across multiple Cityworks modules (service request, work order, inspection).
- Child work orders and linked records are excluded from this scope of work.
- The information used for dropdown menus within the legacy MicroWest AMMS system must be identified for configuration within Cityworks AMS for the fields to be searchable within Cityworks AMS.
- If the City requires an attached asset for the Cityworks AMS record, an x and y value must be provided data as well as a unique identification number for said asset. Utilizing a geocoding service based on an address to collect spatial information to attach an asset to the Cityworks Legacy case is excluded from this scope of work. Only updating values that already exist within the legacy system will be completed.
- Any employee names from the MicroWest AMMS system that do not match the current City employee list will not be mapped; or, one default employee will be configured in Cityworks and used for this purpose. The reason for providing a default employee is because searches cannot be performed on old employees in Cityworks unless they are configured as an employee within the Cityworks system. Legacy employees can be mapped, so long as their status and pertinent employee information is populated by the City in the Woolpert-provided template.
- The total costs associated to MicroWest AMMS records will be migrated to Cityworks AMS as the Total Cost, however each individual line item making up that Total Cost, such as materials, labor and equipment are excluded from this scope of work.
- Woolpert will provide an initial suggested mapping between old data types from the MicroWest AMMS system to the new data types within Cityworks AMS (work order types, service order types, inspection types, asset types, statuses, employee names, etc.) The City will review, verify, and fill in any missing mappings. Each asset type will have a historical work order template and/ or a historical inspection template that will be created and aligned with fields from AMMS to import. The records imported will be migrated to only one historical work order template and/or one historical inspection per asset type. Each of the proposed migrated fields will be the same for all work order templates and inspection templates. Up to fifteen (15) fields each will be migrated from AMMS to Cityworks AMS for the work order and the inspection templates.
- The City will update the field mapping to insert the data type and data length for the MicroWest AMMS system.
- Woolpert will update the data conversion document to include the data types and lengths for the corresponding fields within Cityworks AMS.
- Only two iterations of data migration will be performed. Should City's failure to provide properly scrubbed data sets, per the migration specifications, require additional iterations, this work will require a Change Control Notice.
- Source field names shall be standardized across asset types by the City.

Client Responsibilities

- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City Technical Team will perform all data prep, scrubbing, and extraction of data from source databases and provide to Woolpert in the provided format.
- The City PM and Technical Team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will ensure the appropriate stakeholders are available to participate in the requirements workshops.
- The City PM and team will review documentation and provide feedback within five (5) business days.
- The City PM and team members will participate in remote conference call review meetings with the Woolpert Implementation Team.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the data conversion documents.
- The City PM will provide written approval of the data conversion documents to the Woolpert PM before moving to the next dependent tasks as defined in the scope of services.

Related Sub-Tasks

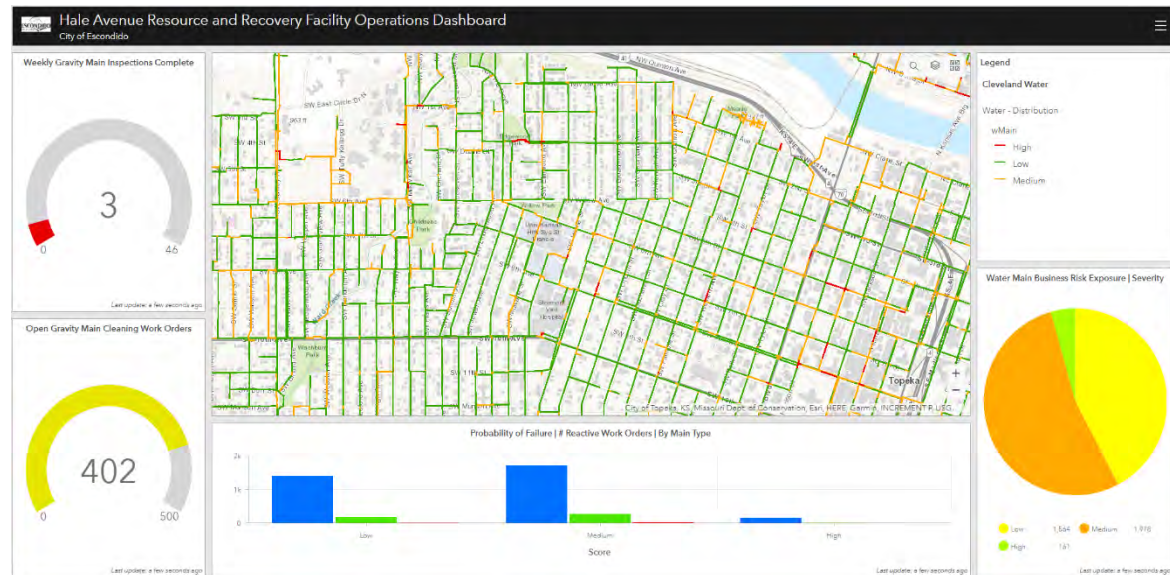
WBS	Task Name
4.2.1	Sub-Task Prepare For Data Conversion Workshop
4.2.1.1	Sub-Task Woolpert Will Prepare Data Conversion Workshop Agenda
4.2.1.2	Sub-Task Woolpert Will Submit The Agenda To The Client
4.2.1.3	Sub-Task Woolpert Will Prepare For Workshop
4.2.1.4	Sub-Task Client PM Will Prepare Site For Data Conversion Discovery Workshop (Client-Owned Task)
4.2.1.5	Sub-Task Woolpert Will Facilitate Data Conversion Workshop (On-Site)
4.2.1.5.1	Sub-Task MicroWest AMMS CMMS Transactional Records To Cityworks AMS
4.2.2	Sub-Task Travel - Software Demonstration, Application Integration Workshop, and Data Conversion Workshop
4.2.3	Sub-Task Develop Data Conversion Plan
4.2.3.1	Sub-Task Woolpert will Develop MicroWest AMMS CMMS Data Conversion Plan
4.2.3.2	Sub-Task Woolpert Will Submit Draft MicroWest AMMS CMMA Data Conversion Plan To Client Technical Team For Review
4.2.3.3	Sub-Task Client Technical Team Will Review WonderWare SCADA SRS (Client-Owned Task)
4.2.3.4	Sub-Task Woolpert Will Facilitate Remote SRS Review Meeting
4.2.3.5	Sub-Task Client Will Provide Feedback on Data Conversion Plan (Client-Owned Task)
4.2.3.6	Sub-Task Woolpert Will Update Data Conversion Plan Per Client Feedback
4.2.3.7	Sub-Task Client PM Will Review and Accept Data Conversion Plan (Client-Owned Task)
4.2.4	Sub-Task Perform Data Conversion
4.2.4.1	Sub-Task Client Will Clean-Up Data As Required (Client-Owned Task)
4.2.4.2	Sub-Task Client Will Generate Flat Files Of Legacy MicroWest AMMS Data Sets (Client-Owned Task)



WBS	Task Name
4.2.4.3	Sub-Task Client Will Provide Legacy MicroWest AMMS Data Flat Files to Woolpert (Client-Owned Task)
4.2.4.4	Sub-Task Woolpert Will Configure Data Migration Environment In Woolpert Development Environment
4.2.4.5	Sub-Task Woolpert Will Develop, Test, and Refine Data Loading Scripts
4.2.4.6	Sub-Task Woolpert Will Perform Test Data Migration #1 In the Woolpert Development Environment
4.2.4.7	Sub-Task Woolpert Will Review and Analyze Test Data Migration #1 Results
4.2.4.8	Sub-Task Woolpert Will Update Data Migration Scripts As Required
4.2.4.9	Sub-Task Woolpert Will Perform Test Data Migration #2 In the Woolpert Development Environment
4.2.4.10	Sub-Task Woolpert Will Facilitate A Remote Data Migration Review Meetings With The Client Technical Team

Task 4.3 | Develop Custom Reports and Dashboards

The City will prioritize the report and dashboard lists within the requirements document from most to least critical. Woolpert will develop a detailed Reports Specification Requirements document for as many reports as possible with the allocated budget. Cityworks offers a variety of out-of-the-box reporting and dashboard solutions, including AMS work activity saved searches, GIS saved searches, Analytics, and Operational Insights. Other dashboard options, such as Esri Operations Dashboard, provide an illustrative alternative to the conventional Cityworks dashboard interface. Utilizing REST URLs, Esri Operations Dashboard is an excellent medium to display not only Cityworks saved search results using eURL, but other solutions as well. Based on previous experience, Woolpert will configure reports and dashboards critical to daily business operations (e.g., Management, Maintenance, Crew Lead, etc.) first before undertaking other reports (e.g., managerial reports). Woolpert will develop a detailed [Reports Specification Requirements](#) document for as many of the identified reports as possible with the allocated budget. This document will serve as a guide for the City report developer. Woolpert will provide remote ad-hoc report development support to assist the City with its report development efforts.



Esri Operational Dashboard



Deliverables

- Woolpert will develop a Reports Specification Requirements document. Woolpert will create report specifications for the City’s prioritized report list—from most to least critical—for as many reports as possible with the allocated budget (24 hours).
- Woolpert will provide ad-hoc report development support for the City’s report developer (16 hours).

Assumptions

- Some reports may not be able to be developed until all the system integrations and data migrations have been fully tested and deployed to the Development environment.
- All activities will be performed remotely.
- Woolpert will provide the WebEx information for City participants for ad-hoc meetings.
- The City has the necessary Azteca Systems, Esri versions, license, and accounts to utilize the Esri Operational Dashboard.
- The City map services need to be externalized for use with ArcGIS Online, have data hosted in ArcGIS Online, or have an internal Portal for ArcGIS that Woolpert can access to develop the Esri Operational Dashboard templates.

Client Responsibilities

- The City PM and team will review and prioritize the reports presented in the report specification document.

Related Sub-Tasks

WBS	Task Name
4.3.1	Sub-Task Client Will Review and Prioritize Reports (Client-Owned Task)
4.3.2	Sub-Task Woolpert Will Develop Report Design Specifications
4.3.3	Sub-Task Client Will Develop Custom Reports (Client-Owned Task)
4.3.4	Sub-Task Woolpert Will Develop Custom Reports and Dashboards
4.3.5	Sub-Task Woolpert Will Facilitate Ad-Hoc Remote Report Review Meetings

Task 4.4 | Phase 3 Quality Control

Woolpert technical resources not regularly involved with this implementation will perform an independent quality review of the work processes and deliverable products in accordance with the Woolpert Total Quality Plan.

Task 4.5 | Phase 3 Acceptance

This is the Phase exit document that the City PM signs indicating Woolpert has delivered the Phase 3 services in accordance with the Scope of Work and Project Plan. Phase 4 of this scope will not begin until Phases 1, 2, and 3 are accepted by the City.



Phase 5 | System Deployment

Key Core System Deployment Deliverables

- User Acceptance and Testing (UAT) Plan and Support
- Tester Training
- End-User Training
- Go-Live Support

Once the Cityworks AMS solution has been configured, along with any critical related applications interfaced and advanced functionality deployed (custom integrations, data migrations), there are still a number of critical tasks that must be completed before the solution is placed into a production environment. Woolpert's implementation team will lead the City's technical team through a series of related deployment tasks that will ensure a fully tested and accepted solution as well as a City team of fully trained system administrators and end users ready to put the system to use on a daily basis.

Woolpert will assist the City system administrators in developing a thorough Testing and Acceptance Plan, designed to step the configured solution through all the technical and functional requirements that the system was configured to support. Development of this plan will be the responsibility of the City implementation team. Woolpert will support the City as they develop the Test and Acceptance Plans to ensure the Plans conform to acceptable standards. Following acceptance of the test plan, Woolpert will facilitate a series of Tester Training classes for the City's selected testing team. Immediately upon

completion of this training, the City's testing team will execute the User Acceptance Testing program in accordance with the plan. While it is the City's responsibility to assemble a testing team and manage the testing procedures in-house, Woolpert staff will be made available to provide on-site (during the initial week) and remote assistance. All system configurations and business processes for all implementing divisions will be completed in this task.

Once the system testing has been completed, and all the resultant configuration updates have been made, Woolpert will deliver training and go-live support. Since the City has a large number of divisions implementing the new solution, training and go-live has been split into two (2) groups. The participants in each group will be determined by the project team and are not specified in this scope of work. It is assumed that the two waves of training/go-live activities will be sufficient and that they will be similar in size/effort.

This training will be scheduled and delivered "just in time," immediately prior to the go-live activities to ensure system administrators and end users are prepared to adopt and embrace the new technology solutions right out of the gate. Go-live cutover activities are a shared set of activities among the Woolpert and City project teams. Cutover activities include migrating the Cityworks database/configuration from the Development/Testing environment to a live Production environment, migrating legacy data, and installing the integration components. All cutover activities will be performed one time. Migration will be from the source system(s) directly into the Production version of Cityworks. Once each cutover is complete Woolpert will provide on-site go-live support during the period immediately following the new system being placed into productive use.

Task 5.1 | Develop Test Plan

The City Implementation Team is responsible for developing the test plan. This will ensure that the system passes the City’s expectations, not Woolpert’s. It will also strengthen the City team’s understating of the software’s intended functionality. The focus of system testing efforts is to thoroughly test the newly installed/configured AMS solution and ensure all delivered functionality (application workflows, templates, reports, interfaces) is properly functioning. Woolpert will develop UAT Plan templates that align with the business processes defined by City in Phase 1 – Business Process Reviews. The draft UAT Plan will be provided to the City in the form of Crystal Report templates for Cityworks AMS Work Orders, Inspections, and Service Requests. The reports are designed to provide maximum flexibility and are defined by Asset Groups (e.g., Wastewater Treatment), Asset Types (e.g., Actuator), and Templates. These reports will be deployed to user Cityworks Inboxes. The intention of deploying UAT Plans as reports to user inboxes is three-fold: 1) it reinforces the use of the Cityworks Inbox, 2) it reinforces the reporting process in Cityworks, and 3) it provides the Testing Team real-time configuration information. The City Testing Team will use the UAT Plan, coupled with the final configuration documentation provided by Woolpert at the end of Phase 2 in testing. As Woolpert performs configuration updates, the UAT reports will automatically align with the configuration updates. Following go-live, the City can continue to use the reports for internal processes such as Cityworks upgrade testing.

No.	Task	Focus Items	Notes
1	Create a new attached inspection	Create inspections by using both: Asset search method, and/or by selecting asset on the map.	
2	Inspection types present	Inspection types present?	
3	Create inspection	Click 'Create'	
In inspection details panel, verify the following:			
4	Submit To	NA	
5	Complete Observations	Verify observations: panels, description, and format (i.e. drop-down codes, radio button, free-form response, etc.). <i>Observations are printed on the next page.</i>	
6	Cycle	Type: NEVER Interval: 0 Unit: NA From: NA	

QA Model: LINEAR Print Template: NA Duration (Details Panel): 0 - DAYS Priority: NA
 Require Asset On Close?: N

Cityworks AMS Inspection UAT Plan

Deliverables

- Woolpert will prepare and deliver the Draft UAT Plan Templates to the City PM that will include high-level check item information to determine pass or fail of system configuration. Information includes, but is not limited to the following configuration content:
 - Template Descriptions
 - Default Supervisor
 - Custom Fields
 - Inspection Observations
 - Service Request Default Work Order Templates
 - E-Mail Notifications
 - Default Submit To
 - Default Template Category
 - Universal Custom Fields
 - Work Order Automatic Inspections
 - Crews
 - Preventive Maintenance Cycles
- Woolpert will facilitate a four (4) hour remote review meeting to review the UAT Plan.
- Woolpert will update the UAT Plan per the results of the review meeting and re-submit the plan to the City PM.



Assumptions

- All activities other than the actual workshops will be performed remotely.
- Woolpert will provide the WebEx information for City participants for the remote meetings.
- The UAT Plan will be developed per common agreement between the City and Woolpert.
- The City and Woolpert will provide signatures as formal approval of the UAT Plan before moving to the next task as defined in the scope of services.

Client Responsibilities

- The City PM and Testing Team will thoroughly review and understand the UAT Plan.
- The City PM and Testing Team will participate in the remote reviews of the UAT Plan.
- The City PM and Testing Team will provide feedback on the UAT Plan.
- The City PM will combine feedback and provide one formal submittal to the Woolpert PM for the UAT Plan updates.
- The City PM will provide written approval of the UAT Plan to the Woolpert PM before moving to the next dependent task as defined in the scope of services.

Related Sub-Tasks

WBS	Task Name
5.1.1	Sub-Task Woolpert Will Develop Test Plan Samples
5.1.2	Sub-Task Woolpert Will Submit Test Plan Samples To Client PM For Review
5.1.3	Sub-Task Client Will Review Test Plans (Client-Owned Task)
5.1.4	Sub-Task Woolpert Will Update Test Plans Per Client Feedback

Task 5.2 | Facilitate User Acceptance Testing

It will be the responsibility of the City to select several end-users who will perform testing of the newly configured Cityworks solution. To effectively test the system in accordance with the Testing and Acceptance Plan, training will be provided to these end-users. Immediately following tester training, Woolpert will provide on-site support to the City’s testers. Should testing extend beyond the Woolpert on-site testing support period, Woolpert will remotely support testing activities. Issues identified during the on-site testing support period will be corrected immediately so that re-testing can occur under the guidance of the Woolpert team. Issues identified after the Woolpert on-site testing support period will be corrected as quickly as possible. These issues may require that the Woolpert and City testers participate in WebEx sessions so that Woolpert can understand the issues and facilitate the retesting.

Deliverables

- Woolpert will prepare and deliver tester training materials.
- Woolpert will provide one (1) day of on-site tester training to the City’s testing team.
- Woolpert will provide up to three (3) days of on-site testing support to the City’s testing team.



- Woolpert will provide up to twenty-two (22) hours of remote testing assistance in support of the City’s testing team; hours to be used to review, correct and support retesting of issues.

Assumptions

- The City understands the importance and necessity to properly prepare the training site and ensure adequate available training resources will result in the Woolpert-City training team being successful.
- The City understands the importance and necessity to properly prepare for and participate in the training sessions will significantly impact the City Testing Team’s ability to make use of the configured system application.
- The City UAT efforts will remain focused on the scripts and criteria defined in the UAT Plan.
- The City will ensure key team members are available to support the testing updates that require additional time will be performed remotely followed by a WebEx demonstration by Woolpert to provide the City confirmation of the fix.

Client Responsibilities

- The City PM will schedule and accommodate the appropriate City Core Implementation and Technical Team members such that they are available, without undue interruption.
- The City PM will ensure site readiness and staff participation.
- The City PM will provide a conference or training room with a projector.
- The City PM will ensure Woolpert has access to the Cityworks AMS environment installed at the City facilities to perform on-site activities.
- The City PM will set-up and administer adequate testing facilities.
- The City PM will manage the testing process.
- The City PM will coordinate and schedule testing participants.
- The City testing participants will actively participate in testing activities.
- The City PM will provide signatures as formal approval of the UAT process before moving to the next dependent task as defined in the scope of services.

Related Sub-Tasks

WBS	Task Name
5.2.1	Sub-Task User Acceptance Testing Support
5.2.1.1	Sub-Task Woolpert Will Provide Remote Tester Overview Training
5.2.1.2	Sub-Task Woolpert Will Review UAT Entry and Exit Criteria
5.2.1.3	Sub-Task Client Will Perform User Acceptance Testing (Client-Owned Task)
5.2.1.4	Sub-Task Tester Training (On-Site)
5.2.1.4.1	Sub-Task Woolpert Will Provide Testing Support (On-Site)
5.2.1.5	Sub-Task Travel - UAT Support
5.2.2	Sub-Task Woolpert Will Provide Remote User Acceptance Testing Support
5.2.3	Sub-Task Update Cityworks AMS Configuration Per Testing Results



WBS	Task Name
5.2.3.1	Sub-Task Woolpert Will Update Cityworks AMS Configuration
5.2.3.2	Sub-Task Woolpert Will Update Configuration Documentation

Task 5.3 | Facilitate Training

It is important that end-user training be timed to occur immediately prior to beginning live use of the system in the Production environment. Due to the large number of City departments and their related end users, a phased go-live is recommended. In a multi-phased Cityworks AMS roll-out, end-user training and go-live support activities occur in series for each phase. Until the previous phase is successfully using the new solution, subsequent phases do not begin end user training tasks.

Woolpert will develop training materials for end user training classes. Training materials will consist of standard Woolpert and/or Cityworks developed training guides augmented to support City specific business processes. As fully customized set of training materials is not included in this scope.

Woolpert is scoping a modified Train-the-Trainer approach to the End-User Training. In this scenario, Woolpert trainers will participate in Cityworks AMS end-user training during the first week and the City will provide all end user training after that week. During the week of Woolpert-supported training activities, Woolpert will train the trainers to conduct three distinct classes and then support those trainers as they deliver the class to other users. The three classes that will be executed using this approach are 1) Service Requests, 2) Work Order and Inspections, and 3) Cityworks Searches and GIS. Woolpert will conduct a fourth training class for Custom Business Process for the City trainers only. The trainers will incorporate training custom business processes to the affected end users when they deliver end user training. Woolpert will facilitate training, as follows:

Class	Class Type	Duration
Administrator Training	Woolpert-Led	4 Hours
Service Requests	Train-The-Trainer	4 Hours
Service Requests	City-Led, Woolpert Supported	4 Hours
Work Orders And Inspections	Train-The-Trainer	4 Hours
Work Orders And Inspections	City-Led, Woolpert Supported	4 Hours
Cityworks Searches And GIS	Train-The-Trainer	4 Hours
Cityworks Searches And GIS	City-Led, Woolpert Supported	4 Hours

Completion of the training efforts will result in Client system administrators and end-users being provided the system knowledge and capabilities necessary to manage (administrators) and use (end-users) the configured Cityworks AMS and integrated applications in an effective manner such that the Client's overarching business objectives can be met through use of the newly configured system.



Classes are designed to accommodate the training of up to twenty (20) trainees with two (2) Woolpert resources. Classes where one or more trained County instructors leads the course and two (2) Woolpert team member supports the instructor can accommodate up to thirty (30) trainees.

While this formalized training occurs just prior to go-live, Client system administrators and Core Team members (Power Users) will have already participated in the following training during prior project phases:

- Software installation and configuration training (knowledge transfer).
- Multiple software demonstrations.
- Asset Management System Configuration training (system exposure prior to configuration workshops).
- Multiple System Configuration workshops (in which the software is used extensively).
- Tester training.
- Detailed training documentation and training agendas will be developed for each training class.

Deliverables

- Standard Cityworks training materials.
- Woolpert will facilitate on-site training as described above.
- Class sizes will be limited to no more than ten (10) if a single instructor is conducting the class with no assistance; class sizes can increase to up to twenty (20) if a properly trained resource, City or Woolpert, assists the lead instructor.

Assumptions

- The City has an adequate training facility that can accommodate the result number of staff to be trained.
- The City has identified its training groups.
- The City Champions should be present through all training courses to ensure knowledge transfer. This will allow these individuals to aid end-users in the future.

Client Responsibilities

- The City PM will secure an appropriate training facility.
- The City PM will coordinate and schedule training participants.
- The City PM will identify training groups.
- The training participants will actively participate in the training activities.

Related Sub-Tasks

WBS	Task Name
5.3.1	Sub-Task Woolpert Will Prepare End-User Training Agenda And Materials
5.3.2	Sub-Task Woolpert Will Submit Agenda and Materials To Client PM
5.3.3	Sub-Task Client PM Will Prepare Site For Administrator and End-User Training (Client-Owned Task)
5.3.4	Sub-Task Woolpert Will Facilitate Administrator and End-User Training (On-Site)
5.3.4.1	Sub-Task Administrator Training



WBS	Task Name
5.3.4.2	Sub-Task Woolpert Will Facilitate Service Request Train-The-Trainer Training Session
5.3.4.3	Sub-Task Client Will Lead Service Request End-User Training Session; Woolpert Support
5.3.4.4	Sub-Task Woolpert Will Facilitate Work Order And Inspections Train-The-Trainer Training Session
5.3.4.5	Sub-Task Client Will Lead Work Order And Inspections End-User Training Session; Woolpert Support
5.3.4.6	Sub-Task Woolpert Will Facilitate Cityworks Searches and GIS Train-The-Trainer Training Session
5.3.4.7	Sub-Task Client Will Lead Cityworks Searches and GIS End-User Training Session; Woolpert Support
5.3.5	Sub-Task Travel - End-User Training
5.3.6	Sub-Task Client Will Facilitate End-User Training (Client-Owned Task)

Task 5.4 | Provide Go-Live Support

Immediately following the Cityworks AMS (and related systems) training, go-live cutover tasks will begin. Cutover tasks are those activities that ready the production Cityworks environment for live use. Cutover tasks are shared between the Woolpert and City teams. Cutover tasks include ensuring that all terminals/devices requiring access to the AM System application(s) are tested for connectivity, all terminals requiring the ability to print documents are tested for connectivity, and all system user accounts are tested for login ability. Cutover also includes porting the configured and approved Cityworks AMS (and related) databases from the Development environment to the Production environment and final migration of the legacy Hansen data. Each of these tasks will be shared by the Woolpert and City teams as determined during the project.

Woolpert resources will provide three (3) days of on-site go-live support during the go-live week. Woolpert will assist the City's end-users and system administrators with site-specific access and configuration issues and application use and will provide additional coaching and supplemental training during the on-site go-live support period.

Deliverables

- Woolpert will provide on-site go-live preparation services (cutover) as detailed above
- Woolpert will provide two (2) on-site resources for three (3) days of go-live support.
- Woolpert will provide 12 hours of remote developer support to provide assistance with the WonderWare SCADA integration.

Assumptions

- The City PM will provide project sign-off within agreed upon timeframe following go-live.

Client Responsibilities

- The City PM, Cityworks administrators, and IT support staff should equally assist in administering the go-live tasks to make sure it is clear to the End-Users that the City is internally capable of supporting the newly deployed Cityworks AMS solution. The City system administrators and IT support staff will benefit from learning basic AM System troubleshooting routines during this time.



Related Sub-Tasks

WBS	Task Name
5.4.1	Sub-Task Prepare For Go-Live
5.4.1.1	Sub-Task Woolpert Will Develop Cutover Plan
5.4.1.2	Sub-Task Woolpert Will Submit Cutover Plan To Client PM
5.4.1.3	Sub-Task Client Will Review Cutover Plan (Client-Owned Task)
5.4.1.4	Sub-Task Woolpert Will Facilitate Remote Cutover Plan Review Meeting With Client Technical Team
5.4.1.5	Sub-Task Woolpert Will Update Cutover Plan Per Client Feedback
5.4.1.6	Sub-Task Client PM Will Review and Accept Cutover Plan (Client-Owned Task)
5.4.1.7	Sub-Task Woolpert Will Test Cutover Plan
5.4.2	Sub-Task Conduct Go-Live
5.4.2.1	Sub-Task Woolpert Will Migrate Cityworks Application and Database From Development To Production Environment
5.4.2.2	Sub-Task Woolpert Will Perform Data Load To Production Environment Cityworks AMS Database
5.4.2.3	Sub-Task Woolpert Will Perform Final Legacy MicroWest AMMS Data Load To Production Cityworks Database
5.4.2.4	Sub-Task Woolpert Will Perform System Tests In Production Environment And Correct As Required
5.4.2.5	Sub-Task Woolpert Will Support WonderWare SCADA Integration Deployment To Production
5.4.2.6	Sub-Task Woolpert Will Provide Go-Live Support (On-Site)
5.4.3	Sub-Task Travel - Go-Live Support

Task 5.5 | Phase 4 Quality Control

Woolpert technical resources not regularly involved with this implementation will perform an independent quality review of the work processes and deliverable products in accordance with the Woolpert Total Quality Plan.

Task 5.6 | Phase 4 Acceptance

This is the Phase exit document that the City PM signs indicating Woolpert has delivered the Phase 4 services in accordance with the Scope of Work and Project Plan.



Phase 6 | Extended Support

Woolpert will facilitate three extended system configuration reviews and modifications. The extended reviews / modifications give the City's users and administrators an opportunity to monitor and assess system usage and efficiencies over an extended period post Go-Live. During these extended review periods, the City will likely identify configuration modifications that the City desires to support new or modified business objectives. Woolpert will facilitate up to three (3) review / modification milestones – one at 45-days, one at 90-days, and one at 180-days.

Task 6.1 | 45 Day Review

Woolpert will facilitate a 45-day review and modification meeting, up to four (4) hours in duration, with the City technical team to review the Cityworks AMS system implementation and usage since Go-Live and determining any desired system modifications. Woolpert will facilitate this meeting on-site. Woolpert will document the meeting discussion points and decisions and use this information to generate 45-day modifications plan technical memorandum. This technical memorandum shall prioritize the desired modifications / enhancements by user group. Woolpert will submit this document to the City PM and facilitate a remote review meeting with the City.

Once the City agrees upon all the enhancements and prioritizations, Woolpert will commence fulfilling the enhancement / modification requests that Woolpert can achieve in a 10-hour period. Any modifications that Woolpert cannot able complete within the allocated number of hours shall be addressed during the 90-day review and modifications task.

Deliverables

- Woolpert will facilitate an on-site Modifications Review Meeting up to four (4) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide a 45-Day Modification Plan Technical Memorandum.
- Woolpert will facilitate a remote 45-Day Modification Plan Technical Memorandum review meeting up to two (2) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide the WebEx information for City participants for the remote meetings.

Assumptions

- All system design, configuration, testing, training, and deployment tasks are scoped to be performed remotely.
- Any work that the City requires on-site, instead of remotely, will be within the existing budget.
- The City PM will ensure site readiness and staff participation for the on-site review meeting, as well as the remote Plan review meeting.

Client Responsibilities

- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.

- The City PM, Technical, and Implementation teams will review the 45-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

Related Sub-Tasks

WBS	Task Name
6.1.1	Sub-Task Client Will Establish List of Desired System Modifications (Client-Owned Task)
6.1.2	Sub-Task Woolpert Will Facilitate a Modifications Review Meeting (On-Site)
6.1.3	Sub-Task Travel - 45 Day Review
6.1.4	Sub-Task Woolpert Will Submit Draft 45 Day Modifications Plan Technical Memorandum
6.1.5	Sub-Task Woolpert Will Submit 45 Day Modifications Plan Technical Memorandum to Client PM
6.1.6	Sub-Task Woolpert Will Facilitate a Remote Review Meeting With Client Technical and Implementation Teams
6.1.7	Sub-Task Woolpert Will Update Modifications Plan Technical Memorandum Per Client Feedback
6.1.8	Sub-Task Woolpert Will Facilitate Agreed-Upon AMS System Modifications

Task 6.2 | 90 Day Review

Woolpert will facilitate a 90-day review and modification meeting, up to four (4) hours in duration, with the City technical team to review the Cityworks AMS system implementation and usage since Go-Live and determining any desired system modifications. Woolpert will facilitate this meeting on-site. Woolpert will document the meeting discussion points and decisions and use this information to generate 90-day modifications plan technical memorandum. This technical memorandum shall prioritize the desired modifications / enhancements by user group. Woolpert will submit this document to the City PM and facilitate a remote review meeting with the City.

Once the City agrees upon all the enhancements and prioritizations, Woolpert will commence fulfilling the enhancement / modification requests that Woolpert can achieve in a 10-hour period. Any modifications that Woolpert cannot able complete within the allocated number of hours shall be addressed during the 90-day review and modifications task.

Deliverables

- Woolpert will facilitate an on-site Modifications Review Meeting up to four (4) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide a 90-Day Modification Plan Technical Memorandum.
- Woolpert will facilitate a remote 90-Day Modification Plan Technical Memorandum review meeting up to two (2) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide the WebEx information for City participants for the remote meetings.

Assumptions

- All system design, configuration, testing, training, and deployment tasks are scoped to be performed remotely.



- Any work that the City requires on-site, instead of remotely, will be within the existing budget.
- The City PM will ensure site readiness and staff participation for the on-site review meeting, as well as the remote Plan review meeting.

Client Responsibilities

- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.
- The City PM, Technical, and Implementation teams will review the 90-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

Related Sub-Tasks

WBS	Task Name
6.2.1	Sub-Task Client Will Establish List of Desired System Modifications (Client-Owned Task)
6.2.2	Sub-Task Woolpert Will Facilitate a Modifications Review Meeting (On-Site)
6.2.3	Sub-Task Travel - 90 Day Review
6.2.4	Sub-Task Woolpert Will Submit Draft 90 Day Modifications Plan Technical Memorandum
6.2.5	Sub-Task Woolpert Will Submit 90 Day Modifications Plan Technical Memorandum to Client PM
6.2.6	Sub-Task Woolpert Will Facilitate a Remote Review Meeting With Client Technical and Implementation Teams
6.2.7	Sub-Task Woolpert Will Update Modifications Plan Technical Memorandum Per Client Feedback
6.2.8	Sub-Task Woolpert Will Facilitate Agreed-Upon AMS System Modifications

Task 6.3 | 180 Day Review

Woolpert will facilitate a 180-day review and modification meeting, up to four (4) hours in duration, with the City technical team to review the Cityworks AMS system implementation and usage since Go-Live and determining any desired system modifications. Woolpert will facilitate this meeting on-site. Woolpert will document the meeting discussion points and decisions and use this information to generate 180-day modifications plan technical memorandum. This technical memorandum shall prioritize the desired modifications / enhancements by user group. Woolpert will submit this document to the City PM and facilitate a remote review meeting with the City.

Once the City agrees upon all the enhancements and prioritizations, Woolpert will commence fulfilling the enhancement / modification requests that Woolpert can achieve in a 10-hour period. Any modifications that Woolpert cannot able complete within the allocated number of hours shall be addressed during the 180-day review and modifications sub-task.

Deliverables

- Woolpert will facilitate an on-site Modifications Review Meeting up to four (4) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide a 180-Day Modification Plan Technical Memorandum.
- Woolpert will facilitate a remote 180-Day Modification Plan Technical Memorandum review meeting up to two (2) hours in duration with the City Technical and Implementation teams.
- Woolpert will provide the WebEx information for City participants for the remote meetings.

Assumptions

- All system design, configuration, testing, training, and deployment tasks are scoped to be performed remotely.
- Any work that the City requires on-site, instead of remotely, will be within the existing budget.
- The City PM will ensure site readiness and staff participation for the on-site review meeting, as well as the remote Plan review meeting.

Client Responsibilities

- The City PM will compile a list of desired system configuration modifications/enhancements and provide a list to Woolpert no later than one (1) week prior to the schedule on-site review meeting.
- The City PM will secure an appropriate meeting facility to conduct the on-site review meeting.
- The City PM will schedule all meeting attendees.
- All meeting attendees will actively participate in the on-site modification/enhancement review meeting without undue interruption.
- The City PM, Technical, and Implementation teams will review the 180-Day Modifications Plan Technical Memorandum and provide comments.
- The City PM, Technical, and Implementation teams will participate in a remote review meeting with the Woolpert team.

Related Sub-Tasks

WBS	Task Name
6.3.1	Sub-Task City Will Establish List of Desired System Modifications (Client-Owned Task)
6.3.2	Sub-Task Woolpert Will Facilitate a Modifications Review Meeting (On-Site)
6.3.3	Sub-Task Travel - 180 Day Review
6.3.4	Sub-Task Woolpert Will Submit Draft 180 Day Modifications Plan Technical Memorandum
6.3.5	Sub-Task Woolpert Will Submit 180 Day Modifications Plan Technical Memorandum to Client PM
6.3.6	Sub-Task Woolpert Will Facilitate a Remote Review Meeting With Client Technical and Implementation Teams
6.3.7	Sub-Task Woolpert Will Update Modifications Plan Technical Memorandum Per Client Feedback
6.3.8	Sub-Task Woolpert Will Facilitate Agreed-Upon AMS System Modifications



Section G Quotes

Woolpert strives to provide our clients with the most realistic cost proposals and not merely low-cost proposals. We do not believe in proposing lower implementation costs to our clients because it forces the scenario of having to execute change orders to get to the realistic costs. We have implemented and integrated Cityworks successfully more than any other vendor in the industry.

The City of Escondido can rest assured that we have provided the most likely cost proposal based on the information available in the RFP. Please note, however, that integration costs may vary based on the detailed requirements. If selected, Woolpert will be flexible in both scope and fee to ensure the outcome meets the City’s anticipated needs.

The per-hour charges for Table 1 are the average total fee (inclusive of labor and travel expenses) of the professional services divided by number of hours.

Table 1. Implementation Professional Services Fees	Per-Hour Charge	Estimate Of Hours Needed
Cityworks AMS Requirements Gathering & Review – On-/Off-site Formal Workshop (Workflow, reports, database configuration, data conversion, GIS database, etc.)	\$166	312
Cityworks AMS Software Setup & Integrations; (Data Conversions, Workflow Diagrams, work processes, work etc.)	\$182	296
SCADA Cityworks AMS Software Integration (Workflows, etc.)	\$154	278
Cityworks AMS Reports And Saved Searches Development	\$127	48
End User Training	\$208	42
Post Go-Live Support	\$191	76

Table 2 provides estimated cost and hours for the alternative services described in Section F – Alternative Approaches.

Table 2. Additional Services Cost Estimates	Estimated Cost	Estimated Hours
Vertical Asset Inventory (HARRF plant only)	\$250,000	1,470
GIS Assessment	\$40,000	235
Asset Criticality and Long-Term Forecasting (Pilot for sub-set of assets)	\$25,000	147
Additional Reporting Requirements (More information required)	TBD	TBD

Woolpert is a firm believer in implementation cost transparency. The following tables provide an overview of implementation costs – by phase and role.

Table 3. Implementation Costs Overview	
Description	Cost
Phase 1 Project Management	
	\$31,997.00
Phase 2 Implementation Planning	
Task 2.1 Woolpert Development Environment Set-Up	\$976.00
Task 2.2 Pre-Planning Discovery	\$15,495.00
Task 2.3 Provide Asset Management Software Demonstrations	\$8,629.50
Task 2.4 Conduct Business Process Reviews	\$19,190.50
Task 2.5 Quality Control	\$1,800.00
Phase 3 Core System Development	
Task 3.1 Develop and Deploy Vertical Asset Geodatabase	\$28,974.00
Task 3.2 Prepare Configuration Documentation	\$2,038.00
Task 3.3 Facilitate Core AM Software Configuration	\$38,224.50
Task 3.4 Develop and Deploy Mobile AM Software Applications	\$13,465.50
Task 3.5 Review and Approval of Updated System Configuration and Documentation	\$4,492.00



Task 3.6 Quality Control	\$3,825.00
Phase 4 Advanced Functionality	
Task 4.1 Develop Application Interfaces	\$43,338.00
Task 4.2 Perform Data Conversion of Legacy Data Sets	\$35,560.50
Task 4.3 Develop Custom Reports and Dashboards	\$4,880.00
Task 4.4 Quality Control	\$4,050.00
Phase 5 System Deployment	
Task 5.1 Develop Test Plan	\$3,248.00
Task 5.2 Facilitate User Acceptance Testing	\$18,662.50
Task 5.3 Facilitate Training	\$8,736.50
Task 5.4 Provide Go-Live Support	\$30,442.50
Task 5.5 Quality Control	\$2,475.00
Phase 6 Extended Support	
Task 6.1 45-Day Review	\$4,937.00
Task 6.2 90-Day Review	\$4,937.00
Task 6.3 180-Day Review	\$4,937.00
Total	\$334,431.00

Table 4. Implementation Cost Details			
Role	Rate	Hours	Subtotal
Project Director	\$225	139	\$31,275.00
Project Manager	\$165	503	\$83,655.00
Lead Developer	\$165	250	\$41,250.00
Lead Systems Analyst	\$162	139	\$22,518.00
Support Systems Analyst	\$122	683	\$83,326.00



Table 4. Implementation Cost Details			
Mid-Level Analyst	\$148	172	\$25,456.00
Support Developer	\$138	92	\$12,696.00
Administrative	\$80	12	\$960.00
Travel Expenses	---	--	\$33,295.00
Total			\$334,431.00



Section I Billable Rates

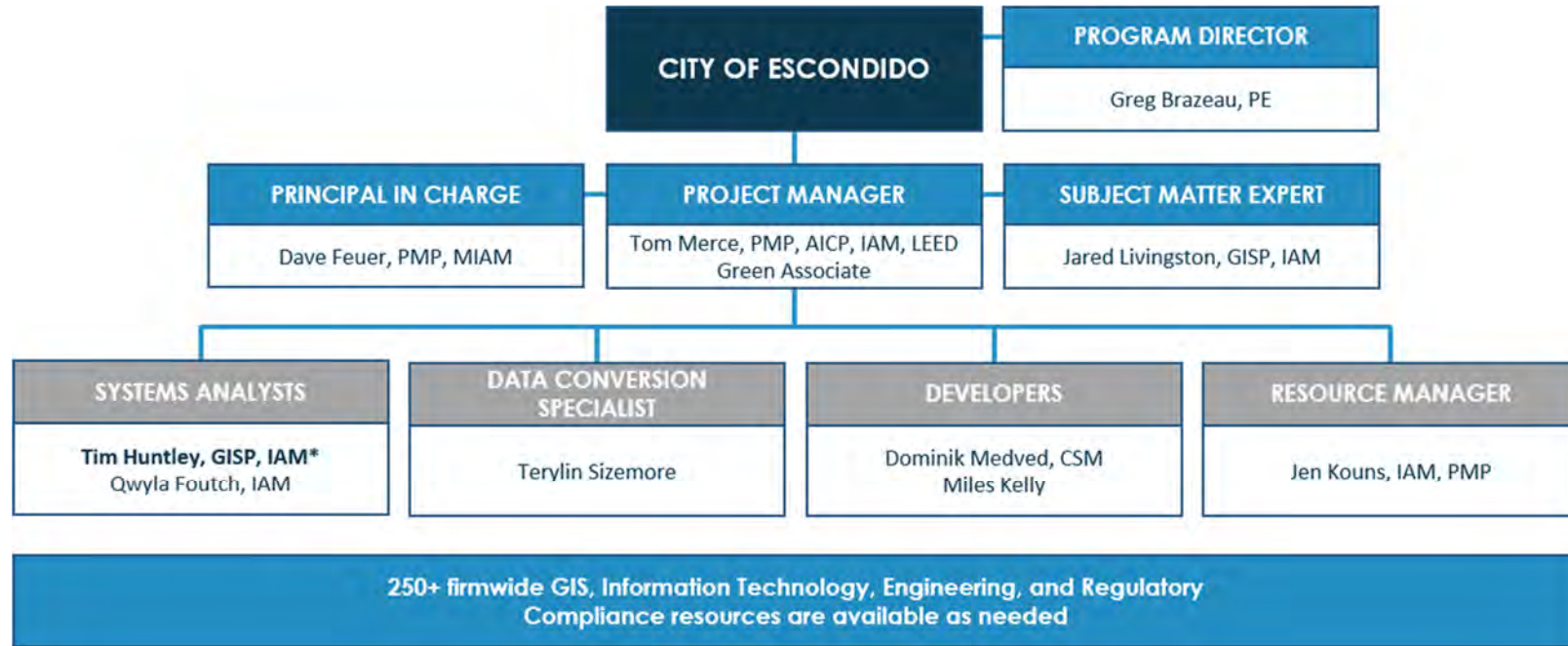
The rates below (inclusive of labor and travel expenses) are for both on-site and remote tasks. We plan to utilize our local resource, Tim Huntley, to lead the configuration for the City’s project.

Task Description	On-Site Rate	Remote Rate
Task 1.1 Client Will Provide Written Notice to Proceed	--	--
Task 1.2 Project Administration	--	\$151
Task 1.3 Ongoing Project Management Tasks	--	\$151
Task 1.4 Project Kick-Off Meeting	\$195	\$173
Task 2.1 Woolpert Development Environment Set-Up	--	\$122
Task 2.2 Pre-Planning Discovery	\$200	\$180
Task 2.3 Provide Asset Management Software Demonstrations	\$364	\$127
Task 2.4 Conduct Business Process Reviews	\$252	\$185
Task 2.5 Quality Control	--	\$225
Task 3.1 Develop and Deploy Vertical Asset Geodatabase	\$224	\$155
Task 3.2 Prepare Configuration Documentation	--	\$127
Task 3.3 Facilitate Core AM Software Configuration	\$163	\$127
Task 3.4 Develop and Deploy Mobile AM Software Applications	\$260	\$125
Task 3.5 Review and Approval of Updated System Configuration and Documentation	\$143	\$128
Task 3.6 Quality Control	--	\$225



Task Description	On-Site Rate	Remote Rate
Task 4.1 Develop Application Interfaces	\$165	\$174
Task 4.2 Perform Data Conversion of Legacy Data Sets	\$250	\$150
Task 4.3 Develop Custom Reports and Dashboards	--	\$122
Task 4.4 Quality Control	--	\$225
Task 5.1 Develop Test Plan	--	\$135
Task 5.2 Facilitate User Acceptance Testing	\$193	\$130
Task 5.3 Facilitate Training	\$220	\$135
Task 5.4 Provide Go-Live Support	\$189	\$160
Task 5.5 Quality Control	--	\$225
Task 6.1 45-Day Review	\$254	\$134
Task 6.2 90-Day Review	\$254	\$134
Task 6.3 180-Day Review	\$254	\$134





*Local resource

A summary for each of our proposed team members is provided on the following pages. Full resumes are provided in the Appendix.

Gregory Brazeau, PE, Program Director

License: Professional Engineer, Virginia, 0402045127

Education: Bachelor of Science, Civil Engineering, Virginia Polytechnic Institute and State University

Biography: As a Program Director, Greg Brazeau works with a variety of city, local, and private water and wastewater entities. He focuses strongly on linear asset management solutions, which can include GIS and procedure audits, risk assessment, and planning or prioritization plans for a range of asset types specific to water and wastewater systems. Greg's background in software for hydraulic modeling and asset performance modeling solutions makes him well-equipped to find effective and efficient solutions for clients, from software selections through implementation.



Dave Feuer, PMP, MIAM, Principal in Charge

License: PMP, 1309931 | Institute of Asset Management, 1026369

Education: Master of Science, Computer Information Systems, University of Miami School of Business; Master of Arts, International Studies, Geography and Regional Studies, University of Miami School of International Studies; Bachelor of Arts, International Studies and German (Double Major), University of Colorado

Biography: Dave Feuer leads asset management experts in designing and implementing successful asset management, permitting and licensing, and code enforcement solutions for municipal clients using a refined process proven to help businesses reach optimal performance. Dave brings nearly 20 years of experience delivering IT solutions for a diverse range of clients.

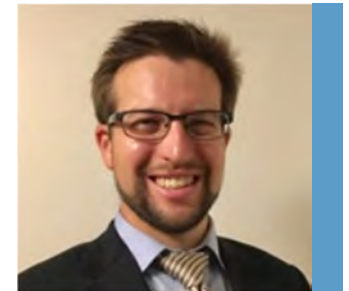


Tom Merce, PMP, IAM, AICP, LEED Green Associate, Project Manager

Licenses: PMP, 2280906 | Institute of Asset Management, 5001730 | American Institute of Certified Planners, 026740 | LEED Green Associate, 10794450

Education: Master of City and Regional Planning, and Master of Public Policy and Management, Ohio State University | Bachelor of Science, Environmental Studies and Political Science, Gettysburg College

Biography: Tom Merce is a Project Manager and permitting and licensing subject matter expert. Coming from a municipal planning and permitting background where he also served as a Cityworks administrator, Tom understands the value the Cityworks, GIS, and supplementary tools brings to an organization when it comes to improving operational efficiency.



Jared Livingston, GISP, IAM, Asset Management Subject Matter Expert

Licenses: GISP, 91650 | Institute of Asset Management, 1015506

Education: Bachelor of Science, Physical Geography, Indiana State University

Biography: Jared Livingston leads teams in designing and implementing best-in-practice asset management programs for utilities, airport, and government clients. With extensive experience collecting and integrating GIS data for a diverse client base, Jared is adept at identifying and adapting solutions to meet clients' specific needs and goals. Jared is an expert in all aspects of GIS utility data conversion projects, including planning, conversion, and quality control.

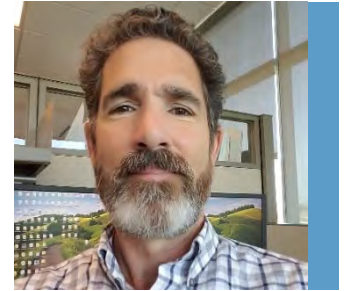


Tim Huntley, GISP, IAM, Lead Systems Analyst

License: GISP, 60880 | NASSCO, U-514-06021497 | Institute of Asset Management, 1038764

Education: Bachelor of Arts, Geography/Geographic Information Systems, San Diego State University; Associate of Arts, Photography, Orange Coast College

Biography: Tim is a local resource for the City's project. His previous experience includes working as adjunct staff for the County of San Diego Wastewater Sanitation District and serving as a trusted advisor for their GIS, CCTV, asset management, master planning, and finance related projects. His experience spans from hands-on GIS production to project management, including scoping, budgeting, staffing, and training.

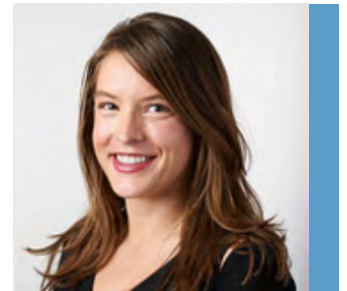


Qwyla Foutch, IAM, Systems Analyst

License: Institute of Asset Management, 1026362

Education: Bachelor of Arts, Geography (dual minor in Mathematics and Geology), University of Colorado Denver

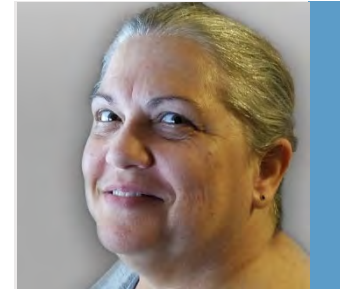
Biography: Qwyla Foutch is a Lead System Analyst responsible for assisting the implementation lead and for developing most Cityworks-related documentation. Qwyla is a technical expert analyst with a GIS background and excellent writing skills. She is proficient in Cityworks Designer, SQL Server, Crystal Reporting, and Microsoft Office. Qwyla's years of hands-on project experience has afforded her a deep understanding of the project implementation process.



Terylin Sizemore, Data Conversion Specialist

Training: Cityworks Designer 15.1 and Cityworks End User 15.1 for AMS Training

Biography: Terylin Sizemore has expertise in conversions, programming, scripts, and customer assistance, and she has successfully helped integrate and support asset management systems and add-ons for both city and county departments. Terylin's custom interface development benefits clients by improving business processes and incorporating new features, such as real-time data processing for remote staff. She uses SQL, SQL Developer, and Oracle for scripts and researching data, and Toad to research data and scripts. Terylin's end-user training and user acceptance sessions and documentation ensure that the client is fully knowledgeable of the software's capabilities and functionality at the end of each project.

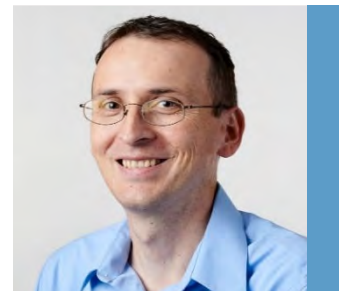


Dominik Medved, CSM, Application Developer

License: Certified ScrumMaster, 000027059

Education: Master of Science, Geography-Cartography/GIS, Indiana University of Pennsylvania; Bachelor of Science, Geodesy and Land Surveying, University of Zagreb, Croatia

Biography: Dominik Medved designs and develops custom applications using programming languages and software such as VB.NET, C#.NET, ASP.NET, JavaScript, AJAX, XML/XSL, JSON, Silverlight, HTML, SQL, as well as legacy languages. Dominik also fills the role of systems architect and developer group lead on major software development projects.



Miles Kelly, Application Developer

Education: Graduate Certificate, GIS and Spatial Analysis, State University of New York; Bachelor of Science, Urban and Regional Studies, Cornell University

Biography: As an Application Developer at Woolpert, Miles Kelly is primarily responsible for building integrations between asset management systems and other systems to help clients fully leverage the power of their software investments in a distributed enterprise system. She works directly with municipal clients to determine their needs, develop GIS-centric software solutions to meet them, and create automated processes for integrating data. Miles has led the programming and integration of numerous asset management implementations for city and county clients across the U.S.

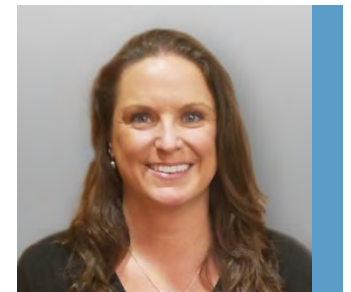


Jen Kouns, PMP, IAM, Resource Manager

License: PMP, 1658735 | Institute of Asset Management, 1025558

Education: Certificate, GIS Application Specialist, Sir Sandford Fleming College; Bachelor of Arts, Geography, University of Windsor

Biography: Jen Kouns serves as a Subject Matter Expert in asset management (AM) and GIS. Jen's 14 years of experience as a Project Manager (PM) provide her a deep understanding of all aspects of an AM project, including client business process assessments; AM configurations for implementations and installations in SQL and Oracle environments; installation of ArcGIS Server, ArcSDE and Desktop software; software training and client technical support; Crystal Report creation; and project scope development, scheduling and pricing.





CITY COUNCIL STAFF REPORT

Consent Item No. 6

September 11, 2019

File No. 0740-30

SUBJECT: Year 2020 Holidays

DEPARTMENT: Human Resources Department

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-130 to designate the dates that public offices of the City of Escondido ("City") will be closed for the calendar year 2020 for holiday observances.

PREVIOUS ACTION:

Each year the City Council adopts a resolution, as required by the State of California ("State") law, to designate the days that City offices will be closed for holiday observances.

BACKGROUND:

Holidays are considered an employee benefit and are, therefore, a part of the negotiation process with our various bargaining units. There are ten recognized holidays each year.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Sheryl Bennett, Deputy City Manager/Administrative Services
9/5/2019 8:08 a.m.

ATTACHMENTS:

1. Resolution No. 2019-130
2. Resolution No. 2019-130 – Exhibit A - City Recognized Holidays Year 2020

RESOLUTION NO. 2019-130

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
DESIGNATING HOLIDAYS ON WHICH CITY
OF ESCONDIDO PUBLIC OFFICES SHALL
BE CLOSED FOR CALENDAR YEAR 2020

WHEREAS, Section 6700 of the California Government Code designates days that are holidays in the State of California (“State”); and

WHEREAS, Section 6702 of the California Government Code provides that City offices shall be closed on designated State holidays unless otherwise provided by the City; and

WHEREAS, this City Council desires and deems it to be in the best public interest to designate those holidays on which City of Escondido (“City) public offices will be closed.

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

1. That the above recitations are true.
2. That the public offices of the City of Escondido shall be closed on the following dates set forth in Exhibit “A”, which is attached to this Resolution and incorporated by this reference.

City Recognized Holidays Year 2020

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Presidents' Day	Monday, February 17, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Saturday, July 4, 2020 <i>Observed on Friday, July 3rd 2020</i>
Labor Day	Monday, September 7, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020

Library

- Closed Sunday, April 12, 2020
- Closed Friday, September 18, 2020 for staff training
- Close at 5:00 p.m. on the following holidays: Wednesday, November 25, 2020; Thursday, December 24, 2020; Thursday, December 31, 2020

East Valley Community Center

- Closed Sunday, April 12, 2020
- Open 10:00 a.m. – 3:00 p.m. on the following holidays: Monday, January 20, 2020; Monday, February 17, 2020; Wednesday, November 11, 2020; Friday, November 27, 2020;
- Close at 3:00 p.m. Wednesday, November 25, 2020 and Thursday, December 24, 2020
- Closed December 25, 2020 – January 1, 2021 for annual floor maintenance

Escondido Sports Center

- Closed Sunday, April 12, 2020
- Open 3:00 p.m. – 7:00 p.m. on the following holidays: Monday, January 20, 2020; Monday, February 17, 2019; Wednesday, November 11, 2019; Friday, November 27, 2020
- Close at 7:00 p.m. on Wednesday, November 25, 2020
- Closed Thursday, December 24, 2020 and Thursday, December 31, 2020

Park Avenue Community Center

- Closed Sunday, April 12, 2020
- Close at 3:00 p.m. on the following holidays: Wednesday, November 25, 2020; Thursday, December 24, 2020; and Thursday, December 31, 2020

CITY COUNCIL STAFF REPORT

Consent Item No. 7

September 11, 2019

File No. 0470-35

SUBJECT: Purchase Two (2) Medix Ambulances from Republic Emergency Vehicle Sales (Republic-EVS) through Southwest Ambulance Sales of Kennedale, Texas

DEPARTMENT: Public Works Department, Fleet Services Division

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-132, authorizing the Fleet Services Division to purchase two (2) Medix Ambulances from Republic-EVS through Southwest Ambulance Sales for the amount of \$402,468 by utilizing a Cooperative Purchase Contract through the Houston-Galveston Area Council (HGAC), Contract Number AM10-18. The registration and documentation fees and sales tax totaling \$31,446.08 will be added to the final purchase invoice, upon accepted delivery, bringing the total purchase amount to \$ 433,914.08 for the two (2) ambulances.

FISCAL ANALYSIS:

Sufficient funds are available in Fleet Services "Vehicle Replacement Fund" account number 5208-653-715.

BACKGROUND:

Two (2) existing 2012 Lifeline Ambulances will be replaced due to excessive engine hours, mileage, increased downtime and costly repairs. Due to the type of service an ambulance provides, the hours of engine idle time, and the miles driven, these ambulances have met their standard service life expectancy of seven (7) years and are now due for replacement. The two current ambulances, Unit Number 3814 has 85,000 miles and 5,200 engine hours, and Unit Number 3815 has 97,000 miles and 6,455 engine hours.

Two (2) identical specified Medix Ambulances were approved by Council and purchased in Fiscal Year 2017-2018. These two ambulances have proven to be very reliable and provide excellent space efficiency for equipment, supplies and care providers. In addition, the liquid spring rear suspension system affords patients a smooth and comfortable ride while being transported to the hospital.

Upon approval from the City Council, two (2) ambulances will be purchased from Republic-EVS through Southwest Ambulance Sales of Kennedale, Texas, utilizing a Cooperative Purchasing Contract through the HGAC, Contract No. AM10-18, as allowed per Chapter 10, Article 5, Section 10-90, of the City of Escondido's Municipal Code authorizing the purchase of supplies and equipment utilizing cooperative purchase programs.

Purchase Two (2) Medix Ambulances from Republic Emergency Vehicle Sales (Republic-EVS)
through Southwest Ambulance Sales of Kennedale, Texas
September 11, 2019
Page 2

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Joseph Goulart, Director of Public Works
9/4/2019 5:19 p.m.

ATTACHMENTS:

1. Resolution No. 2019-132
2. Resolution No. 2019-132 - Exhibit "A" – HGAC contract, published, and unpublished options
3. Resolution No. 2019-132 - Exhibit "B" – List of Vehicles

RESOLUTION NO. 2019-132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE MAYOR AND CITY CLERK, ON BEHALF OF THE CITY, TO AWARD THE AMBULANCE PURCHASE TO REPUBLIC EMERGENCY VEHICLE SALES, THROUGH SOUTHWEST AMBULANCE SALES OF KENNEDALE, TEXAS FOR THE PURCHASE OF TWO (2) 2019 MEDIX AMBULANCES, AND TO APPROVE THE DISPOSAL OF THE SURPLUS VEHICLES VIA AUCTION

WHEREAS, the Fleet Services Division is replacing two (2) existing 2012 Lifeline Ambulances due to excessive engine hours, increased downtime, costly repairs, and meeting their standard life expectancy of seven (7) years; and

WHEREAS, there are sufficient funds available in the Fleet Services Vehicle Replacement Fund, account number 5208-653-715; and

WHEREAS, Medix Ambulances is the manufacturer of the ambulances; and

WHEREAS, the Houston-Galveston Area Council ("HGAC") conducted a competitive bid process for ambulances and Medix was deemed to be the lowest most responsive bidder; and

WHEREAS, the City of Escondido ("City") is a member of HGAC, member number 15-4548; and

WHEREAS, the City is utilizing a Cooperative Purchasing Contract with HGAC, as per the Escondido Municipal Code Chapter 10, Article 5, Section 10-90, which has been conducted in a competitive manner by the State, County or any other Public or Municipal Agency; and

WHEREAS, staff recommends purchasing two (2) Medix Ambulances from Southwest Ambulance Sales in the amount of \$402,468.00, which includes all published and unpublished options as shown in Exhibit "A", which is attached to this Resolution and is incorporated by this reference; and

WHEREAS, the registration and documentation fees, and the sales tax totaling \$31,446.08 will be invoiced at time of purchase; and

WHEREAS, the ambulances being replaced by this purchase, as listed on Exhibit "B" and incorporated by this reference, are deemed surplus property and are no longer required for public use; and

WHEREAS, the City Council desires at this time and deems it to be in the best Public interest to accept the recommendations of the Deputy City Manager/Administrative Services and approve the disposal of surplus vehicles via auction.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California:

1. That the above recitations are true.
2. That the City Council is authorized to approve on behalf of the City, the Cooperative Purchase through the Houston-Galveston Area Council, as allowed per Escondido Municipal Code Chapter 10, Article 5, Section 10-90.
3. That the City Council approves Resolution No. 2019-132, authorizing the Fleet Services Division to purchase two (2) Medix Ambulances from Republic Emergency Vehicle Sales through Southwest Ambulance Sales Inc., utilizing a

Cooperative Purchase Contract with HGAC, in the amount of \$433,914.08, which includes all taxes and related fees.

4. That the City Council authorizes the Deputy City Manager/Administrative Services to dispose of surplus vehicles that are being replaced by this purchase via auction with the City contracted auction company.

HGACBuy	CONTRACT PRICING WORKSHEET For MOTOR VEHICLES Only	Contract No.:	AM10-18	Date Prepared:	7/18/2019
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This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency: Escondido Fire	Contractor: Southwest Ambulance Sales
Contact Person: Craig Tebbe	Prepared By: Bobby Davis
Phone: 760-473-0796	Phone: 806-336-3949
Fax:	Fax:
Email: ctebbe@escondido.org	Email: bobby@southwestambulancesales.com

Product Code:	AM18RA34	Description: Type I MSV II 170 2019 Ford F450 4x2 6.7L Diesel
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	\$145,783
--	-----------

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.
 (Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Please See Attached	31,886		
Subtotal From Additional Sheet(s):			
Subtotal B:			31886

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.
 (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Please See Attached	19,815		
Subtotal From Additional Sheet(s):			
Subtotal C:			19815

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	11%
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D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)					
Quantity Ordered:	2	X Subtotal of A + B + C:	197484	=	Subtotal D: 394968

E. H-GAC Order Processing Charge (Amount Per Current Policy)	Subtotal E: 1000
--	------------------

F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation			
Description	Cost	Description	Cost
Freight (2) units	6500		
Subtotal F:			6500

Delivery Date:	120-150 Days	G. Total Purchase Price (D+E+F):	402468
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Published Options

Lon coin floor	\$600.00
Liquid Springs	\$9,500.00
Dri Deck	\$500.00
Air Horns	\$2,240
Sliding window on curb side door	\$91.00
Power Door Locks	\$1,232.00
Camera System	\$1,650.00
LED Dome Lights 11@ \$180 ea	\$1,980
Vanner Inverter	\$1,880
Duplicate switches on curb side wall	\$315.00
LED Emergency warning lights	\$4,200.00
Electric Oxygen with manual bypass	\$494.00
Additional Oxygen outlet	\$175.00
Auxiliary AC System	\$2,175.00
Corian Counter Tops	\$1,500.00
A-Bar with Sharps and waste	\$511.00
EVS Tech Seat w/child safety seat	\$546.00
SouthCo Latches 2@\$48 ea	\$96.00
ALS cabinet ALL OPEN with adj shelves	\$375.00
Additional Assist Rail	\$175.00
Ferno Cot Mount	\$250.00
Cot Safety Hook	\$94.00
Running Boards	\$775.00
2 Portable O2 Brackets @ \$266.00ea	\$532.00

Total **\$31,886.00**

Unpublished Options

Stone Guards 30" High	\$185
Rub Rail Warning Lights	\$1,125
Tow Eyes in Rear Kick Plate	\$385
Spray Foam Insulation	\$266
FatMat Insulation	\$190
Electrical Pre Wire for Additional Equipment	\$545
Havis Cradle with triple pass through antenna	\$586
Havis pole and install	\$315
Additional; 15 Minute Timer Switch	\$177
2 Streamlight SL 20 XP Flashlights	\$450
Whelen Low Frequency Howler	\$985
LINZ6 Grill Lights	\$260
Pre Wire for Nova X-PAK Opticom	\$575
Electric O2 with Digital Read Out	\$885
Additional O2 Outlet with quick connect	\$175
2 Aluminum Drawers Below Action Area	\$925
Anti Theft Device	\$473
Modify 2nd Action Area with tilt out sharps	\$750
Paint Wheels to match truck	\$1,850
2 Additional grab handles	\$180
Latching door on base of Attendants Seat	\$95
Additional Counter below pass thru window	\$475
Seat Covers	\$585
Constant Torque Hinges overhead cabinets	\$250
Custom Cabinet over rear doors	\$383
Lighting reduced power, NERV mode in park	\$295
Final Inspection, (3) personal	\$3,250
Custom Graphics	\$3,200
Total	\$19,815

Amambulances due for replacement in Fiscal Year 2020

Unit #	Year	Make	Model	Mileage	Engine Hours	Replacement reason	
1	3814	2012	Lifeline	Ambulance	85,000	5,200	Age, mileage, engine hours, repair down time, meeting average ambulance life expectancy.
2	3815	2012	Lifeline	Ambulance	97,000	6,455	Age, mileage, engine hours, repair down time, meeting average ambulance life expectancy.

CITY COUNCIL STAFF REPORT

Consent Item No. 8

September 11, 2019

File No. 0800-10

SUBJECT: Notice of Competition for Tract SUB 14-0018, Citron Development

DEPARTMENT: Engineering Services Department

RECOMMENDATION:

It is requested that City Council adopt Resolution No. 2019-133 to approve and accept the public improvements and authorize staff to file a Notice of Completion ("NOC") for the Escondido Tract SUB 14-0018, Citron Development ("Project").

FISCAL ANALYSIS:

The cost for inspection and review of plans is paid by the Developer in accordance with the adopted fee schedule.

PREVIOUS ACTION:

This Project was approved by the City Council as a 65-unit residential condominium subdivision on April 27, 2016, by Resolution No. 2016-50. A modified Precise Development Plan, that reduced the project to 63 units, was found in substantial conformance with the approved Tentative Map by the Planning Commission on February 14, 2017, by Resolution No. 6089. City Council also approved the Final Map for Tract SUB 14-0018, a single lot, 63 Unit Residential Condominium Subdivision located at 2516 South Escondido Boulevard on December 20, 2017.

BACKGROUND:

Citron Development Escondido (Tract SUB 14-0018) is a 63-unit residential condominium subdivision located at 2516 South Escondido Boulevard. The Project includes the installation of one new streetlight, construction of new sidewalks, two driveway approaches, curb and gutter, and a water main.

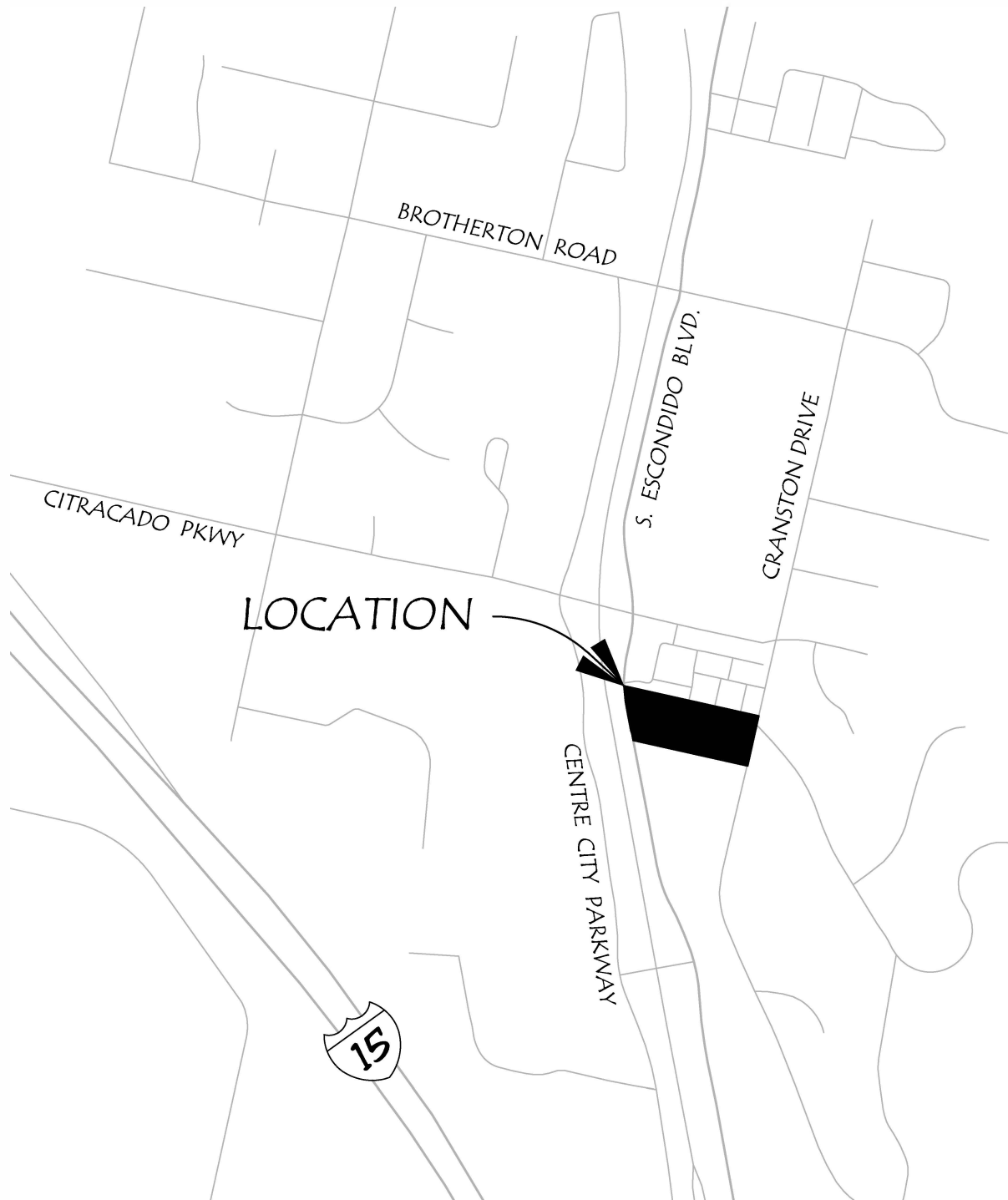
APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Julie Procopio, Director of Engineering Services
9/4/2019 3:05 p.m.

ATTACHMENTS:

1. Attachment 1 - Vicinity Map – SUB 14-0018
2. Resolution No. 2019-133

CITRON (SUB14-0018)



NOTICE OF COMPLETION
CITY COUNCIL MEETING 09-11-2019



RESOLUTION NO. 2019-133

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE CITY ENGINEER, ON BEHALF OF THE CITY, TO FILE A NOTICE OF COMPLETION FOR THE CITRON DEVELOPMENT PROJECT (SUB 14-0018)

WHEREAS, on April 27, 2016, the City Council adopted Resolution No. 2016-50, approving the Citron Development Project, SUB 14-0018 (“Project”), a 65-unit residential condominium project on 2.29 acres in conjunction with a zone change and an amendment to the South Escondido Boulevard Area Plan; and

WHEREAS, on February 14, 2017, the City Council adopted Planning Commission Resolution No. 6089 that reduced the Project to 63 residential condominium units, which was found in substantial conformance with the approved Tentative Map by the Planning Commission; and

WHEREAS, William Lyon Homes is the Developer for the Project, addressed as 2516 S. Escondido Boulevard (APN 238-152-20); and

WHEREAS, the City of Escondido (“City”) staff and the City Engineer deems the filing of the Notice of Completion (“NOC”) to be valid and recommends approval; and

WHEREAS, this City Council desires at this time and deems it to be in the best public interest to approve the filing of the NOC.

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

1. That the above recitations are true.

2. That the City Council accepts the recommendation of the City Engineer.
3. That the City Council hereby approves the request to file a NOC for the Project.



CITY COUNCIL STAFF REPORT

Consent Item No. 9

September 11, 2019

File No. 0110-30

SUBJECT: Publication of Ordinance Summaries and Display Advertisements

DEPARTMENT: City Clerk's Office

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-138 to approve the publication of an ordinance summary instead of the full text of an ordinance whenever a fair and adequate summary can be prepared and cost savings for legal advertising are anticipated from such action.

FISCAL ANALYSIS:

Anticipated annual cost-savings for the publication of legal advertising.

PREVIOUS ACTION:

On June 19, 2019, the City Council approved Resolution No. 2019-77R, which awarded the contract for the City's legal advertising for a one-year period to the Escondido Times-Advocate.

BACKGROUND:

Government Code Section 36933 permits the publication of an ordinance summary instead of full text of an ordinance if a fair and adequate summary can be prepared. Pursuant to Section 36933, "Within 15 days after adoption of the ordinance or amendment, the city council shall publish a summary of the ordinance or amendment with the names of those city council members voting for and against the ordinance or amendment and the city clerk shall post in the office of the city clerk a certified copy of the full text of the adopted ordinance or amendment along with the names of those city council members voting for and against the ordinance or amendment."

Such summaries must be published twice in a newspaper of general circulation; once, at least 5 days prior to adoption and once within 15 days following adoption. The statute further provides that if it is not feasible to prepare a fair and adequate summary, the City Council may order the publication of display advertisements, indicating the general nature of and providing general information about the ordinance. The use of summaries or display advertisements will, in many instances result in saving annual publication costs.

It has been a long standing practice for the City of Escondido to publish ordinance summaries after adoption. The previous provider for legal noticing for the City of Escondido was The Daily Transcript. Due to The Daily Transcript being a daily publication, it enabled the City of Escondido to submit legal notices after Wednesday City Council meetings for Friday publication. In doing so, the City of

Escondido was able to publish ordinance summaries in compliance with Government Code Section 36933.

The Escondido Times Advocate requires submission of legal notices every Wednesday for Thursday publication. Due to the Thursday publication of the Escondido Times Advocate, the City of Escondido is now required to publish the full text of an ordinance (including exhibits) to comply with Government Code Section 36933. This presents the City of Escondido with an unduly burdensome and cost prohibitive circumstance.

By approving Resolution No. 2019-138, the City of Escondido will be able to publish cost-saving ordinance summaries in compliance with Government Code Section 36933 and in conjunction with the publication requirements of the Escondido Times Advocate.

RECOMMENDATION:

It is recommended by the City Clerk that ordinance summaries be published in lieu of the full text of an ordinance whenever a fair and adequate summary can be prepared and cost savings are anticipated from such action. It is further recommended by the City Clerk that display advertisements be published when it is not feasible to prepare a fair and adequate summary and cost savings can be anticipated from such action.

The adoption of Resolution No. 2019-138 will enable the City Clerk to comply with the legal advertising requirements set forth in Government Code Section 36933 and it will provide anticipated cost savings to the City of Escondido.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Zack Beck, City Clerk
9/5/2019 8:16 a.m.

ATTACHMENTS:

1. Resolution No. 2019-138

RESOLUTION NO. 2019-138

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING ORDINANCE SUMMARIES BE PUBLISHED INSTEAD OF THE FULL TEXT OF ORDINANCES WHENEVER A FAIR AND ADEQUATE SUMMARY CAN BE PREPARED AND COST SAVINGS ARE ANTICIPATED FROM SUCH ACTION

WHEREAS, Government Code 36933 was amended in 1978 to permit the publication of an ordinance summary instead of the text of the full ordinance if a fair and adequate summary can be prepared; and

WHEREAS, such summary must be published twice in a newspaper of general circulation; once, at least 5 days prior to adoption of the ordinance, and once within 15 days following adoption; and

WHEREAS, if it is not feasible to prepare a fair and adequate summary of an ordinance, the City Council may order the publication of display advertisements, indicating the general nature of and providing general information about the ordinance; and

WHEREAS, the use of summaries or display advertisements will in many instances, result in the savings of publication costs; and

WHEREAS, the City Clerk recommends the publication of ordinance summaries instead of the full text of ordinances whenever a fair and adequate summary can be prepared.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California:

1. That the above recitations are true.

2. That the City Council accepts the recommendation of the City Clerk.
3. That the City Council approves Resolution No. 2019-138 authorizing the publication of ordinance summaries instead of the full text of an ordinance whenever a fair and adequate summary can be prepared and the use of display advertisement if it is not feasible to prepare a fair and adequate summary of an ordinance.

ORDINANCE NO. 2019-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AMENDING CHAPTERS 15 and 17 OF THE ESCONDIDO MUNICIPAL CODE; AMENDING ARTICLES 1, 16, 26, 57, AND 63 OF THE ESCONDIDO ZONING CODE; AND AMENDING THE DOWNTOWN SPECIFIC PLAN, EAST VALLEY SPECIFIC PLAN, AND SOUTH CENTRE CITY SPECIFIC PLAN TO IMPROVE EXISTING REGULATIONS

APPLICANT: City of Escondido
PLANNING CASE NO.: AZ 18-0006

The City Council of the City of Escondido, California, DOES HEREBY ORDAIN as follows:

SECTION 1. That proper notices of a public hearing have been given and public hearings have been held before the Planning Commission and City Council on this issue.

SECTION 2. The Planning Commission conducted public hearings on May 28, 2019, and June 25, 2019, to discuss and consider proposed amendments to the Municipal Code, Zoning Code, and Specific Plans; considered public testimony; and made a recommendation to the City Council.

SECTION 3. The City Council conducted a public hearing on the matter on August 7, 2019, which was continued to August 21, 2019, for additional discussion. The City Council has duly reviewed and considered all evidence submitted at said hearings, including, without limitation:

- a. Written information;
- b. Oral testimony from City staff, interested parties, and the public;

**A COMPLETE COPY OF THIS ORDINANCE
IS ON FILE IN THE OFFICE OF THE CITY
CLERK FOR YOUR REVIEW.**

ORDINANCE NO. 2019-11R

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, APPROVING A MODIFICATION TO A PREVIOUSLY APPROVED MASTER DEVELOPMENT PLAN AND NEW PRECISE DEVELOPMENT PLAN TO CONSTRUCT A NEW INVENTORY PARKING LOT AND ASSOCIATED SITE IMPROVEMENTS

APPLICANT: Lexus Escondido
CASE NO.: PHG 18-0026

The City Council of the City of Escondido (“City”), California, DOES HEREBY ORDAIN as follows:

SECTION 1. The City Council makes the following findings:

a) Lexus Escondido (herein after referred to as “Applicant”), filed a verified application with the City of Escondido regarding property located at 1539 and 1551 Tanglewood Lane (APNs: 235-090-12-00 and 13-00), in the Planned Development Commercial (PD-C) Zone, more particularly described as shown on Exhibit “A” (“the property”), attached to this Ordinance and incorporated herein by this reference as though fully set forth. Said verified application constitutes a request for a modification to a previously approved Master Development Permit and a new Precise Development Plan to demolish two (2) residences and construct a new inventory parking lot for the adjacent Lexus car dealership as shown on Exhibit “B” and on file in the Planning Division, Planning Case No. PHG 18-0026, and incorporated herein by this reference as though fully set forth.

**A COMPLETE COPY OF THIS ORDINANCE
IS ON FILE IN THE OFFICE OF THE CITY
CLERK FOR YOUR REVIEW.**



CITY COUNCIL STAFF REPORT

Current Business Item No. 12

September 11, 2019

File No. 0600-10, A-3317

SUBJECT: Approval of a Line of Credit with Escondido Education COMPACT

DEPARTMENT: Finance Department

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-131 approving a Line of Credit in the amount of \$30,000 for Escondido Education COMPACT.

FISCAL ANALYSIS:

Funds to support the Line of Credit will be drawn from unallocated reserves in the General Fund. The Escondido Education COMPACT will repay withdrawn funds at a rate of interest consistent with the City of Escondido's ("City") investment earnings.

PREVIOUS ACTION:

The City Council approved a Line of Credit with the Escondido Education COMPACT on January 3, 2001. The agreement was renewed by the City Council every two years on October 23, 2002, July 14, 2004, May 24, 2006, October 1, 2008, May 19, 2010, May 9, 2012, and May 21, 2014. The Escondido Education COMPACT made all principal and interest payments owed on each line of credit and met all the terms and conditions of the agreement with the City.

BACKGROUND:

The Escondido Education COMPACT is a non-profit organization chartered by a partnership of community groups to support the transition of young people from school to careers. The COMPACT was recently awarded funding by the County of San Diego to open up an Achievement Center. The Achievement Center is an after-school program designed to maintain community safety and promote long-term success for probation youth, up to 19 years of age. To achieve this, a variety of services will be offered in order to support youth in areas that are essential to their overall success. The program's focus is to provide a structured, yet positive environment that allows youth to thrive. Once youth are enrolled, they will attend daily for the amount of days assigned by the San Diego County Probation Department.

The funding awarded by the Probation Department for the County of San Diego is on a cost reimbursement basis and includes direct pay points. The Escondido Education COMPACT has requested that a \$30,000 Line of Credit with the City be reinstated in order to assist with their cash flows, as expenditures will be incurred by the organization before receiving reimbursement from the County.

Approval of a Line of Credit with Escondido Education COMPACT
September 11, 2019
Page 2

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Joan Ryan, Director of Finance
9/4/2019 3:19 p.m.

ATTACHMENTS:

1. Resolution No. 2019-131
2. Resolution No. 2019-131 - Exhibit "A"

RESOLUTION NO. 2019-131

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO
EXECUTE, ON BEHALF OF THE CITY, A
LINE OF CREDIT AGREEMENT WITH THE
ESCONDIDO EDUCATION COMPACT

WHEREAS, the Escondido Education Compact (“EEC”) is a non-profit organization chartered by a partnership of community groups to support the transition of young people from school to careers; and

WHEREAS, EEC was awarded cost reimbursable funding to open up an Achievement Center from the County of San Diego; and

WHEREAS, EEC desires a Line of Credit to cover expenditures incurred before receiving reimbursements from the County of San Diego; and

WHEREAS, the City Council desires to provide a Line of Credit to EEC for its financial obligations, up to the amount of thirty thousand dollars (\$30,000), and has authorized the City Manager to enter into this Line of Credit Agreement (“Agreement”) on behalf of the City of Escondido (“City”).

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

1. That the above recitations are true.
2. That the City Manager is authorized to execute, on behalf of the City, an Agreement establishing a Line of Credit in an amount not to exceed \$30,000 with EEC. A copy of the Agreement is attached to this Resolution as Exhibit “A” and is incorporated by this reference.

LINE OF CREDIT AGREEMENT

This Agreement is made as of this _____ day of _____, 2019.

Between: City of Escondido
201 North Broadway
Escondido, CA 92025
("City")

And: Escondido Education COMPACT
2247 East Valley Parkway
Escondido, CA 92027
("EEC")

WHEREAS:

- A) EEC is a non-profit organization chartered by a partnership of community groups to support the transition of young people from school to careers;
- B) EEC was awarded cost reimbursable funding to open up an Achievement Center from the County of San Diego;
- C) EEC requested a Line of Credit to cover expenditures before receiving reimbursement from the County of San Diego and;
- D) The City Council desires to provide a Line of Credit to EEC for its financial obligations, up to the amount of thirty thousand dollars (\$30,000), and has authorized the City Manager to enter into this Agreement on behalf of the City.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1) City agrees to provide a Line of Credit up to a maximum amount of thirty thousand dollars (\$30,000) to aid EEC to fulfill its financial obligations.
- 2) EEC may make a draw upon this Line of Credit by submitting a letter request ("Draw") to the City Assistant Director of Finance, specifying the desired amount of the Draw.

- 3) Upon payment by the City of any amount requested in a Draw by EEC under this Agreement, EEC will become indebted by that amount to the City. Such indebtedness shall bear interest at the City's average portfolio rate, which shall be reviewed semi-annually.
- 4) Interest will be paid on a semi-annual basis. Principal payments will be due each fiscal year ending June 30. Repayment is based on interest due first, then on oldest principal Draw.
- 5) Any payment made by the City to EEC as a Draw under this Agreement, shall be accompanied by a letter from the City's Assistant Director of Finance stating the amount of the current Draw, the total amount of outstanding principal owed by EEC under this Agreement to the City of Escondido, and the amount of remaining credit available to EEC. A copy of each such letter shall be attached to this Agreement, and shall be incorporated by reference.
- 6) The City may terminate this Agreement at any time for any reason with fourteen (14) days advance written notice to EEC, at which time the entire outstanding interest and principal shall be paid immediately upon termination.
- 7) If this Agreement has not terminated pursuant to the paragraph above, the Agreement will automatically terminate on June 30, 2021.
- 8) Full repayment of all interest and principal shall be made on the earliest of the following three events: (1) June 30, 2021, (2) termination of this Agreement, or (3) in the event of discontinued funding from the County of San Diego.
- 9) Should EEC fail to pay the entire outstanding interest and principal at the time of any of the events provided in Section 8, any unpaid principal and interest owed by EEC under this Agreement shall be deemed a "Delinquent Balance." The Delinquent Balance shall begin accruing interest the date after the triggering event at the rate of ten percent (10%) per annum until paid in full.
- 10) This Agreement is between the City and EEC exclusively, and the parties do not intend there to be any third party beneficiaries to the Agreement.

IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

CITY OF ESCONDIDO

Date: _____

Jeffrey R. Epp
City Manager

Date: _____

Escondido Education COMPACT

Signature

Name & Title (please print)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney

By: _____

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

CITY COUNCIL STAFF REPORT

Current Business Item No. 13

September 11, 2019

File No. 0600-10, A-3272

SUBJECT: Notice of Completion for the Highway Safety Improvement Program (“HSIP”) Traffic Signals Project

DEPARTMENT: Engineering Services Department

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2019-134, authorizing the City Engineer to file a Notice of Completion (“NOC”) for the Highway Safety Improvement Program (“HSIP”) Traffic Signals (“Project”).

FISCAL ANALYSIS:

The Project is funded through an HSIP Grant in the amount of \$688,444, along with matching TransNet and Gas Tax funds. Staff approved change orders removing street resurfacing from the contract (\$55,000) and adding the replacement of additional sidewalk (\$7,349.24), resulting in an overall contract decrease of \$47,650.76.

PREVIOUS ACTION:

On November 7, 2018, the City Council adopted Resolution No. 2018-166, authorizing the Mayor and City Clerk to execute a Public Improvement Agreement with DBX, Inc., the lowest responsible bidder, in the amount of \$687,276 for construction of the Project.

BACKGROUND:

On April 17, 2013, the City Council adopted the Traffic Signal Priority List that provides the prioritized list of new signals to be installed and signals to be modified based on analysis of warrants, collision and congestion data.

Based on the adopted priority list, HSIP funds were pursued for the top ranked signal. In addition, Caltrans allows for multiple project sites to be combined into a single grant application where site conditions are substantially similar. It was determined that the fourth ranked signal met the similar condition criteria and it was also included in the grant application. Staff recommended and the City Council authorized the application for HSIP funding for the following two intersections:

- El Norte Parkway and Fig Street – Priority location #1
- Valley Parkway and Date Street – Priority location #4

NOC HSIP Traffic Signals Project
September 11, 2019
Page 2

After environmental review and design, a contract for construction was awarded to DBX, Inc. Signal poles were ordered in late 2018 and pole fabrication was completed in May 2019. The signals and pedestrian ramp improvements were installed in between May and August 2019.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Julie Procopio, Director of Engineering Services
9/4/2019 3:05 p.m.

ATTACHMENTS:

1. Resolution No. 2019-134

RESOLUTION NO. 2019-134

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE CITY ENGINEER, ON
BEHALF OF THE CITY, TO FILE A NOTICE OF
COMPLETION FOR THE HIGHWAY SAFETY
IMPROVEMENT PROGRAM TRAFFIC
SIGNALS PROJECT

WHEREAS, on November 7, 2018, the City Council adopted Resolution No 2018-166, authorizing execution of the Public Improvement Agreement (“Agreement”) for the construction of the Highway Safety Program (“HSIP”) Traffic Signals Project (“Project”) in the amount of \$687,276; and

WHEREAS, the construction for the HSIP Project was completed by DBX, Inc.;

and

WHEREAS, the City of Escondido (“City”) staff and the City Engineer deems the filing of the Notice of Completion (“NOC”) to be valid and recommends approval; and

WHEREAS, this City Council desires at this time and deems it to be in the best public interest to approve the filing of the NOC.

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

1. That the above recitations are true.
2. That the City Council accepts the recommendation of the City Engineer.
3. That the City Council hereby approves the request to file an NOC for the HSIP Project.



FUTURE CITY COUNCIL AGENDA ITEMS

Updated September 4, 2019

*AGENDA ITEMS AND CITY COUNCIL MEETING DATES ARE SUBJECT TO CHANGE.
CHECK WITH THE CITY CLERK'S OFFICE AT 839-4617*

September 18, 2019
NO MEETING

September 25, 2019
6:00 p.m.

PRESENTATION	
	San Diego Gas & Electric Update
CONSENT CALENDAR	
	<p>Fiscal Year 2019 Regional Realignment Response Grant and Budget Adjustment (C. Carter)</p> <p><i>The Escondido Police Department has been allocated additional funds under the FY 2019 Regional Realignment Response Grant. This funding was provided by the State of California Board of Community Corrections through Assembly Bill 118 and Senate Bill 89, initiatives to reduce state prison overcrowding and support local law enforcement efforts. Escondido's allocation is used to support regional and local enforcement efforts. Funds must be used for police officer overtime and associated overhead.</i></p>
	<p>Fiscal Year 2019-20 State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) and Budget Adjustment (C. Carter)</p> <p><i>The Escondido Police Department received a FY 2019-20 California Office of Traffic Safety STEP Grant in the amount of \$454,000. Grant funds will enhance traffic safety programs during the grant period of October 1, 2019 through September 30, 2020. Grant funds will cover salary and benefits for a full-time traffic enforcement officer, traffic safety supplies, and overtime expenses for DUI checkpoints, saturation patrols, and traffic safety enforcement details</i></p>
	<p>Rubberized Pavement Grant Program Application (J. Procopio)</p> <p><i>The Council is being asked to approve applications to CalRecycle for the Rubberized Pavement Grant Program in order to use Rubberized Chip Seal in conjunction with the Citywide Annual Pavement Maintenance program. The City will apply for the maximum \$350,000 in the Fiscal Year 2019-20 cycle.</i></p>

September 25, 2019
Continued

PUBLIC HEARINGS

Appeal of Planning Commission July 23, 2019 Approval of PHG 18-0016: A Request by T-Mobile to Build a 40 Foot Monopine Communications Tower at 2534 E. El Norte Pkwy
(B. Martin)

Appeal of Planning Commission approval to allow T-Mobile to install a wireless communications facility consisting of 12 panel antennas, 12 remote radio units and a microwave dish within a new 40' tall stealth monopine, and associated ground-mounted equipment in the R-1-10 (Single Family Residential, 10,000 SF minimum lot size) on a legal nonconforming site conducting numerous activities of a commercial or industrial nature.

Downtown Specific Plan Amendment and Master and Precise Development Plan for the Quince Street Senior Housing Project (PHG 17-0028)
(B. Martin)

The Downtown Specific Plan Amendment would modify parking and open space requirements, and allow ground-floor residential uses through a Planned Development Permit at a property located at 220 N. Quince Street. The Master and Precise Development Plan (Planned Development Permit) would allow the subject property to be developed with a 145-unit age-restricted senior housing project. The proposal also includes the adoption of the environmental determination prepared for the project.

Tax Equity and Fiscal Responsibility Hearing for HealthRIGHT 360 Facilities
(B. Martin)

HealthRIGHT 360 merged with North County Serenity Housing Inc in 2016, assuming existing debt for 1341 North Escondido Boulevard (Serenity Center), 130 South Fig Street (Serenity Too), 123 South Elm Street (Serenity House), 950 North Fig Street (Discovery Center), 117 North Elm Street (Child Care Center), 701 East Second Street (Women and Children), 834 East Second Street (Visions/1st Phase) and 842 East Second Street (Women and Children). HealthRIGHT 360 has requested that the City authorize CMFA to participate in the issuance of up to \$65,000,000 in revenue bonds, approximately \$6,150,000 of which will be used to refinance and renovate Escondido properties, the remaining funds will be allocable to projects in other cities. The Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) establishes a public hearing required by the IRS for the issuance of tax-exempt debt.

CURRENT BUSINESS

FUTURE AGENDA ITEMS

Weekly Activity Report



September 5, 2019

First Responders Night at Cruisin' Grand

This Friday, (9/6) is First Responders Night at [Cruisin' Grand Escondido!](#) Enjoy police and fire vehicle displays and take a ride on one of the Escondido Fire Department engines from 5:30 - 8:00 p.m. A flag will be raised over Grand Avenue and Broadway at 6:00 p.m., followed by the first responder vehicle parade at 7:00 p.m.

In remembrance of 9/11, a piece of steel recovered from the World Trade Center will be on display at the corner of Grand and Broadway. This is a free event that is open to the public. We hope to see you there! For more information click [here](#).



Photos Courtesy of Visit Escondido

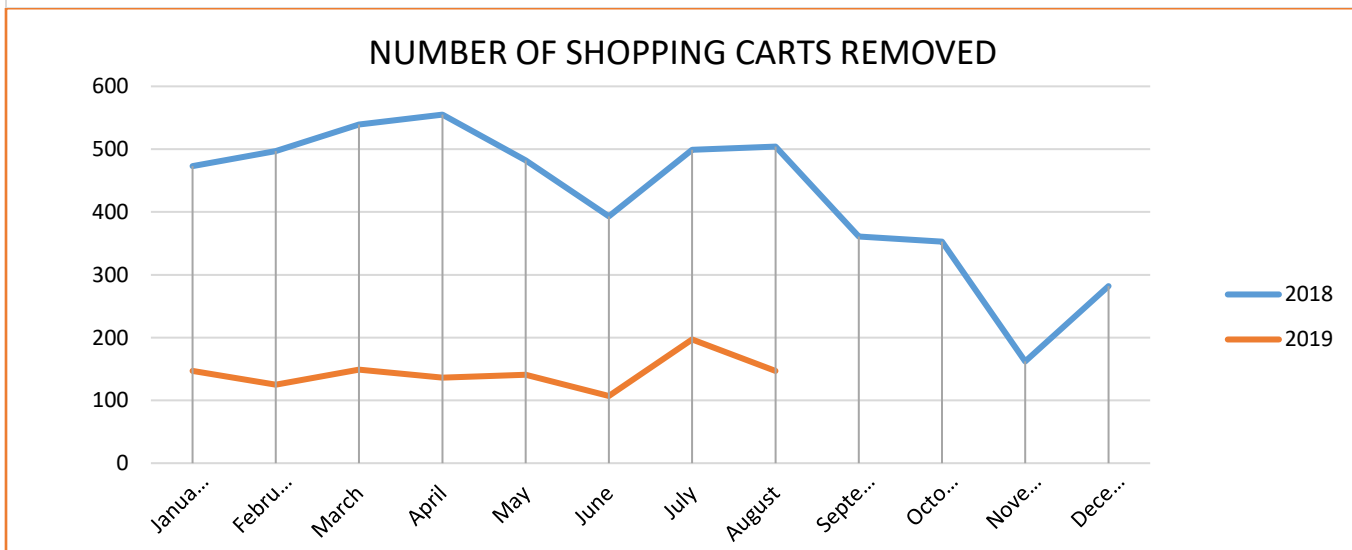
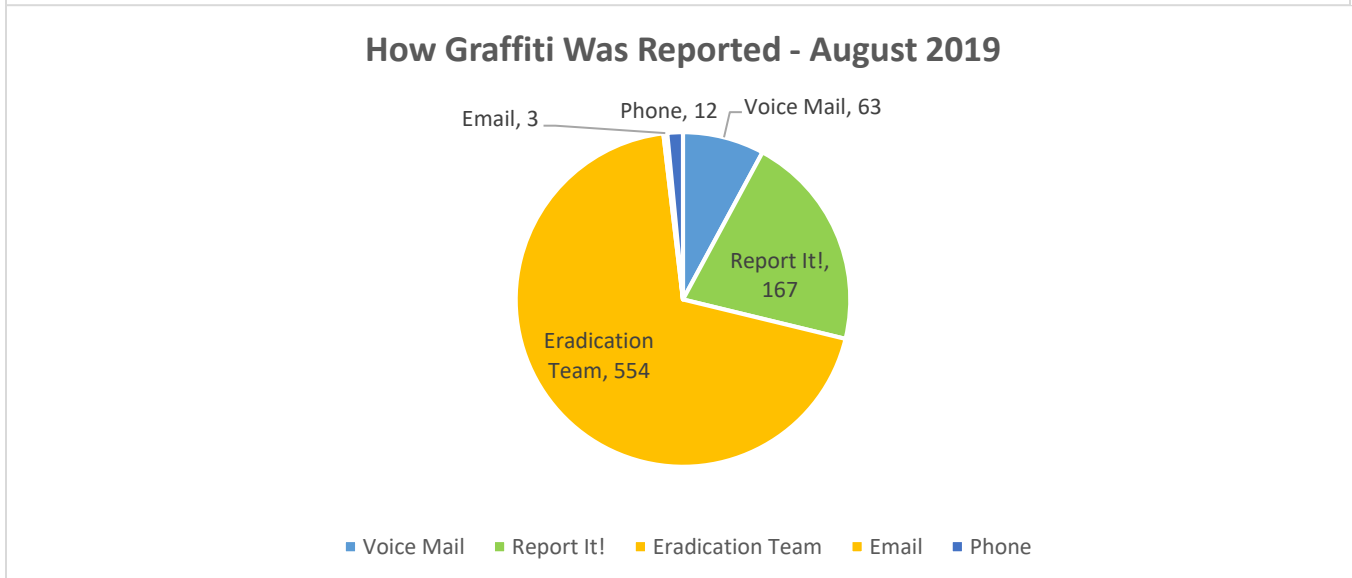
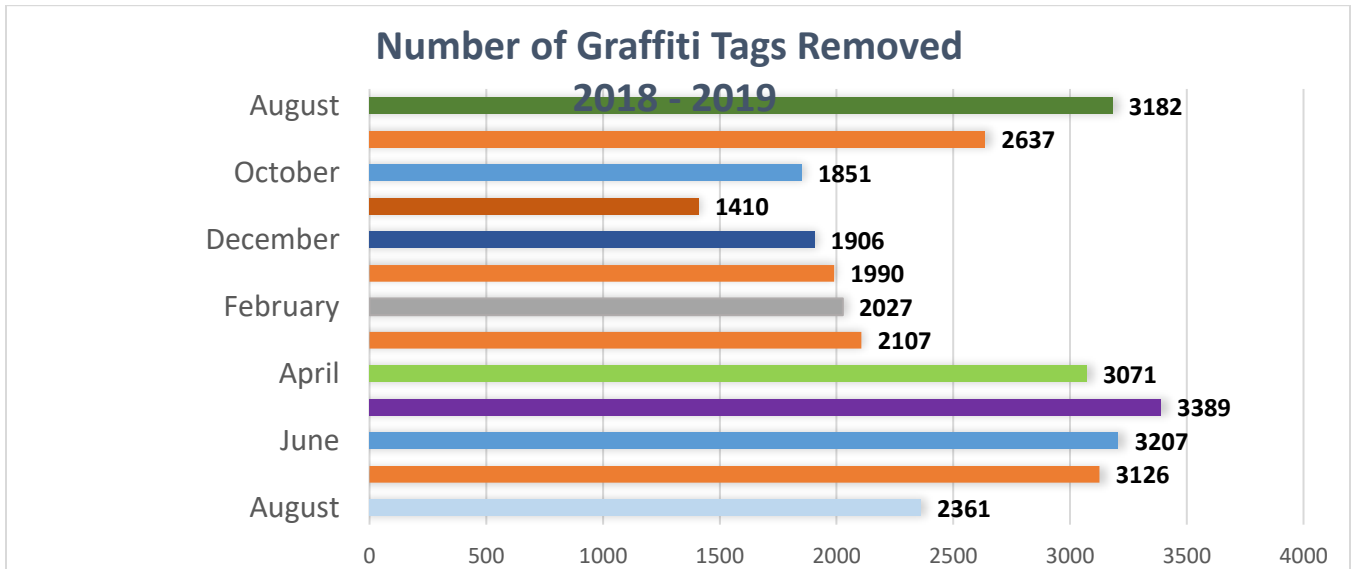
The City of Escondido is on Instagram

Are you following the @cityofescondido on Instagram? We share photos and updates from around Escondido. Click the image below to check it out and give the page a follow!



BY THE NUMBERS

Public Works



Code Enforcement

265 Total Active Cases

99 New Cases

99 Cases Closed

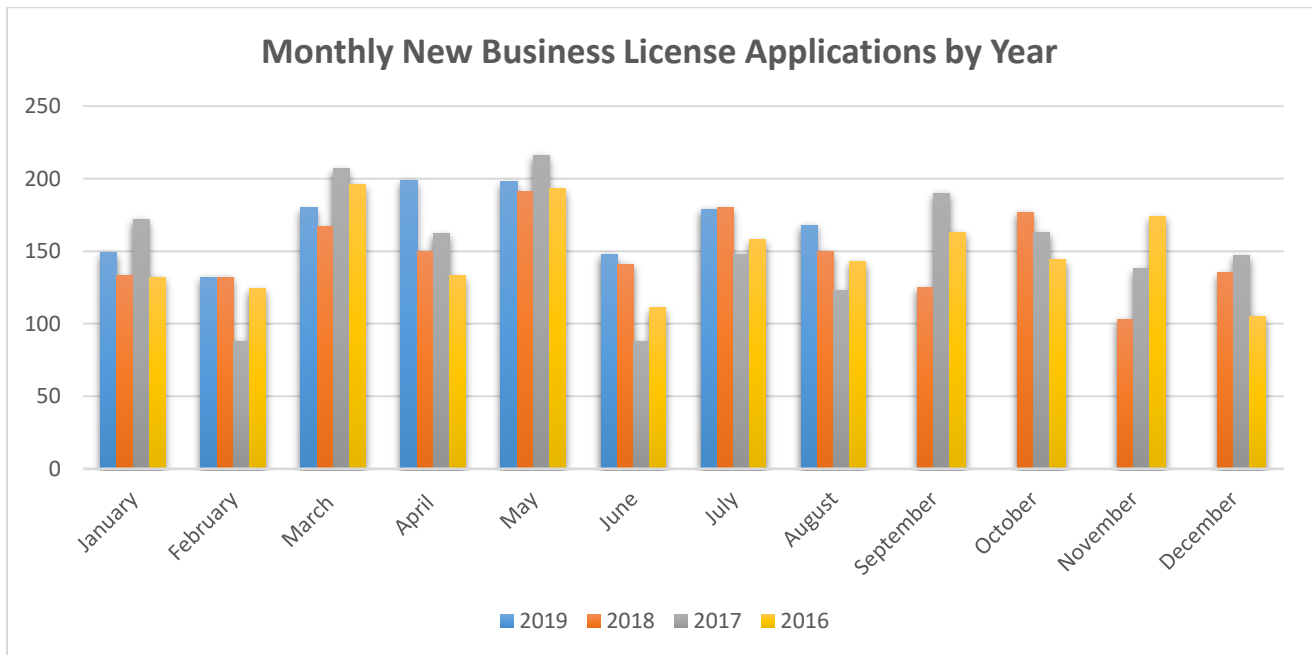
98 Voluntary Compliance

53 Notices Issued

1 Citations Issued

Total Code Cases (Year To Date)	1,837
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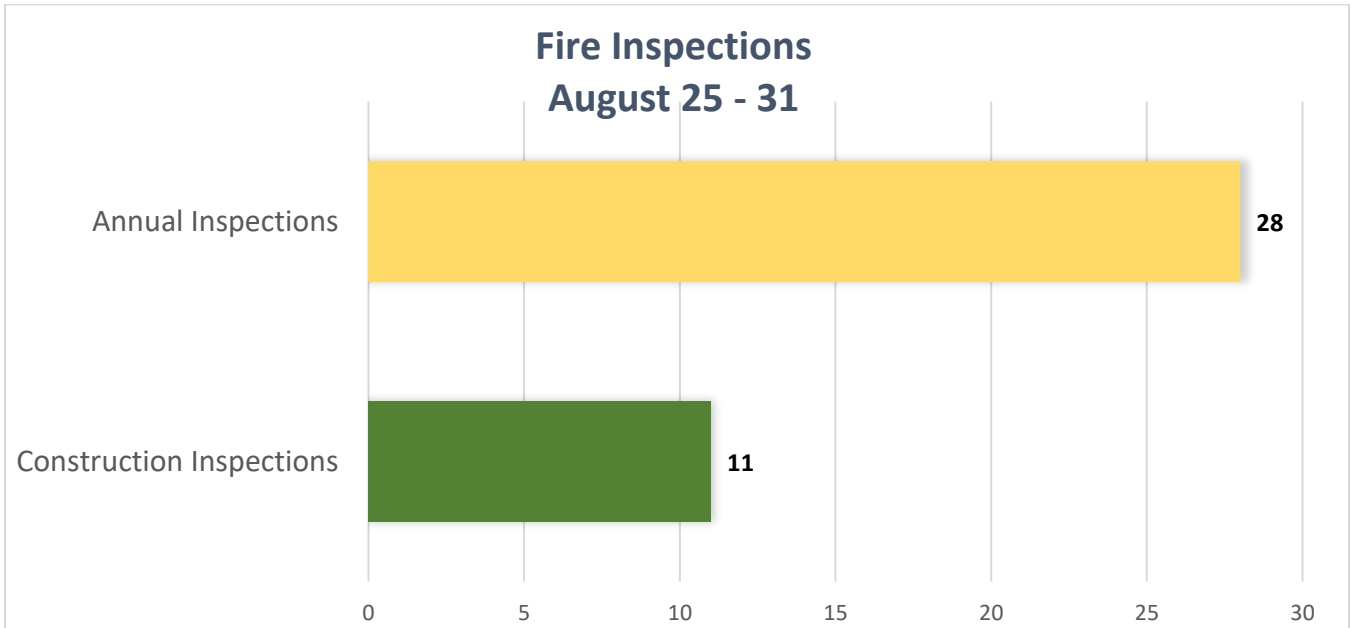
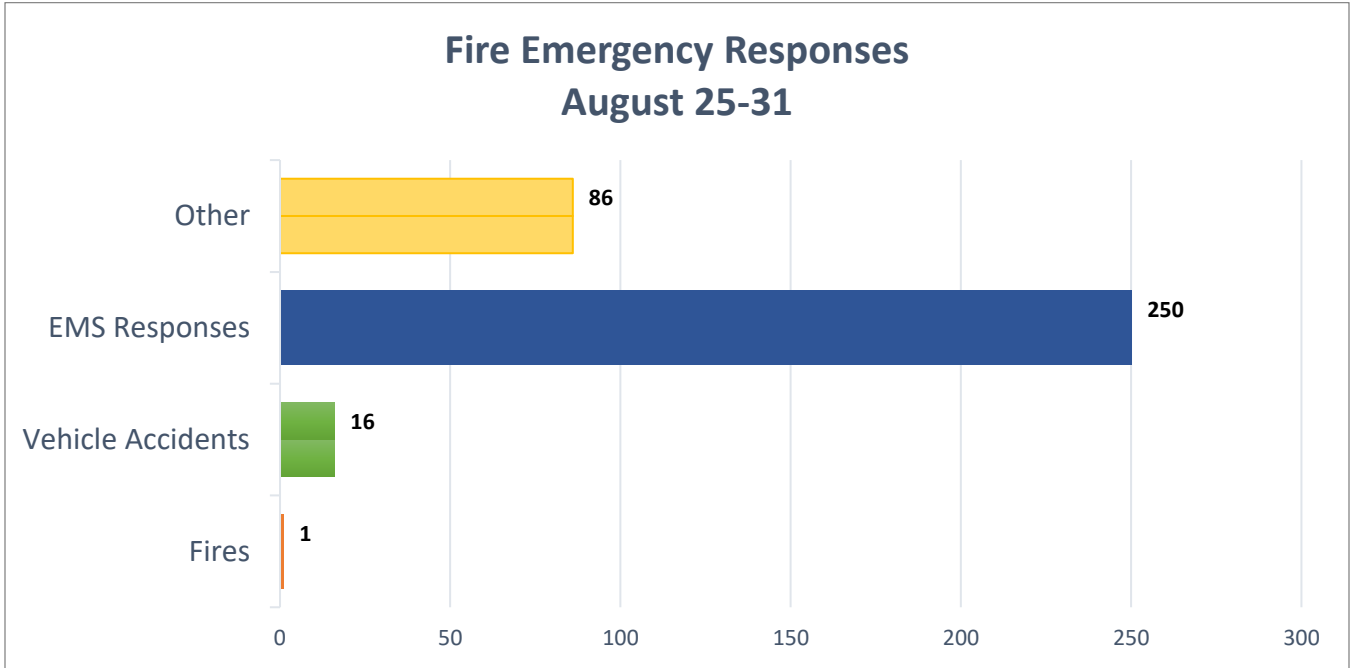
Business Licenses



Graffiti Restitution

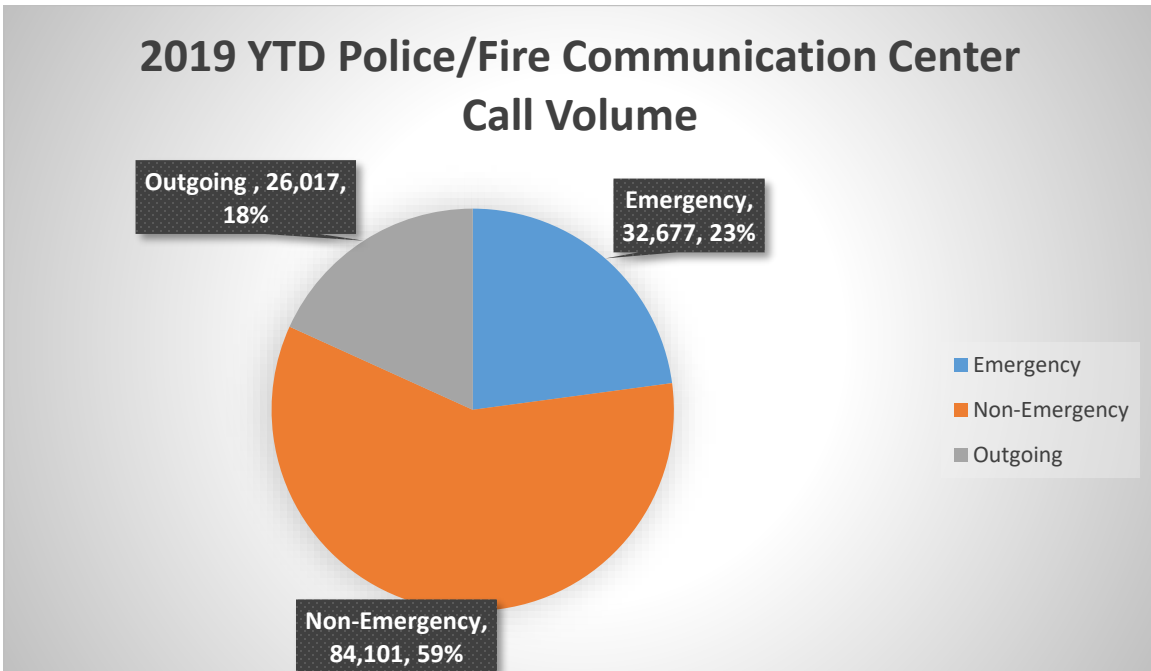
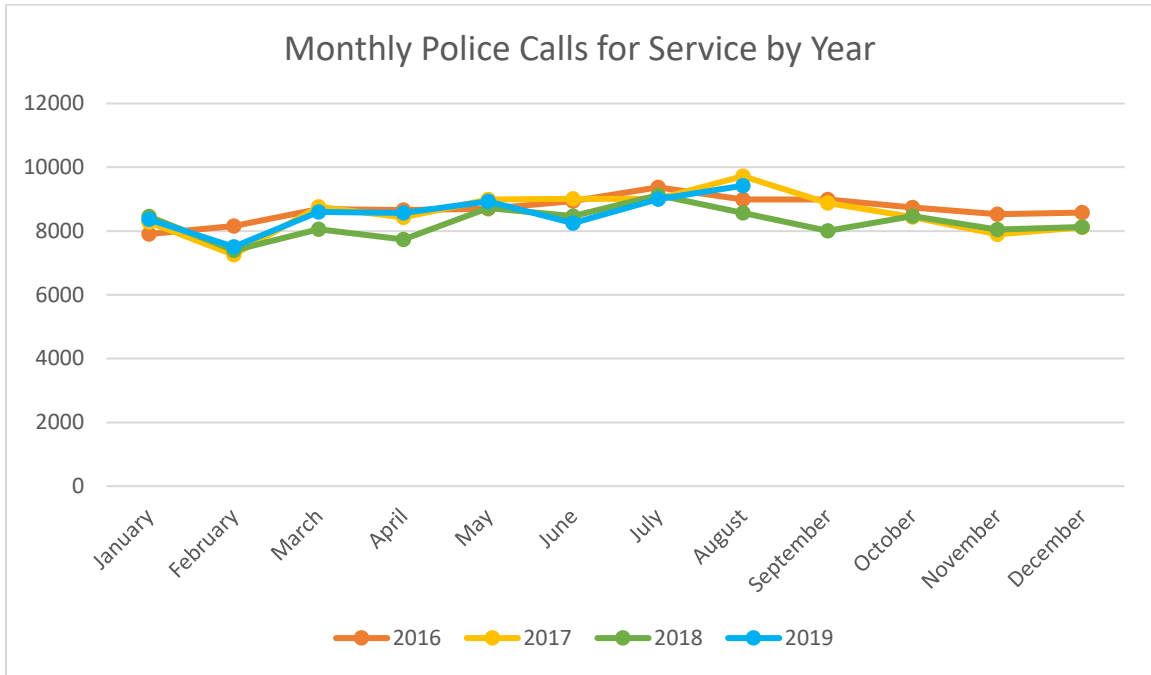
Collected This Week	Collected Year to Date
\$270	\$4215.00

Fire

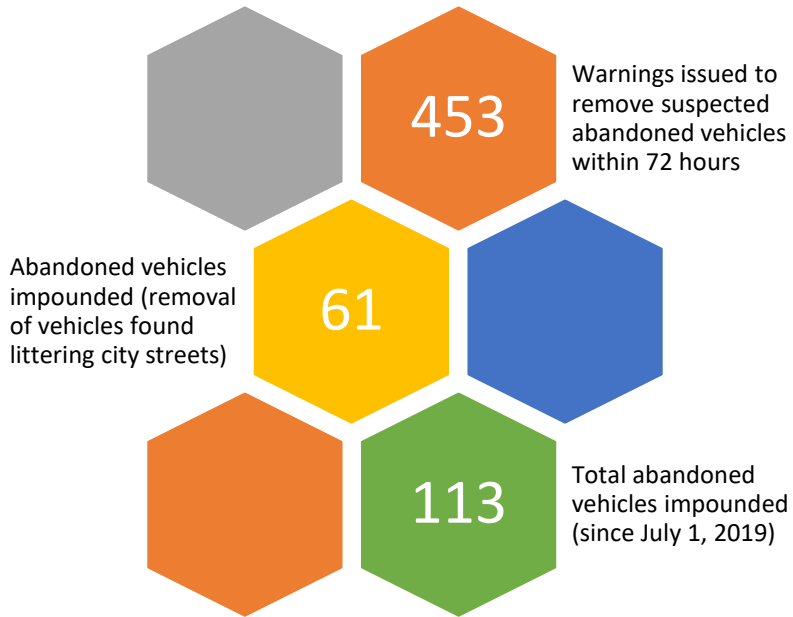


Total Emergency Responses (Year To Date)	11,103
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Police:

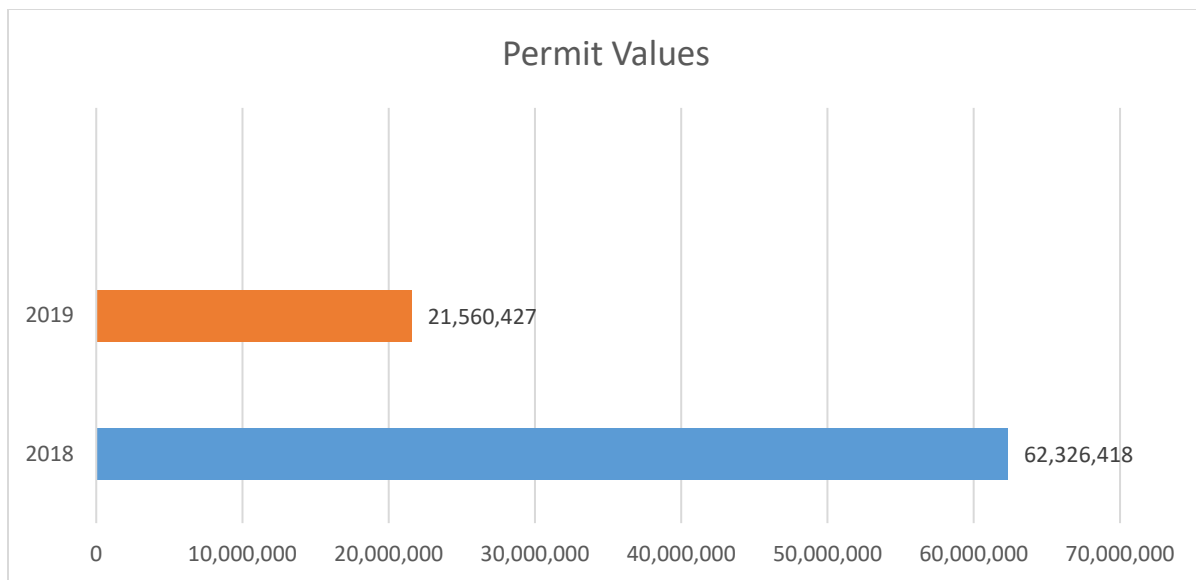


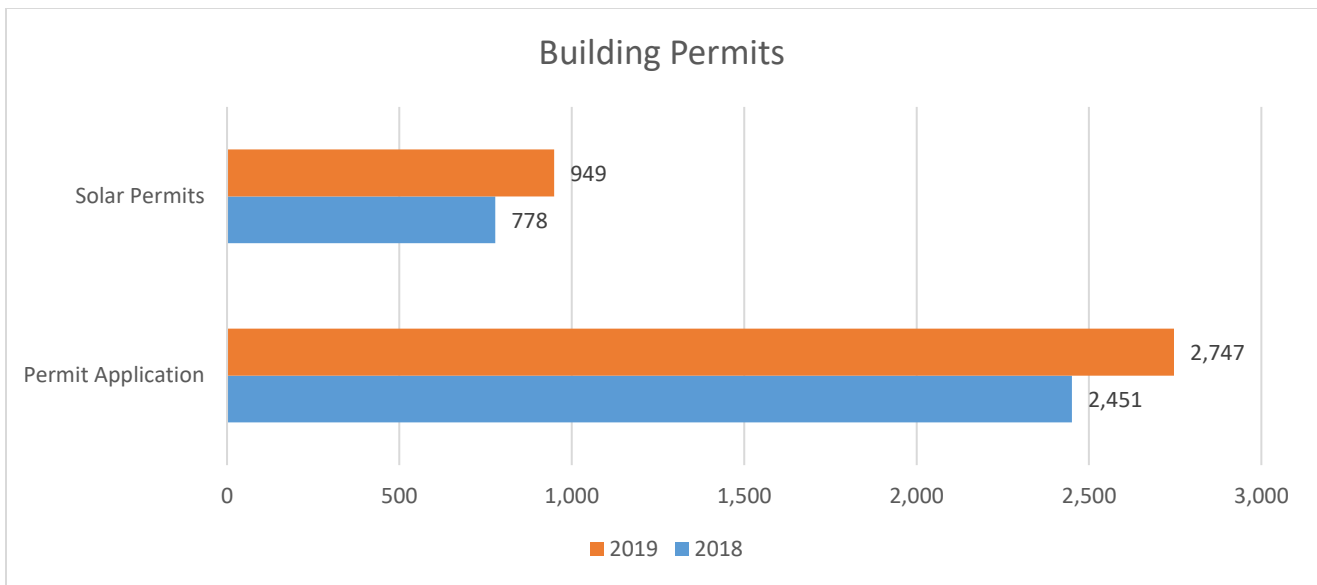
August Abandoned Vehicle Data



Building Division:

**Data reflects activity through August 31 of each year.*





POLICE DEPARTMENT

Incidents:

Red Light Runner Fights Police

On August 25 at around 1:30 a.m., an officer on routine patrol conducted a traffic stop on a car for failing to stop for a red light at the intersection of Escondido Blvd. and 9th Ave. During the traffic stop, the officer learned that the driver was operating the car on a suspended driver's license. After explaining the traffic violations to the driver, the officer asked the driver to step out of the car as it would be impounded due to the driver's license being suspended. The driver responded by refusing to exit the car and instead attacking the officers. Fortunately, the officers were able to place the combative driver under arrest with minimal force and no injuries to the driver. However, three officers sustained minor injuries in the incident. Yomira Zamora (23-year-old resident of San Diego) was arrested for violently resisting arrest and booked into the Vista Detention Facility.

Bicyclist Seriously Injured in Collision with Vehicle

On August 30 at approximately 5:50 p.m., officers responded to an injury traffic collision at the intersection of Grand Ave. and Midway Dr. The initial investigation into the collision determined that a bicyclist was riding east on Grand Ave., crossing Midway Dr. and struck the side of a car that was traveling north on Midway Dr. The bicyclist sustained serious injuries and was transported to Palomar Medical Center for treatment. A determination as to who caused the collision is still under investigation. Alcohol is not believed to have been a factor.

COPPS:

The COPPS (Community Oriented Policing and Problem-Solving) Unit is dedicated to increasing the quality of life for the residents of Escondido through pro-active responses to crime trends, quality of life issues, and addressing crime and public nuisance in Grape Day Park and at Maple Plaza.

- 3 arrest
- 0 citations
- 11 extra patrols

* Low data due to COPPS officers on approved time-off.

Tip of the Week:

Pedestrian Safety Month

September is Pedestrian Safety Month, and the Escondido Police Department is partnering with law enforcement agencies throughout the state to promote safe behaviors that allow drivers and those on foot to get where they need to go safely. In 2016, 867 pedestrians were killed and more than 14,000 injured in California alone. A report released earlier this year by the Governors Highway Safety Association (GHSA) projected that more than 6,200 pedestrians were killed in the United States last year, the highest number since 1990. So far this year, 1 pedestrian has been killed and 32 injured in crashes in Escondido.

The Escondido Police Department offers steps drivers and pedestrians can take to keep everyone safe:

For Pedestrians

- Look left-right-left before crossing the street. Watch for cars turning and obey traffic signals.
- Only cross the street in marked crosswalks, preferably crosswalks at stop signs or signals.
- Avoid distractions. Stay off the phone while walking.
- Make eye contact with drivers. Don't assume drivers can see you.
- Be seen. Wear bright clothing during the day and use a flashlight at night.
- Always walk on the sidewalk. If there is no sidewalk, walk on the shoulder, facing traffic and as far away from cars as possible.
- Do not walk near traffic after drinking or using drugs that affect judgment and coordination.

For Drivers

- Follow the speed limit. The higher the speed, the longer it takes to stop.
- Never drive distracted or under the influence of alcohol and/or drugs.
- Look out for people walking, especially at night and in poorly lit areas.
- Pedestrians have the right of way at crosswalks even if they are not at a stop sign or signal. Prepare to stop when a pedestrian enters a crosswalk.
- Avoid blocking the crosswalk when attempting to make a right-hand turn.
- Be careful backing up and leaving parking spaces in shopping centers with heavy foot traffic.

FIRE DEPARTMENT

News:

The Fire Department is pleased to welcome three new Paramedics (Non-Safety) to our team. Christopher Johnson, Merritt Veyveris and Nathan Young.



COMMUNITY DEVELOPMENT

Major Projects Update

The following major projects are being reviewed and coordinated by Planning, Engineering, Fire, Building and Utilities. The list of projects below encompasses recent project updates and/or milestones from last week.

Commercial / Office:

1. Escondido Research and Technology Center (ERTC) – West (Developer: James McCann) 2181 Citracado Parkway – A plan for a new two-story, 57,000 SF, 52-bed Palomar Rehabilitation Institute (PRI) was submitted as a Plot Plan on July 31, 2017. The Plot Plan approval letter was issued on February 7, 2018. An MOU explaining the phasing and proposed parking improvements for the hospital has been signed by all parties and was completed on July 15, 2019. The state OSHPD will issue building permits and oversee construction inspections. Site preparation and grading activities for the PRI building has commenced. A grading plan for parking on Parcel 1 has been approved by Engineering and a permit is ready to be issued.
2. Escondido Research and Technology Center (ERTC) – East (Developer: James McCann) 2130 Citracado Parkway – Building plans for a 71,656 SF medical office building in this approved medical complex area across from Palomar Hospital were submitted into plan check on October 9, 2018. A subsequent plan submittal increased the size of the building to approximately 80,000 SF, which exceeds the specific plan allowance for that planning area. A plot plan application for the modified building design has been submitted by the applicant. A fee deferral agreement is currently being reviewed for signature in anticipation of building permit issuance.

Industrial

1. Escondido Self-Storage Facility (Developer: Brandywine Homes, Inc.) 2319 Cranston Dr. – Updated building plans were resubmitted into plan check on July 24, 2018. Esgil, Engineering and Fire approved the plans several months ago. Planning met with the architect on July 18, 2019, to finalize design for the screening of rooftop mechanical equipment and then approved the building plans the same day. The grading permit has been approved and grading has commenced on the site. Issuance of the building permit is imminent.
2. Citracado Business Park (Developer: Dentt Properties) 2207 Harmony Grove Road – A proposed specific plan for two industrial warehouse/office buildings (145,930 SF and 125,930 SF) with the buildings to be separated by the future extension of Citracado Parkway. The application was submitted on August 14, 2018. All departments have completed their initial review and comments were sent to the applicant on September 17, 2018. SDG&E also has provided comments regarding the high voltage power lines that traverse the site. The applicant's traffic consultant submitted revised methodology and distribution to Engineering on October 19, 2018. A meeting with the applicant to review the various departmental comments occurred on October 29, 2018. The developer team met with several departments on April 4, 2019, primarily to discuss traffic-related issues. Planning and Building are awaiting submittal of a demo permit for the two abandoned residences on the site. A revised Traffic Impact Analysis was submitted to Engineering on August 8, 2019. The developer and consultant team met with Engineering and Planning on August 20, 2019, to discuss proposed traffic mitigation measures.

City Projects

1. Membrane-Filtration Reverse Osmosis (Developer: City of Escondido Utilities Department) SE corner Ash/Washington – On January 16, 2019, the City Council expressed continued support for the MFRO, but directed staff to investigate moving the facility from Ash/Washington to another location. A city-owned property located at 901 W. Washington Avenue has been selected as the new MFRO site. An on-site meeting with the selected design-build and environmental contractors occurred on January 28, 2019. Preliminary geotechnical and survey work is underway. Helix Environmental Planning will be preparing the draft environmental documents. A Design Build Agreement was approved by the City Council on April 3, 2019. The Design Build Agreement with Filanc+BC Joint Venture provides for design and pre-construction services. The Design Build team met with Utilities and Planning on May 15, 2019 and June 5, 2019 to discuss design and timeline issues. A revised draft site plan was submitted to Planning on July 10, 2019. A draft environmental review document is in preparation. Tribal consultation letters (i.e. AB 52 notification) to interested tribal groups were sent August 2, 2019. City staff met with the Design Build team to review site plan comments on August 14, 2019, and again on September 3, 2019. A storm drain issue identified on the site is currently being investigated by staff. The design team is working to put the Plot Plan application together for review by all departments.
2. Lake Wohlford Replacement Dam (Developer: City of Escondido Utilities Department) – A Draft EIR was prepared and issued for a 45-day public review period that began on October 4, 2016 and closed on November 17, 2016. A field visit with staff from the state and federal wildlife agencies took place on May 11, 2017, to review biological mitigation requirements including an agency request for full mitigation for emergent vegetation at the eastern end of the lake that came into existence since the lake level was reduced for safety reasons. Staff

sent a follow-up letter to the wildlife agencies on June 29, 2017, seeking clarification on the proposed biological mitigation requirements. Additional information has been compiled and analyzed by the City's biological consultants based on recent conversations with the agencies. The biological consultant and staff met with the wildlife agencies on November 28, 2018 to discuss a modified approach to fulfilling mitigation requirements. Written information summarizing what was discussed at the meeting was transmitted to the agencies on December 4, 2018. City staff concluded a revised assessment of potential biological impacts and met with the agencies to present the findings. Additional information requested by the agencies was prepared and submitted as requested. The agencies responded they do not concur with the alternative mitigation proposal and the issue remains unresolved.

Residential

1. Harvest Hills (aka Safari Highlands Ranch) (Developer: Jeb Hall, Concordia Homes) 550 lots east of Rancho San Pasqual – A Notice of Availability for the Draft EIR was issued on October 16, 2017 for public review and comment. The comment period ended on January 2, 2018. Staff transmitted all the comment letters and emails to the Draft EIR consultant for review and to prepare a response to each comment. The Draft EIR and appendices have been posted on the City's website at the following link:

<https://www.escondido.org/safari-highlands-ranch-specific-plan.aspx>

The responses to comments have generated related revisions to the project design. The applicant's engineer submitted a revised tentative map on October 26, 2018. Generally, the amount of grading and the area of disturbance has decreased, while the overall number of 550 residential lots has remained the same. Engineering met with the project engineer and applicant on January 31, 2019, to discuss their comments on the revised tentative map. The revised tentative map and exhibits have been posted on-line at the link above. The applicant met with Traffic Engineering during the week of February 25th to discuss off-site improvements. Staff, applicant and biological consultant met with the wildlife agencies on April 23, 2019, to discuss the revisions to the project design mentioned above. The applicant and staff met on June 20, 2019, to refine the list of outstanding issues remaining to be resolved prior to advancing to public hearings for the project. The applicant met with Traffic Engineering staff on August 15, 2019, and agreement was reached on several of the off-site mitigation locations. Additional information regarding biological resources was submitted on August 29, 2019.

2. 18 lots at 701 San Pasqual Valley Rd (Developer: Bob Stewart) – Staff comments on the revised tentative map were issued the last week of July 2017. The applicant has occasionally engaged in discussions with various departments since that time, but has declined a staff offer to schedule a comprehensive meeting with all city departments. Another set of revised plans were submitted the week of November 26, 2018. Planning, Engineering and Utilities comments on the revised plans were issued on February 25, 2019. In response to a follow-up discussion with the applicant, Planning provided additional comments on April 29, 2019. Additional discussions between the applicant and the City to resolve project issues occurred on June 20, 2019.

3. The Villages at Escondido Country Club (Developer: Jason Han, New Urban West, Inc.) 380 residences – The City Council voted 3-2 to approve the project on November 15, 2017. The applicant submitted rough grading plans, drainage improvement plans and utility relocation plans for all three villages on May 7, 2018. Most of the plans are in third or fourth plan check. Engineering comments were returned on March 12, 2019; and the developer team met with Engineering on April 1, 2019, to discuss the comments. The homebuilder met with Building, Engineering and Planning on April 24, 2019 to discuss the building plan check and precise grading plan processes. A revised Certified Tentative Map for substantial conformance review was submitted on May 23, 2019 and includes a proposal to relocate approximately 10 residential lots within the development. These changes in Villages 2 and 3 result from comments provided by the Regional Water Quality Control Board and those discussions are on-going; however, the Regional Water Quality Control Board indicated that they will be issuing the permit in early September. The revised Certified Tentative Map was approved on September 3, 2019. A resubmittal of Village 1 plans including grading, storm drain and the specific alignment plan for Country Club Lane was received on June 18, 2019, and has been approved by Fire. Engineering and Planning comments were sent to the applicant the week of July 15, 2019. The applicant provided another resubmittal of Village 1 plans the last week of July. A bond and fee letter for Village 1 has been issued by Engineering. Engineering expects a grading permit for Village 1 to be issued by mid-September.

The approved tentative subdivision map, Final EIR and appendices, Specific Plan and other related information can be accessed on the City's website at the following link:

<https://www.escondido.org/ecc.aspx>

4. North Avenue Estates (Developer: Casey Johnson) 34 lots at North Ave./Conway Dr. –The City Council approved the project on January 10, 2018. LAFCO approved the annexation application on October 1, 2018, and the annexation has recorded. The new homebuilder, Taylor Morrison Homes submitted a Precise Development Plan to Planning on December 14, 2018. Grading plans, final map and improvement plans were submitted for review on December 7, 2018. Engineering met with the applicant's engineer on January 31, 2019 to discuss drainage issues. A revised Certified TM was approved on March 14, 2019. Final engineering plans were resubmitted on March 21, 2019. The project engineer, Engineering and County Water Authority staff met on April 2, 2019, to discuss the street and utility crossings over the CWA aqueduct. The applicant's engineer submitted a revised design to address the CWA issues the week of June 3rd. Building plans for four model homes were submitted into plan check on July 15, 2019, and comments were returned by Planning. Revised grading and landscape plans and final map were submitted on July 30, 2019. Fire and Planning expect to issue comments on those plans this week. The Precise Development Plan was approved by the Planning Commission on August 13, 2019. Planning and Engineering comments on the revised grading and landscape plans and final map are expected to be sent to the applicant this week.
5. Aspire (131 apartment units on Municipal Lot 1) (Developer: Addison Garza, Touchstone Communities) – The proposal consists of a six-story mixed-use development across from City Hall on Parking Lot 1. The project was initially submitted for entitlement processing for a 106-unit development on June 23, 2017. On March 14, 2019, the applicant submitted a revised project under state and city density bonus law that increases the number of dwelling units in return for the provision of 11 Very Low Income housing units. The increased density (now 131 units) has been accommodated by eliminating all 3-bedroom units to allow additional studio, one- and two-bedroom units within the same building structure. The project includes 4,289

square feet of commercial space on the ground floor, primarily fronting on Maple Street Plaza. A purchase and sale agreement for the project site (Parking Lot 1) was approved by the City Council on September 19, 2018. Concerns regarding parking have been expressed; and the applicant's parking consultant submitted a parking study on January 17, 2019. A proposed Development Agreement was submitted for staff review on April 24, 2019. Engineering completed final review of the traffic study and storm water plans, asking for modifications to complete the reports. The Planning Commission voted 6-1 to recommend approval of the project on August 27, 2019. A City Council hearing is anticipated for late September or early October.

6. Quince Street Senior Housing (Developer: Matt Jumper, 220 Quince, L.P.) 145 apartment units at 220 N. Quince St. – The five-story affordable senior housing apartment project was submitted on November 21, 2017. The applicant submitted revised plans on May 3, 2019. Public review of the Draft Mitigated Negative Declaration resulted in two comment letters. A Final MND was prepared and included in the staff report, which was presented to the Planning Commission. The project was reviewed by the Planning Commission on August 13, 2019 and the commission unanimously supported the project. The City Council will consider approving the project at a public hearing on September 25, 2019.
7. Sager Ranch/Daley Ranch Resort Specific Plan (Developer: J. Whalen Associates, Inc., Sager Ranch Partners) 203 housing units and 225-room resort hotel on 1,783-acres, just north and east of Daley Ranch – This proposed residential and resort hotel annexation and specific plan project was received on March 2, 2018. The project submittal has been deemed incomplete and a letter from staff requesting additional project related information was sent to the applicant on April 4, 2018. Requested information includes annexation exhibits, proposed general plan amendment text, a proposed Transfer of Development Rights Program, environmental initial study, and a fiscal impact analysis. Planning met with the applicant on May 17, 2018 to discuss items listed in the letter. A follow-up meeting to discuss engineering issues occurred on June 27, 2018. The applicant met with Escondido Fire and Valley Center Fire on August 1, 2018 to discuss fire protection issues. Significant fire-related issues to be addressed include the steepness of the project entry road, secondary emergency access and Fire Department response times. A follow-up meeting with the applicant to discuss these issues occurred on October 11, 2018. On April 5, 2019, the applicant provided a letter response with alternative compliance proposals to address some of the fire-related issues. On May 14, 2019 the applicant provided additional fire-related information requested by Fire and Planning. Fire, Planning, and Engineering staff met with the applicant team on May 29, 2019 to discuss the fire-related information. A financial feasibility study for the proposed resort was submitted on July 8, 2019.

A project webpage containing draft documents and plans has been added to the Planning Division's website at the following link:

[Sager Ranch Resort Specific Plan - City of Escondido](#)

8. Nutmeg Condo General Plan Amendment (Developer: Jim Simmons, CCI) 137 townhome condo units on 7.7 acres on both sides of Nutmeg between I-15 and Centre City Parkway – This proposed multi-family residential development includes a GPA from Office to Urban III (up to 18 du/acre) as well as a specific alignment plan for Nutmeg and a vacation of approximately one acre of public right-of-way for use in the project. The project application was received on June 15, 2018. Initial comments from Planning, Fire, Engineering, Utilities and Traffic Engineering were provided to the applicant on July 13, 2018. A Notice of Availability for the

Draft EIR was issued May 7, 2019, announcing a 45-day public review period from May 10, 2019 to June 24, 2019. The USFWS has requested an additional time to comment. Caltrans expressed a concern for having encroachment into their right of way. Project revisions may be necessary to accommodate grading and fuel modification zone planning on-site. The applicant met with Planning and Engineering on August 14, 2019 to discuss potential changes to the project. Project changes could include splitting the project into northern and southern pieces with the Final EIR and northern piece progressing to public hearing while a redesign effort is undertaken on the southern piece to address Caltrans issues.

9. Oak Creek (Builder: KB Homes) 65 single-family residential lots on approximately 44 acres at Felicita Road and Hamilton Lane – The Zoning Administrator approved a modification to the Precise Development Plan to revise the architecture on October 25, 2018. On-site remediation of hazardous materials has been completed and DTSC has issued a clearance letter. On-site improvement plans have been approved. The rough grading permit was issued on April 18, 2019, and grading has commenced on the site. The Precise Grading Plan for the model homes has been approved and building permits for two model homes were issued the week of July 8. A Model Home Permit was approved by Planning on July 10, 2019, for the sales office and temporary improvements. A second plan check submittal for the final map was received the week of May 13. Second plan check for the off-site improvement plans was received on June 3, 2019. Engineering comments have been returned and Engineering has approved all improvements, excepting those provided for on Felicita, which additional changes are expected. County of San Diego staff from the Parks and Public Works Division have met with the applicant to discuss ways to evaluate floodplain and drainage issues occurring at the Felicita Park. A follow up meeting with Engineering occurred on August 28, 2019.
10. 555 West Grand Mixed-Use Building (Developer: Ed McCoy) 32 condo units in three floors over a parking garage – This 32-unit mixed-use development with 610 SF of office/flex space was submitted as a planned development application on August 27, 2018. The project is seeking a reduction in parking and open space standards. Initial multi-department comments were sent to the applicant on September 26, 2018. The applicant met with Fire, Engineering, Planning and Utilities staff on October 16, 2018 to discuss the staff comments. It is anticipated that water lines will need to be upsized on Quince and Grand. The applicant submitted a parking study on May 13, 2019, to support the proposed reduction in the number of parking spaces. The applicant met with Engineering and Planning staff on May 22, 2019 to discuss the driveway location and Development Agreement terms. Fire has approved the proposed hydrant locations and revised plans are expected soon. Project plans were resubmitted to the City on June 24, 2019. The project has been scheduled for a Planning Commission hearing on September 10, 2019.
11. Villa Portofino (Developer: Chris Post, ATC Design Group) 15 apartment units in a three-story building with parking garage at 2690 S. Escondido Blvd. – This 15-unit multi-family residential project on a 0.52-acre parcel between S. Escondido Blvd and Cranston Drive was submitted as a Plot Plan application on November 28, 2018. A comment letter was issued on December 20, 2018. Comments included the need to evaluate the building construction type for fire purposes and consider the design standards in the South Centre City Specific Plan. Planning, Fire and Engineering met with the applicant on June 10, 2019, to discuss revisions to the plans intended to address the previous comments. Utilities has requested a sewer study to assess potential impacts to the nearby Lift Station 2. A revised project design was routed to all departments on August 23, 2019.

12. Palomar Heights (Developer: Ninia Hammond, Integral Communities) Demolition and redevelopment of the old Palomar Hospital site with 510 multi-family units – A proposed Tentative Map, Planned Development, Specific Plan Amendment and EIR to redevelop the 13.8-acre former hospital site. Up to 5,500 square feet of recreation or commercial space could be included. A partial project application was submitted on December 24, 2018. Engineering and Planning comments on the initial project submittal were sent to the applicant on February 12, 2019. A contract for a developer-funded planning consultant to work on this project as an extension of Planning staff was approved by the City Council on February 13, 2019. Planning Engineering and Fire met with the applicant team on February 27, 2019 and again on April 24, 2019 to go through proposed revisions to the site plan and building designs. The applicant revised the plans to increase the unit count from 424 units to 510 units. A Notice of Preparation (NOP) for the Draft EIR was issued on May 3, 2019 and a public scoping meeting took place on May 20, 2019. The public comment period for the NOP closed on June 3, 2019, and approximately 28 comment letters and written forms from the scoping meeting were received. Resubmittal of the redesign package was filed on June 25, 2019. Design and site plan information was submitted on July 1, 2019 and a screen check EIR was submitted on July 29, 2019. City comments on the design package was transmitted on August 2, 2019. Comments on the screen check EIR were issued on August 27, 2019. It is anticipated that the draft EIR will be released for public review and comment in mid to late fall. A Planning Commission work session focused on project design and architecture has tentatively been scheduled for October 8, 2019.

The development proposal and other related information can be accessed on the City's website at the following link:

<https://www.escondido.org/palomarheights.aspx>

13. Henry Ranch (Builder: Joe Martin, Trumark Homes) An approved development of 97 single-family residential homes on 74.35 acres at the eastern terminus of Lincoln Avenue – The Tract 920 development proposal was originally approved in 2007 and an extension of the associated Development Agreement was approved in 2016. Final Map, grading plans and improvement plans were submitted for initial review on February 12, 2019. A demolition permit for the former packinghouse structures was submitted on February 14, 2019 and only needs utility shutoff before work starts. Architectural plans were submitted for Design Review on February 15, 2019, and comments were issued on March 14, 2019. A vegetation removal permit was issued on March 21, 2019. The second submittal of final engineering was received on April 22, 2019. Utilities has identified conflicts with drainage facilities in the second plan check. Fire and Engineering provided comments on the second submittal of final engineering plans on May 22, 2019. Planning comments on the final map, grading plans and landscape plans were sent to the applicant on June 21, 2019. The project applicant is still working on the improvement plans. Fire Department staff met with the applicant on August 2, 2019 to review a plan to privatize hydrant installation and maintenance.

14. Del Prado (Developer: Kerry Garza, Touchstone Communities) – An approved 113-unit townhome-style Planned Development located at the southwestern corner of Brotherton Road and the Centre City Parkway frontage road - The Del Prado project was approved by the City Council in May of 2016. The project site is separated into two parcels by an SDGE parcel. Engineering and Planning are reviewing third plan check for final map, grading and improvement plans for Del Prado South. Del Prado North is in second plan check for the same plans. No building plans have been submitted into plan check. Planning has provided comments for the North landscape plans. The applicant is attempting to resolve sewer issues

with the Regional Water Quality Control Board because sewer lines are proposed to cross over water lines. Utilities is awaiting resubmittal of a full set of plans and met with the applicant on August 1 to review potential redesign options. Planning approved the South landscape plan.

15. Pine Street Apartments (Developer: Paul Mayer, Pemcor) A five-story, 198-unit apartment complex with structured parking on 2.31 acres – A proposed planned development and Specific Plan Amendment for a new residential development on Third Avenue between Quince Street and Pine Street in the Mercado District of the Downtown Specific Plan. The development proposal was submitted for initial review on August 2, 2019. Plans have been distributed to all departments. The applicant recently notified staff that the project economics will require a significant redesign and that revised plans will be forthcoming.
16. Accessory Dwelling Units – Planning staff is currently working on nine (9) applications for accessory dwelling units. Twenty-two (22) accessory dwelling units have been approved so far this year. Twenty-four (24) accessory dwelling units were approved in 2018. Three (3) accessory dwelling units were approved in 2017.

Building Division:

1. The Building Division issued 71 permits (including 27 solar photovoltaic) with a total valuation of \$804,705 including a tenant improvement for Starbucks located within the Albertson's grocery store, located at 1509 E. Valley Pkwy.
2. Our building inspectors responded to 220 inspection requests. 176 customers visited the Building counter during the week.
3. *No change from the previous.* The Latitude 2 apartment project at 650 Center City Pkwy has received Building final approvals and Temporary Certificates of Occupancy (TCO) for buildings 1-4. Field Engineering have released Building 6 for TCO. The Building Division has granted a Temporary Certificate of Occupancy, with minor restrictions and is awaiting a request for Final inspection of Bldg. 6.
4. *No change from the previous.* The new two story church sanctuary building at 1864 N. Broadway is progressing toward final inspection. Finish work continues to proceed and may take several weeks to complete. A Final Inspection will be performed once work is completed and requested by the contractor.
5. *No Change from the previous.* The new 105 room hotel at 200 La Terraza is currently operating on a Temporary Certificate of Occupancy, pending Engineering final approval. Work is on-going to complete Engineering conditions, however, additional time is needed; an additional extension of the temporary Certificate of Occupancy was granted to Sept. 16th, 2019.
6. The new five-story storage building at 852 Metcalf St has completed rough framing and drywall installation is on-going. Rough electrical inspection has been approved. A temporary electrical service meter has been approved and released- this meter is for construction purposes only. The installation of exterior wall panels is on-going. Roof framing is complete and roof sheathing has been approved. The hold on inspections has been lifted by the Building Inspection staff, with the condition that no work is to be performed in the Bio-retention basin. Plans to address the corrective measures for the Bio-retention basin are currently being reviewed by the Engineering Division.

7. The new Gateway Grand 126-unit apartment project at 700 W. Grand Ave. has received approval of floor sheathing on the 5th floor patio areas and loft and 3rd floor drywall approval of plumbing walls of Building B. Third floor sheathing for Building A and 1st and 2nd floor exterior shear walls have been approved. Building B has had partial top out plumbing inspection approved. Inspection staff is currently meeting with the builder and architect to work through construction issues on the site.
8. *No change from the previous.* The new apartments at 917 W Lincoln Ave, consisting of 3 buildings and 9 total units, has received partial approval of drywall. Drywall installation is complete. Finish work is on-going and will take several weeks to complete. Staff observed progress in a recent site visit.
9. *No change from the previous.* The new 2 story 20,000 sf office building for Superior Ready Mix on 1564 W Mission has received underground plumbing and foundation inspection approvals. Remaining Tilt up panels have been lifted into place. Roof framing construction is underway and once complete, staff will perform required inspections. Roof sheathing and 2nd floor pan deck has been approved.
10. Models by KB Homes, located at the Oak Creek development on Daisy Field Glen have been completed. Plan revisions have been submitted and are currently under review. Staff has been informed by KB's permit coordinator that a request for permit issuance for the first phase could be occurring within 2-3 weeks. The number of homes in the first phase could total between 12-16 units.

ENGINEERING DEPARTMENT

Capital Improvements:

1. Transit Center Pedestrian Bridge Project – The contractor is continuing to remove invasive plants along the channel between Valley Parkway and 3rd Avenue this week in preparation for grading the area. On the north end of the project the contractor is processing large rip rap boulders prior to shaping the new channel. Construction fencing has been installed along the entire length of North County Transit Center to provide a physical barrier between the workmen and the Sprinter Light Rail. Seventy-seven (77) working days remain on the contract.
2. Storm Drain Pipe Lining and Rehabilitation Project Phase1 – The project consists of 14 work zones and 3 Bid Alternate locations for the videoing, grouting, repairing, and lining of existing corrugated metal pipes (CMP) within the City's inventory. The installation of liners was started on Tuesday of last week along Fig Street and Omar Drive. Thirteen (13) days remain on the contract.
3. El Norte Parkway Improvements – The project includes widening of El Norte Parkway at the flood control channel by the installation of a new bridge, construction of new median islands from Valley Parkway to Washington Avenue, landscaping and drip irrigation system, a bike/pedestrian signal at the flood control channel, along with roadway resurfacing. The first day of construction coincided with the Notice to Proceed on Tuesday, September 3. This is day (1) of a one hundred twenty (120)-day project. Completion of the project is set for February 26, 2020. Submittals are continuing to be processed by staff.

Private Development:

1. Tract 932 - Canyon Grove Shea Homes Community – *No changes from that reported last week.* The developer is set to begin removing damaged concrete improvements throughout the project. This work will be ongoing for the next two weeks.
2. Latitude II Condominiums: Washington Avenue @ Centre City Parkway – *No changes from that reported last week.* The project will be working on punch list items over the next reporting period.
3. Tract 934 – Is a 5 lot subdivision located at 1207 Gamble Street. The water line syphon construction was completed this past week over a two-day operation.
4. 1221 Gamble Street – Is a 3 lot subdivision located adjacent to Tract 934. Encroachment permit and traffic control plans were approved this week.
5. Veterans Village – *No changes from that reported last week.* It was determined after reporting on the project status last week that the Storm Water Certification has not been received. The bonds and securities will be placed on hold until this documentation is received.
6. KB Homes Oak Creek Project – The grading operation is nearing completion. The offsite improvement plans for Hamilton Lane and Miler Avenue began on Tuesday of this week with saw cutting of the existing roadway along Hamilton Lane.
7. ATT Facility Tank Relocation – The backfilling of the tank excavation has started in Parking Lot 4. Concrete improvements will be restored before the landscaping restoration later this week.
8. North American Self Storage – The project is located at 852 Metcalf Street. The water quality testing of the new water main began on Tuesday of this week. The onsite improvements were started this week; the offsite improvement will follow soon after.
9. Pradera by Lennar – The construction of 779' of 12" water main along Conway Drive, between Lehner Drive and Rincon Avenue has begun. The testing of the temporary water main along Conway Drive has been completed. The homes along Conway Drive fronting the project will now be connected to the temporary water source.
10. Henry Ranch Tract 920 - The project is located at the intersection of El Norte Parkway/Lincoln Avenue. The project currently has a Demo/Grading permit for clearing vegetation/trees and structures associated with the Henry Avocado Packing Plant that was located on the site.

GRANT APPLICATIONS

The Escondido Police Department has applied for FY 2019-20 Edward Byrne Memorial Justice Assistance Grant from the U.S. Department of Justice in the amount of \$38,882. The Escondido Police Department proposes to use this year's JAG allocation to fund two Police Patrol Technicians. These part-time members of the Police Department assist community members, support police officers, take police reports, process paperwork, and impound property. Patrol Technicians provide vital services to the community and allow front-line law enforcement officers to handle high-priority calls.

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