

Appendix A
Organizational
Element Supporting Documents

Appendix A: Organizational Element Supporting Documents

Appendix A Documents

1. Table of sewer staff names and phone numbers
2. City of Los Altos organization chart (March 2017)
3. City Staff responsible for SSMP Elements

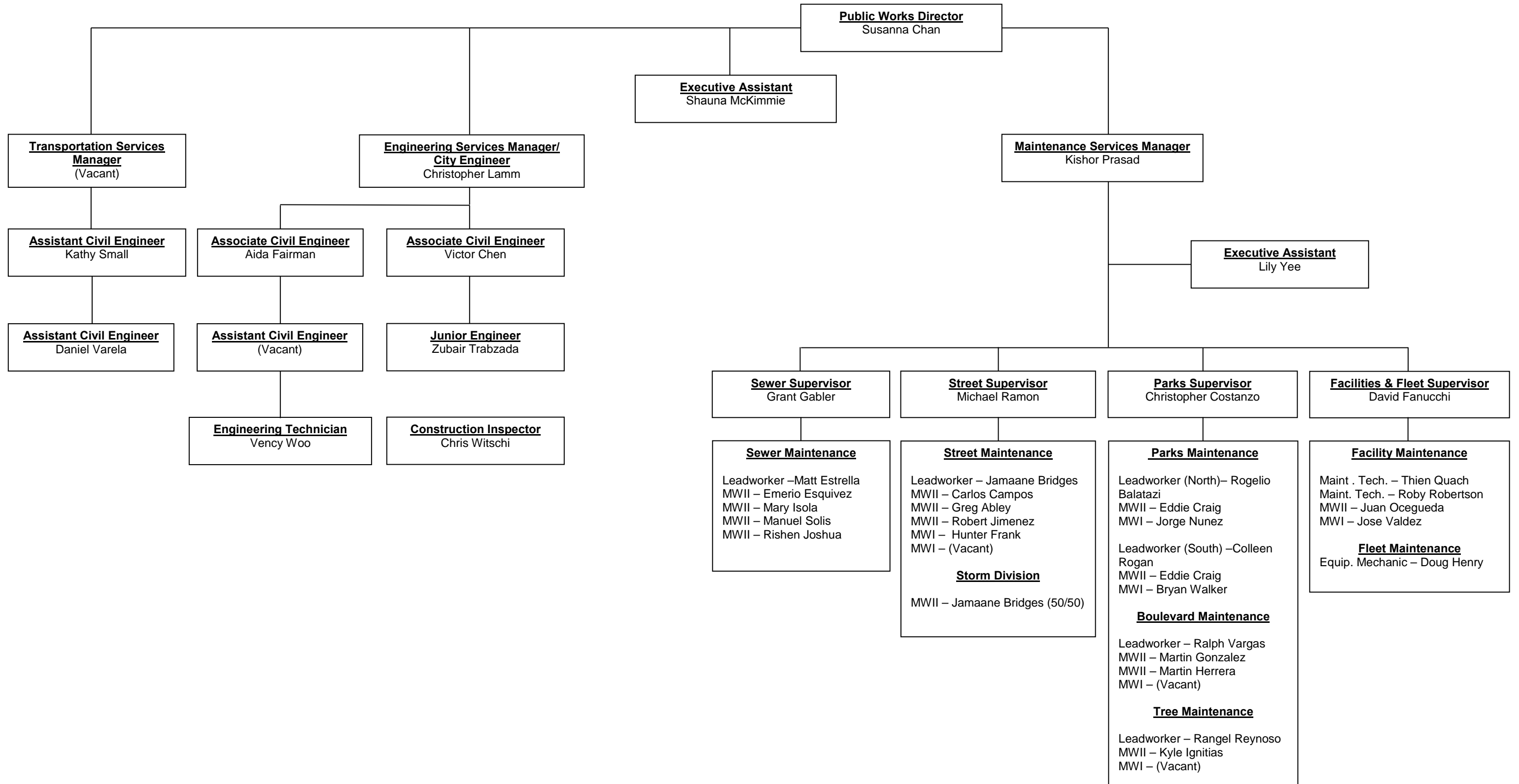
1. Names and phone numbers of Sewer Staff

Position	Name	Telephone Number
Public Works Director	Susanna Chan	(650) 947-2621
Engineering Services Manager/City Engineer	Chris Lamm	(650) 947-2624
Associate Civil Engineer	Aida Fairman	(650) 947-2603
Maintenance Services Manager	Kishor Prasad	(650) 947-2871
Sewer Supervisor	Grant Gabler	(650) 947-2873
Sewer Leadworker	Matt Estrella	(650) 947-2785
Maintenance Worker II	Emerio Esquiviz	(650) 947-2785
	Mary Isola	"
	Manuel Solis	"
	Rishen Joshua	"

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PUBLIC WORKS DEPARTMENT

March 2017



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City of Los Altos List of City Staff Responsible for SSMP

SSMP Element	Legally Responsible Official	Name	Phone Number	Email Address
I – Goals	Engineering Services Manager	Chris Lamm	650-947-2624	clamm@losaltosca.gov
II – Organization	Engineering Services Manager	Chris Lamm	650-947-2624	clamm@losaltosca.gov
III – Legal Authority	Engineering Services Manager	Chris Lamm	650-947-2624	clamm@losaltosca.gov
IV – O&M Program	Maintenance Supervisor	Grant Gabler	650-947-2873	ggabler@losaltosca.gov
V – Design & Performance Provisions	Engineering Services Manager	Chris Lamm	650-947-2624	clamm@losaltosca.gov
VI – Overflow Emergency Response Program	Maintenance Supervisor	Grant Gabler	650-947-2873	ggabler@losaltosca.gov
VII – FOG Control Program	Sanitary Sewer Collection System Supervisor	Grant Gabler	650-947-2873	ggabler@losaltosca.gov
VIII – System Evaluation and Capacity Assurance Plan	Maintenance Supervisor	Grant Gabler	650-947-2873	ggabler@losaltosca.gov
IX – Monitoring, Measurement, and Program Modifications	Maintenance Supervisor	Grant Gabler	650-947-2873	ggabler@losaltosca.gov
X – SSMP Program Audits	Associate Civil Engineer	Aida Fairman	650-947-2603	afairman@losaltosca.gov
XI – Communication	Associate Civil Engineer	Aida Fairman	650-947-2603	afairman@losaltosca.gov

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Element Supporting Documents

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**Appendix B – Document 1
Title 10 (Public Services) of the City Municipal Code**

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Los Altos, CA

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Chapter 10.04 - SEWER SERVICE SYSTEM GENERALLY

Sections:

Article 1. - General Provisions

10.04.010 - Rules and regulations.

- A. The rules and regulations contained in this chapter respecting sewer construction and disposal of sewage and drainage of buildings and connection to the sewage works of the city are hereby adopted. All work in respect thereto shall be performed as herein required and not otherwise.
- B. All plumbing systems shall be designed and constructed so that the connection with the building sewer shall be at either the side or front of the house.
- C. In all cases where a public sewer is not available, the applicant shall construct a dry building sewer extending from the plumbing system to the front property line. All dry building sewers shall be tested and capped in accordance with applicable laws. Precise measurements shall be taken in order to locate accurately the property line end of the dry building sewers and shall be filed with the city engineer.
- D. In addition a two inch by two inch redwood stake shall be placed vertically over the property line end of the dry building sewer and extend to within six inches of the ground surface.
- E. All plumbing systems shall be designed so that sewage may be handled through the building sewer to the property line at a minimum depth of four feet. Depths greater than four feet shall be in accordance with the sewer master plan and shall be approved by the city engineer. Where the plumbing system terminates at the side of the house, the applicant shall install such fittings, as are acceptable to the building inspector, which fittings shall be easily adaptable to connecting the plumbing system to the building sewer when public sewers become available.

(Prior code § 5-5.201)

10.04.020 - Purpose.

This chapter is intended to provide rules and regulations for the use and construction of sanitary sewer facilities hereafter installed, altered or repaired within the city. This chapter shall not apply retroactively and, in the event of an alteration or repair hereafter made, it shall apply only to the new materials and methods used therein.

(Prior code § 5-5.202)

10.04.030 - Violation.

It shall be unlawful for any person to connect to, construct, install or provide, maintain or use any means of sewage disposal from any building in the city other than by connection to a public sewer, except in the manner as in this chapter provided.

(Prior code § 5-5.203)

10.04.040 - Relief on application.

- A. When any person, by reason of special circumstances, is of the opinion that any provision of this chapter is unjust or inequitable as applied to his premises, he may make written application to the council stating the special circumstances, citing the provision complained of, and requesting suspension

of modification of that provision as applied to his premises.

- B. If such application is approved, the council, by resolution, may suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing for such period as it finds necessary.

(Prior code § 5-5.04)

10.04.050 - Relief on own motion.

The council, on its own motion, may find that by reason of special circumstances any provision, of this regulation and chapter should be suspended or modified as applied to a particular premise and, by resolution, may order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.

(Prior code § 5-5.205)

10.04.060 - Superintendent, compensation.

The council shall employ a fit and qualified person to perform the duties of inspecting the installation, connection, maintenance and use of all side sewers, public sewers, private sewers and facilities in connection therewith to be known as the sewer superintendent. The person so employed shall receive as compensation for his services a sum to be fixed by the council for making inspections required to be made by the orders and regulations enacted and ordered by the council from time to time and as required by this chapter. He shall serve at the pleasure of the council and may be another official of the city.

(Prior code § 5-5.206)

10.04.070 - Permits and fees.

No public sewer, side sewer, building sewer or other sewerage facility shall be installed, altered or repaired within the city until a permit for the work has been obtained from the city and all fees paid in accordance with the requirements of Article 5 of this chapter.

(Prior code § 5-5.207)

Article 2. - Use of Public Sewers Required

10.04.080 - Disposal of wastes.

It shall be unlawful for any person to place, deposit, or permit to be deposited upon public or private property within the city any human or animal excrement, garbage or other objectionable waste.

(Prior code § 5-5.301)

10.04.090 - Treatment of wastes required.

It shall be unlawful to discharge into any stream or watercourse any sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this chapter.

(Prior code § 5-5.302)

10.04.100 - Unlawful disposal.

Except as herein provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of sewage.

(Prior code § 5-5.303)

10.04.110 - Occupancy prohibited.

No building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the city.

(Prior code § 5-5.304)

10.04.120 - Sewer required.

Except as herein provided, the maintenance or use of cesspools or other local means of sewage disposal constitutes a public nuisance. All buildings inhabited or used by human beings shall be connected, at the owner's expense, with the sewerage system of the city within ninety (90) days from the time when such connection can be made, if the building to be served is within one hundred (100) feet of the system.

(Prior code § 5-5.305)

Article 3. - Private Sewage Disposal

10.04.130 - Sewer not available.

Where a public sewer is not available under the provisions of Section 10.04.120 of this chapter, the building sewer shall be connected to a private sewage disposal system, complying with the provisions of this chapter.

(Prior code § 5-5.401)

10.04.140 - Permit required.

Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the superintendent. The application for the permit shall be made on a form furnished by the city which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the superintendent. A permit and inspection fee shall be paid to the city at the time application is filed in accordance with the provisions of Article 5 of this chapter.

(Prior code § 5-5.402)

10.04.150 - Inspection required.

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the superintendent. He shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the superintendent when the work is ready for final inspection and before any underground portions are covered. The inspection shall be made within forty-eight (48) hours, Sundays and holidays excluded, of the receipt of the notice by the superintendent.

(Prior code § 5-5.403)

10.04.160 - Design requirements.

The type, capacities, locations and layout of a private sewage disposal system shall comply with all recommendations of the department of public health of the state. No permit shall be issued for any private sewage disposal system employing subsurface soil absorption facilities where the area of the lot is less than ten thousand (10,000) square feet. No septic tank or cesspool shall be permitted to discharge into any public sewer or any stream or watercourse.

(Prior code § 5-5.404)

10.04.170 - Abandonment of facilities.

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided by Section 10.04.120 of this chapter, a direct connection shall be made to the public sewer in compliance with the rules and regulations of the city and this code. Any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material as determined by the superintendent.

(Prior code § 5-5.405)

10.04.180 - Cost of maintenance by owner.

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the city.

(Prior code § 5-5.406)

10.04.190 - Additional requirements.

No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by any law, this code, rule or regulation or by the health officer of the county.

(Prior code § 5-5.407)

Article 4. - Building Sewer, Lateral Sewers, and Connections

10.04.200 - Permit required.

In accordance with Article 5 of this chapter, no person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the city and paying all fees and connection charges as required therein.

(Prior code § 5-5.501)

10.04.210 - Construction requirements.

Construction of building sewers and lateral sewers shall be in accordance with the requirements of the county and the requirements of the city. In case of conflict, the more stringent shall apply.

(Prior code § 5-5.502)

10.04.220 - Minimum size and slope.

The minimum size of a building sewer shall be four inches in diameter. The minimum slope of a building sewer shall be one and one-quarter feet per one hundred (100) feet (1.25 percent slope). Not more than one hundred eighty (180) fixture units shall be connected to a four inch diameter building or side sewer.

(Prior code § 5-5.503)

10.04.230 - Separate sewers.

Adjacent buildings fronting on the same street shall not be permitted to join in the use of the same side sewer. Every building or industrial facility must be separately connected with a public sewer if such public sewer exists in the street upon which the property abuts or in an easement which will serve said property. However, one or more buildings located on property belonging to the same owner may be served with the same side sewer during the period of said ownership. Upon the subsequent subdivision and sale of a portion of said lot, the portion not directly connected with such public sewer shall be separately connected with a public sewer, and it shall be unlawful for the owner thereof to continue to use or maintain such indirect connection.

(Prior code § 5-5.504)

10.04.240 - Old building sewers.

Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the superintendent, to meet all requirements of the city.

(Prior code § 5-5.505)

10.04.250 - Cleanouts.

- A. Cleanouts in building sewers shall be provided where the building sewer joins the lateral sewer and in accordance with the rules, regulations and laws of the city. All cleanouts shall be maintained watertight.
- B. A sewer cleanout box shall be installed directly above the cleanout, the top of the cleanout box being set flush with the existing ground surface. The cleanout box shall be of a type approved by the city engineer and in accordance with the rules, regulations and laws of the city.

(Prior code § 5-5.506)

10.04.260 - Sewer too low.

In all buildings in which any building sewer is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means, approved by the superintendent, and discharged to the public sewer at the expense of the owner.

(Prior code § 5-5.507)

10.04.270 - Connection to public sewer.

The connection of the building sewer into the public sewer shall be made at the lateral or "Y" branch if such lateral or "Y" branch is available at the suitable location. Where no properly located "Y" branch is available, a neat hole may be cut into the public sewer to receive the building or lateral sewer, with entry in the downstream direction at an angle of about forty-five (45) degrees. A Wye saddle shall be used for the connection and in no case shall the pipe protrude inside the main sewer. The invert of the building or lateral sewer at the point of connection shall be at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made, and the connection made secure and watertight by encasement in concrete. The connection to the public sewer shall be made in the presence of the superintendent and under his supervision and direction. Any damage to the public sewer shall be repaired at the cost of the applicant to the satisfaction of the superintendent.

(Prior code § 5-5.508)

10.04.280 - Protection of excavation.

All excavations for a side sewer installation shall be adequately guarded with barricades or lights so as to protect the public from hazard. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the city and the county or any other person having jurisdiction thereover.

(Prior code § 5-5.509)

10.04.290 - Maintenance of sewer laterals.

The city shall be responsible for the reconstruction and repair of all lateral sewers subject to compliance with Section 10.04.250 of this article. The property owner shall be responsible for maintaining the street and house lateral all the way to the main sewer, except for reconstruction and repair. The city shall not be responsible for any plumbing bills whatsoever, except when a street lateral requires reconstruction or repair.

(Prior code § 5-5.510)

10.04.300 - Testing.

All building sewers and lateral sewers shall be tested in the presence of the superintendent by filling the line with water and inspecting for excessive leakage. The fittings, plugs, water, and labor for testing shall be furnished by the person constructing the sewer. All lines showing excessive leakage shall be repaired or replaced at the expense of the person doing the work and shall be done at the direction of, and to the satisfaction of, the superintendent.

(Prior code § 5-5.511)

Article 5. - Permits and Fees

10.04.310 - Permits required.

Unauthorized persons shall not uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenance or perform any work on any lateral or building sewer without first obtaining a written permit from the city.

(Prior code § 5-5.701)

10.04.320 - Applications for permits.

- A. Any person legally entitled to apply for and receive a permit shall make such application on forms provided by the city for that purpose. He shall give a description of the character of the work proposed to be done and the location, ownership, occupancy, and use of the premises in connection therewith. The superintendent may require plans, specifications, or drawings and such other information as he may deem necessary.
- B. If the superintendent determines that the plans, specifications, drawings, descriptions, or information furnished by the applicant is in compliance with the laws, rules, and regulations of the city, he shall issue the permit applied for upon the payment of the required fees.

(Prior code § 5-5.702)

10.04.330 - Compliance with permits.

After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer or the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued, except with written permission from the city, the superintendent, or other authorized representatives.

(Prior code § 5-5.703)

10.04.340 - Agreement.

The applicant's signature on an application for any permit shall constitute an agreement to comply with all the provisions, terms, and requirements of this code, and any other laws, rules, and regulations of the city, and with the plans and specifications he has filed with his application, if any, together with such corrections or modifications as may be made or permitted by the city, if any. Such agreement shall be binding upon the applicant and may be altered only by the city upon a written request for the alteration from the applicant.

(Prior code § 5-5.704)

10.04.350 - Disposition of fees.

All fees collected on behalf of the city shall be deposited with the proper authority provided by the city to receive such funds.

(Prior code § 5-5.707)

10.04.360 - All work to be inspected.

All sewer construction work, building sewers, plumbing and drainage systems shall be inspected by the superintendent acting for the city to insure compliance with all requirements of the city. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the city's public sewer until the work covered by the permit has been completed, inspected and approved by the superintendent. If the test proves satisfactory and the sewer has been cleaned of all debris accumulated from construction operations, the Superintendent shall issue a certificate of satisfactory completion.

(Prior code § 5-5.708)

10.04.370 - Notification.

It shall be the duty of the person doing the work authorized by permit to notify the office of the city in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the city before giving the above notification.

(Prior code § 5-5.709)

10.04.380 - Condemned work.

When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the sewer or other work authorized by the permit in accordance with the laws, rules and regulations of the city.

(Prior code § 5-5.710)

10.04.390 - All costs paid by owner.

All costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the work.

(Prior code § 5-5.711)

10.04.400 - Outside sewers.

Permission shall not be granted to connect any lot or parcel of land outside the city to any public sewer in or under the jurisdiction of the city unless a permit therefor is obtained. The applicant shall first enter into a contract in writing whereby he shall bind himself, his heirs, successors and assigns to abide by all laws, rules and regulations in regard to the manner in which such sewer shall be used, the manner of connecting therewith, and the plumbing and drainage in connection therewith and also shall agree to pay all fees required for securing the permit and a monthly fee in the amount set by the city for the privilege of using such sewer.

(Prior code § 5-5.712)

10.04.410 - Permit optional.

The granting of permission for an outside sewer in any event shall be optional with the council.

(Prior code § 5-5.713)

10.04.420 - Special outside agreements.

Where special conditions exist relating to an outside sewer, they shall be the subject of a special contract between the applicant and the city.

(Prior code § 5-5.714)

10.04.430 - Street excavation permit.

A separate permit must be secured from the city, the county or any other person having jurisdiction thereover by the owners or contractors intending to excavate in a public street for the purpose of installing sewers or making sewer connections in accordance with Chapter 9.04 of this code.

(Prior code § 5-5.715)

10.04.440 - Liability.

The city and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for, and shall save the city and its officers, agents and employees harmless from any liability imposed by law upon the city or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

(Prior code § 5-5.716)

10.04.450 - Time limit on permits.

If work under a permit is not commenced within six months from the date of issuance, or, if after partial completion, the work is discontinued for a period of one year, the permit shall thereupon become void, and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of a new permit.

(Prior code § 5-5.717)

Article 6. - Enforcement**10.04.460 - Violation.**

Any person found to be violating any provision of this chapter or any rule or regulation of the city, except Section 10.04.510 of this chapter, shall be served by the superintendent or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall not be less than two nor more than seven working days. The offender shall permanently cease all violations within the period of time stated in the notice. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this chapter or any rule or regulation of the city. Upon being notified by the superintendent of any defect arising in any sewer or of any violation of this chapter, the person having charge of the work shall immediately correct the same.

(Prior code § 5-5.801)

10.04.470 - Public nuisance.

Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this chapter or any rule or regulation of the city is hereby declared to be a public nuisance. The city may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.

(Prior code § 5-5.802)

10.04.480 - Disconnection.

As an alternative method of enforcing the provisions of this chapter or any rule or regulation of the city, the superintendent shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the city. Upon disconnection, the superintendent shall estimate the cost of disconnection from and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The superintendent shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

(Prior code § 5-5.803)

10.04.490 - Public nuisance, abatement.

During the period of disconnection, habitation of the premises by human beings shall constitute a public nuisance, whereupon the city shall cause proceedings to be brought for the abatement for the occupancy of the premises by human beings during the period of disconnection. In such event, and as a condition of reconnection, there shall be paid to the city a reasonable attorney's fee and cost of suit arising in the action.

(Prior code § 5-5.804)

10.04.500 - Liability for violation.

Any person violating any of the provisions of this chapter or any rule or regulation of the city shall become liable to the city for any expense, loss or damage occasioned by the city by reason of such violation.

(Prior code § 5-5.805)

Article 7. - Miscellaneous Provisions

10.04.510 - Protection from damage.

Unauthorized persons shall not maliciously, wilfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the city's sewage works. Any person violating this provision shall be subject to the penalties provided by law.

(Prior code § 5-5.901)

10.04.520 - Powers and authorities of superintendent.

The officers, superintendents and any duly authorized employees of the city shall carry evidence establishing their positions as authorized representatives of the city and, upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of this chapter or the rules and regulations of the city.

(Prior code § 5-5.902)

Chapter 10.08 - SEWER SYSTEM PROTECTION REGULATIONS

Sections:

10.08.010 - Purpose.

The overall goal of this chapter and the city's water quality control program is to prevent and control pollution and protect and foster human health and the environment. The specific purpose of this chapter is to prevent the discharge of any pollutant into the sewers which would: (1) obstruct or damage the collection system, (2) interfere with, inhibit, or disrupt the Palo Alto Regional Water Quality Control Plant (the "plant"), its treatment processes, operations, sludge processes, use, or disposal, (3) pass through the treatment system and contribute to violations of the regulatory requirements placed upon the plant, or (4) result in or threaten harm to or deterioration of human health or the environment. It is the intent of the city to update and modify this chapter as needed to continue to provide a program for the pretreatment of industrial wastes which is approved by federal and state regulatory agencies. Therefore, this chapter is designed to be no less stringent than the U.S. Environmental Protection Agency's "General Pretreatment Regulations for Existing and New Sources of Pollution" published at Title 40 of the Code of Federal Regulations, Part 403, as applicable and as such regulations may be amended from time to time (hereinafter the "pretreatment regulations").

(Prior code § 5-5.601)

10.08.020 - Definitions.

The following words and phrases, whenever used in this chapter, shall be as defined herein. Words, terms, and phrases used in this chapter not otherwise defined shall be as defined, interpreted, or used in the pretreatment regulations. Terminology for analytical testing shall be that contained in "Guidelines Establishing Test Procedures for the Analysis of Pollutants," published at 40 CFR Part 136.

"Average concentration" of a substance means the total daily discharge weight of the substance divided by the total daily wastewater volume at the point of discharge.

"Berm" means a barrier to the flow of liquid which is not rendered ineffective by the liquid, and is sufficiently high to contain anticipated fluid amounts, or which causes sufficient grade to prevent migration of anticipated fluid amounts.

"Cesspool" means a lined or partially lined underground pit into which raw sanitary sewage is discharged.

"Collection system" means the pipes, junction boxes, channels, and other conveyance apparatus used to move stormwater or sewage.

"Contaminated ground water" means water found beneath the earth's surface which does not meet state or federal standards for drinking water supplies or other specified beneficial uses.

"Contaminated water" means water that does not meet state or federal standards for discharge to navigable waters.

"Cooling water" means water which is used to cool fluids or equipment in commercial or industrial processes or air-conditioning systems.

"Cooling water system" means the pipes, heat exchanger, and other appurtenances used to convey cooling water in cooling towers, direct-contact cooling systems, and similar fixed cooling systems.

"Cycles of concentration" means the flow rate of water added to a cooling tower water system divided by the flow rate of water discharged from a cooling system.

"Development" means any activity which requires a permit or approval from the city, and also includes grading, planting of trees and shrubs, and/or erection of fences, piers, or other man-made obstructions which raise the level of flowing water, concentrate, impede or accelerate its flow, or cause erosion or any thing other than water to be deposited in any watercourse.

"Discharge" means the discharge, addition, placement, deposit, release, or dumping of any pollutant or combination of pollutants to surface waters from any point source. This definition includes, but is not limited to, additions of pollutants into waters from surface runoff and discharges through pipes, sewers, channels, or other conveyances owned by a state, municipality, or other person which do not lead to a treatment work.

"Discharger" means any person who discharges, causes, or permits the discharge of industrial waste

into a city sewer.

"Domestic waste" means the liquid and waterborne wastes derived from the ordinary living processes, free from industrial wastes and of such character as to permit satisfactory disposal, without special treatment, into the city's sewerage system.

"Engineer" means the city engineer, his or her designee, or such other person as may be designated by the city manager.

"EPA" means the United States Environmental Protection Agency.

"Exceptional waste" means that subset of industrial waste specified in Section 10.08.040(C)(2).

"Fail-safe valve" means an electrically driven valve that is normally closed. The valve can be opened by continuously depressing a switch mechanism that automatically closes the valve when not in use or depressed.

"Food service facility" means any nonresidential establishment that uses or generates grease when preparing food. Food service facility does not mean any facility that prepares food for off-site cooking and consumption, or any facility that does not use or generate grease in cooking or preparing food.

"Grease" means and includes fats, oils, waxes or other related constituents. Grease may be of vegetable or animal origin, including butter, lard, margarine, vegetable fats and oils, and fats in meats, cereals, seeds, nuts, and certain fruits. Grease may also be of mineral origin, including kerosenes, lubricating oil, and road oil. Grease in the wastewater collection system is generally present as, but need not be, a floatable solid, a liquid, a colloid, an emulsion, or in a solution.

"Grease-generating activity" means any commercial or industrial activity that uses or produces grease on an ongoing basis.

"Grease removal device" means an interceptor, trap, or other mechanical device designed, constructed, and intended to remove, hold, or otherwise prevent the passage of grease to the sanitary sewer.

"Hazardous material" means any material so designated by Section 25316 of the California Health and Safety Code.

"Hazardous waste" means a material designated as a hazardous waste by 40 CFR Part 261 or California Code of Regulations (CCR) Title 22, Division 4.5, Chapter 11.

"Industrial user" means any person who discharges, causes, or permits the discharge of industrial waste into a city sewer or storm drain.

"Industrial waste" means the waste and wastewater from any production, manufacturing or processing operation of whatever nature including institutional and commercial operations where wastewater is used for the removal of significant quantities of waste other than domestic waste. "Industrial waste" shall include contaminated water from construction operations, contaminated water from erosion of disturbed land, and

contaminated water from irrigation runoff.

"Instantaneous maximum" means the highest concentration or other measure of pollutant magnitude taken at any discrete point in time.

"Instantaneous minimum" means the lowest concentration or other measure of pollutant magnitude taken at any discrete point in time.

"Interceptor" means a receptacle designed and constructed to intercept, separate, and prevent the passage of prohibited substances into the sewer system.

"Machine shop" means a fixed facility which cuts, grinds, polishes, deburrs, or machines metal parts but does not conduct metal finishing as that term is defined by the EPA in 40 CFR Part 433.

"Metal fabrication facility" means a fixed facility that forms, welds, and assembles metal pieces, but does not conduct metal finishing as that term is defined by the EPA in 40 CFR Part 433.

"Monthly average measurement" means the sum of all measurements taken during a month divided by the number of measurements taken during a month. The "monthly average measurement" shall be taken on a minimum of three measurements, provided that if the measured value of any measurement is below the analytic detection limit, then the detection limit shall be used in calculating the monthly average.

"Municipal storm drain system" means and includes, but shall not be limited to, those facilities within the municipality by which stormwater may be conveyed to waters of the United States, including any roads with drainage systems, municipal streets, catch basins (regardless of location), curbs, gutters, ditches, man-made channels, or storm drains, which are not part of the sanitary sewer system.

"NPDES permit" means a valid National Pollutant Discharge Elimination System permit issued by the California Regional Water Quality Control Board, San Francisco Bay Region, in accordance with regulations promulgated by the U.S. Environmental Protection Agency to implement the requirements of the Federal Clean Water Act.

"Organic solvent" means any solvent which contains carbon in its molecular structure.

"Person" means any individual, partnership, firm, association, corporation, or public agency.

"Plant" means the Palo Alto Regional Water Quality Control Plant.

"Point of discharge" means the point or points designated as such in the permit. Where no designation is made, it shall mean the point where the private sewer joins a public sewer.

"Pollutants" means and includes all sewage, sewage sludge, garbage, debris, construction debris, biological materials, radioactive materials, and chemical, industrial, and agricultural waste discharged into water. "Pollutants" shall include any material potentially harmful to stormwater quality or wildlife or which threatens to contribute to a violation of applicable water quality standards.

"Pretreatment system" means a treatment system at an industrial or commercial facility that is designed

to treat water prior to entering the city's sewer system.

"Sanitary sewage" or "sewage" means water-carried wastes from residences, businesses, properties, institutions, and industrial properties excluding ground water, surface water, and stormwater.

"Secondary containment" means and shall have the meaning specified by Section 25316 of the California Health and Safety Code.

"Seepage pit" means a device comprised of one or more pits extending into porous strata, lined with open-jointed masonry or similar walls, capped and provided with a means of access such as a manhole cover, and into which wastewater disposal system effluent is discharged.

"Sewage treatment plant" means any arrangement of devices and structures used for treating sanitary sewage.

"Sewer" means a pipe conduit for carrying sewage.

"Sewer system" or "sanitary sewer system" means all sewers owned or operated by the city and treatment plants and other facilities owned or operated by the city for carrying, collecting, treating, and disposing of sanitary sewage and industrial wastes.

"Simple payback period" means the number of years required to allow the dollar value of an investment in water pollution control to be exceeded by cost savings resulting from the investment.

"Storm drains" or "storm drain system" means the system of pipes and channels used to collect and convey stormwater.

"Stormwater" means all rainfall runoff, surface runoff, and drainage.

"Superintendent" means the manager of the Palo Alto Regional Water Quality Control Plant, the director of public works, or his or her designee.

"Unpolluted water" means water to which no constituent has been added, either intentionally or accidentally, that would render such water unacceptable for disposal to storm drains or natural drainage or directly to surface waters.

"Watercourses" means and includes all natural waterways and definite channels and depressions in the earth that may carry water, even though such waterways may only carry water during rains and storms and may not carry stormwater at and during all times and seasons. Watercourses include facilities owned and operated by the Santa Clara Valley Water District.

(Ord. 05-275 § 2; Ord. 05-274 § 2; prior code § 5-5.602)

10.08.030 - Responsibility of the engineer.

The engineer shall be responsible for the administration and enforcement of the provisions of this chapter, for conducting an industrial waste source control program, and for promulgating such orders, rules, and regulations as are necessary to accomplish the purpose of this article in accordance with the

requirements that are or may be promulgated by the Environmental Protection Agency, the state of California Water Resources Control Board, the State Department of Health Services, the California Regional Water Quality Control Board for the San Francisco Bay Region, or other duly authorized boards or agencies.

(Prior code § 5-5.603)

10.08.040 - Industrial waste discharge permit.

- A. It shall be unlawful for any person or organization to discharge or cause to be discharged any industrial waste whatsoever directly or indirectly into the sewer system without first obtaining a permit for industrial waste discharge. Furthermore, it shall be unlawful for any person or organization to discharge any industrial waste in excess of the quantity or quality limitations or to violate any other requirement set forth in this article or in a permit for industrial waste discharge.
- B. A discharger may submit an advance written request to discharge prohibited wastes not in conformance with this chapter or wastes containing concentrations of substances or characteristics in excess of those permitted by this chapter. Discharge of such wastes shall not be allowed without an exceptional waste permit duly issued.
- C. The engineer may authorize a discharger by permit to discharge "exceptional wastes" when the permit will neither result in a violation of any of the provisions effects described in Section 10.08.190 of this chapter nor any violation of the city pretreatment regulations. The city shall be compensated for any costs it incurs in authorizing such discharge including any expense in determining whether such discharge is compatible with the sewer system and is in compliance with the pretreatment regulations.
 - 1. Permission to discharge exceptional waste may either be given as an addendum to a current permit or by a separate permit. In the case of third parties requesting permission to discharge waste generated by another party, or the products of treating waste generated by another party, the waste generator or responsible party must submit a "designation of authorized representative" (DOAR) to the engineer to authorize the third party to conduct business and sign reports on their behalf. However, certification that the waste as discharged does not constitute a hazardous waste and the permit and permit application must be signed by such waste generator or responsible party.
 - 2. Exceptional wastes are aqueous wastes that may include but are not limited to (i) construction site dewatering where soil or groundwater contamination is present, (ii) groundwater contaminated with organic solvents generated as a result of pump tests in preparation for a groundwater cleanup or water generated during sampling events, (iii) aqueous wastes generated by either permanent or mobile hazardous waste treatment units used to treat hazardous waste at the generator's site, (iv) and aqueous wastes generated as a result of site cleanup activities. A permit must be obtained prior to commencement of discharge, and requests for such permits shall be submitted no later than twenty (20) working days prior to intended discharge. The letter of application shall include the name, address, phone number and title of the responsible party, on-site contact person's name, address, and twenty-four (24) hour contact phone number, analytical data on the contaminants and characteristics of the intended discharge, the intended point of discharge, the duration and volume, dates of intended discharge, and a site plan.
 - 3. A separate charge for processing such requests shall be established by the engineer to recover the city's costs in processing and administering such permits.

- D. The permit for any industrial waste discharge may include, but is not limited to, requiring pretreatment of wastes before discharge; restriction of peak flow discharges, prohibition of discharge of certain wastewater components; restriction of discharge to certain hours of the day; requiring payment of additional charges to defray increased costs to the city created by the wastewater discharge; requiring sampling and monitoring before and during discharge and other conditions as may be required to effectuate the purpose of this chapter. The permit may also require specific investigations or studies to determine methods of reducing toxic constituents in the discharge.
- E. No permit for industrial waste discharge is transferable without the prior written consent of the engineer. A change of ownership (including a transfer of the majority of shares in a corporate discharger) of the waste generating facility requires a new permit application.
- F. Any person or organization desiring to change the quantity or degree or reduce the quality of waste discharged to the sewer system or to discharge wastes or use facilities which are not in conformance with their industrial waste permit shall apply for and obtain an amended permit prior to any such discharge or use. An application for an amended permit must be filed sixty (60) days in advance of the proposed commencement of such discharge or use of such facilities.

(Prior code § 5-5.604)

10.08.050 - Industrial waste discharge permit procedure.

- A. Application for discharge permit and determination of Federal pretreatment category. Applicants for a permit for any industrial waste discharge shall complete and submit an application form for each point of discharge. The engineer shall establish the contents of said form and may require additional information on the characteristics of the wastewater discharge beyond that required on the application form. Interested parties shall be notified of the filing of the application via posting at City Hall.
Completed application forms shall be filed by the discharger not less than sixty (60) days in advance of commencing discharge. The discharger shall not commence discharge prior to permit approval.
- B. Determination of pretreatment category according to the pretreatment regulations. Prior to approval of a discharge permit, the engineer shall determine whether the discharge is subject to the categorical standards provided in the pretreatment regulations. The determination will be made by the engineer following the guidelines and procedures of that subpart.
- C. The engineer may impose terms and conditions on the permit which the engineer deems reasonable or necessary to carry out the purposes of this article. The application shall be approved if: (i) the applicant has complied with all requirements of this chapter and all applicable city ordinances, state and federal regulations; (ii) the applicant has furnished all requested information; (iii) the city determines that there are adequate devices, equipment, chemicals, and other facilities to sample, meter where desirable, convey, treat, and dispose of the industrial wastes; and (iv) the person(s) to be responsible for treatment and control are adequately trained and capable of consistently meeting permit requirements.
- D. Interested parties shall be notified of the issuance of permits via posting at City Hall. Interested parties and other members of the public may appeal the issuance of a permit within forty-five (45) days of issuance and request a hearing on the matter. The hearing procedures contained in Section 10.08.110 shall be followed. The permit effective date shall not be postponed solely because of the filing of an appeal.

(Prior code § 5-5.605)

10.08.060 - Compliance schedule.

In the event that an industrial waste discharge permit holder or applicant should be affected by a newly promulgated waste discharge standard or an existing discharge permit holder is reclassified as being subject to the categorical standards provided in the pretreatment regulations due to process changes, or an inspection reveals the presence of regulated processes, or new information becomes available that justified or requires a reclassification, the discharger shall, within ninety (90) days of the effective date of a categorical standard or reclassification, file a baseline monitoring report (BMR). If additional pretreatment or additional operation at and maintenance procedures or installation of facilities, equipment or improvements will be required to meet the pretreatment regulations, the discharger shall include a compliance time schedule which specifies the shortest schedule by which the discharger will provide such additional pretreatment procedures of facilities, equipment or improvements to attain compliance. For purposes of pretreatment regulations, the completion date in this schedule shall not be later than the established compliance date provided by the applicable pretreatment regulations.

(Prior code § 5-5.606)

10.08.070 - New sources.

- A. New sources of industrial waste discharges shall be in full compliance with the provisions of this title at the time of commencement of discharge. Dischargers of new sources, upon request of the superintendent, shall complete a waste minimization study in accordance with guidelines published by the superintendent, and shall certify that measures have been taken to minimize toxic constituents in the discharge.
- B. The following requirements shall apply to remodeled or converted facilities to the extent that the portion of the facility being remodeled or converted is related to the subject of the requirements. The owner of every newly constructed, remodeled, or converted commercial or industrial facility shall comply with the following requirements upon commencement of discharge:
 - 1. Interior (indoor) floor drains to the sewer system may not be placed in areas where hazardous materials, hazardous wastes, industrial wastes, industrial process water, lubricating fluids, vehicle fluids or vehicle equipment cleaning wastewater are used or stored, unless secondary containment is provided for all such materials and equipment. The superintendent may allow an exception to this requirement under the following circumstances:
 - a. When the drain is connected to a wastewater treatment unit approved by the superintendent;
 - b. (For safety showers) When the drain is installed with a temporary plug which remains closed except when the shower is in use, or when the drain is protected from spills by either a covered sump or berm system. If a sump is used, the capacity shall be at least as large as the largest chemical container in the laboratory;
 - c. (For industrial process equipment) If the equipment does not contain hazardous waste and if all floor drains are equipped with fail safe valves which shall be kept closed during periods of operation.
 - 2. Exterior (outdoor) drains may be connected to the sewer only if the area in which the drain is located is covered or protected from rainwater run-on by berms and/or grading, and appropriate wastewater treatment approved by the superintendent is provided. Any loading dock area with a

sanitary sewer drain shall be equipped with a fail-safe valve, which shall be kept closed during periods of operation.

3. Interior floor drains shall not be connected to the storm drain.
4. Exterior drains shall be connected to the storm drain. Such connections shall not be permitted within the following areas:
 - a. Equipment or vehicle washing areas;
 - b. Areas where chemicals, hazardous materials, or other uncontained materials are stored, unless secondary containment is provided;
 - c. Equipment or vehicle fueling areas or fluid changing areas;
 - d. Loading docks where chemicals, hazardous materials, grease, oil, or waste products are handled.
5. Fueling areas shall have impermeable floors and rain covers that extend a minimum of ten (10) feet in each direction from each pump.
6. Roof drains may discharge to the storm drain system, provided that all roof equipment, tanks, and pipes containing other than potable water, cooling system water, or heating system hot water, have secondary containment.
7. Boiler drain lines shall be connected to the sewer system and may not be discharged to the storm drain system.
8. Condensate lines shall not be connected or allowed to drain to the storm drain system.
9. Copper, copper alloys, lead and lead alloys, including brass, shall not be used in the sewer lines, connectors or seals, coming in contact with sewage, except for sink traps and associated connecting pipes.
10. Secondary containment shall be provided for exterior work areas where motor oil, brake fluid, gasoline, diesel fuel, radiator fluid or other hazardous materials or hazardous wastes are used or stored. Drains shall not be installed within the secondary containment areas. The superintendent may allow a drain for work areas (but not for hazardous storage areas) if the secondary containment area is covered and if the drain is connected to a wastewater treatment facility approved by the superintendent.
11. Sacrificial zinc anodes are not permitted to be in contact with the water supply in a water distribution system.
12. Aspirators connected to laboratory sink faucets are prohibited; however, aspirators designed and used for transferring acids and bases from stationary permanent laboratory sinks to treatment facilities shall be allowed.
13. Laboratory countertops and laboratory sinks shall be separated by a lip which prevents hazardous materials spilled on the countertop from draining to the sink.
14. Sewer traps below laboratory sinks shall be made of glass or other approved transparent materials to allow inspection and to determine frequency of cleaning. Alternatively, a removable plug for cleaning the trap may be provided, in which case a cleaning frequency shall be established by the superintendent. In establishing the cleaning frequency, the superintendent shall consider the recommendations of the facility. The superintendent will grant an exception to this requirement for

areas where mercury will not be used; provided, that in the event such an exception is granted and mercury is subsequently used in the area, the sink trap shall be retrofitted to meet this requirement prior to use of the mercury.

15. Swimming pool discharge drains shall not be connected directly to the storm drain system or to the sewer system. When draining is necessary, a hose or other temporary system shall be directed into a sewer (not storm drain system) clean out. A sewer clean out shall be installed in a readily accessible area.

16. Food service facilities shall have a sink or other area for cleaning floor mats, containers, and equipment, which is connected to a grease interceptor and the sanitary sewer.

The sink or cleaning area shall be large enough to clean the largest mat or piece of equipment to be cleaned. After January 1, 1996, new buildings constructed to house food service facilities shall include a covered, bermed area for a dumpster.

17. Parking garage floor drains on interior levels shall be connected to an interceptor and to the sanitary sewer system.

(Prior code § 5-5.607)

10.08.080 - Reporting requirements for all permitted discharges.

- A. All permit holders shall be required to submit periodic reports to the engineer. Specific reporting requirements shall be specified in the permit, or in compliance directives or in notices of violation, but the minimum reports required for all permitted dischargers of nondomestic waste are as follows:
1. Baseline monitoring reports (BMR);
 2. Compliance reports which shall be submitted within ninety (90) days of the compliance date calculated pursuant to the applicable pretreatment standards or local standards. These reports shall state whether applicable standards or requirements are being met on a consistent basis;
 3. Periodic reports of continued compliance (PRCC), which permitted dischargers, including those not classified under the pretreatment regulations, shall be required to submit semiannually. These reports shall indicate whether applicable pretreatment standards and/or local discharge standards have been met during the reporting period.
- B. Failure to submit required reports by the specified due date shall be considered a violation of the provisions of this article.

(Prior code § 5-5.608)

10.08.090 - Personnel orientation.

- A. Holders of industrial waste discharge permits shall take necessary steps to inform appropriate personnel employed by such permit holders of the provisions of this chapter.
- B. Such personnel shall include workers and supervisors whose duties pertain in any manner to the production or removal of waste discharges regulated by this chapter.
- C. Steps to inform such personnel include:
1. Orientation of newly employed or assigned personnel;
 2. Annual orientation of all appropriate personnel; and
 3. Posting of work stations with signs or equally effective methods of indicating approved methods for

disposition of wastes and reporting requirements and instructions for accidental spills and increased loadings.

(Prior code § 5-5.609)

10.08.100 - Modification, suspension or revocation of industrial wastes discharge permit.

- A. Any permit for industrial wastes discharge may be revoked, made subject to additional terms or conditions, modified or suspended by the engineer in addition to other remedies provided by law, when such action is necessary in order to stop a discharge or a threatened discharge which presents a hazard or a threat of hazard to the public health, safety, welfare, natural environment, sewer system, or which violates this chapter, or which action is intended to implement programs or policies required or requested of the city by appropriate state or federal regulatory agencies.
- B. Any discharger notified of the city's intent to revoke, make subject to additional terms or conditions, modify, or suspend the discharger's permit shall immediately comply with directives of the engineer or cease and desist the discharge of all industrial wastes or such portion of said wastes as will eliminate the wrongful discharge to the sewer system pending any hearing that the discharger may request as set forth in Section 10.08.110 of this chapter.
- C. The engineer shall reissue or reinstate any industrial wastes permit or modified permit upon proof of satisfactory ability to comply and/or compliance with all discharge requirement, and the payment of any costs, fines, or penalties which may be assessed. The engineer may require any permit holder to develop and implement a compliance schedule for any proposed modification to permit terms and conditions.

(Prior code § 5-5.610)

10.08.110 - Permit issuance, denial, modification, revocation, or suspension hearing.

- A. Every industrial waste discharger shall have, at its request, a hearing before the city manager, or his designee, before the industrial wastes permit application is issued, denied, or the permit is revoked, made subject to additional terms or conditions, modified or suspended.
- B. The engineer shall give the industrial waste discharger applicant or permit holder ten (10) calendar days written notice of intent to issue or deny the application, or to revoke, make subject to additional terms or conditions, modify or suspend the discharger's permit. The engineer shall post a copy of such notice at city Hall for interested permits. The notice shall set forth specifically the grounds for the engineer's intention to deny, revoke, or suspend and shall inform the applicant or permit holder or members of the public that they have ten (10) days from the date of receipt of the notice to file a written request for a hearing. The application shall be issued or denied of the permit shall be revoked, modified or suspended if a hearing request is not received within the ten (10) day period.
- C. If the applicant or permit holder or interested party or parties file(s) a timely hearing request, the city manager, or his designee, shall within ten (10) calendar days from the receipt of the request, set a time and place for the hearing. All parties involved shall have the right to offer testimonial, documentary, and tangible evidence bearing on the issues and to be represented by counsel. The decision of the city manager, or his designee, whether to issue or deny the application or revoke, make subject to additional terms and conditions, modify or suspend the permit shall be final.

(Prior code § 5-5.611)

10.08.120 - Waste sampling locations.

Every establishment from which industrial wastes are discharged to the sewer system shall provide and maintain one or more outside manholes, access boxes, junction chambers, metering devices or volume and flow measuring methodologies or other sampling and measuring points approved by the engineer which will allow the separate measuring and sampling of industrial and domestic wastes. The engineer may approve sampling points and measuring devices or methodologies which will permit the combined sampling and measuring of industrial and domestic wastes only for establishments discharging prior to the effective date of the ordinance codified in this chapter. Unless otherwise approved by the engineer, domestic and industrial wastes shall be kept completely separated upstream of such sampling and/or measuring points. Establishments that are billed for sewer service on the basis of sewage effluent constituents shall provide a suitable means for sampling and/or measurement of flow to determine billing constituents. Sampling points shall be so located that they are safe and accessible to city inspectors at any reasonable time during which discharge is occurring.

(Prior code § 5-5.612)

10.08.130 - Discharger monitoring.

- A. The engineer, or his or her authorized representatives, may conduct all inspection, surveillance, and monitoring procedures necessary to assure compliance with applicable sections of this or with federal or state regulations.
- B. Representatives of the engineer shall be authorized to enter without unreasonable delay, during hours of discharge from the facility or hours of operation, any premises of any discharger in which an industrial waste source or treatment system is located or in which records are required to be kept to assure compliance with this chapter and applicable federal, state of California, and county of Santa Clara regulations. Records shall be available to city personnel for inspection and copying.
- C. In addition to any other remedy available to city, city inspectors may issue compliance directives at the time of the inspection to require the discharger to implement actions which will correct violations of this chapter or the permit. Such directive shall be considered as an additional condition on the dischargers' permit and may be reviewed as provided in Section 10.08.110

(Prior code § 5-5.613)

10.08.140 - Trucker's discharge permit.

- A. All persons operating vacuum or "cesspool" pump trucks or other liquid waste transport trucks desiring to discharge septic tank, seepage pit, interceptor or cesspool contents, or other liquid wastes to the sewer system shall first acquire a trucker's discharge permit from the city.
- B. Truck transported industrial wastes shall be discharged only at the locations specified for the specific waste. The city shall require payment for treatment and disposal costs or may refuse permission to discharge certain prohibited wastes in accordance with city's utilities rules and regulations. Denial, suspension, or revocation of such permit shall be in accordance with Sections 10.08.100 and 10.08.110 of this chapter.

(Prior code § 5-5.614)

10.08.150 - Limitations on point of discharge.

No person shall discharge any substances directly into a manhole or other opening in a city sewer, other than through an approved building sewer, or other location approved by the engineer.

(Prior code § 5-5.615)

10.08.160 - Storage of hazardous materials above sinks or drains.

No person shall store hazardous materials above a sink that is connected to the sewer in a commercial or industrial facility. The superintendent may allow an exception for facilities existing as of January 1, 1995, when the hazardous materials are secondarily contained and when constrained to prevent accidental spills caused by earthquakes and other occurrences.

(Prior code § 5-5.616)

10.08.170 - Confidentiality.

- A. Any information submitted to engineer pursuant to this chapter may be claimed as confidential by the submitter. Any such claim must be asserted at the time of submission in the manner prescribed on the application form or, in the case of other submissions, by stamping the words "confidential business information" on each page containing such information. Information submitted prior to the inclusion of this section in the ordinance codified in this chapter may be withdrawn and replaced by submittals stamped "confidential business information." If no such claim is made at the time of submission or within ninety (90) days after this section becomes effective, the information may be made available to the public without further notice.
- B. Upon receipt of a request for the release of information to the public which includes information which the discharger has notified the engineer is claimed to be a trade secret as provided herein, the engineer shall notify the discharger in writing of the request by certified mail, return receipt requested. The superintendent shall release the information to the public, but not earlier than thirty (30) days after the date of mailing the notice of the request for information, unless, prior to the expiration of the thirty (30) day period, the discharger files an action in an appropriate court for a declaratory judgment that the information is subject to protection under the laws of the state of California or for an injunction prohibiting disclosure of the information to the public and promptly notifies the engineer of that action. This section does not permit a discharger to refuse to disclose the information required pursuant to this chapter to the engineer.
- C. Information and data provided to the engineer pursuant to this section which constitute effluent or flow data shall be available to the public without restriction.
- D. A discharger may be prohibited from discharging a substance unless its composition is made known to the engineer.

(Prior code § 5-5.617)

10.08.180 - Accidental discharge prevention.

Each discharger shall provide adequate protection to prevent accidental discharge of hazardous or prohibited materials or other wastes regulated by this chapter. Where directed by the engineer, or his or her designee, the discharger shall install retention basins, dikes, storage tanks, or other facilities designed to eliminate, neutralize, offset, or otherwise negate the effects of prohibited materials or wastes which may be accidentally discharged in violation of this chapter.

(Prior code § 5-5.618)

10.08.190 - Discharger self-monitoring.

- A. As a condition of discharge, the superintendent may require the discharger to conduct a sampling and analysis program of the discharger's industrial waste of a frequency and type required by the superintendent to demonstrate compliance with the requirements of this chapter. This discharge permit shall specify the minimum frequency and type of samples, flow monitoring, measuring, and analyses to be conducted by the discharger. The permit may also specify the type of sampling equipment and flow-monitoring equipment which must be installed and used. The required self-monitoring program will depend on factors such as flow, potential for the discharge to cause interference, pass through, or upset of treatment processes, pollutants present, and prior compliance history (if any) of the discharger. Additional monitoring may be required by the superintendent for violation follow-up, assisting the city in evaluating effects of the discharge, or as part of a compliance directive or notice of violation.
- B. Information to be included in reports of self-monitoring and acceptable sampling and analytical methods are specified in 40 CFR Part 403.12 (g) and 40 CFR Part 136. Samples shall be analyzed at the discharger's expense by a laboratory accredited by the state of California Department of Health for such analysis. The detection limit used by the discharger shall be no greater than one-tenth of the lowest applicable effluent limit for those substances reported as nondetectable.
- C. The self-monitoring reports and notices required by the pretreatment regulations shall be submitted to the superintendent or his or her designee on the dates specified.
- D. The superintendent may require self-monitoring for facilities for which a permit has not been issued. In addition, the superintendent may require investigations or studies to determine methods of reducing toxic constituents in the discharge. The superintendent may also request that information be submitted within a reasonable time concerning the chemical or biological constituents of any substance or chemical product which could potentially be discharged into the sewer system or into the storm drain system, or which the superintendent determines may, alone or in accumulation with other discharges, contribute to a violation by the plant of any applicable water quality standards or of any of its NPDES permits or contribute to an upset of plant processes.

(Prior code § 5-5.619)

10.08.200 - Prohibitions.

Wastes discharged into the sewer system shall not have characteristics which by themselves or by interaction with other wastes may:

- A. Endanger the health and safety of the public or city personnel;
- B. Cause damage to the sewer system;
- C. Create nuisance such as odors or coloration;
- D. Result in extra cost of collection, treatment, or disposal;
- E. Interface with, inhibit, or disrupt any wastewater treatment process the plant, its treatment processes, sludge processes, or operations in such manner to cause violations of the plant's NPDES permit, or any regulatory requirements, or result in the use of sludge in noncompliance with any applicable requirements. This shall include instances due to flow rate and/or pollutant concentration and applies to increases in magnitude or duration of violation by the plant;
- F. Exit the plant into waters of the United States in quantities or concentrations which contribute to a violation of any regulatory requirement applicable to the plant. This shall include increases in

magnitude or duration of any violation or period of noncompliance;

- G. Cause the temperature of the influent flow to the plant to exceed forty (40) degrees Celsius (one hundred four (104) degrees Fahrenheit);
- H. Prevent, hinder, delay, or impede compliance with effluent quality requirements established by regulatory agencies, or exceed the same;
- I. Cause wastewater quality to fall outside reclamation feasibility limits.

(Prior code § 5-5.620)

10.08.210 - Copper-based root control chemicals.

No person shall discharge, dispose of, or add to the sanitary sewer system or to the storm drain system any substance containing greater than five percent copper by weight, to control roots or for any other purpose.

(Prior code § 5-5.621)

10.08.220 - Grease disposal prohibited.

No person shall dispose of any grease, or cause any grease to be disposed, by discharge into any drainage piping, by discharge into any public or private sanitary sewer, by discharge into any storm drainage system, or by discharge to any land, street, public way, river, stream, or other waterway.

(Prior code § 5-5.622)

10.08.230 - Unpolluted water.

Unpolluted water shall not be discharged through direct or indirect connection into the sanitary sewer system unless a permit is issued by the city. As used in this section, unpolluted water shall include stormwater from roofs, yards, foundation, or under-drainage, which meets all state and federal requirements for discharge to surface waters of the United States. The city may approve the discharge of such water into the sewer system only when no reasonable alternative method of disposal is available. If a permit is granted for the discharge of such water into the sewer system, the user shall pay the applicable charges and fees and shall meet such other conditions imposed by the superintendent.

(Prior code § 5-5.623)

10.08.240 - Standards.

The following standards shall apply to all discharges to the sewer at a designated sampling location determined by the engineer to be consistent with the dilution prohibition contained in Section 10.08.210 of this chapter:

- A. The categorical standards set forth in 40 CFR Chapter I, subchapter N, Parts 405 through 471 shall apply to all applicable sources. The definitions and procedures for establishing individual effluent limitations shall be as specified therein. Nothing in this chapter shall be construed as allowing less stringent limitations.
- B. Local limitations, in addition to those specified in this section, shall be developed by the superintendent based upon the prohibitions contained in Section 10.08.190 of this chapter. These limitations will be imposed on appropriate dischargers via industrial waste discharge permits or

modifications to existing permits.

- C. In addition to the requirements of subsections A and B of this section, the following requirements shall apply where they are more stringent:

Parameter	Average Concentration	Instantaneous	
		Maximum	Minimum
Chemical oxygen demand (COD, mg/L)	1000	2000	—
Oil and grease* (mg/L)	—	20	—
Oil and grease (total), (mg/L)	—	200	—
Suspended solids (mg/L)	3000	6000	—
Total dissolved solids (mg/L)	5000	10000	—
Temperature (degrees F)			
<30 gpm and < 30 minutes		150 F	
All other times:		120 F	
Fluoride (mg/L)	65	65	
pH		11.0	5.0

* Gravity separation at a temperature of twenty (20) degrees Celsius and a pH of 4.5.

**Where the pH is monitored continuously, no individual deviation from the above range shall exceed twenty (20) minutes in length for discharges less than ten thousand (10,000) gallons per day nor ten (10) minutes in length for discharges greater than ten thousand (10,000) gallons per day. The total time of deviations during any seven-calendar-day period shall not exceed a total of sixty (60) minutes. Any pH reading less than or equal to 2.0 or greater than or equal to 12.5 is prohibited.

- D. Dyes. Wastes showing excessive coloration shall not be discharged into the sewer system. Excessive coloration shall be defined as any coloration in a waste which, for any wavelength, displays less than sixty (60) percent of the light transmissibility of distilled water under the following conditions:
1. After filtration through a 0.45-micron membrane filter;
 2. In the pH range of 5.5 to 11.0;
 3. Through a one-centimeter light path;
 4. A maximum spectrum band width of ten (10) crons nanometers;
 5. Through the wavelength range from four hundred (400) to eight hundred (800) nanometers.
- E. Explosives. No solids, liquids, or gases, which by themselves or by interaction with other substances may create fire or explosion hazards, including waste streams with a closed cup flashpoint of less than one hundred forty (140) degrees Fahrenheit (sixty (60) degrees Celsius), shall be discharged. Flammable substances including, but not limited to, acetone, alcohol, benzene, gasoline, xylene, hexane, and naphtha shall not be discharged into the sewer system except where present in contaminated groundwater discharges being discharged under an exceptional waste permit issued by the city. Where groundwater discharges contain such contaminants, the discharger shall monitor the

sewer atmosphere for explosivity and flammability using a properly calibrated meter designed for such purpose. The frequency of such monitoring shall be defined in the permit. Whenever ten (10) percent of the lower explosive level is exceeded, the discharger shall immediately notify the superintendent of the potential hazard in the sewer within fifteen (15) minutes of making the determination of threatened explosivity. The discharger shall follow verbal notification with a written explanation of the cause of the explosive hazard within five working days, with corrective actions taken to alleviate the situation and measures taken to prevent a reoccurrence. The discharger shall not recommence without prior written approval of the superintendent or his or her designated representative. Where flammable substances are used in processes, separate collection and disposal outside the sewer system shall be provided.

- F. Grease and oil. Grease and/or oil shall not be discharged into the sewer system if the average concentration of floatable oil and/or grease (defined as that which is subject to gravity separation at a temperature of twenty (20) degrees Celsius at a pH of 4.5) exceeds twenty (20) milligrams per liter; nor shall the total oil and/or grease concentration exceed two hundred (200) milligrams per liter. In addition, the discharge of petroleum oil, nonbiodegradable cutting oil, or products of mineral origin in amounts that cause interference or pass through, as defined by EPA regulations, shall be prohibited.
- G. Hazardous, noxious, or malodorous substances. No industrial waste shall be discharged which, alone or in combination with other wastes, may create a public nuisance or hazard, make human entry into the sewers unsafe, or constitute a discharge of hazardous waste.

Permitted dischargers shall be required to certify at least every six months in their periodic report of continued compliance (PRCC) that their waste does not constitute a hazardous waste and that during the previous six months, no discharge of hazardous waste has occurred. Dischargers shall be required (as a condition to permission to discharge) to file with the Los Altos fire department a current hazardous materials management plan (HMMP) and to have on-site copies of material safety data sheets for all hazardous materials stored, generated, or used at the discharger's site. Should any discharge of a hazardous waste occur, the discharger shall verbally notify appropriate agencies, including the EPA, the Regional Water Quality Control Board and the superintendent as soon as possible, but in no event later than twenty-four (24) hours after such discharge.

Appropriate records of hazardous waste disposal, manifest inventories of stored virgin and used hazardous materials, and other documentation required by the HMMP shall be kept and made available for inspection and/or copying at the city's request.

Mercaptans and dissolved sulfides shall not be discharged in concentrations exceeding 0.1 milligram per liter.

- H. Organic solvents. Except as permitted by other sections of this chapter, the sewer shall not be used as a means of disposal for organic solvents. Wastewater discharged into the sewer shall not contain a sum total greater than one thousand (1,000) milligrams per liter of acetone, ethanol, methanol, or isopropyl alcohol, in any combination. Dischargers having organic solvents on-site or using the same shall provide and use a separate collection and disposal system outside the sewer system and shall provide safeguards against their accidental discharge into the sewer. An approved solvent management plan to prevent entry to the sanitary sewer and accidental spill prevention plans shall be filed by the discharger as a condition of permission to discharge to the sanitary sewer. Records of appropriate

disposal and handling shall be maintained by the discharger and shall be available for inspection and copying by city personnel.

Organic solvents shall include, but shall not be limited to, those used in dry cleaning establishments, and shall also include separator water generated by dry cleaning equipment. Neither the organic solvent nor the separator water may lawfully be discharged into the sewer or storm drain system.

- I. Total toxic organics. The prohibition against the disposal of organic solvents contained in subsection G of this section may be replaced by a specific limitation on total toxic organics (TTO). Any such limitation must be contained in an industrial waste permit and be based either on the appropriate categorical standard of the pretreatment regulations or the following:

Total toxic organics (TTO) is the sum of all quantifiable values greater than 0.01 milligram per liter from the list of toxic organic pollutants contained in 40 CFR Part 433.11(e). The sum of the TTO shall be less than 1.0 milligram per liter as an instantaneous maximum. No individual toxic organic compound (except for phenol) shall exceed 0.75 milligram per liter as an instantaneous maximum. These limitations are subject to change in the future as the requirements placed on the plant become more stringent and as the process for establishing the industrial waste limitations is refined.

- J. Radioactivity. The discharge of radioactive wastes into the sewer system shall conform to the requirements of California Radiation Control Regulations, Title 17, California Code of Regulations, Chapter 5, subchapter 4, and as subsequently amended.
- K. Solids. No material shall be discharged into the sanitary sewer that will obstruct or damage the collection system, treatment system, or appurtenances. Specific prohibitions are as follows:
1. Inert solids. The discharge of inert solids including, but not limited to, sand, glass, metal chips, bone, plastics, etc., into the sewer is prohibited. Settling chambers or treatment works shall be installed where necessary to prevent the entry of inert solids into the sewer system.
 2. Solid particles. Industrial wastes shall not contain particulate matter that will not pass through a one-half-inch screen; this subsection shall not apply to domestic sewage from industrial establishments.
- L. Stored liquid wastes. Liquid, aqueous-based wastes that have been collected and held in tanks or containers shall not be discharged into the sewer system except at locations authorized by the engineer to collect such wastes. Wastes of this category include but are not limited to:
1. Chemical toilet wastes;
 2. Industrial wastes collected in containers or tanks;
 3. Pleasure boat wastes;
 4. Septic tank pumping;
 5. Trailer, camper, housecar, or other recreational vehicle wastes.
- M. Toxicity. The following is a nonexclusive list of toxic substances and the maximum concentration allowed for each discharge:

Toxicant	Instantaneous Maximum Concentration Allowable (mg/L)

Arsenic	0.1
Barium	5.0
Beryllium	0.75
Boron	1.0
Cadmium	0.1
Chromium, hexavalent	1.0
Chromium, total	2.0
Cobalt	1.0
Copper	2.0
Cyanide	1.0
Formaldehyde	5.0
Lead	0.5
Manganese	1.0
Mercury	0.01
Methyl Tertiary Butyl Ether (MTBE)	0.75
Nickel	0.5
Phenols	1.0
Selenium	1.0
Silver	0.25
Zinc	2.0

For discharges greater than fifty thousand (50,000) gallons per day through any single sampling location, the maximum concentration will be one-half the values listed in the table, with the exception of silver, nickel, and mercury, for which the limits shall remain 0.25 milligram per liter, 0.5 milligram per liter, and 0.01 milligram per liter, respectively, regardless of flow.

The maximum concentration allowable for mercury set forth in this section shall not be applicable to dental facilities using mercury-containing amalgam. Dental facility requirements are set forth in Section 10.08.260 of this chapter.

The maximum concentration allowable for silver set forth in this section shall not be applicable to photographic materials processing. Silver limitations for photo processors are set forth in Section 10.08.250 of this chapter.

The maximum concentration allowable for copper, set forth in this section shall apply to all discharges except where more stringent maximum concentration limitations are specified elsewhere in this code.

These limitations are subject to change in the future as the requirements placed on the plant become more stringent and as the process for establishing the industrial waste limitations is refined.

- N. Discharge limitations at the point of sampling shall be specified in each discharge permit based on flow and waste stream information supplied in the discharger's permit application, applicable federal categorical limitations on process wastewaters, and other pertinent information. Discharge limitations may be expressed both in terms of total mass discharged and concentration.

(Ord. 05-275 § 3: Ord. 05-274 § 3: prior code § 5-5.624)

10.08.250 - Requirements for photographic materials processing.

- A. All photoprocessors shall comply with either subsection (2) or subsection (3) of this subsection (A). Persons who fully comply with subsection (3) shall not be required to obtain an industrial waste discharge permit pursuant to Section 10.08.040 unless required to do so pursuant to other sections of this chapter, but shall be required to meet all applicable wastewater discharge limits and requirements.
1. Definitions.
 - a. Photographic materials processing. For the purposes of this section, "photographic materials processing" shall mean developing silver-bearing film, including x-ray film, or photographic paper.
 - b. Photoprocessor. For the purposes of this section, "photoprocessor" shall mean any person who owns a photographic materials processing system, or conducts photographic materials processing, including a business that does photographic materials processing, or any person who engages in photographic materials processing.
 - c. Spent solutions. For the purposes of this section, "spent solutions" shall mean spent fixer, bleach fix, stabilizer from washless systems, silver-bearing cleaning solutions, and functionally similar solutions other than washwater.
 - d. Regeneration. For the purposes of this section, "regeneration" shall mean the treatment of washwater, fix, or bleach fix for re-use.
 - e. Washwater. For the purposes of this section, "washwater" shall mean water that has been used to rinse fix or bleach fix from photographic film or paper.
 2. Silver removal system. Persons who comply with this subsection (2) shall install and operate in their facilities a silver removal system, in a manner which shall ensure consistent compliance with the following effluent standards:
 - a. The maximum allowable discharge concentration of silver shall be 1.0 milligram per liter for photoprocessors that submit documentation satisfactory to the engineer evidencing utilization of one or more of the following technologies:
 - (i) Washless minilab equipment; or
 - (ii) A water recirculating system that reduces washer consumption by a minimum of sixty (60) percent. The reduction shall be based on manufacturers' minimum recommended washwater rates; and achievement of such reduction shall be documented by the photoprocessor to the satisfaction of the engineer.
 - b. The maximum allowable discharge concentration of silver shall be 0.5 mg/liter for all silver removal facilities not covered by subsection (2) (a) of this section.
 - c. All spent solutions and washwater that are not sent off-site shall be treated to ensure consistent compliance with the effluent standards set forth in this subsection (2). Silver removal from washwater shall be conducted in a manner that does not reduce the effectiveness of the treatment of spent solutions.
 - d. The photoprocessor shall sample the discharge at a frequency determined by the engineer, based upon the flow rate from the facility. However, in no event shall sampling be done less

frequently than once a month. A duplicate of each sample collected shall be kept for the use of city inspectors. A sampling port shall be installed in accordance with specifications set forth in the wastewater discharge permit.

- e. Every person owning or operating a silver removal system shall cause such system to be serviced at least once per year by the manufacturer, equipment distributor, or qualified consultant who shall certify that all equipment in the system is functioning in accordance with the manufacturer's standards for such equipment. A record of system service shall be maintained at the facility where the system is located, and be available for inspection by inspectors upon request.
- f. Every person intending to comply with the provisions of this subsection (2), shall submit a compliance plan to the engineer on or before April 1, 1991. The compliance plan shall contain a description of the silver removal system and any regeneration systems to be used to meet the discharge limits set forth in this subsection (2). The compliance plan shall include, but not be limited to, equipment specifications, waste volume estimates, and proposed procedures for sampling and testing. No person shall commence operating a silver removal system after June 30, 1991 without having submitted a compliance plan to the engineer at least forty-five (45) days prior to commencing operation of such system.

Every person intending to comply with the provisions of this subsection (2) shall submit an annual report to the engineer on or before February 1, 1992, and annually thereafter. The annual report shall contain the following information for the preceding calendar year:

- (i) Type and description of silver removal processes and any regeneration systems employed;
 - (ii) Amount of spent solutions generated;
 - (iii) Amount of washwater generated;
 - (iv) Dates of equipment servicing;
 - (v) Description of any major changes in equipment or operation; and
 - (vi) All wastewater sampling data.
3. Off-site disposal. Persons who comply with this subsection shall ship or cause to be shipped off-site, for recovery or appropriate disposal, all spent solutions or shall regenerate all spent solutions on-site.

Storage, shipment and disposal of spent solutions shall be in accordance with all state, federal, and local requirements.

Every person who complies with this subsection (3) shall maintain, or cause to be maintained, records that detail the purchase data and quantity of all new fixer, bleach fix, stabilizer and functionally similar solutions kept or used by such person. Such person shall also maintain, or cause to be maintained, detailed disposal records that include the date, type, and amount of waste solution disposed of; the name, address, and identification number of the shipper; and the ultimate destination of each batch of waste solution shipped off-site. Such person shall also maintain, or cause to be maintained, a record of the amount of spent solutions regenerated on-site.

All records required to be kept pursuant to this subsection shall be kept for a period of three years at the photoprocessing site, and shall be available for immediate inspection upon request therefor by city inspectors during normal business hours.

Beginning on or before February 1, 1992, and annually thereafter, every photoprocessor intending to comply with this subsection shall submit to the engineer a summary of the required records maintained by such photoprocessor relating to purchase and disposition of photographic solutions. The summary shall be on a form provided by the engineer. Along with the summary, every photoprocessor shall submit a statement certifying that it is in compliance with this subsection and that the required records are available for inspection.

Photoprocessors that comply with this subsection need not meet the silver discharge limitations set forth in subsections (2)(a) or (2)(b) of this section, nor the silver discharge limitations set forth in Section 10.08.240(m) with respect to the photographic materials processing portion of their operations; provided, however, that those photoprocessors generating a total of one hundred (100) gallons or more per month of spent solutions shall be required to meet the silver limitations of subsection (2) of this section with respect to washwater, even if all spent solutions are shipped off-site.

- B. Compliance schedule. The dates by which compliance with either subsection (A)(2) or (A)(3) of this section shall be achieved as follows:
1. All photoprocessors generating less than twenty (20) gallons per month of spent solutions shall meet the subject requirements on or before September 31, 1991.
 2. All other photoprocessors shall meet the subject requirements on or before June 30, 1991.

(Prior code § 5-5.625)

10.08.260 - Requirements for dental facilities that remove or place amalgam fillings.

- A. Definitions. For the purposes of this section, the following words and phrases shall be as defined herein:

"Amalgam separator" is a device that employs filtration, settlement, centrifugation, or ion exchange to remove amalgam and its metal constituents from a dental office vacuum system before it discharges to the sewer.

"Amalgam waste" means and includes noncontact amalgam (amalgam scrap that has not been in contact with the patient); contact amalgam (including, but not limited to, extracted teeth containing amalgam); amalgam sludge captured by chairside traps, vacuum pump filters, screens, and other amalgam-trapping devices; used amalgam capsules; and leaking or unusable amalgam capsules.

"ISO 11143" is the International Organization for Standardization's standard for amalgam separators.

- B. All owners and operators of dental facilities that remove or place amalgam fillings shall comply with the following waste management practices:
1. No person shall rinse chairside traps, vacuum screens, or amalgam separator equipment in a sink or other connection to the sanitary sewer.
 2. Owners and operators of dental facilities shall ensure that all staff members who handle amalgam

waste are trained in the proper handling, management, and disposal of mercury-containing material and fixer-containing solutions, and shall maintain training records that shall be available for inspection by the superintendent or designee during normal business hours.

3. Amalgam waste shall be stored and managed in accordance with the instructions of the recycler or hauler of such materials.
 4. Bleach and other chlorine-containing disinfectants shall not be used to disinfect the vacuum line system.
 5. The use of bulk mercury is prohibited. Only precapsulated dental amalgam is permitted.
- C. All owners and operators of dental vacuum suction systems, except as set forth in subsections D and E of this section, shall comply with the following:
1. An ISO 11143-certified amalgam separator device shall be installed for each dental vacuum suction system on or before March 31, 2005; provided, however, that all dental facilities that are newly constructed on and after the effective date of the ordinance codified in this section shall include an installed ISO 11143-certified amalgam separator device. The installed device must be ISO 11143-certified as capable of removing a minimum of ninety-five (95) percent of amalgam. The amalgam separator system shall be certified at flow rates comparable to the flow rate of the actual vacuum suction system operation. Neither the separator device nor the related plumbing shall include an automatic flow bypass. For facilities that require an amalgam separator that exceeds the practical capacity of ISO 11143 test methodology, a noncertified separator will be accepted, provided that smaller units from the same manufacturer and of the same technology are ISO-certified. Alternative materials and methods may be proposed to the superintendent for approval, pursuant to Section 10.08.490 of this chapter.
 2. Proof of certification and installation records shall be submitted to the superintendent within thirty (30) days of installation.
 3. Amalgam separators shall be maintained in accordance with the manufacturer's recommendations. Installation, certification, and maintenance records shall be available for immediate inspection upon request therefor by the superintendent or designee during normal business hours.
- D. Facilities with vacuum suction systems that meet all of the following conditions may apply to the superintendent for an exemption to the requirements of subsection C of this section:
1. The system was installed before October 1, 2003.
 2. The system is a dry vacuum pump system with an air-water separator.
 3. The sedimentation tank is non-bottom draining, with the drain above the anticipated maximum level of accumulated sludge.
 4. Evidence of regular pumpouts (a minimum of once a year, or more often if either directed by the manufacturer or necessary to keep solids from exiting through the drain) is maintained and open to inspection by the superintendent during normal business hours.
 5. The system has no direct discharge pipe to the sewer on the bottom of the sedimentation tank.

An owner or operator whose facility meets conditions (1) through (5) of this subsection may apply for exemption by written letter to the superintendent. The superintendent or designee will review the system and, if the exemption is approved, shall provide a written letter of exemption.

An exemption obtained pursuant to this subsection shall expire upon installation of a new vacuum system. Upon expiration of the exemption, the facility shall comply with subsection C of this section before commencing further operation.

E. The following types of dental practice are exempt from this section, provided that the removal or placement of amalgam fillings occurs at the facility no more than three days per year:

1. Orthodontics;
2. Periodontics;
3. Oral and maxillofacial surgery;
4. Radiology;
5. Oral pathology or oral medicine;
6. Endodontistry and prosthodontistry.

(Ord. 05-275 § 4: Ord. 05-274 § 4: prior code § 5-5.626)

10.08.270 - Vehicle service facilities.

A. Definitions. For the purposes of this section, the following words and phrases shall be as defined herein:

1. "Commercial vehicle washing facility" means a commercial facility where vehicle washing is a primary business activity. Commercial vehicle washing facilities include, but are not limited to, mobile washing rigs.
2. "Fleet washing facility" means a facility for washing vehicles, at a location where a business maintains six or more vehicles.
3. "Ground surfaces" means and includes dirt, gravel, or other unpaved surfaces.
4. "Vehicle" means a mode of transporting people or things. Vehicles include, but are not limited to, automobiles, trucks, recreational vehicles, tractors, airplanes, and boats.
5. "Vehicle fluid" means a liquid used in or drained from a motor vehicle. Vehicle fluids include, but are not limited to, gasoline, diesel fuel, motor oil, brake fluid, radiator fluid, hydraulic fluid, transmission fluid, and coolant.
6. "Vehicle service facility" means a commercial or industrial facility that conducts one or more of the following operations with respect to vehicles or components of vehicles: vehicle repair, fuel dispensing, vehicle fluid replacement, engine and parts cleaning, body repair, vehicle salvage and wrecking or vehicle washing.

B. All vehicle service facilities shall be operated, on and after October 1, 1992, in accordance with the following standards:

1. No person shall dispose of, nor permit the disposal, directly or indirectly, of vehicle fluids, hazardous materials, or rinsewater from parts cleaning operations into storm drains.
2. All owners and operators of vehicle service facilities shall ensure that any vehicle fluid, hazardous material, or rinsewater from parts cleaning operations that comes into contact with any floor, pavement or ground surface is cleaned up immediately from such surface.
3. No person shall dispose of vehicle fluids, hazardous material, or rinsewater from parts cleaning operations into the sanitary sewer system except pursuant to an industrial waste discharge permit

obtained in accordance with this chapter.

4. No vehicle service facilities shall contain floor drains, excepting only such floor drains as are connected to wastewater pretreatment systems for which an industrial waste discharge permit has been obtained in accordance with this chapter.
5. No tanks, containers or sinks used for parts cleaning or rinsing shall be connected to the storm drain system, or to the sanitary sewer system except pursuant to an industrial waste discharge permit obtained in accordance with this chapter.
6. No person shall perform vehicle fluid removal outside a building, nor on asphalt or ground surfaces, whether inside or outside a building, except in such a manner as to ensure that any spilled fluid will be in an area of secondary containment.
7. Leaking vehicle fluids shall be contained or drained immediately.
8. No person shall leave unattended drip pans or other open containers containing vehicle fluid, unless such containers are in use or in an area of secondary containment.
9. No person shall discharge wastewater from vehicle washing operations or wash racks to the sanitary sewer system except pursuant to an industrial waste discharge permit obtained in accordance with this chapter. Nothing in this subsection shall be construed to prohibit the proper reuse of wastewater.
10. No person shall discharge into the storm drain water from vehicle washing operations, except from rinsing of vehicle exterior surfaces, with water only, for appearance purposes. This exception does not apply to commercial vehicle washing facilities or fleet washing facilities.
11. Vehicle service facilities shall be cleaned using only those methods of cleaning that ensure that no materials are discharged to the storm drain or to the sanitary sewer system, except for wastewater which is discharged to the sanitary sewer system pursuant to an industrial waste discharge permit obtain in accordance with this chapter; provided, however, that a permit shall not be required for facilities that use the following three-step sequence for cleaning floors.
 - a. Clean up spills with rags or other absorbent materials;
 - b. Sweep floor using dry absorbent material;
 - c. Mop floor. Mop water must be discharged to the sanitary sewer via a toilet or sink.
12. All owner and operators of vehicle service facilities shall ensure that spill prevention and clean-up equipment and absorbent materials are kept in stock at all times and are readily available for use.
13. No acid-containing batteries shall be stored except within secondary containment.
14. All owners and operators of vehicle service facilities shall ensure that all employees of such facilities are trained, upon hiring and annually thereafter, regarding best management practices in accordance with guidelines issued and published by the superintendent of the plant.
15. All owners and operators of vehicle service facilities shall post or cause to be posted signs on all storm drains located on the property of the facility notifying persons that the discharge of wastes into the storm drain is illegal. In the case of any conflict between the provisions of this section and other provisions of this chapter, this section will apply.

(Prior code § 5-5.627)

10.08.280 - Grease removal device required.

- A. The owner of every newly constructed, remodeled, or converted commercial or industrial facility with one or more grease generating activities, including food service facilities with new or replacement kitchens, for which a building permit is issued on or after January 1, 1992, shall install or cause to be installed a grease interceptor for each grease generating activity, of a size equal to or greater than the minimum size meeting the definition of "grease removal device," as set forth in Section 108 of the then currently adopted edition of the Uniform Plumbing Code.
- B. The owner of every commercial or industrial generator of grease, including food service facilities, serviced by a sewer collection line found to have a grease blockage, a history of grease blockage, or accelerated line maintenance resulting from grease disposal shall install or cause to be installed, upon notification by the superintendent of the plant, a grease removal device.
- C. The owner of every commercial or industrial generator of grease, including food service facilities, for which installation of grease removal devices is not required pursuant to subsections (a) or (b) of this section, shall install or cause to be installed a grease removal device for each grease generating activity, on or before January 1, 1997.
- D. All grease removal device(s) shall be installed on the premises where grease is used or generated and shall be sized in conformance with Chapter 7 of the then currently adopted edition of the Uniform Plumbing Code. The contents of all grease removal devices shall be removed periodically as necessary to prevent violations of this chapter. At a minimum, the contents shall be removed every six months. All grease removal devices shall be kept in good repair, and shall be maintained in continuous operation. A log of all grease removal activities shall be maintained at the facility showing the date of removal, the amount removed and the disposition of the removed contents. The log shall be retained for a period of three years, and shall be available for inspection by city inspectors upon request.

(Prior code § 5-5.628)

10.08.290 - Prohibition against dilution.

Except where expressly authorized to do so by an applicable categorical standard provided in the pretreatment regulations, no discharger shall ever increase the use of process water, or in any other way, dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with such categorical standard or any other requirement of this chapter.

(Prior code § 5-5.629)

10.08.300 - Standards for other industrial wastes.

The engineer may establish standards for any industrial wastes not specifically referred to in this article. Said standards shall be published and shall be made available to any person requesting a copy of said standards.

(Prior code § 5-5.630)

10.08.310 - Damage to facilities.

When a discharge causes any obstruction, damage, or any other impairment to city facilities, the city may assess a charge against the discharger to reimburse the city for costs incurred to clean or repair said facility.

(Prior code § 5-5.631)

10.08.320 - Enforcement.

- A. Civil penalties. Any person who intentionally or negligently violates any provision of this article or any provision of any permit issued pursuant to this chapter shall be civilly liable to the city in a sum not to exceed twenty-five thousand dollars (\$25,000.00) for each day in which such violation occurs. The city may petition the Superior Court pursuant to Section 54740 of the Government Code of the State to impose, assess, and recover such sums. The remedy provided in this section shall be cumulative and not exclusive and shall be in addition to all other remedies available to the city.
- B. Notice of noncompliance. Unless the engineer finds that the severity of the violation warrants immediate action under subsection (A) or (B) of this section or permit revocation or suspension, he shall issue a notice of noncompliance which:
 - 1. Enumerates the violations found; and
 - 2. Orders compliance by a date certain.
- C. If the violations are not abated in the time period identified further action may be taken by the engineer, including, but not limited to, suspension, revocation or modification of the discharger's permit pursuant to Section 10.08.100

(Prior code § 5-5.632)

10.08.330 - Compliance with the pretreatment regulations.

All industrial dischargers subject to city pretreatment regulations shall be in conformance with such, including but not limited to, effluent standards, monitoring requirements, and reporting requirements. In the event of any apparent conflicts between the requirements established in this article and federal EPA requirements, the most restrictive limitation shall apply.

(Prior code § 5-5.633)

10.08.340 - City right to terminate discharge.

The city reserves the right to terminate sewer service for noncompliance with the provisions of this chapter which reasonably appear to present an imminent endangerment to the health, safety, and welfare of persons. The discharger shall immediately cease discharge of any waste presenting such a hazard, upon verbal and/or written notice of the engineer or his designated representative. Such termination shall be effective immediately, but shall be reviewable pursuant to the hearing process provided in Section 10.08.110.

(Prior code § 5-5.634)

10.08.350 - Noncompliance and increased loading reporting.

- A. Noncompliance with the provisions of this chapter that are known to the discharger shall be reported verbally as soon as possible but no later than twenty-four (24) hours of the discharger's knowledge of the noncompliance. A written report to the engineer shall be submitted within five days explaining the nature, volume and duration of the noncompliance, mitigation measures taken to correct the noncompliance and to prevent recurrence.
- B. Such notification will not relieve any discharger of liability for any expense, including but not limited to, costs for counter measures; loss or damage to the sewer system and/or treatment plant or treatment process; or liability to reimburse any fines imposed on the city on the account thereof; or for damages

incurred by any third party.

- C. The reporting requirements of subsection (A) of this section shall also apply to any short term, large or unusual increase in flow or concentration or waste constituents regardless of whether noncompliance has resulted. In addition, the cause of the incident (e.g., accidental spill) shall be reported. Notices shall be posted in process areas (or other equally effective notification procedures used) giving instruction on reporting such increases.

(Prior code § 5-5.635)

10.08.360 - Construction requirements.

The owner of every new commercial and industrial building or portion thereof for which a building permit is issued on or after July 1, 1992, must cause such building to be constructed so that industrial waste is segregated, by means of separate plumbing, from domestic waste prior to converging with other wastestreams in the sanitary sewer system. For the purposes of this section only, the term "new" shall mean and apply to all of the following: newly constructed buildings; building additions that require plumbing for industrial waste; and remodeling of existing buildings to accommodate expansion of or change to a use that requires plumbing for industrial waste.

(Prior code § 5-5.636)

10.08.370 - Use of storm sewers required.

Stormwater and all other unpolluted drainage shall be discharged into such sewers as are specifically designated as storm sewers or into a natural outlet approved by the engineer.

(Prior code § 5-5.637)

10.08.380 - Swimming pools.

It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer except in the manner set forth in this section. The size of the pipe carrying the discharge water shall not be larger than two inches and shall not be under a head to exceed twenty (20) feet. If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging into a sanitary sewer shall be equipped with an approved separator to preclude any possibility of a backflow of sewage into the swimming pool or piping system.

(Prior code § 5-5.638)

10.08.390 - Non-stormwater discharges.

- A. Unlawful discharges. It shall be unlawful to discharge any domestic waste or industrial waste into storm drains, gutters, creeks, or San Francisco Bay. Unlawful discharges to storm drains shall include, but not be limited to, discharge from toilets; sinks; industrial processes; cooling systems; boilers; fabric cleaning; equipment cleaning; vehicle cleaning; construction activities, including, but not limited to, painting, paving, concrete placement, sawcutting and grading; swimming pools; spas; and fountains, unless specifically permitted by a discharge permit or unless exempted pursuant to guidelines published by the superintendent.
- B. Threatened discharges. It shall be unlawful to cause hazardous materials, domestic waste, or industrial waste to be deposited in such a manner or location as to constitute a threatened discharge into storm

drains, gutters, creeks or San Francisco Bay. A "threatened discharge" is a condition creating a substantial probability of harm, when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce or mitigate damages to persons, property or natural resources. Domestic or industrial wastes that are no longer contained in a pipe, tank or other container are considered to be threatened discharges unless they are actively being cleaned up.

- C. Interior floor drains shall not be connected to storm drains.
- D. Exterior drains located in the following areas shall not be connected to storm drains:
 1. Equipment or vehicle washing areas;
 2. Areas where equipment fluids are routinely changed;
 3. Areas where hazardous materials, chemicals or other uncontained materials that are easily transported by wind or water are stored and are not secondarily contained;
 4. Loading dock areas, except that loading dock drains to the storm drain system may be allowed if a valve or equivalent device is provided, which remains closed except when it is raining.

Secondary containment shall be provided for any rooftop equipment, tanks or pipes containing other than potable water, cooling water, heating system hot water, steam, water condensate or equivalent substances, which the superintendent determines will otherwise cause a probable discharge to the storm drain system.

- E. Storm drain inlets shall be clearly marked with the words "No dumping! Flows to Bay" or equivalent.
(Prior code § 5-5.639)

10.08.400 - Requirements for machine shops.

All machine shops shall be operated in accordance with the following standards.

- A. No person shall dispose of, nor permit the disposal, directly or indirectly, of machine shop fluids, hazardous materials, mop water, or rinsewater from parts cleaning or deburring/tumbling operations into storm drains.
- B. No person shall dispose of machine shop fluids or rinsewater from parts cleaning or deburring/tumbling operations into the sanitary sewer system except pursuant to an industrial waste discharge permit obtained in accordance with this chapter.
- C. No machine shop shall contain floor drains, excepting only such floor drains as are connected to wastewater pretreatment systems for which an industrial waste discharge permit has been obtained in accordance with this chapter.
- D. Machine shops shall be cleaned using only those methods of cleaning which ensure that no materials are discharged to the storm drain or to the sanitary sewer system, except for wastewater that is discharged to the sanitary sewer system pursuant to an industrial waste discharge permit obtained in accordance with this chapter; provided, however, that a permit shall not be required for facilities that use the following three-step sequence for cleaning floors, or an approved equivalent:
 1. Clean up spills with rags or other absorbent materials;
 2. Sweep floor using dry absorbent material; and
 3. Mop floor. Mop water shall be discharged to the sanitary sewer via a toilet or sink.
- E. All owners and operators of machine shops shall ensure that spill prevention, clean-up equipment

and absorbent materials are kept in stock at all times and are readily available for use.

- F. All owners and operators of machine shops shall post or cause to be posted signs on all storm drain inlets located on the property of the facility with the words "No Dumping! Flows to Bay" or equivalent.
- G. All owners and operators of machine shops shall ensure that all employees who work directly on machine operations or clean up of such facilities are trained, upon hiring and annually thereafter, regarding best management practices for machines shops in accordance with guidelines issued and published by the superintendent.

(Prior code § 5-5.640)

10.08.410 - Requirements for cooling systems, pools, spas and fountains.

- A. It shall be unlawful to discharge water from cooling systems, pools, and spas to the storm drain system.
- B. No person shall discharge or add to the sewer or storm drain, or add to a cooling system, pool, spa or fountain, any substance that contains any of the following:
 1. Copper in excess of 2.0 mg/liter;
 2. Tributyl tin compound in excess of 0.1 mg/liter; or
 3. Chromium in excess of 2.0 mg/liter.

The above concentration limitations shall apply to any of the above listed substances prior to dilution with the cooling system, pool, spa or fountain water.

- C. Cooling system discharges.
 1. As of July 1, 1998, cooling system discharges exceeding two thousand (2,000) gallons per day shall not exceed a maximum copper concentration in excess of 0.25 mg/liter. The superintendent may impose an alternative requirement to the 0.25 limit when the cycles of concentrations routinely exceed ten (10). The alternative requirement may consist of an alternative limit, or a specified maintenance program, a mass limit, or a combination of these.
 2. Notwithstanding the effective date of the limits set forth in subsection (C)(1) of this section, cooling system discharge operations commencing on or after July 1, 1997, shall not be required to comply with those limits until one year after the date of such commencement.
- D. Cooling system cleaning. Wastewater from cooling system cleaning where a chemical cleaner or physical scouring is used in the cleaning process shall be sampled prior to discharge to the sewer to ensure compliance with the maximum concentration limits contained in Section 10.08.240. For purposes of this section, "physical scouring" does not include the use of water at typical water supply pressure. The wastewater shall be analyzed for copper and any other constituents specified by the superintendent. The results of such analysis shall be reviewed by the cooling system operator prior to discharge.
- E. Devices using electricity to dissolve copper or silver into water distribution systems, cooling systems, pools, spas or fountains are prohibited.

(Prior code § 5-5.641)

10.08.420 - Additional copper limitations for industrial waste.

- A. Industrial waste discharges to the sewer are subject to the copper limitations contained in this section

except for industrial waste from the following facilities, including facilities that are components of larger facilities, which are subject to specific limitations set forth in other provisions of this chapter.

1. Vehicle service facilities;
 2. Photoprocessing facilities;
 3. Machine shops; and
 4. Metal fabrication facilities.
- B. No later than July 1, 1996, industrial waste discharge to the sewer from metal finishing facilities, as defined by the EPA in 40 CFR part 413 and part 433, shall meet the requirements of either subsection (1) or (2) of this subsection (B). These requirements shall apply to process wastes containing copper or nickel prior to dilution by non-metal finishing process wastes, domestic waste, and cooling water.
1. The annual average copper concentration for any twelve (12) month period shall not exceed 0.4 mg/liter. In addition all reasonable control measures specified in accordance with standards published by the superintendent shall be installed and implemented; or
 2. The annual average pounds/day of copper shall not exceed an amount specified by the superintendent in the industrial waste discharge permit, which is based upon a pollution prevention review conducted by the city. The limitation shall be based upon those control measures having a simple payback period of five years or less. The average annual pounds per day shall be a "rolling" measurement, calculated by multiplying the flow-weighted average copper concentration for all samples taken during any twelve (12) month period by the total flow for that twelve (12) month period. The average annual pounds per day limit may be increased by the superintendent in proportion to increases in production at the discharger's facility to the extent that such production increases are within the growth allocation specified in the document prepared by Montgomery Watson, and published by the city of Palo Alto, entitled "City of Palo Alto Local Limits Development Proposed Local Limits-April, 1994."
- C. As of July 1, 1998, the maximum copper concentration in industrial waste discharges to the sewer other than those covered by subsections (A) or (B) of this section shall not exceed 0.25 mg/liter.

(Prior code § 5-5.642)

10.08.430 - Requirements for construction operations.

- A. A spill response plan for hazardous waste, hazardous materials and uncontained construction materials shall be prepared and available at the construction sites for all projects where the proposed construction site is equal to or greater than one acre of disturbed soil and for any other projects for which the city engineer determines that it is necessary to protect surface waters. Preparation of the plan shall be in accordance with guidelines published by the city engineer.
- B. A stormwater pollution prevention plan shall be prepared and available at the construction sites for all projects greater than one acre of disturbed soil and for any other projects for which the city engineer determines that a stormwater management plan is necessary to protect surface waters. Preparation of the plan shall be in accordance with guidelines published by the city engineer.
- C. Prior approval shall be obtained from the city engineer or designee to discharge water pumped from construction sites to the storm drain. The city engineer or designee may require gravity settling and filtration upon a determination that either or both would improve the water quality of the discharge. Contaminated groundwater or water that exceeds state or federal requirements for discharge to

navigable waters may not be discharged to the storm drain. Such water may be discharged to the sewer, provided that the requirements of Section 10.08.240 are met and the approval of the superintendent is obtained prior to discharge.

- D. No cleanup of construction debris from the streets shall result in the discharge of water to the storm drain system; nor shall any construction debris be deposited or allowed to be deposited in the storm drain system.

(Ord. 03-247 § 2; Prior code § 5-5.643)

10.08.440 - Enforcement—Criminal penalties.

As provided in Chapter 1.20 of this code, violations of the provisions of this chapter shall be subject to criminal penalties. The following designated employee positions may enforce the provisions of this chapter by the issuance of citations: Persons employed in such positions are authorized to exercise the authority provided in Penal Code Section 836.5 and are authorized to issue citations for violations of this chapter. The designated employee positions are: peace officers; community service officers; chief building official; director of public works; assistant engineer; industrial waste inspector; industrial waste investigator; manager of environmental control programs; supervisor of industrial waste; and manager of environmental compliance division.

(Prior code § 5-5.645)

10.08.450 - Enforcement—Judicial civil penalties.

Any person who intentionally or negligently violates any provision of this chapter or any provision of any permit issued pursuant to this chapter shall be civilly liable to the city in a sum of not to exceed twenty-five thousand dollars (\$25,000.00) per day for each day in which such violation occurs. The city may petition the Superior Court pursuant to Government Code Section 54740 to impose, assess, and recover such sums. The remedy provided in this section is cumulative and not exclusive, and shall be in addition to the penalty provisions of Section 10.08.460 of this chapter and all other remedies available to the city under state and federal law.

(Prior code § 5-5.646)

10.08.460 - Enforcement—Administrative civil penalties.

- A. Complaint. The superintendent may cause to be served an administrative complaint on any person who has violated any provision of this chapter. The complaint shall state:
1. The act or failure that constitutes the violation;
 2. The provisions of law authorizing the civil liability to be imposed; and
 3. The proposed civil penalty.

The complaint shall be served by personal delivery or certified mail on the person subject to requirements that the superintendent alleges were violated, and shall inform the person served that a hearing on the complaint shall be conducted within sixty (60) days after service, unless the person charged with the violation waives his or her right to a hearing.

- B. Hearing. Unless the person charged with the violation(s) waives his or her right to a hearing, the city manager or designee of the city manager shall conduct a hearing within sixty (60) days. If the Hearing

officer finds that the person has caused a violation, he or she may assess administrative penalties against the person. In determining the amount of the civil penalty, the hearing officer may take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs and corrective action, if any, attempted or taken by the discharger. Civil penalties that may be imposed are as follows:

1. An amount not to exceed two thousand dollars (\$2,000.00) per day for failing or refusing to furnish technical or monitoring reports;
2. An amount not to exceed three thousand dollars (\$3,000.00) per day for failing or refusing to comply in a timely fashion with any compliance schedule established by the city;
3. An amount not to exceed five thousand dollars (\$5,000.00) per day of violation for discharges in violation of any waste discharge limitation, permit condition or retirement issued by the city; and
4. An amount not to exceed ten dollars (\$10.00) per gallon for discharges in violation of any suspension, cease and desist order or other orders, or prohibition issued, reissued or adopted by the city.

The decision of the hearing officer shall be final.

- C. Lien. The amount of any civil penalties imposed under this section which have remained delinquent for a period of sixty (60) days shall constitute a lien against the real property of the discharger from which the violation occurred resulting in imposition of the penalty. The superintendent shall cause the amount of uncollected penalty to be recorded with the county recorder, in accordance with Section 54740.5 of the California Government Code, as the same from time to time may be amended.

(Prior code § 5-5.647)

10.08.470 - Enforcement—Notice of noncompliance.

- A. Unless the superintendent finds that the severity of the violation warrants immediate action under this chapter, or permit revocation or suspension, he or she shall issue a notice of noncompliance which:
1. Enumerates the violations found; and
 2. Orders compliance by a date certain.
- B. If the violations are not abated in the time period identified further action may be taken by the Superintendent including, but not limited to, suspension, revocation or modification of the discharger's permit.

(Prior code § 5-5.648)

10.08.480 - Public notification of violations.

At least annually, notice shall be provided in the largest local daily newspaper listing those industrial users that were found to have significantly violated the provisions of this code during the previous twelve (12) months. For the purpose of this provision, a significant violation is as defined by the EPA in 40 CFR part 403.8, or a violation meeting criteria established by the superintendent.

(Prior code § 5-5.649)

10.08.490 - Alternate materials and methods.

- A. Practical difficulties. The Superintendent is authorized to modify any of the provisions of this chapter upon application in writing by the owner, a lessee or a duly authorized representative where there are practical difficulties in the way of carrying out the provisions of this chapter; provided that the purpose of this chapter, as set forth in Section 10.08.010 shall be complied with, and substantial justice done. The particulars of such modification and the decision of the superintendent shall be entered upon the records of the plant and a signed copy shall be furnished to the applicant.
- B. Alternate materials. The Superintendent, upon application in writing by the owner, a lessee or a duly authorized representative, and on notice to the chief building official, is authorized to approve alternate materials or methods; provided, that the Superintendent finds that the proposed design, use or operation satisfactorily complies with the intent of this chapter and that the material, method of work performed or operation is, for the purpose intended, at least equivalent to that prescribed in this chapter in quality and effectiveness in meeting the purposes of this chapter. Approvals under the authority herein contained shall be subject to the approval of the Chief building official whenever the alternate material or method involves matters regulated by any code administered by the Chief building official. The particulars of any approval made by the Superintendent under this subsection shall be entered upon the records of the city and a signed copy shall be furnished to the applicant.

(Prior code § 5-5.650)

Chapter 10.12 - SEWER SYSTEM FEES AND CHARGES

Sections:

Article 1. - General

10.12.010 - Permit required.

No sewer connection of any kind may be made to any municipal sewer system without first making application for a permit to the city and paying the required fees in accordance with the schedules provided for in this article.

(Prior code § 5-6.101)

10.12.020 - Fee schedule—Inspections.

Fees for inspection of any sewer connection to the sewer system in the city shall be required as follows:

- A. In the event a lateral sewer pipe exists commencing at the property line and connecting to the main sewer system, a fee of one hundred twenty-five dollars (\$125.00) shall be paid for each such connection to reimburse the city for the inspection of same;
- B. In the event the connection is required to be made to any collector pipe requiring trenching in the public way, an inspection fee of two hundred fifty dollars (\$250.00) shall be paid for each such connection to reimburse the city for the inspection of said connection and proper trenching, fill, and repaving as required.

The collection of fees scheduled in this section shall not be deemed to be mutually exclusive.

(Ord. 04-263 § 1 (part): prior code § 5-6.102)

10.12.030 - Connection charges.

- A. Los Altos Sewer System.
1. Connection charges to connect to the Los Altos sewer system for property located in the city limits shall be ninety-five dollars (\$95.00) per connection unit.
 2. Connection charges to connect to the Los Altos sewer system for property located outside the city limits shall be one hundred ninety dollars (\$190.00) per connection unit unless another rate is specifically agreed upon prior to connection by resolution of the council.
- B. Capacity rights. No charge shall be made by the city for connections to the sanitary sewer system where the property has been assessed for, and has paid, or a lien has been established for capacity rights in the system in connection with assessment proceedings conducted by the city. Such charge for capacity rights shall be at least equal to the amount which would otherwise be charged pursuant to this section for each connection unit. Any connections over and above the number charged for the parcel in the assessment proceedings shall be paid, prior to issuance of a permit, in accordance with the then established connection charge.
- C. Determination of connection units. Connection units shall be determined in accordance with the following schedule:

Type of Connection	Number of Connection Units
Residential	1 per residence, residential unit, or apartment
All other	1 plus 1 additional unit for each 10 plumbing fixtures or fraction thereof over 10 ("plumbing fixtures" shall be as defined in the Uniform Plumbing Code)

- D. St. Joseph Sewer System. Connection charges for connections to the St. Joseph sewer system and tributary sewers covered by reimbursing contracts, including, but not limited to, the Vista Los Altos sewer system, shall be as follows:
1. For each single-family residence connection, ninety-five dollars (\$95.00);
 2. For other than residence connections, two hundred fifty dollars (\$250.00) per acre, or fraction thereof;
 3. In the event such system is used as a collector by the individual connecting, an additional connection charge of two dollars (\$2.00) per lineal foot of frontage shall be made for each connection from property directly fronting on such sewer line extension; provided, however, the minimum charge for each connection with any such property having a frontage of eighty (80) feet or less shall be one hundred sixty dollars (\$160.00); the maximum charge for each connection with any such property having a frontage greater than eighty (80) feet but less than two hundred (200) feet shall be four hundred dollars (\$400.00); and the charge for each connection with any such property having a frontage of more than two hundred (200) feet shall be fixed by negotiation at the time of connection. In the event any system or tributary is used as a trunk rather than as a collector, the only charge shall be ninety-five dollars (\$95.00) for each single-family residence connection or for all others two hundred fifty dollars (\$250.00) per acre, or fraction thereof.

(Prior code § 5-6.103)

10.12.040 - Violation.

Any person found to be violating any provision of this article shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit of at least fifteen (15) days for the satisfactory correction thereof. The offender shall permanently cease all violations within the period of time stated in such notice. Any person who shall continue any violation beyond the time limit provided for in such written notice shall be guilty of a misdemeanor.

(Prior code § 5-6.104)

Article 2. - Method of Computing and Collecting Special Sewer Connection Charges for Connection to Sewer Mains and Facilities Constructed Pursuant to Special Assessment Proceedings**10.12.050 - Purpose of article.**

It is hereby found and determined that it is necessary to establish conditions of equality as to properties not assessed in the special assessment proceedings conducted by the city for the purpose of constructing sewer mains and facilities to serve properties within the assessment district created therefor when such no assessed properties are permitted to connect to such sewer mains and facilities.

(Prior code § 5-6.201)

10.12.060 - Special connection charge.

No permit shall be issued allowing any person to connect, or cause to be connected, any property to any sewer main or facilities constructed pursuant to a special assessment proceeding created for the purpose of financing the cost of such main and facility until a special connection charge in an amount computed in the manner provided in this article has been paid to the city for the privilege of so connecting.

(Prior code § 5-6.202)

10.12.070 - Computation of special connection charge.

The connection charge provided for by this article shall be computed by the city engineer based upon what the share of the cost of said sewer main and facilities of the connecting property would have been had it been assessed in said proceeding, using the same formula used in the assessment district for determining the assessments.

(Prior code § 5-6.203)

10.12.080 - Effect of article.

This article shall in no way affect any obligation which may now or hereafter exist pursuant to any law or ordinance of the city making connection to the sewer system of the city mandatory or fixing a connection charge of general application.

(Prior code § 5-6.204)

Article 3. - Sewer Service Charges

FOOTNOTE(S):

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Editor's note—Ord. No. 2013-394, § 3, adopted July 9, 2013, amended Art. 3 in its entirety, in effect repealing and reenacting said article to read as set out herein. The former Art. 3, §§ 10.12.090—10.12.230, pertained to similar subject matter and derived from Ord. No. 08-324, § 4 (part).

10.12.090 - Short title.

This article may be cited as the "City of Los Altos Sewer Service Charge Ordinance."

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.100 - Authority.

This article is adopted pursuant to Article 4 of Chapter 6 of Part 3 of Division 5 of the California Health & Safety Code (Section 5470 et seq.) and Section 7 of Article XI of the California Constitution.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.110 - Definitions.

Unless the context otherwise indicates, the terms used in this article shall have the following meanings:

- A. "Actual water consumption," with respect to a parcel, shall mean the water consumption indicated for that parcel on the records of the California Water Service Company (or its successor) or such other water utility as serves the parcel.
- B. "Appeals administrator" shall mean the city manager or his or her designee.
- C. "City" shall mean the City of Los Altos.
- D. "County" shall mean the County of Santa Clara.
- E. "Parcel that is connected to the sewer system" shall mean a parcel that is either (i) located in the city and connected to the city's sewer system, (ii) located in the city and connected to the City of Mountain View's sewer system by arrangement between the city and the City of Mountain View, or (iii) located in an unincorporated area of the county (or a portion of the county that was unincorporated as of July 1, 2013) and connected to the city's sewer system.
- F. "Sewer service charge" shall mean the charge imposed pursuant to Section 10.12.120 of this article.
- G. "Wet season months" shall mean, with respect to a specific calendar year, the three (3) monthly billing periods for which the records of the California Water Service Company (or its successor) indicate the lowest total water consumption during that fiscal year by parcels connected to the city's sewer system that are served by the California Water Service Company (or its successor).

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.120 - Sewer service charge imposed.

There is imposed upon each parcel connected to the sewer system an annual sewer service charge.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.130 - Rate.

The rate of the sewer service charge shall be stated as a rate per equivalent dwelling unit, plus a rate per unit of estimated sewer use, and shall be established by ordinance adopted by the city council pursuant

to Section 5471(a) of the California Health & Safety Code.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.135 - Assignment of equivalent dwelling units.

Each parcel shall be assigned one (1) equivalent dwelling unit for each dwelling unit on the parcel.

Parcels with non-residential structures or improvements shall also be assigned one (1) equivalent dwelling unit for the first one hundred ten (110) units (or fraction thereof) of estimated sewer use for non-residential improvements on the parcel plus a number of additional equivalent dwelling units (or fractions thereof) equal to the remaining estimated sewer use for non-residential improvements on the parcel divided by one hundred ten (110).

Where multiple non-residential parcels share a common water meter, the equivalent dwelling units calculated based on water use measured by that meter shall be divided equally amongst the parcels sharing the meter.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.140 - Estimation of sewer use.

The sewer use of a parcel upon which the sewer service charge for that parcel shall be calculated for a fiscal year shall be estimated by multiplying by twelve (12), the average actual monthly water consumption for each water account (excluding water accounts used solely for irrigation) on that parcel during the three (3) wet season months for the prior calendar year. One (1) unit of sewer use shall be assigned for each one hundred (100) cubic feet of water use.

Where actual monthly water consumption data is not available for a water account on a parcel (as when a structure(s) on the parcel is recently connected to a water system), sewer use shall be estimated as the average estimated sewer use for the prior fiscal year of all parcels in the same land use. For purposes of this section, land use classes shall be:

Single-family home.

Condominium unit.

Multifamily residence (two (2) dwelling units).

Multifamily residence (three (3) to four (4) dwelling units).

Multifamily residence (five (5) or more dwelling units).

Church.

Commercial/industrial.

Institutional.

Park.

School.

Government.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.150 - Election to collect on tax roll.

The city continues its election to have the sewer charges for each forthcoming fiscal year collected on the Santa Clara County tax roll in the same manner as, by the same persons as, and at the same time as, together with and not separately from, the city's general tax.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.160 - Preparation of report.

The public works director shall annually cause to be prepared and filed with the city clerk the report described in Section 5473 of the California Health and Safety Code.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.170 - Consideration of report and approval of charges.

The city council shall consider said report at a public hearing noticed and conducted pursuant to Sections 5473.1 through 5473.2 of the California Health and Safety Code, following which hearing it may take action on the report, pursuant to Section 5473.3 of that Code and may direct that the city clerk file the report and the charges contained therein with the Santa Clara County Auditor pursuant to Section 5473.4 of that Code.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.180 - Effect of approval and filing of charges.

Upon the approval and filing of charges, such charges shall be subject to the provisions of Section 5473.5 through 5473.9 of the California Health and Safety Code, and other applicable law.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.190 - Compensation of county.

The county shall be compensated for services rendered in connection with the levy, collection, and enforcement of sewer service charges for the city in accordance with the usual practices of the county or in accordance with an agreement between the city and the county for the collection of general taxes for the city.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.200 - Alternative collection method.

In the event the city cannot, or does not, complete action pursuant to Sections 10.12.160 through 10.12.170 of this code to collect the sewer service charge against a parcel for a fiscal year, the city may collect such sewer service charge for that year with respect to that parcel by mailing a bill to the owner of the parcel. Any charge billed in this manner shall be due and payable upon presentation, but no earlier than December 1 of the fiscal year for which the charge is imposed. If a charge billed in this manner is not paid within thirty (30) days of the due date, then on the first day of each calendar month thereafter a late fee of two (2) percent of the amount of the delinquent sewer service charge shall be added and become due. If any

such charge remains outstanding at the time the report is prepared for a subsequent fiscal year pursuant to Section 10.12.160, the delinquent charge (and accrued late fees) may be included on such report and collected on the tax roll along with the charges for that fiscal year.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.210 - Appeal of sewer use estimation.

In the event the owner of a parcel subject to the sewer service charge believes that the estimation of sewer use calculated by the city pursuant to Section 10.12.140 for that parcel for a fiscal year does not accurately reflect the amount of effluent introduced into the sewer system via the parcel's connection to the sewer system, then the owner may file a written appeal of the determination (and the sewer service charge against the parcel) with the appeals administrator (or his or her designee). Such written appeal must be filed before December 31st of the fiscal year and must include evidence that (i) due to the unique or unusual nature of water use on the parcel, the estimation method substantially overestimates the sewer usage of the parcel relative to other parcels with similar actual sewer use, (ii) the owner could not have avoided the error in estimation by establishing a separately metered water account for any unusual and intentional non-domestic use, and (iii) use of the standard estimation method is manifestly unfair under the circumstances. If the appeals administrator determines that each of the previous-stated criteria is true, based on the written appeal and on other evidence available to the appeals administrator, then the appeals administrator will reduce the sewer service charge for that parcel for that fiscal year to the amount he or she determines to reflect an accurate estimate of sewer use and shall either transmit a correct charge to the county or issue a refund in the amount of the reduction. The appeals administrator's determination shall be final.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.220 - Use of proceeds.

Sewer service charge proceeds shall be used only for the acquisition, construction or reconstruction, maintenance and operation of sanitation or sewerage facilities of the city and to repay principal and interest on bonds issued for the construction of such sanitary or sewerage facilities and to repay federal, state, county or other loans or advances made to the city for the construction or reconstruction of sanitary or sewerage facilities; provided, however, that such revenue shall not be used for the acquisition or construction of new local street sewers or laterals, as distinguished from main trunk, interceptor and outfall sewers.

(Ord. No. 2013-394, § 3, 7-9-2013)

10.12.230 - Reserved.

Article 4. - Mandatory Sewer Service

10.12.240 - Connections mandatory.

The maintenance or use of cesspools or other local means of sewage disposal constitute a public nuisance. All buildings inhabited or used by human beings shall be connected with the sewerage system of the city within ninety (90) days from the time when such connection can be made, if the building to be served is within one hundred (100) feet of the system.

(Ord. 08-328 § 5 (part))

10.12.250 - Disconnections.

Premises as to which charges have become delinquent shall be disconnected. The person in charge of the sewer system shall estimate the cost of disconnection of such premises from the enterprise and the cost of reconnecting it thereto, and such user shall deposit the cost as estimated of disconnection and reconnection before such premises are reconnected to the sewer system. The amount of the cost of disconnection and reconnection over the deposit shall constitute a charge and be collected as such. The amount of the deposit not used shall be repaid or applied as a deposit.

(Ord. 08-328 § 5 (part))

10.12.260 - Abatement.

During the period of non-connection or disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the council shall cause proceedings to be brought for the abatement of the occupancy of said premises by the human beings. In such event, a reasonable attorney's fee shall become due as a penalty for nonpayment.

(Ord. 08-328 § 5 (part))

Chapter 10.16 - STORMWATER POLLUTION PREVENTION MEASURES

Sections:

10.16.010 - Purposes and intent.

This chapter is necessary to protect the health and safety of the residents of the city of Los Altos and the surrounding region from water quality degradation caused by stormwater runoff. This chapter has been enacted and shall be implemented in a manner consistent with the requirements of the California Regional Water Quality Control Board applicable to the city of Los Altos. This chapter shall be supplemental to the requirements of Chapter 10.08 (Sewer System Protection Regulations) with respect to stormwater.

(Ord. 03-254 § 2 (part))

10.16.020 - Definitions.

The following words and phrases, whenever used in this chapter, have the meanings as set forth below:

"Development project" means any private or public project under the planning and building authority of the city that creates ten thousand (10,000) square feet or more of impervious surface collectively over the entire project site, including but not limited to, roof area, parking lots, and other hardscape associated with commercial, industrial, residential subdivision, mixed-use and public land development projects. A "development project" shall include the issuance of a permit for building, construction, reconstruction, subdivisions, parcel maps or occupancy, but not a permit to operate. The following development shall not constitute a development project:

1. An individual detached single-family home, which is not part of a larger common plan of development, that is designed with appropriate source control and site design measures.

"High impact project" means a project that falls into one of the categories listed below and that creates

and/or replaces five thousand (5,000) square feet or more of impervious surface collectively over the entire project site.

1. High Impact Categories. This category includes development projects of the following four types on public or private land that fall under the planning and building authority of the city:
 - a. Auto service facilities, described by the following Standard Industrial Classification (SIC) Codes: 5013, 5014, 5541, 7532—7534 and 7536—7539;
 - b. Retail gasoline outlets;
 - c. Restaurants (SIC Code 5812); or
 - d. Uncovered parking lots that are stand-alone or part of any other development project. This category includes the top uncovered portion of parking structures unless drainage from the uncovered portion is connected to the sanitary sewer along with the covered portions of the parking structure.
2. Exceptions. The following development types shall not constitute a high impact project:
 - a. Interior remodels;
 - b. Routine maintenance or repair, such as roof or exterior wall surface replacement and pavement resurfacing within the existing footprint.
3. Partial Development. High impact projects that result in an increase of, or replacement of, more than fifty (50) percent of the impervious surface of a previously existing development that was not subject to this chapter shall include permanent stormwater pollution prevention measures sufficient to reduce water quality impacts of stormwater runoff from the entire site for the life of the project.

High impact projects that result in an increase of, or replacement of, fifty (50) percent or less of the impervious surface of a previously existing development that was not subject to this chapter shall include permanent stormwater pollution prevention measures sufficient to reduce water quality impacts of stormwater runoff from the increased or replaced portion of the site for the life of the project.

High impact projects that result in an increase of, or replacement of, fifty (50) percent or less of the impervious surface of a previously existing development that was not subject to this chapter shall include permanent stormwater pollution prevention measures sufficient to reduce water quality impacts of stormwater runoff from the increased or replaced portion of the site for the life of the project.

"Hydromodification management measures" means an approved combination of on-site, off-site, and in-stream control measures incorporated into specified development projects and significant redevelopment projects in order to reduce stormwater runoff so as to not cause an increase in the erosion potential of the receiving stream over the pre-project condition, in accordance with and as required by Order No. R2-2009-0074 under NPDES Permit No. CAS612008 issued by the California Regional Water Quality Control Board, San Francisco Bay Region (the "water board"), as it may be amended from time to time.

"Impervious surface" means land that has been modified by the action of persons to reduce the land's natural ability to absorb and hold rainfall. This includes any hard surface area which either prevents or retards the entry of water into the soil mantle as it entered under natural conditions pre-existent to development, and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions pre-existent to development.

Impervious surfaces include, but are not limited to, rooftops, pavement, sidewalks, walkways, patios, driveways and parking lots where such surfaces are not constructed with pervious materials and/or are not designed to have zero stormwater discharge.

"Infiltration device" means any structure that is deeper than wide and designed to infiltrate stormwater into the subsurface and, as designed, bypass the natural groundwater protection afforded by surface soil. Infiltration devices include dry wells, injection wells and infiltration trenches (includes trench drains).

"Low impact development (LID) measures" means an approved combination of source control measures, site design measures, and/or stormwater treatment measures that reduce runoff and mimic a site's predevelopment hydrology by minimizing disturbed areas and impervious cover and then infiltrating, storing, detaining, evapotranspiring, and/or biotreating stormwater runoff close to its source. LID measures embody principles such as preservation and recreation of natural landscape features and minimization of imperviousness to create functional and appealing site drainage that treats stormwater as a resource, rather than a waste product. LID measures include rain barrels and cisterns, green roofs, permeable pavement, preservation of undeveloped open space, and biotreatment through rain gardens, bioretention units, bioswales and planter/tree boxes. The design and implementation of the LID measures must be in accordance with the guidelines and technical specifications provided by the city or other city-approved authority and the requirements of Order No. R2-2009-0074 and any subsequent orders.

"Permanent stormwater pollution prevention measures" or "PSPPM" means an approved combination of source control measures, site design measures, and/or stormwater treatment measures that reduce stormwater pollution to the maximum extent practicable as required by Order No. R2-2009-0074 under NPDES Permit No. CAS612008 issued by the water board, as it may be amended from time to time. The design and implementation of the PSPPM must be in accordance with the guidelines and technical specifications provided by the city or other city-approved authority and the requirements of Order No. R2-2009-0074 and any subsequent orders.

"Road project" means a project to construct new streets or roads, including sidewalks and bicycle lanes built as part of the new streets or roads, that creates ten thousand (10,000) square feet or more of newly constructed contiguous impervious surface and that falls under the building and planning authority of the city.

The following projects are not considered road projects for the purposes of this chapter:

1. Sidewalks built as part of new streets or roads and built to direct stormwater runoff to adjacent vegetated areas.

"Significant redevelopment project" means any private or public project under the planning and building authority of the city that creates ten thousand (10,000) square feet or more of additional or replacement impervious surface collectively over the entire project site, including roof area, parking lots and other hardscape associated with commercial, industrial, residential subdivision, mixed-use and public land development projects. Redevelopment is any land-disturbing activity that results in the creation, addition or replacement of exterior impervious surface area on a site on which some past development has occurred.

1. Exceptions. The following redevelopment shall not constitute a significant redevelopment project:

Interior remodels;

- b. Routine maintenance or repair including, but not limited to, roof or exterior surface replacement, or pavement resurfacing within the existing pavement footprint; or
 - c. An individual detached single-family home, which is not part of a larger common plan of redevelopment, that is designed with appropriate source control and site design measures.
2. Partial Redevelopment. Significant redevelopment projects that result in an increase of, or replacement of, more than fifty (50) percent of the impervious surface of a previously existing development that was not subject to this chapter shall include permanent stormwater pollution prevention measures sufficient to reduce water quality impacts of stormwater runoff from the entire site for the life of the project.

Significant redevelopment projects that result in an increase of, or replacement of, fifty (50) percent or less of the impervious surface of a previously existing development that was not subject to this chapter shall include permanent stormwater pollution prevention measures sufficient to reduce water quality impacts of stormwater runoff from the increased or replaced portion of the site for the life of the project.

"Site design measures" means any project design features that reduce stormwater pollution by decreasing or slowing stormwater runoff or intercepting the flow of runoff across a series of contiguous impervious surfaces.

"Source control measures" means any project design features that aim to prevent stormwater pollution by eliminating or reducing the potential for contamination at the source of pollution.

"Stormwater treatment measures" means any engineered system designed to remove pollutants from stormwater by simple gravity settling of particulate pollutants, filtration, biological uptake, media adsorption or any other physical, biological or chemical process.

"Street widening" means widening of existing streets or roads with additional traffic lanes.

- 1. Where the addition of traffic lanes results in an alteration of more than fifty (50) percent of the impervious surface of an existing street or road that was not subject to this chapter, the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included in the treatment system design.
- 2. Where the addition of traffic lanes results in an alteration of less than fifty (50) percent of the impervious surface of an existing street or road that was not subject to this chapter, only the new and/or replaced impervious surface of the project must be included in the treatment system design. However, if the stormwater runoff from the existing traffic lanes and the added traffic lanes cannot be separated, any onsite treatment system must be designed and sized to treat stormwater runoff from the entire street or road.

"Trail project" means a project to construct new impervious trails greater than ten (10) feet wide or creekside trails (within fifty (50) feet of the top of bank) that creates ten thousand (10,000) square feet or more of newly constructed contiguous impervious surface and that falls under the building and planning authority of the city.

The following projects are not considered trail projects for the purposes of this chapter:

Impervious trails built to direct stormwater runoff to adjacent vegetated areas, or other non-erodible permeable areas, preferably away from creeks or towards the outboard side of levees.

2. Sidewalks, bicycle lanes or trails constructed with permeable surfaces (includes pervious concrete, porous asphalt, unit pavers and granular materials).

(Ord. 06-293 § 2: Ord. 05-284 § 2: Ord. 05-283 § 2: Ord. 03-254 § 2 (part))

(Ord. No. 2011-367, § 1, 5-24-2011)

10.16.030 - Permanent stormwater pollution prevention measures required.

- A. Permanent stormwater pollution prevention measures shall be incorporated into the following projects (collectively referred to sometimes in this chapter as "regulated projects"):
 1. All development projects;
 2. All significant redevelopment projects;
 3. All road projects;
 4. Effective December 1, 2011, all high impact projects;
 5. Effective December 1, 2011, all trail projects; and
 6. Effective December 1, 2011, all street widening projects.
- B. Any permanent stormwater pollution prevention measure required by this section must be in effect during the entire life of the project.
- C. Effective December 1, 2011, unless the project is exempt as a special project pursuant to administrative guidelines adopted by the city engineer and approved by the water board, all permanent stormwater pollution prevention measures shall include the following low impact development (LID) measures or other alternative measures to be approved by the city engineer:
 1. Source Control Requirements.
 - a. Minimization of stormwater pollutants of concern in urban runoff through measures that may include plumbing of the following discharges to the sanitary sewer, subject to the city's authority and standards as contained in Chapter 10.08
 - i. Discharges from indoor floor mat/equipment/hood filter wash racks or covered outdoor wash racks for restaurants;
 - ii. Dumpster drips from covered trash, food waste and compactor enclosures;
 - iii. Discharges from covered outdoor wash areas for vehicles, equipment and accessories;
 - iv. Swimming pool water, if discharge to onsite vegetated areas is not a feasible option; and
 - v. Fire sprinkler test water, if discharge to onsite vegetated areas is not a feasible option;
 - b. Properly designed covers, drains and storage precautions for outdoor material storage areas, loading docks, repair/maintenance bays and fueling areas;
 - c. Properly designed trash storage areas;
 - d. Landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices and programs such as bay-friendly landscaping;
 - e. Efficient irrigation systems; and
 - f. Storm drain system stenciling or signage.

2. Site Design and Stormwater Treatment Requirements.
 - a. Minimization of disturbances of natural water bodies and drainage systems; minimization of compaction of highly permeable soils; protection of slopes and channels; and minimization of impacts from stormwater and urban runoff on the biological integrity of natural drainage systems and water bodies;
 - b. Conservation of natural areas, including existing trees, other vegetation and soils;
 - c. Minimization of impervious surfaces;
 - d. Minimization of disturbances to natural drainages;
 - e. Minimization of stormwater runoff by implementation of one or more of the following site design measures:
 - i. Direct roof runoff into cisterns or rain barrels for reuse.
 - ii. Direct roof runoff onto vegetated areas.
 - iii. Direct runoff from sidewalks, walkways and/or patios onto vegetated areas.
 - iv. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 - v. Construct sidewalks, walkways and/ or patios with permeable surfaces.
 - vi. Construct driveways, bike lanes and/or uncovered parking lots with permeable surfaces.
 - f. Treatment of one hundred (100) percent of the amount of runoff identified in subsection d. below for the regulated project's drainage area with LID treatment measures onsite or with LID treatment measures at a joint stormwater treatment facility.
 - i. LID treatment measures are harvesting and re-use, infiltration, evapotranspiration, or biotreatment.
 - ii. A properly engineered and maintained biotreatment system may be considered only if it is infeasible to implement harvesting and re-use, infiltration, or evapotranspiration at a project site.
 - iii. Infeasibility to implement harvesting and re-use, infiltration, or evapotranspiration at a project site shall be determined in accordance with criteria approved by the water board and the city engineer.
 - iv. Biotreatment systems shall be designed to have a surface area no smaller than what is required to accommodate a five (5) inches/hour stormwater runoff surface loading rate. The planting and soil media for biotreatment systems shall be designed to sustain plant growth and maximize stormwater runoff retention and pollutant removal, and shall conform to material specifications approved by the water board and the city engineer.
 - v. Green roofs may be considered biotreatment systems for treatment of roof runoff only if they conform to specifications approved by the water board and the city engineer.
- D. Stormwater treatment measures proposed as part of a project's permanent stormwater pollution prevention measures shall be designed in accordance with the following hydraulic sizing criteria to treat stormwater runoff.
 1. Volume Hydraulic Design Basis. Stormwater treatment measures whose primary mode of action depends on volume capacity, such as detention/retention units or infiltration structures, shall be designed to treat stormwater runoff equal to:

- a. The maximized stormwater quality capture volume for the area, based on historical rainfall records, determined using the formula and volume capture coefficients set forth in Urban Runoff Quality Management, WEF Manual of Practice No. 23/ASCE Manual of Practice No. 87 (1998), pages 175—178 (e.g., approximately the eighty-fifth (85th) percentile twenty-four-hour storm runoff event); or
 - b. The volume of annual runoff required to achieve eighty (80) percent or more capture, determined in accordance with the methodology set forth in the California Stormwater Best Management Practices Handbook for New Development and Redevelopment (2003), using local rainfall data.
 - 2. Flow Hydraulic Design Basis. Stormwater treatment measures whose primary mode of action depends on flow capacity, such as swales, sand filters, or wetlands, shall be sized to treat:
 - a. Ten (10) percent of the fifty-year peak flow rate; or
 - b. The flow of runoff produced by a rain event equal to at least two times the eighty-fifth (85th) percentile hourly rainfall intensity for the applicable area, based on historical records of hourly rainfall depths; or
 - c. The flow of runoff resulting from a rain event equal to at least 0.2 inches per hour intensity.
 - 3. Combination Flow and Volume Design Basis. Treatment systems that use a combination of flow and volume capacity shall be sized to treat at least eighty (80) percent of the total runoff over the life of the project, using local rainfall data.
- E. All plans and construction are subject to inspection and approval by the city engineer.
- F. Prior to the issuance of a building permit or other discretionary permit for a regulated project, the project applicant shall submit a certification by a qualified third party reviewer acceptable to the city that the design of the project complies with the requirements of this chapter. In addition, no final occupancy permit shall be issued without the written certification by a qualified third party reviewer acceptable to the city that a regulated project was constructed or installed in accordance with the approved plans. The third party reviewer must be a civil engineer, licensed architect or landscape architect registered in the State of California, or staff of another permittee subject to the requirements of the current NPDES permit issued to the city and must have current training on stormwater treatment system design for water quality. Any consultant or contractor hired to design and/or construct a stormwater treatment system for a regulated project shall not perform the third party review for said project. Such certifications shall be in the form prescribed by the city engineer and shall not be issued without payment of all applicable fees which may be imposed for administration of this chapter. At the city's sole election, the city engineer may provide any of the certifications required by this section.

(Ord. 06-293 § 3; Ord. 03-254 § 2 (part))

(Ord. No. 2011-367, § 2, 5-24-2011)

10.16.031 - Hydromodification management measures required.

- A. All development projects that result in the creation of one acre (forty-three thousand five hundred sixty (43,560) square feet) or more of impervious surface and all significant redevelopment projects that result in the addition or replacement of one acre (forty-three thousand five hundred sixty (43,560) square feet) or more of impervious surface shall implement hydromodification management measures,

except for the following projects:

1. Projects that do not create an increase in impervious surface over pre-project conditions.
 2. Projects located in areas designated as exempt from hydromodification management requirements on the hydromodification management plan applicability map contained in Attachment F of Order No. R2-2009-0074 under NPDES Permit No. CAS612008 issued by the water board, as it may be amended from time to time.
- B. Hydromodification management measures shall be designed and implemented in accordance with guidelines and technical specifications provided by the city or other city-approved authority, the requirements of Order No. R2-2009-0074 under NPDES Permit No. CAS612008 issued by the Water Board, as it may be amended from time to time, and the provisions of the hydromodification management plan for the Santa Clara Valley Urban Runoff Pollution Prevention Program as approved by the water board.
- C. All hydromodification management measures are subject to inspection and approval by the city engineer.

(Ord. 06-293 § 4; Ord. 05-284 § 3; Ord. 05-283 § 3)

(Ord. No. 2011-367, § 3, 5-24-2011)

10.16.034 - Limitations on use of infiltration devices.

Any permanent stormwater pollution prevention measure (PSPPM) which functions primarily as an infiltration device shall be designed such that:

- A. Appropriate pollution prevention and source control measures are implemented to protect groundwater at the project site, including the inclusion of a minimum of two feet of suitable biotreatment media soil to achieve a maximum five inches/hour infiltration rate for the infiltration system;
- B. Adequate maintenance is provided to maximize pollutant removal capabilities;
- C. The vertical distance from the base of any infiltration device to the seasonal high groundwater mark is at least ten feet (or an alternative larger distance if the site is determined by the city engineer to be a high-risk site);
- D. Unless stormwater is first treated by a method other than infiltration, infiltration devices are not approved as treatment measures for runoff from areas of industrial or light industrial activity, areas subject to high vehicular traffic (i.e., twenty-five thousand (25,000) or greater average daily traffic on a main roadway or fifteen thousand (15,000) or more average daily traffic on any intersecting roadway), automotive repair shops, commercial car washes, fleet storage areas, nurseries, and other land uses that pose a high threat to water quality;
- E. Infiltration devices are not placed in the vicinity of known soil or groundwater contamination sites unless it has been demonstrated that increased infiltration will not increase leaching of contaminants from soil, alter groundwater flow conditions affecting contaminant migration in groundwater, or adversely affect remedial activities; and
- F. Infiltration devices are located a minimum of one hundred (100) feet (or an alternative larger distance if the site is determined by the city engineer to be a high-risk site) horizontally away from any known water supply wells, septic systems, and underground storage tanks with hazardous

materials.

(Ord. No. 2011-367, § 4, 5-24-2011)

10.16.036 - Required site design measures for small projects and detached single-family home projects.

- A. Effective December 1, 2012, any private or public project under the planning and building authority of the city which creates and/or replaces between two thousand five hundred (2,500) square feet and ten thousand (10,000) square feet of impervious surface, and detached single-family home projects which are not part of a larger plan of development which create and/or replace two thousand five hundred (2,500) square feet or more of impervious surface, shall install one or more of the following site design measures:
1. Direct roof runoff into cisterns or rain barrels for reuse.
 2. Direct roof runoff onto vegetated areas.
 3. Direct runoff from sidewalks, walkways and/or patios onto vegetated areas.
 4. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 5. Construct sidewalks, walkways, patios, driveways, bike lanes, and/or uncovered parking lots with permeable surfaces (includes pervious concrete, porous asphalt, permeable concrete unit pavers and granular materials).

(Ord. No. 2011-367, § 5, 5-24-2011)

10.16.038 - Administrative guidelines.

The city engineer shall have authority to promulgate administrative guidelines to assist in the implementation of this chapter.

(Ord. No. 2011-367, § 6, 5-24-2011)

10.16.040 - Inspection and maintenance.

- A. The property owner(s), its administrators, successors, or any other persons, including any homeowners' association, shall take all necessary actions to ensure that the permanent stormwater pollution prevention measures and hydromodification management measures are properly maintained so that they continue to operate as originally designed and approved. The maintenance of the control measures shall be in accordance with the terms and conditions of a maintenance agreement and shall be in the form of a covenant running with the land, environmental mitigation measures, a use permit, enforceable conditions of approval, or other legal agreement. The agreement shall provide access to the extent allowable by law for representatives or agents of city for the purposes of verification of the proper operation and maintenance of the specific PSPPM and hydromodification management measures. The agreement shall be recorded in the office of the county recorder, shall remain in force until ownership of the developed property has been transferred, and, upon transfer, shall be binding on the new owner(s).
- B. Any property owner who has been required by this chapter to construct or install and maintain permanent stormwater pollution prevention measures and hydromodification management measures shall, upon transferring ownership of such property, provide the new owners with a current copy of this chapter, and shall inform the new owners in writing of their obligation to properly operate and maintain such PSPPM and hydromodification management measures.

- C. It shall be unlawful to alter, modify, or change any components of the permanent stormwater pollution prevention measures or hydromodification management measures without first obtaining the written certification of the city engineer that the requirements of this chapter have been satisfied.

(Ord. 05-284 § 4: Ord. 05-283 § 4: Ord. 03-254 § 2 (part))

10.16.050 - Monitoring and reporting.

- A. As a condition of approval, the city engineer may require the owner of a development project or significant redevelopment project to establish a self-monitoring and reporting program to ensure all PSPPM and hydromodification management measures are in compliance with the provisions of this chapter. The self-monitoring report must be in accordance with the guidelines approved by the city engineer.
- B. The city engineer, or his or her authorized representatives, may conduct all inspection, surveillance, and monitoring procedures necessary to assure compliance with applicable sections of this chapter or with state regulations.
- C. Representatives of the city engineer shall be authorized to enter, without unreasonable delay, any premises of any project subject to the requirements of this chapter to carry out inspections and monitoring to assure compliance with this chapter and applicable state of California regulations. Records shall be available to city personnel for inspection and copying.
- D. In addition to any other remedy available to the city, city inspectors may issue compliance directives at the time of the inspection to require the owner to implement actions that will correct violations of this chapter.

(Ord. 05-284 § 5: Ord. 05-283 § 5: Ord. 03-254 § 2 (part))

10.16.060 - Enforcement and penalties.

- A. As provided in Chapter 1.20 of this code, violations of the provisions of this title shall be subject to criminal penalties. The following designated employee positions may enforce the provisions of this chapter by the issuance of citations. Persons employed in such positions are authorized to exercise the authority provided in Penal Code Section 836.5 and are authorized to issue citations for violations of this chapter. The designated employee positions are: Engineering services manager, senior engineer/city engineer, construction inspector, code enforcement officer, chief building official and building inspector.
- B. Enforcement—Judicial civil penalties. Any person who violates any provision of this chapter or any provision of any certificate issued pursuant to this chapter shall be civilly liable to the city in a sum not to exceed twenty-five thousand dollars (\$25,000.00) per day for each day in which such violation occurs. The city may petition the superior court pursuant to Government Code Section 54740 to impose, assess, and recover such sums. The remedy provided in this section is cumulative and not exclusive, and shall be in addition to the penalty provision of Chapter 1.20 of this code and all other remedies available to the city under state and federal law.
- C. Enforcement—Administrative civil penalties.
1. Complaint. The city engineer may serve an administration complaint on any person who has violated any provision of this chapter. The complaint shall state:
 - a. The act or failure that constitutes the violation;

- b. The provisions of law authorizing the civil liability to be imposed; and
- c. The proposed civil penalty.

The complaint shall be served by personal delivery or certified mail on the person subject to the requirements that the city engineer alleges were violated, and shall inform the person served that a hearing on the complaint shall be conducted within sixty (60) days after service, unless the person charged with the violation waives his or her right to a hearing.

2. Hearing. Unless the person charged with the violation(s) waives his or her right to a hearing, the city manager or designee shall conduct a hearing within sixty (60) days. If the hearing officer finds that the person has caused a violation, he or she may assess administrative penalties against the person. In determining the amount of the civil penalty, the hearing officer may take into consideration all relevant circumstances including, but not limited to, the extent of the harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurred, and corrective action, if any, attempted or taken by the discharger. Civil penalties that may be imposed are as follows:
 - a. An amount not to exceed two thousand dollars (\$2,000.00) per day for failing or refusing to furnish technical or monitoring reports;
 - b. An amount not to exceed three thousand dollars (\$3,000.00) per day for failing or refusing to comply in a timely fashion with any compliance schedule established by the city;
 - c. An amount not to exceed five thousand dollars (\$5,000.00) per day of violation for discharges in violation of any permanent stormwater pollution prevention measure certification, permit condition, or requirement issued by the city.
 3. Appeal. Any person against whom the hearing officer assesses penalties may appeal the decision of the hearing officer within thirty (30) days of notice of the decision. The city council may hear the appeal or deny review of the case. If the city council decides to hear the appeal, it shall conduct the appeal in accordance with procedures established by the council. The decision of the city council shall be in writing and shall be final. All civil penalties imposed in accordance with this section shall be payable within thirty (30) days of the decision of the hearing officer provided, that if the decision is appealed, all penalties shall be payable within thirty (30) days after the city council's decision on the appeal.
 4. Lien. The amount of any civil penalties imposed under this section, which have remained delinquent for a period of sixty (60) days, shall constitute a lien against the real property for the discharger from which the violation occurred resulting in imposition of the penalty. The city engineer shall cause the amount of uncollected penalty to be recorded with the county recorder, in accordance with Section 54740.5 of the California Government Code, as the same from time to time may be amended.
- D. Enforcement—Notice of noncompliance.
1. Unless the city engineer finds that the severity of the violation warrants immediate action or certificate revocation or suspension, he or she shall issue a notice of noncompliance which:
 - a. Enumerates the violations found; and

b. Orders compliance by a certain date.

If the violations are not abated in the time period identified, further action may be taken by the city engineer, including, but not limited to suspension, revocation, or modification of the certificate.

2. Subject to the following limitations, and in addition to the provisions of subsection A, the city engineer may require a discharger that has violated any discharge limits contained in this chapter to install a temporary system for the capture, testing, and release of stormwater.

(Ord. 03-254 § 2 (part))

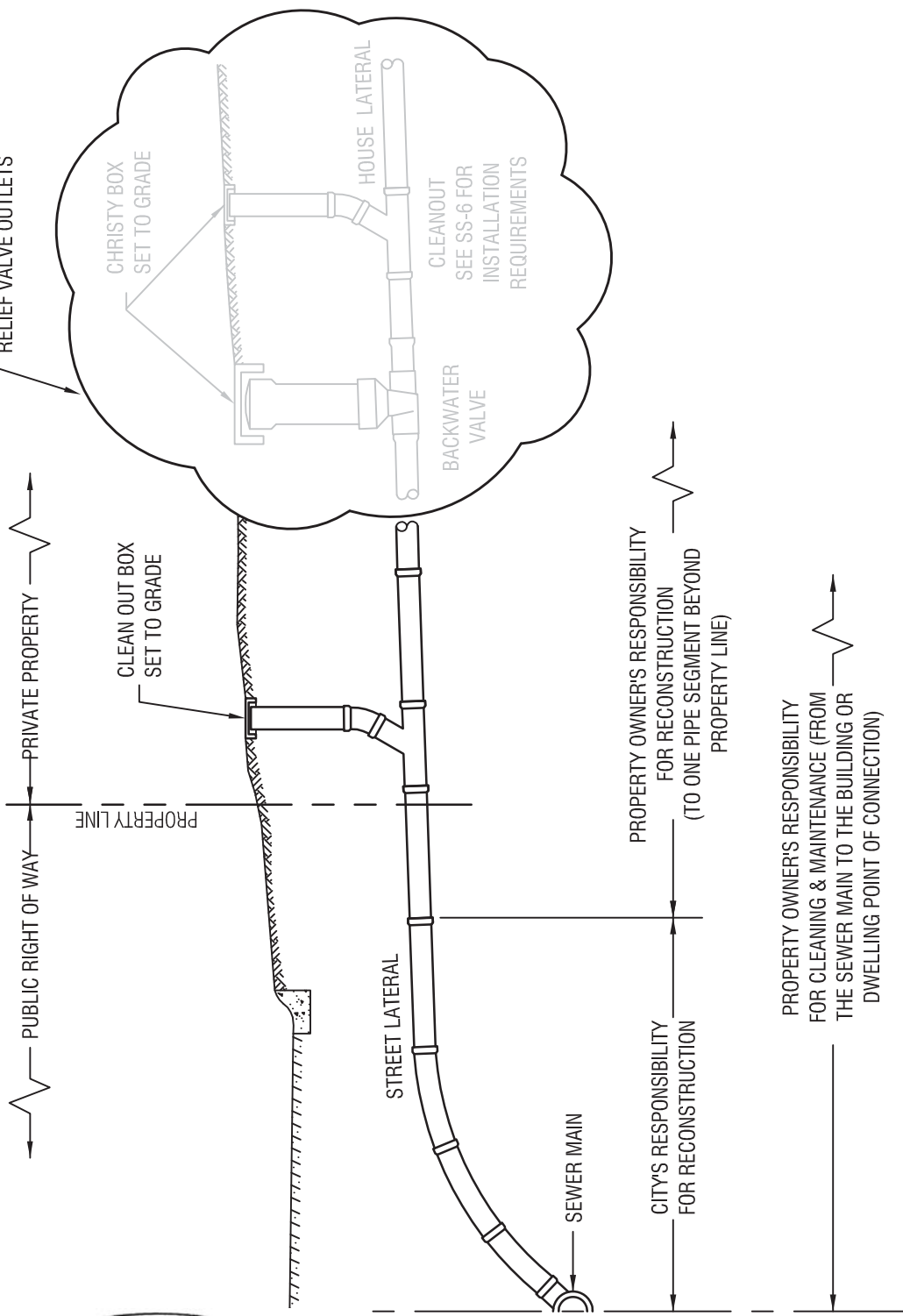
(Ord. No. 2011-367, § 7, 5-24-2011)

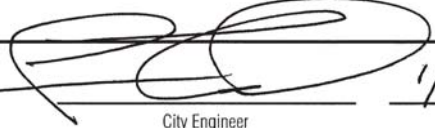
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Appendix B – Document 2
Diagram illustrating lateral maintenance responsibilities

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PLEASE CONTACT THE **BUILDING DIVISION** FOR DETAILS AND REQUIREMENTS REGARDING THE COMBO BACK WATER VALVE WITH RELIEF VALVE OUTLETS



Approved:  1/4/10
Date
City Engineer



REVISION	
Description	Date
REVISED	9/18/2012
REVISED	11/6/2013

ENGINEERING DIVISION	
SEWER LATERAL DIVISION OF RESPONSIBILITY	SS-8

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**Appendix B – Document 3
Agreement between the City of Los Altos
and the City of Mountain View**

LEGHORN TO JOINT
METERING = STATIC AT
OLD STP SITE

MT VIEW CAPACITY IN
SAN ANTONIO TRUNK SEWER

AGREEMENT

22990-03/1

THIS AGREEMENT, made and entered into this 24th day of
March, 1970, by and between the CITY OF LOS ALTOS, a
municipal corporation, hereinafter referred to as "Los Altos," and the CITY OF
MOUNTAIN VIEW, a municipal corporation, hereinafter referred to as "Mountain
View.":

WITNESSETH:

WHEREAS, Los Altos and Mountain View are committed to participation in
a system of sewage disposal utilizing the enlarged facilities at the Palo Alto
Sewage Treatment Plant in lieu of Los Altos and Mountain View Treatment Plants,
hereinafter referred to as the "Joint System;" and

WHEREAS, the Agreement of December 28, 1961 between Los Altos and
Mountain View whereby Mountain View acquired a two-million gallon per day
capacity right in that portion of Los Altos San Antonio Interceptor Sewer,
then and now existing in San Antonio Road and extending from Central Express-
way (formerly Alma Street) to Leghorn Avenue was predicated upon Mountain View
removing from the San Antonio Interceptor Sewer at Leghorn Avenue the same
amount of sewage deposited in the interceptor sewer at Central Expressway
(Alma Street) and

WHEREAS, upon completion and activation of the Joint System, Mountain
View desires that the sewage deposited in the San Antonio interceptor sewer at
Central Expressway be conveyed in said interceptor sewer to the Joint System
metering station north of Bayshore Freeway and

WHEREAS, Los Altos has surplus capacity in the San Antonio interceptor
sewer between Leghorn Avenue and the Joint System metering station and

WHEREAS, it is the intention of this Agreement to supplement, modify
and supersede the provisions of the Agreement dated December 28, 1961 to
provide a mutually satisfactory working arrangement whereby Mountain View may
utilize a portion of Los Altos' San Antonio Interceptor Sewer between Central
Expressway and the Joint System metering station by continuing use of the
capacity rights in said interceptor sewer between Central Expressway

and Leghorn Avenue purchased by Mountain View under the Agreement of December 28, 1961 and by purchase of like capacity rights in said interceptor sewer from Leghorn Avenue to the Joint System metering station.

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

1. That Los Altos does hereby reserve for Mountain View, and upon activation of the Joint System, does vest in Mountain View capacity rights in that portion of Los Altos' San Antonio Interceptor Sewer, existing in San Antonio Road and extending from Leghorn Avenue to the Los Altos meter in the Joint System metering station. Said capacity rights shall be for a maximum peak flow rate in said interceptor sewer of two million gallons per day, which said two million gallons per day represent ten percent (10%) of the total capacity of said San Antonio Interceptor Sewer.

2. Mountain View agrees to pay Los Altos, upon activation of the Joint System, the sum of Thirteen Thousand, Nine Hundred Sixty Dollars (\$13,960.00), which amount represents ten percent (10%) of the cost of the Los Altos San Antonio Interceptor Sewer in San Antonio Road from Leghorn Avenue to the Joint System metering station. The total cost of said interceptor sewer was One Hundred Thirty-nine Thousand, Six Hundred Dollars (\$139,600.00).

3. Los Altos agrees that the capacity rights in Los Altos San Antonio Interceptor Sewer between Central Expressway and Leghorn Avenue acquired by and vested in Mountain View by Agreement dated December 28, 1961 shall continue under the terms of this Agreement; and that Mountain View may continue to use the connection to said interceptor sewer at San Antonio Road and Central Expressway for the purpose of depositing sewage in said interceptor sewer. Upon activation of the Joint System, Los Altos agrees that Mountain View shall no longer remove from said interceptor sewer at Leghorn Avenue an amount of sewage equal to the amount of sewage deposited in said interceptor sewer at San Antonio Road and Central Expressway.

4. Mountain View agrees to design and construct and to pay any and all costs necessary for its alteration or removal of connections to said San Antonio Interceptor Sewer including any and all metering devices and appurtenances necessary to insure the provisions of this Agreement. Any and all engineering

plans for said alteration or removal of connections, metering devices and appurtenances shall be approved by the Los Altos City Engineer.

* 5. It shall be understood that the sewage flows into San Antonio Interceptor from Mountain View shall be continuously metered in order to provide a measure of the quantity of Mountain View sewage entering the joint system through the Los Altos meter at the Joint Metering Station. Said measured quantity of Mountain View sewage shall be subtracted from the total measured quantity of Los Altos sewage entering the joint system through the Los Altos meter and added to the total Mountain View metered sewage entering the joint system through the Mountain View meter in determining the Mountain View-Los Altos proportion of the total joint system, maintenance and operation expenses assessed to each City under the provisions of Section 14, paragraphs (b), (c) and (d) of the Joint System Basic Agreement dated October 10, 1968.

6. The carrying out of the provisions of this Agreement upon activation of the Joint System shall constitute the termination of the Agreement dated December 28, 1961 by and between Los Altos and Mountain View.

7. Mountain View agrees that it shall be responsible for ten percent (10%) of all maintenance, repair or replacement of the portion of said San Antonio Interceptor Sewer in which it has a vested interest. Except in cases of emergency, Mountain View shall have the right of prior approval of any and all maintenance and repair of said interceptor sewer. Billing for said maintenance and repair shall be by the City of Los Altos to Mountain View on an occurrence basis and shall be paid within thirty (30) days after presentation.

8. Mountain View agrees to diligently enforce its own ordinance regulating discharge into its sewer system, in order to insure that only sewage of a quality acceptable to the Joint System will be discharged into the Los Altos interceptor sewer. If non-conforming sewage is discharged by Mountain View into the Los Altos interceptor sewer under this Agreement, the Los Altos City Engineer shall give notice to the Mountain View City Engineer to correct the situation so as to discontinue discharge of non-conforming sewage within thirty (30) days of said notice. If not so corrected within sixty (60) days of the date of said notice, this agreement may be terminated, and receipt of all sewage flow ordered discontinued, by resolution of the City Council of Los

The determination of non-conformance of sewage being discharged into the Los Altos Interceptor shall be made by the Los Altos City Engineer, and said determination shall be final.

9. Unless terminated in accordance with Paragraph 8, this Agreement shall remain in full force and effect until modified, amended, or rescinded by mutual agreement, or terminated as hereinafter provided. Either party may terminate this Agreement by giving to the other a three (3) year notice of its intention to so terminate. Said Agreement shall be terminated at the expiration of said three (3) year period after notice of intention.

10. Upon termination of this Agreement pursuant to the provisions of Paragraph 8, or Paragraph 9, all rights of Mountain View in said sewer system of Los Altos shall terminate, upon the repayment by Los Altos to Mountain View of the amount hereinafter provided. In the event of such termination, Los Altos shall repay to Mountain View that portion of the Twenty-two Thousand Nine Hundred Twenty-two Dollars (\$22,922.00) paid by Mountain View hereunder which represents the value of the remaining useful life of said San Antonio Interceptor Sewer remaining after such termination. For the purposes of this Agreement, and the calculation of any repayment to be made hereunder, it is mutually agreed that said San Antonio Interceptor Sewer has a useful life of twenty (20) years from the date hereof, and that it depreciates five percent (5%) per year on a straight-line basis. The amount to be so repaid to Mountain View in event of such termination shall be repaid thirty (30) days after such termination.

11. Mountain View shall have the further right to remove all equipment, metering devices, etc., installed by Mountain View at its own expense in furtherance of this Agreement, in the event of any such termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first hereinabove written.

Approved as to form:

City Attorney of Los Altos

Approved as to form:

City Attorney of Mountain View

CITY OF LOS ALTOS,
a municipal corporation.

BY

Mayor

BY

City Clerk

CITY OF MOUNTAIN VIEW,
a municipal corporation

BY

City Manager

Attest

City Clerk

**Appendix B – Document 4
Agreement between the City of Los Altos
and the Town of Los Altos Hills**

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**AGREEMENT BETWEEN THE CITY OF LOS ALTOS AND THE TOWN OF LOS
ALTOS HILLS FOR TRANSPORTATION, TREATMENT AND DISPOSAL OF
SEWAGE**

This agreement is made and entered into this 26th day of January 2007 by and between the **CITY OF LOS ALTOS**, hereinafter called "CITY," and the **TOWN OF LOS ALTOS HILLS**, hereinafter called "TOWN."

RECITALS

A. CITY is a partner of the Palo Alto Regional Water Quality Control Plant, hereinafter called "PARWQCP," and has constructed a sanitary sewer system within CITY, and a trunk main from CITY to a flow metering station located at or near the former Los Altos sewage treatment plant property at 1275 North San Antonio Road, Los Altos, CA.

B. CITY and TOWN are parties to an agreement, dated March 26, 1985 and amended June 24, 1993 (copies of which agreement and amendment are attached hereto as Exhibit A and Exhibit B), that, in part, provides for the transportation, treatment, and disposal of sewage emanating from a portion of the TOWN known as the "LOS ALTOS BASIN" ("the Previous Agreement").

C. The Previous Agreement limited the number of residential sewer connections, or "capacity units," to 1,100. A "capacity unit" was defined as the total flow generated from each single family residential connection, which was 300 gallons per day. Thus, it was estimated that upon the connection of all 1,100 residential units the TOWN would discharge approximately 330,000 gallons per day.

D. All 1,100 capacity rights available to residents and property owners in the TOWN have been acquired, but only approximately 900 connections to the system have been made.

E. When all 1,100 capacity rights had been acquired, it imposed a de facto moratorium on new sewer connections, since no capacity rights were available. Therefore, on March 13, 2001, and on February 15, 2006, the parties entered into agreements, which, as an interim measure, allowed the TOWN to authorize, respectively, 125 capacity units and 25 capacity units, for a total of 1,250 capacity units. In exchange, TOWN agreed to accept responsibility for any liability associated with the additional capacity rights acquired in the TOWN

F. The parties now desire, pursuant to the terms and conditions set forth in this Agreement, to alter their relationship to an arrangement whereby the TOWN is entitled to discharge 339,900 gallons per day, as measured by to-be-installed flow meters, to the CITY's sewer system (notwithstanding the number of capacity rights previously issued either by the TOWN or the CITY) and whereby the TOWN will allocate capacity rights and sewer connections among the residents and property owners in the TOWN.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Effect of Agreement; Term.

(a) The Previous Agreement had limited the amount of flow from the TOWN by limiting the number of capacity units available. This agreement instead allocates a certain amount of flow to the TOWN, which will be measured by to-be-installed flow meters, and permits the TOWN to allocate that flow among its customers in any manner it sees fit

(b) This agreement shall supersede all previous joint sanitary sewerage system maintenance and operations agreements and amendments thereto that have been entered into between the parties. Said agreements are hereby terminated as of the Effective Date.

(c) This agreement shall commence on January 26, 2007 ("the Effective Date") and shall continue thereafter from year to year until termination by either party hereto. Either party may terminate this agreement by providing notice. Termination will be effective three (3) years from the date of notice.

2. TOWN'S Responsibilities Concerning Capacity Rights

(a) Under the Previous Agreement, some residents and property owners in the TOWN had purchased capacity units from CITY. TOWN hereby accepts responsibility for, and any liability associated with, all sewer capacity rights purchased and fees paid by customers in the TOWN's Urban Service Area prior to the Effective Date, with the exception of any sewer capacity right within the area served by the Summerhill Avenue main as shown on Exhibit C. CITY shall provide copies to TOWN of all records in its possession relating to the sale of sewer capacity rights to customers in TOWN's Urban Service Area. TOWN agrees to defend and hold harmless CITY from all actions taken against CITY relating to the transfer of these capacity rights to TOWN and for all claims arising from the prior issuance of permits and capacity rights and fees collected. Following the Effective Date, TOWN shall be solely responsible for allocating sewer capacity rights and issuing sewer connection permits for connections to TOWN's sewer system. TOWN will provide a summary and supply CITY copies of all sewer permits issued, including number of connections, number of living units for each connection, and new second living unit permits issued for current connections.

3. Ownership, Maintenance, and Regulation of Collection Systems.

(a) Except as noted below, TOWN shall continue to own those portions of the sewer system within TOWN and within its Urban Service Area, and ownership of all CITY-owned sewer facilities (including pipes and other appurtenances) within TOWN and within its Urban Service Area hereby transferred from CITY to TOWN. By July 1, 2007, CITY shall deed (or otherwise provide a permanent right to use) any easements and rights-of-way in which the CITY-owned facilities exist to TOWN. In the meantime, CITY hereby grants an irrevocable license to TOWN for the purposes of operating and maintaining the existing sewer facilities.

(b) Notwithstanding the previous subsection, the following facilities within the TOWN's Urban Service Area shall be owned by CITY and not by the TOWN, and to the extent the facilities are presently owned by TOWN they shall be transferred to CITY.

(i) The sewer mains and appurtenances thereto, exclusive of mains and laterals serving TOWN residents and entering from TOWN, that lie within Summerhill Avenue and that portion of Magdalena Avenue between Summerhill Avenue and Hillview Avenue shall vest in and be the property of CITY. The location and property served by these sewer mains are shown on Exhibit C.

(ii) All easements and rights of way and the pipes and appurtenances thereto, exclusive of laterals serving TOWN residents, in the El Monte Trunk Sewer as defined by City Project No. 1959-8 running from University Avenue in CITY southerly through TOWN to the intersection of Moody Road and Elena Road. The location and property served by these sewer mains are shown on Exhibit D.

(iii) All easements and rights of way and the pipes and appurtenances thereto, exclusive of laterals serving TOWN residents, in the Adobe Creek Sewer as defined by City Project No. 1962-18 running generally along Adobe Creek downstream of O'Keefe Lane and Upstream of West Edith Avenue, shall vest in and be the property of CITY. The location and property served by these sewer mains are shown on Exhibit E.

(iv) The sewer mains and appurtenances thereto, exclusive of laterals serving TOWN residents, that lie within O'Keefe Lane easterly of Adobe Creek shall vest in and be the property of CITY. The location and property served by these sewer mains are shown on Exhibit F.

(c) By July 1, 2007, TOWN shall deed (or otherwise provide a permanent right to use) any necessary easements and rights-of-way in which the transferred TOWN-owned facilities exist to CITY. In the meantime, TOWN hereby grants an irrevocable license to CITY for the purposes of operating and maintaining the existing sewer facilities within the CITY.

The portions of the sewer collection system within TOWN's Sphere of Influence owned by TOWN are hereinafter referred to as "the TOWN Collection System," and the portions of the sewer collection system within TOWN's Sphere of Influence owned by City and the sewer collection system within CITY and CITY's Sphere of Influence are hereinafter referred to as "the CITY Collection System."

(d) CITY shall continue to be the sole provider of sewer service to Foothill College and shall be responsible for all billings for said service. City will fund the design, construction and maintenance of flow meters to measure flow emanating from Foothill College.

(e) Effective July 1, 2007, TOWN will assume responsibility for maintenance and operation of the TOWN Collection System. Until July 1, 2007, CITY will bill TOWN for the maintenance and operation of the TOWN Collection System based on the terms and conditions of the Previous Agreement. CITY shall cease such billing upon TOWN's assumption of maintenance responsibilities of the TOWN Collection System on July 1, 2007.

(f) Effective July 1, 2007, TOWN will assume responsibility for making all necessary arrangements with Santa Clara County to distribute TOWN's sewer user fees to the TOWN. Until such time, CITY shall make such arrangements as had been made under the Previous Agreement and bill TOWN under the terms and conditions of the Previous Agreement.

(g) TOWN shall be responsible for complying with all local, state, and federal regulations related to the TOWN sewer collection system.

4. Right to Discharge. The TOWN's existing right to discharge into CITY's sewer lines domestic sewage emanating from the LOS ALTOS BASIN, which is the territory shown on Exhibit G, attached hereto and incorporated herein by reference, and which includes territory both within and without the TOWN, shall continue and be subjected to all conditions, limitations, restrictions, terms and provisions contained in this Section.

(a) Maximum Allowable Volume of Discharge. TOWN shall be allowed 339,900 gallons per day total flow ("the Maximum Daily Flow"), or 124.06 million gallons per year ("the Maximum Annual Flow"), as measured by the combination of all flow meters in the LOS ALTOS BASIN, excepting the flow meters installed by CITY to measure flow from Foothill College. This total flow amount is inclusive of base sanitary flow, groundwater infiltration, and rainfall dependent infiltration and inflow. When the sewage flow from the LOS ALTOS BASIN reaches eighty percent (80%) of the allowable maximum volume of discharge, TOWN agrees to notify CITY and to perform an engineering study (Master Plan) to address future capacity needs, which shall include implementation systems to meet the future capacity needs. TOWN and CITY shall agree upon the scope of work for the engineering study (Master Plan) prior to beginning the study.

(b) Wet Weather Flow Allowance. TOWN will be allowed to exceed the maximum allowable daily flow during wet weather periods in the same proportion as CITY wet weather flow exceeds CITY dry weather flow during the wet weather flow periods. The proportional allowance shall be determined by comparing CITY flow during the wet weather periods versus CITY dry weather flow from the previous summer months, both of which shall be measured at the metering station at the PARWQCP. CITY dry weather flow base line will be established by using the average flow volume during the months of July through September as measured by the metering station at the PARWQCP.

(c) The formula used to determine the TOWN's wet weather flow allowance shall be:

$$\frac{\text{TOWN daily wet weather flow}}{\text{TOWN'S Maximum Daily Flow}} < \text{ or } = \frac{\text{CITY daily wet weather flow}}{\text{CITY avg. daily flow (July through Sept.)}}$$

This wet weather flow allowance does not provide the TOWN with any additional right to capacity, and TOWN is not permitted to exceed its Maximum Annual Flow of 124.06 million gallons per year.

(d) TOWN Limitation on Sewer Connection and/or Sewer Connection Permits if Maximum Allowable Flow is Exceeded. If TOWN exceeds (a) the Maximum Daily Flow on any day during a non-wet weather period, (b) the Maximum Daily Flow plus the wet weather flow allowance during a wet weather period, or (c) the Maximum Annual Flow, TOWN will immediately suspend the issuance of sewer connections and/or sewer connection permits

from the date the Maximum Daily Flow or Maximum Annual Flow is exceeded until the flow volume is less than or equal to the maximum allowable flow. Financial penalties for exceeding the Maximum Daily Flow or Maximum Annual Flow will not be assessed unless sewer connections and/or sewer connection permits are allowed by TOWN during the period in which the Maximum Daily Flow or Maximum Annual Flow is exceeded.

(e) Financial Penalty for Exceeding Maximum Allowable Volume of Flow. If TOWN allows new connections to the sewer system and/or issues sewer connection permits during the period in which the Maximum Daily Flow or Maximum Annual Flow is exceeded, TOWN will pay a fine as outlined in the table below, and 100% of actual costs associated with exceeding capacity including, but not limited to, additional treatment costs, entire cost of upsizing mains, entire cost of fines and/or penalties from the PARWQCP, including any fines and/or penalties from any state or federal agencies, and notwithstanding paragraph 12, TOWN shall be responsible for indemnifying, defending and holding harmless CITY for claims arising from overflows caused by TOWN's excessive sewage discharge. Penalties will begin accruing from the date that the Maximum Daily Flow or Maximum Annual Flow is exceeded and will cease when the flow volume is less than or equal to the Maximum Daily Flow or Maximum Annual Flow.

Days of Exceeding Max. Allowable Flow	Daily Financial Penalty
0-90 days	Double the cost of sewage treatment ¹ per day
90-180 days	Four times the cost of sewage treatment ¹ per day
More than 180 days	Eight times the cost of sewage treatment ¹ per day

Note 1. Cost of sewage treatment per day will be the total of sewage treatment costs for the preceding six months divided by 182.5 days.

If the Town exceeds its maximum allowable flow volume at any time during the first six months from the time that flow meter data is available from the metering stations, the City will allow the Town to correct the flow violation and waive any financial penalties accrued during this period. Financial penalties will be imposed if necessary following the initial six month period that the flow meters are in operation.

(f) Notwithstanding the provisions of this Section 4d. above, TOWN will not be assessed financial penalties for exceeding maximum allowable flow volume prior to January 1, 2009.

(g) Cost of Sewage Treatment. CITY shall bill TOWN for the actual costs of treatment of TOWN flow based upon measured flow from metering stations ("TOWN Costs of Treatment"). Actual costs of treatment shall include all costs that PARWQCP bills CITY including, but not limited to plant operations and maintenance, minor and major capital improvements, source control program, public outreach, permitting and enforcement, and bond debt service ("Total Costs of Treatment"). TOWN Costs of Treatment shall be determined by the following formula based on the billing period:

TOWN Cost of Treatment = (TOWN flow/Total flow CITY and TOWN at master meter)
multiplied by (Total Cost of Treatment based on PARWCQP billings)

5. Acquisition of Additional Flow Capacity. In the event that TOWN requires additional flow capacity, TOWN will be responsible for securing the additional capacity from one or more of the partners in the PARWQCP, that is, the City of Palo Alto or the City of Mountain View. Any agreement between TOWN and one or more of the PARWQCP partners which transfers capacity for the TOWN's use will be accepted by CITY as part of their PARWQCP partnership ratio. Said capacity will be added to the maximum allowable volume of discharge established in Section 4 for the exclusive use of TOWN following mutual written agreement of the PARWQCP partner cities and amendment of this agreement.

6. Measurement of Volume of TOWN Flow. TOWN Flow shall be measured continuously at flow meter stations where TOWN sewage flow enters CITY's collection system.

(a) CITY will design, construct, operate and maintain flow metering stations at the following locations:

- (i) Eastbrook Avenue/Westbrook Avenue
- (ii) Putter Way/Niblick Avenue at I-280,
- (iii) O'Keefe Lane at El Monte Road,
- (iv) Summerhill Avenue at Magdalena Avenue,
- (v) Edith Avenue at City Limits,

(vi) West of Pine Lane Lift Station near Foothill Expressway. This flow meter will be eliminated if TOWN transfers flow anticipated at this location to the City of Palo Alto collection system.

CITY will provide TOWN with data from the meters and, upon request, provide TOWN with the ability to verify calibration of meters.

(b) TOWN will fund costs of design, construction, operation, and maintenance of the flow metering stations. Within 30 days of execution of this agreement, TOWN shall deposit with CITY an amount not less than \$50,000 for design of the flow metering stations. Any unused portion of this amount will be used to fund the construction, inspection, and contract administration of the flow meter installations. If there is a shortfall of funds for design, CITY will notify TOWN of the shortfall. TOWN will remit shortfall to CITY within 30 days of notification. Within 30 days of construction contract bid opening, TOWN shall deposit with CITY an amount equal to 100% of the lowest responsible bidder amount plus an additional 20% of the bid amount to fund construction contingencies (in an amount estimated at 10% of bid amount) and construction inspection and administration (in an amount estimated at 10% of bid amount). Any unused TOWN funds will be returned to TOWN following acceptance of the project and release of retention. TOWN will remit any funding shortfall for total project costs to

CITY within 30 days of notice and invoice. TOWN shall be permitted to inspect CITY project accounting documents at TOWN's request.

(c) For each day TOWN fails to meet the schedule or milestones set forth in Section 6.b above and Section 7.a.i below, TOWN shall be subject to the daily penalties set forth below:

Schedule Lapse	Daily Financial Penalty
0-90 days	Two times the daily TOWN Cost of Treatment per day
90-180 days	Four times the daily TOWN Cost of Treatment per day
More than 180 days	Eight times the daily TOWN Cost of Treatment per day

7. Joint-Use and Parallel Mains. There currently exist a number of sewer mains in and owned by the City that carry flow of both CITY and TOWN. These sewer mains are referred to as "Joint Use Mains." The term Joint-Use Main shall also include associated appurtenances such as manholes.

(a) New or Parallel Sewer Mains. Parallel sewer mains or new sewer mains will be installed to minimize the number of meter stations and separate CITY and TOWN flow currently carried in Joint-Use Mains.

(i) Within 18 months of the Effective Date, TOWN shall install a parallel and/or new sewer main at the following location:

(1) Eastbrook Avenue between Mora Drive and southeast end of Eastbrook.

(ii) CITY shall install parallel and/or new sewer mains at the following locations

(1) Magdalena Avenue between Summerhill and easement main west of Hillview Road.

(b) Maximum TOWN Flow in Joint Use Mains. If the capacity of a joint use sewer main is exceeded as a result the flow contribution from TOWN, TOWN will be responsible for 100% of costs for increasing the size of the joint use main to accommodate the current and future projected flow from TOWN. TOWN flow will be determined by measuring actual flow as determined by the nearest upstream meter(s). Maximum allowable TOWN flow will be determined by calculating the maximum flow capacity of the main and subtracting the calculated maximum future CITY flow, including peaking factor based on General Plan projects for CITY "build out" (as of the Effective Date) at and upstream of the problem area. TOWN shall hold CITY harmless for all claims and local, state, and federal regulatory penalties arising from any sanitary sewer overflow resulting from TOWN's flow exceeding the capacity of a joint use main.

8. Operation, Repair, and Maintenance of City-Owned Facilities.

(a) Cost of Operation and Maintenance of CITY-Owned Facilities. When all flow meter stations and parallel mains, required to be installed by Sections 6.a and 7.a, become operational, operation and maintenance costs for the collection system within CITY that carries sewage from CITY and TOWN (including flow meter stations) shall be invoiced on a quarterly basis for remittance by TOWN. The amount invoiced shall be equal to fifty percent (50%) of TOWN Costs of Treatment (as determined pursuant to Section 4 e above) during the billing period. CITY shall have the right to renegotiate or terminate the agreement if CITY's operating costs exceed 50% of TOWN Costs of Treatment. Prior to all flow meter stations and parallel mains, required to be installed by Sections 6.a and 7.a, become operational, CITY shall bill TOWN for operation and maintenance of CITY-owned facilities pursuant to the Previous Agreement.

(b) Repair of Joint-Use Mains. CITY shall be responsible for the repair of Joint-Use Mains. Repairs under \$10,000 shall be considered minor, and the costs of such minor repairs shall be deemed included in the fee collected pursuant to Section 8.a above. Repairs to Joint-Use Mains over \$10,000 will be considered Capital Improvements, and the costs of such repairs will be shared in accordance with Section 8.d below.

(c) Maintenance and Repair of Lift Stations. Maintenance and repair of Pine Lane lift station shall be the responsibility of CITY. Maintenance and repair of O'Keefe lift station shall be the responsibility of TOWN. Costs for maintenance and repairs will be allocated to CITY and TOWN based on proportion of connections of each jurisdiction entering the lift station.

(d) Capital Improvements. Capital Improvements are defined as repair or construction work on sewer mains, manholes, or lift stations that are equal to or greater than \$10,000 in cost.

(i) CITY shall be responsible for design and construction of all capital improvements for Joint-Use Mains within CITY's sewer system. TOWN's cost share for improvements will be based on the proportion of metered flow of TOWN contribution as determined by the nearest upstream meter(s) of TOWN flow contributing to the sewer main and the total flow at the downstream location of the improvement. CITY will be responsible for measuring flow and determining the duration that the meter will be in place for such measurement. TOWN has the right to participate in the physical flow measurement and will be provided data from the flow measurement. TOWN's cost share will include direct costs for design, construction, inspection, and construction administration as well as CITY standard overhead charge.

(ii) TOWN shall deposit with CITY its share of design costs within 30 days of notification by CITY. Any unused portion of this amount will be used to fund the construction, inspection, and contract administration of the capital improvement. If there is a shortfall of funds for design, CITY will notify TOWN of the shortfall. TOWN will remit shortfall to CITY within 30 days notification. Within 30 days of construction contract bid opening, TOWN shall deposit with CITY their share of the lowest responsible bid amount plus

an additional 20% of their share of the bid amount to fund construction contingencies (in an amount estimated at 10% of bid amount) and construction inspection and administration (in an amount estimated at 10% of bid amount). Any unused TOWN funds will be returned to TOWN following acceptance of the project and release of retention. TOWN will remit any funding shortfall for total project costs to CITY within 30 days of notice and invoice. TOWN shall be permitted to inspect CITY project accounting documents at TOWN's request.

(iii) TOWN's share of costs for all capital improvements related to the PARWQCP will be paid for as part of the TOWN Costs of Treatment as determined in Section 4 e above.

(iv) If TOWN requests to increase the capacity of Joint-Use Sewer Main(s) to accommodate TOWN flow through CITY's system, CITY will be responsible for design and construction of the improvements. TOWN will fund 100% of capital improvement costs. CITY will prepare a request for proposal (RFP) to retain a qualified design consultant within 60 days of written notification by TOWN. If City fails to meet this schedule, CITY will be subject to a penalty to the daily penalties set forth Section 6 c above.

(v) TOWN shall be responsible for design and construction of all capital improvements on TOWN's sewer system. TOWN shall be responsible for 100% of the cost of capital improvements on sewer mains and manholes in the TOWN's sewer system.

(vi) CITY will provide TOWN a list of capital projects as it becomes available for projects that involve Joint-Use Mains.

9. Funding from Outside Sources. Each party agrees to cooperate with the other in applications for grants or funds from outside sources to cover expansion, repair, or maintenance of facilities covered by this agreement.

10. Limited Rights. Except as expressly provided herein, nothing contained in this agreement shall be deemed to give CITY or TOWN any ownership rights or any other right, title or interest in or to the other party's sanitary sewer system, or any part thereof.

11. Insurance. CITY and TOWN shall, at its own expense, maintain a program of self-insurance. CITY and TOWN shall be named as an additional insured.

12. Indemnification. In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between CITY and TOWN pursuant to Government Code section 895.6, CITY and TOWN agree that all losses or liabilities incurred by CITY or TOWN shall not be shared pro rata but instead CITY and TOWN agree that pursuant to Government Code Section 895.4, CITY and TOWN shall fully indemnify and hold each other, its officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of CITY or TOWN, its officers, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. CITY or TOWN, or any officer, board, member, employee or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of CITY or TOWN, its officers, board

members, employees or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to each other under this Agreement.

13. Notices. Any notices to be given under this Agreement by either party to the other shall be in writing and may be effected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed as follows:

CITY:

City Manager
City of Los Altos
One North San Antonio Road
Los Altos, CA 94022

TOWN:

City Manager
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022

14. Partial invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

15. Binding. This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, assigns and successors-in-interest to the parties hereto.

16. No implied waivers. The failure of either party at any time to require performance by the other party of any provisions hereof shall not affect in any way the full right to require such performance at any time thereafter. Nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.

17. Applicable law and forum. This Agreement shall be construed and interpreted according to the laws of the State of California in any action to enforce the terms of this Agreement or for the breach thereof, and shall be brought and tried in the County of Santa Clara, California.

18. Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in the manner that avoids any violation of statute, ordinance, regulation or law.

19. Integration. This Agreement, including the Exhibits listed in Section 20 below, supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by CITY for TOWN, and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or

agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement shall be effective only if it is in writing, signed by the party to be charged.

20. Exhibits. The exhibits to this Agreement consist of the following:

(a) Exhibit A. Sewer Agreement between the City of Los Altos and the City of the Town of Los Altos Hills, dated March 26, 1985.

(b) Exhibit B. First Amendment to Sewer Agreement between the City of Los Altos and the City of the Town of Los Altos Hills, dated June 24, 1993.

(c) Exhibit C. Diagram of TOWN area served by Summerhill Avenue Main

(d) Exhibit D. Diagram of TOWN area served by El Monte Trunk Sewer

(e) Exhibit E. Diagram of TOWN area served by Adobe Creek Sewer

(f) Exhibit F. Diagram of TOWN area served by O'Keefe Avenue Sewer

(g) Exhibit G. Diagram showing boundaries of Los Altos Basin within the Town of Los Altos Hills and its Sphere of Influence.

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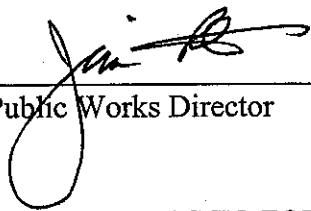
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21. Quarterly Reports. TOWN shall continue to provide to CITY quarterly reports certifying the number of sewer connections and/or sewer connections permits issued by the TOWN.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the date first written above.

CITY OF LOS ALTOS:

APPROVED AS TO CONTENT:




Public Works Director

APPROVED AS TO FORM
AND LEGALITY:



City Attorney


AGREED



City Manager


TOWN OF LOS ALTOS HILLS

APPROVED AS TO CONTENT:




Public Works Director

APPROVED AS TO FORM
AND LEGALITY:



City Attorney

AGREED



City Manager

SEWER AGREEMENT

BETWEEN

THE CITY OF LOS ALTOS

AND

THE CITY OF THE TOWN OF LOS ALTOS HILLS

The following is an agreement between the CITY OF LOS ALTOS, a Municipal Corporation, hereinafter referred to as "CITY", and the CITY OF THE TOWN OF LOS ALTOS HILLS, a Municipal Corporation, hereinafter referred to as "TOWN", specifying the terms by which CITY shall maintain certain sanitary sewer facilities within the TOWN and accept sewage from a portion of the TOWN:

RECITALS

1. On or about July 11, 1961, CITY and TOWN entered into an agreement providing for the transportation and treatment of sewage emanating from within a portion of the territorial limits of TOWN and for the normal maintenance of a portion of TOWN's system (herein called the "1961 AGREEMENT").

2. (a) CITY has purchased capacity in a Regional Waste Water Treatment Plant and has constructed a sanitary sewer system within CITY; and the plant and CITY system have sufficient capacity to handle sewage effluent from a portion of TOWN.
(b) TOWN has the potential of ultimately having approximately 2,100 sewer connections in its "Los Altos" drainage basin including unincorporated areas within this portion of TOWN's sphere of influence, and TOWN projects 1,100 total residential connections within said drainage basin during the next five years. Provided, however, in the event of added capacity becoming available as described hereinafter, connections up to a total of 1,500 could be committed.
3. The parties had authority to enter in to the 1961 AGREEMENT and have authority to enter into this substitute Agreement under the Joint Exercise of Powers Act, Title 1, Division 7, Chapter 5, Article 1 of the Government Code of California.

AGREEMENT

The parties hereby agree as follows:

1. Administration This agreement shall be administered by CITY, there being no necessity to establish a separate commission.
2. Right to Use The TOWN's existing right to discharge into CITY's

sewer lines domestic sewage emanating from within that portion of TOWN shown on Exhibit "D", attached hereto and incorporated herein by reference, shall continue and be subject to all conditions, limitations, restrictions, terms and provisions contained in this Agreement.

3. Interim Limit on Connections In order to maintain sewage flow from TOWN within limits of CITY's current capacity rights at the treatment plant, TOWN shall be permitted to connect a maximum of 1,100 residential units, or their equivalent, as an interim limit of use. The total number of connections could be adjusted up to 1,500 if the CITY's capacity rights are increased as a result of the purchase of additional capacity rights or correction of infiltration makes additional capacity available. This interim limit may be adjusted by mutual agreement of both parties by a written amendment to this Agreement. Under either or both of the following circumstances the interim limit shall be reviewed for adjustment; (1) when the number of residential units connected reaches 900; and (2) whenever changes in the capacity of the treatment plant are being proposed.

As of the execution of this agreement, of the 1100 units of capacity rights available to TOWN, approximately 970 units of capacity rights have already been acquired in CITY's sewer system by property owners in TOWN. TOWN has made no separate purchase of capacity rights from CITY and nothing in this agreement obligates TOWN to purchase capacity rights.

4. Regulation With respect to said sewage, TOWN shall adopt and enforce the regulations contained in Title 5, Chapter 5, Article 6 - Use of Public Sewers, of the City of Los Altos Municipal Code, and any subsequent revisions thereto.

5. Ownership of Sewers All easements and rights-of-way for main trunk sewers and collector systems and the pipes themselves and appurtenances thereto that presently vest in CITY that lie within the corporate limits of TOWN shall hereafter vest in and be the property of TOWN, EXCEPTING THAT:
 - (a) The sewer mains and appurtenances thereto, exclusive of laterals serving TOWN residents and exclusive of mains entering from TOWN, that lie within Summerhill Avenue and that portion of Magdalena Avenue northerly of Interstate 280 shall vest in and be the property of CITY.

 - (b) All easements and rights of way and the pipes and appurtenances thereto, exclusive of laterals serving TOWN residents, in the El Monte Trunk Sewer (City Project 1959-8) running from University Avenue in the City of Los Altos southerly through the Town of Los Altos Hills and Foothill College to the intersection of South El Monte Avenue with Moody Road, shall vest in and be the property of CITY.

(c) All easements and rights of way and the pipes and appurtenances thereto, exclusive of laterals serving TOWN residents, in the Adobe Creek Sewer (City Project 1962-18) running generally along Adobe Creek downstream of O'Keefe Lane and upstream of West Edith Avenue shall vest in and be the property of CITY.

(d) The sewer mains and appurtenances thereto, exclusive of laterals serving TOWN residents, that lie within O'Keefe Lane easterly of Adobe Creek shall vest in and be the property of CITY.

TOWN shall assume ownership of any sanitary sewer system, including easements, now or henceforth belonging to CITY in an unincorporated area at such time as TOWN annexes such unincorporated territory containing a CITY owned system excepting as set forth in Subparagraphs (a) through (d) above. Upon such annexation and assumption of ownership by TOWN, CITY shall provide TOWN with copies of available construction plans and other pertinent documents.

TOWN's sewer system within TOWN shall vest in and be the property of TOWN except as noted above.

6. Foothill College CITY shall continue to be the sole provider of sewer service to Foothill College and shall handle all billings for said service. The volume of sewage generated by the College shall not be included in computations relative to flow or capacity rights of TOWN.

7. Maintenance of Sewers CITY shall provide normal maintenance including, but not limited to, routine inspection, rodding, unplugging or flushing of the TOWN's system which connects to the CITY's system. Said normal maintenance shall pertain only to sewer mains and manholes. CITY shall have no obligation to maintain, repair or replace sewer laterals within TOWN.

8. Lateral Rodding Service In those cases where CITY maintenance forces have responded to a request to inspect a sewer main for possible stoppage in TOWN, said CITY forces will furnish a lateral rodding service provided that the following conditions are met:
 - (a) The request to rod the lateral is received while the CITY forces are in the immediate vicinity of the subject lateral.

 - (b) The lateral to be rodded is that portion within the street right of way.

 - (c) A sewer cleanout exists that is to grade, is accessible and is in immediate proximity to the street right of way line.

The purpose of the lateral rodding service shall be to determine if the lateral within the street right of way contains a blockage. If such a blockage is found and the rodding operation does not eliminate the blockage, CITY shall notify TOWN and any further action to eliminate the blockage shall be the responsibility of TOWN. Exhibit E, attached hereto and incorporated by reference, defines the limits for the sewer lateral rodding service.

9. Repair of Sewers The repair of sewer mains and manholes owned by TOWN shall be the obligation of TOWN. Whenever it is determined by CITY that a problem exists within the TOWN's sewer main system, exclusive of emergencies, which requires more than normal maintenance by CITY and which can be eliminated by performing the appropriate repairs, CITY shall notify the TOWN in writing, describing the problem, its location and a recommended course of action. Except in emergency situations, CITY shall have no obligation to make repairs to TOWN owned sewers. Only in emergency situations affecting the operation of the TOWN's sewer main system will CITY be obligated to perform repairs involving excavations and pipe replacement. An emergency is defined as a situation requiring immediate attention in order to keep the sewer line in service or to prevent a health hazard. CITY shall be under no obligation to make emergency repairs in cases where CITY has previously notified TOWN in writing of problems needing repair and TOWN has not taken corrective action within 60 days of receiving written notification.

10. Sewer Service Charge The annual sewer service charge shall reimburse CITY for its costs incurred in transporting and treating sewage emanating from TOWN and costs associated with maintaining and operating a portion of TOWN's sewer system, Pine Lane Lift Station, and certain shared sewer mains and truck lines. For the service and use to be provided by the CITY under terms hereof, CITY shall charge an annual sewer service charge to properties within the corporate limits of TOWN in accordance with Exhibit "C" attached hereto and incorporated herein by reference. Upon determining the amount of the annual sewer service charge for the next fiscal year, CITY shall notify TOWN in writing no later than May 15th of each year. The CITY may include the annual sewer service charges on the County property tax billings for properties within TOWN by submitting the individual charges directly to the County Tax Collector by CITY only after TOWN has had a reasonable opportunity to review the proposed annual sewer service charge. If the TOWN has not approved by resolution the amount of the proposed annual sewer service charge by June 15, of any year, CITY may process charges to Tax Collector subject to a mutually agreed upon adjustment to the following year's sewer service charge.

(a) Calculation of Sewer Service Charge It is mutually agreed that for each single family residential connection, a per connection flow rate of 300 gallons per day, as shown on Exhibit "C", will be used in determining the volume of sewage generated in the portion of TOWN served by CITY. The single family residential connection shall be the basic unit for determining annual charges. For all connections other than single family residential, the annual volume of sewage will be mutually agreed upon by CITY and TOWN, except where an agreement with the CITY already exists stipulating the method for determining either the annual charge or the annual volume of sewage. No later than June 1, 1987, the City Engineers of CITY and TOWN shall jointly review and establish criteria and methods to determine the connection flow rate in gallons per day as shown in Exhibit "C" per single family residential connection and shall jointly determine if a different volume of flow should be used for computing subsequent annual charges.

(b) Rate Adjustment Postponement Option CITY shall have the option to postpone to the following year the adjustment of the annual sewer service charge applied to properties in TOWN. However, any revenues lost or gained as a result of such a postponement shall be carried over and used in the computation of subsequent annual sewer service charges in such a manner that the net revenues to the CITY are essentially the same as if a postponement had not occurred.

11. Sewer Reserve Fund The annual sewer service charge shall include a charge for the TOWN's Sewer Reserve Fund at the written request of TOWN. The amount shall be established by TOWN and shall be included by CITY in the annual sewer service charge. CITY may decline to include reserve funds in years in which no rate changes are proposed but in the third consecutive year with no change, CITY shall include funds for reserve if so requested. Funds received by CITY are to be paid to TOWN by January 31 and May 31 in tax year collected.

12. Pine Lane Lift Station All of the costs related to operating the Pine Lane lift station shall be shared between CITY and TOWN based on the number of single family residential connections and equivalent single family connections served in each jurisdiction. TOWN's proportionate share shall be included in the annual sewer service charge. In the event that TOWN is eventually able to physically divert its sewage away from the Pine Lane lift station, upon such diversion the TOWN's obligation to share in the costs of the lift station shall cease.

13. Minor Capital Improvements Included in the calculation of the above mentioned annual sewer service charge is an amount representing the cost of "minor" capital improvements at the Palo Alto Regional Water Quality Control Plant (RWQCP). Minor capital improvements are hereby defined as capital improvements which are

accomplished using funds shown in each year's operating budget for the Regional Water Quality Control Plant and identified as being for Minor Capital Improvements.

14. Major Capital Improvements Capital improvements at the RWQCP that are billed to the CITY by Palo Alto separately from the budgeted funds identified as being for Minor Capital Improvements shall be considered to be Major Capital Improvements.

(a) Share Payable by TOWN TOWN shall share in the actual costs to CITY of major capital improvements to the RWQCP as follows:

(1) When Revenue Bonds are used for financing capital improvements, the annual debt service shall be included in the annual Treatment Plant Expenses (Item 1 in Exhibit "C").

(2) For improvements that are financed by lump sum cash payments, CITY and TOWN shall mutually agree on the amount of TOWN's share and on the method of payment by a subsequent written agreement.

(b) Funding from Outside Sources Each party agrees to cooperate with the other in applications for grants or funds from outside sources to cover expansion, repair, or maintenance of facilities covered by this Agreement.

15. Approval of Sewer Main Extensions All sewer extensions involving mains and manholes within TOWN that are to be maintained pursuant to this Agreement shall be constructed in accordance with the CITY's Standard Specifications and in accordance with the minimum design standards of the CITY. Engineering plans for such sewer construction shall be sent by TOWN to CITY upon their receipt by TOWN. The City's Engineering Department shall promptly review such plans and submit comments thereon to the Los Altos Hills City Engineer. Final engineering plans for such sewer construction shall be approved by the Los Altos City Engineer prior to approval by the Los Altos Hills City Engineer.

16. Inspection of Sewer Main Extensions TOWN shall have the primary responsibility for the inspection and acceptance of sewer main extensions in TOWN. CITY retains the right to make construction inspections and to witness the balling and testing of all collector sewers constructed within TOWN if such sewers are to be maintained by CITY. CITY is to be notified when construction commences to assure the opportunity for inspections. CITY may reject responsibility for maintenance of sewer mains constructed without CITY's prior approval of construction plans or where the opportunity for inspections was not provided by TOWN.

17. Inspection of Sewer Lateral Construction TOWN shall have the primary responsibility for the inspection of individual sewer lateral construction in TOWN both on private property and in public rights of way. For laterals constructed in public rights of way or public sewer easements, TOWN shall provide CITY with information regarding exact location, date, and type of connection within ten (10) days of completion.

18. Connections to Existing CITY Maintained Sewers CITY retains the right to inspect all future direct connections to existing sewer mains maintained by CITY when such connections are being made. Not less than 24 hours advance notice of any proposed direct connection to a CITY maintained sewer main shall be furnished to CITY by TOWN prior to commencement of work on any such connection so as to provide CITY with the opportunity to inspect the actual connection to the sewer main.

19. Connections to CITY Owned Sewers CITY shall have the primary responsibility for the inspection of all connections made directly to sewer mains owned by CITY. The inspection of the sewer lateral construction, exclusive of the actual connection to the main, shall be as set forth in Section 17 above.

20. Backflow Prevention Devices TOWN shall require the installation of backflow prevention devices for all new sewer connections where the building served by the public sewer is so situated that

the lowest drain opening in the building is less than two (2) feet above the rim of the nearest upstream manhole. Such devices shall be installed so as to prevent the flow of sewage from publicly owned and maintained sewer mains into any building or structure.

21. Sewer Connection Permits Before connecting any individual dwelling or other structure in TOWN to any sewer facility that is or that eventually connects to a CITY maintained sewer, a CITY sewer connection permit must first be obtained for said connection from CITY. A sewer connection permit issued by the CITY shall be recognized as a TOWN sewer connection permit and the obtaining of a separate sewer connection permit from the TOWN shall not be required, except that the TOWN may notify the CITY in writing that after a specific date TOWN sewer connection permits must be obtained from the TOWN.

In order to obtain a CITY sewer connection permit, applicants must pay all appropriate fees established by CITY and TOWN. TOWN shall furnish CITY with all of its established fee schedules relating to sewers and shall send CITY written notification of any revisions affecting TOWN's sewer fees. CITY shall be responsible for collecting only those TOWN sewer fees that are in accordance with established fee schedules furnished to CITY by TOWN. TOWN fees shall be forwarded to TOWN by CITY on a quarterly basis. No administrative charge shall be applied to TOWN's fees.

in the area covered by this contract
TOWN shall send monthly reports of final building inspections, /
including sewer hook ups, on primary and secondary dwellings to
CITY to ascertain that all appropriate connections have obtained
permits from CITY.

CITY sewer permit fees shall be collected in accordance with the
Los Altos Municipal Code and this Agreement.

22. Fees Due Prior to Connection In addition to the sewer fees
established by the TOWN, the following fees shall be paid to CITY
by property owners or developers prior to issuance of a CITY
sewer connection permit:
- a. "Connection" fees shall be charged in accordance with
Section 5-6.103 (a) (1) of the Los Altos Municipal Code plus
an additional ten percent (10%). (Copy of current Municipal
Code Section attached as Exhibit "A")
 - b. "Capacity Acquisition" fees shall be charged in accordance
with City of Los Altos Resolution No. 84-52 (Exhibit "B"
attached hereto) and any subsequently adopted City
resolutions establishing a schedule of capacity acquisition
charges. CITY shall not adopt any schedule of acquisition
charges which would increase the charge ~~until TOWN has had a~~
~~reasonable opportunity to review and comment on the proposed~~
~~new schedule of charges.~~ before the year 2000 without Town's prior
approval. Thereafter City shall not adopt any schedule of acquisition
charges until Town has had a reasonable opportunity to review and comment
on the proposed new schedule of charges.

c. "In Lieu of Assessment" fees shall be paid to CITY by properties connecting to a CITY owned sewer main if that property was either not in an assessment district or was assessed for a lesser number of connections than is subsequently proposed. The amount of the fee shall be computed by the Los Altos City Engineer based upon the share of the cost of said sewer main and facilities the connecting property would have paid had it been assessed by an assessment district. Properties connecting to sewer mains constructed by Town administered assessment districts shall not be required to pay "In Lieu of Assessment" fees to CITY, but may be required to pay such fees to the TOWN if such fees have been established by TOWN.

23. Unpaid Fees Upon learning that any person in TOWN has connected to the sewer system without having paid all appropriate fees due TOWN and/or CITY under the terms of this Agreement, either party to this Agreement shall promptly notify the other and furnish any information concerning the connection and the identity of the person making the connection which the notifying party has obtained.

TOWN and CITY shall cooperate in efforts to collect unpaid sewer fees and TOWN shall make every reasonable effort to see that CITY is paid all appropriate sewer fees due from persons in TOWN.

24. Determination of Unreported Connections It shall be the responsibility of TOWN to control and manage sewer connections from properties within TOWN. In cases where CITY has reason to believe that certain properties in TOWN may be connected to the public sewer system, but such connections have not been adequately verified and reported to CITY, an investigation may be requested by CITY. Upon receiving such a request, TOWN shall promptly investigate the connection status of a subject property and shall verify whether or not the subject property is in fact connected to the public sewer system. CITY forces shall cooperate with TOWN in such investigations by performing dye tests and making other physical inspections under the supervision of TOWN.

TOWN shall cooperate with CITY regarding the adoption by TOWN of any appropriate ordinances concerning sewer fees and service charges which would enable CITY and TOWN to collect any unpaid monies from the owners of property in TOWN whose connection to TOWN's/CITY's sewer system is discovered after the connection was made.

25. Street Work The raising to grade of sewer manhole frames and covers, owned by TOWN, required in connection with street resurfacing projects within TOWN shall be accomplished promptly by TOWN.

26. Sewer Master Plan TOWN shall adopt a Master Plan for the present and future development of the collector system to serve the area of TOWN covered by this Agreement (area within TOWN's Sewer Assessment District No. 4 and area served by Pine Lane lift station) within three (3) years from the effective date of this Agreement. Future construction of sewers shall be in conformance with the Master Plan to assure adequacy of system design and maintenance.

27. Limited Rights Except as expressly provided herein, nothing contained in this Agreement shall be deemed to give CITY or TOWN any ownership rights or any other right, title or interest in or to the other party's sanitary sewerage system, or any part thereof.

28. Breach and Remedies

(a) Breach of Covenants In case of a breach or alleged breach on the part of either party in the performance of any of its obligations hereunder, notice of said breach shall be given to it in writing by the other party, delivered to the office of the Clerk thereof, or mailed to said office registered mail, postage prepaid, and said party shall have seventy-five (75) days from the date of delivery to cure said breach.

(b) Remedies

(1) Cumulative Each remedy conferred hereby or by the law shall be cumulative and may be exercised without regard to any other remedy conferred hereby or by the law.

(2) Waiver No waiver of any default or breach of duty or contract shall affect any subsequent default or breach of duty or contract or shall impair any rights or remedies herein.

(3) Delays No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be constructed to be a waiver of any such default.

29. Term of Agreement The term of this Agreement shall commence on July 1, 1984, and shall continue thereafter from year to year until terminated by either party hereto. Either party may terminate this Agreement on June 30th of any year by the giving of at least six (6) months written notice to the other party.

30. Insurance CITY shall maintain insurance covering the operations of CITY, its equipment and personnel, both within the limits of CITY and the limits of TOWN, and said insurance policies shall provide that they may not be cancelled without thrity (30) days written notice to TOWN. TOWN shall maintain insurance covering the operations of TOWN, its equipment and personnel, both within

the limits of CITY and the limits of TOWN, and said insurance policies shall provide that they may not be cancelled without thirty (30) days written notice to CITY. The insurance carried by each party pursuant to this paragraph shall name the other party as an additional insured, and a certificate stating coverage shall be sent to each party yearly.

31. Indemnification TOWN and CITY agree to each defend, save and hold harmless the other municipal corporation, and its respective officers, agents and employees from and against any and all claims, demands, suits, causes of actions, orders, decrees, or judgements for injury, or death, or damage to person or property, loss, damage and liability (including all costs and attorney's fees incurred in defending any claim, demand or cause of action) regardless of the theory or basis upon which the same may be instituted or brought, occasioned by, growing out of, or arising or resulting from any negligent error, omission or act on the part of TOWN or CITY, or its respective agents or employees as a result of the performance by TOWN or CITY of any acts required to be performed by TOWN or CITY, as the case may be, under this Agreement.

32. Records Each party hereto shall have the right to audit the books and records of the other pertaining to the matters covered by this Agreement.

33. 1961 Agreement From and after the effective date hereof, the 1961 Agreement shall be terminated, suspended, and of no further force or effect.

34. General Provisions This writing constitutes the entire Agreement between the parties hereto and no oral modifications may be made. Any and all prior oral agreements between the parties have been incorporated in full into this Agreement. If any provision of this Agreement is held invalid, void or unenforceable by a court of competent jurisdiction, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This Agreement may be modified only by an instrument signed and executed by duly authorized executives and ratified by respective City Councils of CITY and TOWN.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the 26th day of March, 1985.

ATTEST:

CITY OF LOS ALTOS
A Municipal Corporation,

City Clerk

BY Narry Kaushan

Mayor

APPROVED AS TO FORM:

Robert [Signature]
Los Altos City Attorney

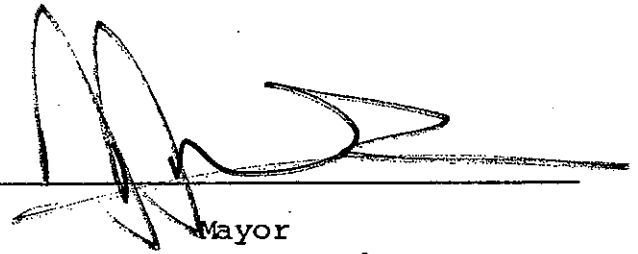
CITY OF THE TOWN OF LOS ALTOS HILLS,
A Municipal Corporation,

ATTEST:



City Clerk

By


Mayor

APPROVED AS TO FORM:

Los Altos Hills City Attorney

Sec. 5-6.103. Connection charges.

(a) *Los Altos Sewer System.*

(1) Connection charges to connect to the Los Altos Sewer System for property located in the City limits shall be Ninety-Five and no/100ths (\$95.00) Dollars per connection unit.

(2) Connection charges to connect to the Los Altos Sewer System for property located outside the City limits shall be One Hundred Ninety and no/100ths (\$190.00) Dollars per connection unit unless another rate is specifically agreed upon prior to connection by resolution of the Council.

(b) *Capacity rights.* No charge shall be made by the City for connections to the sanitary sewer system where the property has been assessed for, and has paid, or a lien has been established for capacity rights in the system in connection with assessment proceedings conducted by the City. Such charge for capacity rights shall be at least equal to the amount which would otherwise be charged pursuant to this section for each connection unit. Any connections over and above the number charged for the parcel in the assessment proceedings shall be paid, prior to issuance of a permit, in accordance with the then established connection charge.

(c) *Determination of connection units.* Connection units shall be determined in accordance with the following schedule:

<i>Type of Connection</i>	<i>Number of Connection Units</i>
Residential	1 per residence, residential unit, or apartment
All other	1 plus 1 additional unit for each 10 plumbing fixtures or fraction thereof over 10 ("plumbing fixtures" shall be as defined in the Uniform Plumbing Code)

(d) *St. Joseph Sewer System.* Connection charges for connections to the St. Joseph Sewer System and tributary sewers covered by reimbursing contracts, including, but not limited to, the Vista Los Altos Sewer System, shall be as follows:

(1) For each single-family residence connection, Ninety-Five and no/100ths (\$95.00) Dollars;

(2) For other than residence connections, Two Hundred Fifty and no/100ths (\$250.00) Dollars per acre, or fraction thereof;

(3) In the event such system is used as a collector by the individual connecting, an additional connection charge of Two and no/100ths (\$2.00) Dollars per lineal foot of frontage shall be made for each connection from property directly fronting on such sewer line extension; provided, however, the minimum charge for each connection with any such property having a frontage of eighty (80') feet or less shall be One Hundred Sixty and no/100ths (\$160.00) Dollars; the maximum charge for each connection with any such property having a frontage greater than eighty (80') feet but less than 200 feet shall be Four Hundred and no/100ths (\$400.00) Dollars; and the charge for each connection with any such property having a frontage of more than 200 feet shall be fixed by negotiation at the time of connection. In the event any system or tributary is used as a trunk rather than as a collector, the only charge shall be Ninety-Five and no/100ths (\$95.00) Dollars for each single-family residence connection or for all others Two Hundred Fifty and no/100ths (\$250.00) Dollars per acre, or fraction thereof.

(§§ 3, 4, Ord. 138, as amended by § 2, Ord. 323, eff. June 24, 1965, and § 1, Ord. 350, eff. April 21, 1966)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING A SCHEDULE OF SEWER CAPACITY ACQUISITION CHARGES

Exhibit A (25 of 29)

WHEREAS, the City of Los Altos by virtue of Resolution 67-52 has indicated its willingness to accept connections for sewer service from outside its incorporated limits, and

WHEREAS, the City of Los Altos by virtue of Resolution 69-7, a copy of which is hereto attached as Exhibit 'A', established a schedule of capacity acquisition charges for sewer service, and

WHEREAS, said schedule does not specify amounts beyond 1984, and

WHEREAS, the City of Los Altos will continue to accept connections for sewer service from outside its incorporated limits beyond 1984.

NOW, THEREFORE, BE IT HEREBY RESOLVED that, in equity, the following schedule of capacity acquisition charges for the calendar years through 2000 be adopted:

Calendar Year	1985	\$ 713.20
	1986	784.52
	1987	862.97
	1988	949.26
	1989	1,044.19
	1990	1,148.61
	1991	1,263.47
	1992	1,389.82
	1993	1,528.80
	1994	1,681.68
	1995	1,849.85
	1996	2,034.83
	1997	2,238.31
	1998	2,462.15
	1999	2,708.36
	2000	2,979.20

* * * *

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Council of the City of Los Altos at a meeting of said Council held on the 17th day of July, 1984, by the following roll call vote:

- AYES: Mayor Kallshian, Councilmen Cullinan, Eng, Verlot, and Councilwoman Reed
- NOES: None
- ABSENT: None

Darry Kallshian
Mayor

DRAFT 1/7/85

EXHIBIT "C"

DETERMINATION OF ANNUAL SEWER CHARGES FOR TOWN OF LOS ALTOS HILLS

The CITY shall prepare an estimate of costs no later than May 15 of each year for the purpose of determining the annual charge for sewer service in TOWN for the following fiscal year (July 1 - June 30). The background for the cost estimation and the proposed Resolution fixing the annual charge shall be submitted to TOWN. CITY shall notify TOWN if no rate adjustment is to occur. When a delay occurs in receiving information from the City of Palo Alto, CITY shall submit the information available and shall furnish the Palo Alto information when received. For purposes of the historical cost data relative to Items 3 and 4, prior service years shall cover the period of April 1 through March 31, and TOWN shall be notified if any changes in these dates are proposed.

This estimate will include the following seven items:

ITEM 1 - TREATMENT PLANT EXPENSES

Annual Treatment = 300 gal. per day X 365 days X cost of
 Cost per Unit treatment per gal.*

*Cost of treatment per gallon shall be based on estimates prepared by the City of Palo Alto and shall be on the total estimated treatment cost to Los Altos divided by the total estimated flow from the Los Altos service area.

The projected cost per unit shall be adjusted by the difference between the actual and estimated cost per unit for the previous complete fiscal year (for example, in computing the cost for FY 85-86 in May of 1985, the adjustment will be based on the difference between actual and estimated costs for FY 83-84).

ITEM 2 - TRUNK SEWER MAINTENANCE COSTS

Annual Trunk Maintenance = $\frac{300 \text{ gal/day}}{\text{Total Trunk Flow per day}}$ X Estimated total
 Cost per Unit annual trunk
 maintenance cost*

*Cost to be estimated by Los Altos City Engineer and identified in each year's operating budget.

ITEM 3 - COLLECTION SYSTEM MAINTENANCE COSTS

Cost of collection system maintenance in TOWN shall be based on actual services provided.

$$\text{Cost of Collection System Maintenance per Unit} = \frac{1}{\text{Total No. of Town Units}} \times \text{Estimated collection system maintenance cost in TOWN*}$$

*Based on hours of service and at an hourly rate including labor, fringe benefits, equipment, materials, and incidental services. The hourly rate shall be determined each year by the Los Altos City Engineer and shall be identified in the CITY's operating budget.

The number of hours of service shall be estimated by averaging the hours of service for the previous three years. In years prior to FY 82-83, the hours of service shall be estimated and from FY 82-83 and beyond, actual time records of hours of service will be used. If in the previous service year the City incurred "outside" costs (i.e. emergency repair work by contractors, sewage backup damages, etc.), the maintenance cost estimate based on hours of service shall be adjusted so as to reimburse the CITY for "outside" costs.

ITEM 4 - PINE LANE LIFT STATION EXPENSES

$$\text{Cost of Pine Lane Lift Station per Unit} = \frac{1}{\text{Total Number of TOWN units}} \times \frac{\text{No. of TOWN units through station}}{\text{Total Units through station}} \times \text{Estimated annual cost of maintenance and operation*}$$

*Cost to include labor, fringe benefits, equipment, materials, electricity, alarm system costs, an allocation for future equipment replacement, and any other services directly related to the lift station. Labor hours shall be estimated using the average of the previous three years of actual hours of service.

ITEM 5 - INCIDENTAL COSTS

Item 5a - Engineering and Supervision

A fee of 7% of Items 1 through 4 shall be included in the annual charge for Engineering and Supervision.

Item 5b - General Overhead Expenses

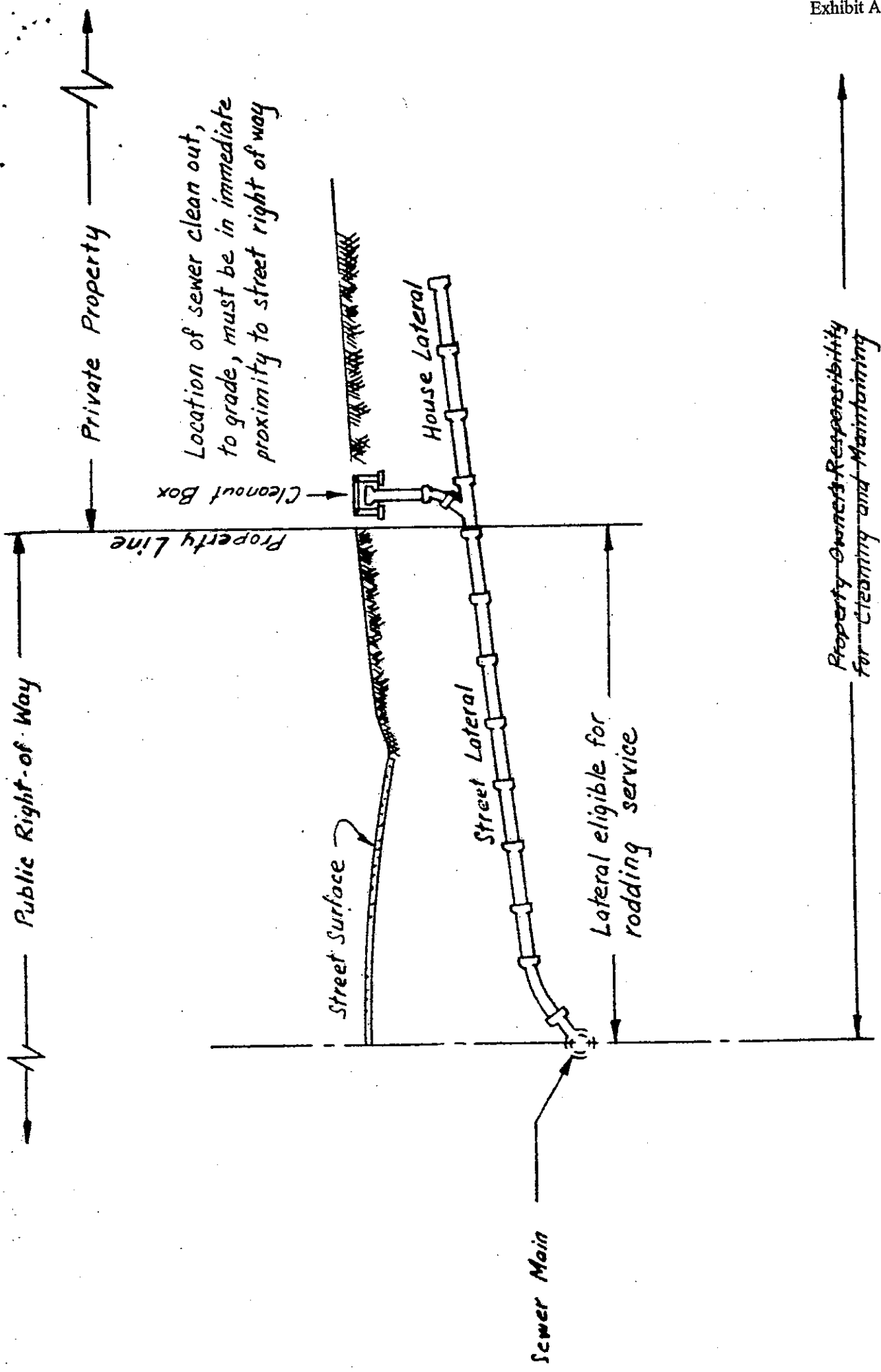
A fee of 8% of Items 1 through 4 shall be included in the annual charge for General Overhead Expenses.

ITEM 6 - TOWN'S SEWER RESERVE FUND

The annual sewer service charge shall include a charge for the TOWN's Sewer Reserve Fund at the written request of TOWN. The amount shall be established by TOWN and shall be included by CITY in the annual sewer service charge. CITY may decline to include reserve funds in years in which no rate changes are proposed but in the third consecutive year with no change, CITY shall include funds for reserve if so requested. Funds are to be paid to TOWN by January 31 and May 31 in tax year collected.

SUMMARY

The total annual sewer service charge per unit for TOWN properties served by CITY shall be the sum of Items 1 through 6.



CROSS SECTION

SEWER LATERAL RODDING SERVICE

SEWER AGREEMENT BETWEEN THE CITY OF LOS ALTOS AND THE CITY OF THE
TOWN OF LOS ALTOS HILLS

FIRST AMENDMENT TO AGREEMENT

This is the first amendment to that certain agreement between the City of Los Altos (City) and the City of the Town of Los Altos Hills (Town) entitled SEWER AGREEMENT BETWEEN THE CITY OF LOS ALTOS AND THE CITY OF THE TOWN OF LOS ALTOS HILLS, entered into on March 26, 1985.

The parties agree that:

1. Section 3, Interim Limit on Connections, is amended by adding the following sentence to the end of this section:

Furthermore, nothing in this Agreement obligates Town to provide sewer connections to those who have acquired capacity rights or to those who have not.

2. Section 5d, Ownership of Sewers, is amended in full to read:

The sewer mains and appurtenances thereto, exclusive of laterals serving TOWN residents, that lie within O'Keefe Lane from and including the manhole from 350 feet, more or less, easterly of Dianne Drive to El Monte Avenue, shall vest in and be the property of CITY.

3. Section 10, Sewer Service Charge is amended in full to read:

The annual sewer service charge shall reimburse CITY for its costs incurred in transporting and treating sewage emanating from TOWN and costs associated with maintaining and operating a portion of TOWN's sewer system, Pine Lane Lift Station, O'Keefe Lift Station, and certain shared sewer mains and trunk lines. For the service and use to be provided by the CITY under terms hereof, CITY shall charge an annual sewer service charge to properties within the corporate limits of TOWN in accordance with revised Exhibit "C" attached hereto and incorporated herein by reference. Upon determining the amount of the annual sewer service charge for the next fiscal year, CITY shall notify TOWN in writing no later than April 15th of each year. The CITY may include the annual sewer service charges on the County property tax billings for properties within TOWN by submitting the individual charges directly to the County Tax Collector by CITY only after TOWN has had a reasonable opportunity to review the proposed annual sewer service charge. If the Town has not approved by resolution the amount of the proposed annual sewer service charge by May 15, of any year, CITY may process charges to Tax Collector subject to a mutually agreed upon adjustment to the following year's sewer service charge.

4. Section 12, Pine Lane Lift Station is amended in full to read:

12. Pine Lane Lift Station and O'Keefe Lift Station All of the costs related to operating the Pine Lane Lift Station and O'Keefe Lift Station shall be shared between CITY and TOWN based on the number of single family residential connections and equivalent single family connections served in each jurisdiction. TOWN's proportionate share shall be included in the annual sewer service charge. In the event that TOWN is eventually able to physically divert its sewage away from the Pine Lane Lift Station, upon such diversion the TOWN's obligation to share in the costs of the lift station shall cease.

5. Section 21, Sewer Connection Permits, is amended in full to read:

Before connecting any individual dwelling or other structure in Town to any sewer facility that is or that eventually connects to a City maintained sewer, in addition to any permits required by Town, a City sewer connection permit must first be obtained for said connection from City. In order to obtain a City sewer connection permit, applicants must pay all appropriate fees established by City. In order to obtain any necessary Town permits, applicants must pay all appropriate fees established by Town.

Town shall send quarterly reports of final building inspections, including sewer hook-ups on primary and secondary dwellings, in the geographical area covered by this Agreement, to City to ascertain that all appropriate connections have obtained permits from City.

City sewer permit fees shall be collected in accordance with the Los Altos Municipal Code and this Agreement.

6. Exhibit "C", DETERMINATION OF ANNUAL SEWER SERVICE CHARGES FOR TOWN OF LOS ALTOS HILLS first paragraph is amended as shown on the revised Exhibit C attached hereto.

7. Except as amended herein, all terms and conditions of said agreement shall remain in full force and effect.

WHEREFORE the parties have entered into this amendment to agreement on the dates shown below:

"TOWN"

"CITY"


CITY OF TOWN OF LOS ALTOS HILLS, a municipal corporation.

CITY OF LOS ALTOS, a municipal corporation.

DATE April 7, 1993


DATE 6-24-93

By:

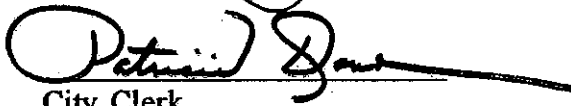


City Manager

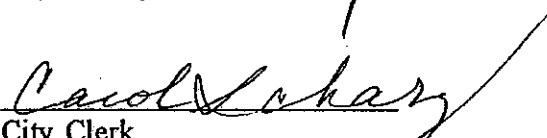
By:



City Manager

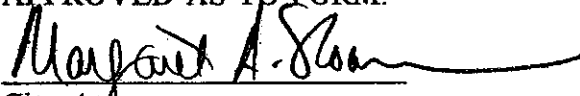


City Clerk



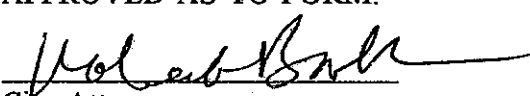
City Clerk

APPROVED AS TO FORM:



City Attorney

APPROVED AS TO FORM:



City Attorney

Revised January 14, 1993

EXHIBIT "C"

DETERMINATION OF ANNUAL SEWER CHARGES FOR TOWN OF LOS ALTOS HILLS

The CITY shall prepare an estimate of costs no later than April 15th of each year for the purpose of determining the annual charge for sewer service in TOWN for the following fiscal year (July 1 - June 30). The background for the cost estimation and the proposed Resolution fixing the annual charge shall be submitted to TOWN. City shall notify TOWN if no rate adjustment is to occur. When a delay occurs in receiving information from the City of Palo Alto, CITY shall submit the information available and shall furnish the Palo Alto information when received. For purposes of the historical cost data relative to Items 3 and 4, prior service years shall cover the period of March 1 through February 28 (or February 29 in leap years), and TOWN shall be notified if any changes in these dates are proposed.

This estimate will include the following seven items:

ITEM 1 - TREATMENT PLANT EXPENSES

Annual Treatment Cost per unit =

300 gallons per day x 365 days x cost of treatment per gallon *

* Cost of treatment per gallon shall be based on estimates prepared by the City of Palo Alto and shall be on the total estimated treatment cost to Los Altos divided by the total estimated flow from Los Altos service area.

The projected cost per unit shall be adjusted by the difference between the actual and estimated cost per unit for the previous complete fiscal year (for example, in computing the cost for FY 93-94 in April of 1993, the adjustment will be based on the difference between actual and estimated costs for FY 91-92).

ITEM 2 - TRUNK SEWER MAINTENANCE COSTS

Annual Trunk Maintenance Cost per Unit =

300 gallons per day x Estimated total annual trunk maintenance cost *
Total Trunk Flow per day

* Cost to be estimated by Los Altos City Engineer and identified in each year's operating budget.

ITEM 3 - COLLECTION SYSTEM MAINTENANCE COSTS

Cost of collection system maintenance in TOWN shall be based on actual services provided.

Cost of Collection System Maintenance per Unit =

Estimated collection system maintenance cost in TOWN *
 Total Number of Town Units

* Based on hours of service and at an hourly rate including labor, fringe benefits, equipment, materials, and incidental services. The hourly rate shall be determined each year by the Los Altos City Engineer and shall be identified in the City's operating budget.

The number of hours of service shall be estimated by averaging the hours of service for the previous three years. In years prior to FY 82-83, the hours of service shall be estimated and from FY 82-83 and beyond, actual time records of hours of service will be used. If in the previous service year the City incurred "outside" costs (i.e. emergency repair work by contractors sewage backup damages, etc.), the maintenance cost estimate based on hours of service shall be adjusted so as to reimburse the CITY for "outside" costs.

ITEM 4 - LIFT STATION EXPENSES

Cost of lift station expenses per unit =

TOWN's cost of Pine Lane + TOWN's cost of O'Keefe
 total number of TOWN units in the Los Altos Basin

Item 4a - where TOWN's Cost of Pine Lane Lift Station per Unit =

Number of TOWN units using <u>through Pine Lane Lift Station</u> Total number of TOWN units using Pine Lane Lift Station	x	Estimated annual cost of maintenance and operation* <u>of Pine Lane Lift Station</u> Total units through station
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* Cost to include labor fringe benefits, equipment, materials, electricity, alarm system costs, an allocation for future equipment replacement, and any other services directly related to the lift station. Labor hours shall be estimated using the average of the previous three years of actual hours of service.

Item 4b - and TOWN's Cost of O'Keefe-Lift-Station-per-Unit =

<p>Number of TOWN units using <u>through O'Keefe Lift Station</u> x Total number of TOWN-units using O'Keefe Lift Station</p>	<p>Estimated annual cost of maintenance and operation* <u>of O'Keefe Lift Station</u> Total-units-through-station</p>
---	---

* Cost to include labor fringe benefits, equipment, materials, electricity, alarm system costs, an allocation for future equipment replacement, and any other services directly related to the lift station. Labor hours shall be estimated using the average of the previous three years of actual hours of service.

ITEM 5- INCIDENTAL COSTS

Item 5a - Engineering and Supervision

A fee of 7% of Items 1 through 4 shall be included in the annual charge for Engineering and Supervision.

Item 5b - General overhead Expenses

A fee of 7 8% of Items 1 through 4 shall be included in the annual charge for General Overhead Expenses

ITEM 6- TOWN'S SEWER RESERVE FUND

The annual sewer service charge shall include a charge for the TOWN's Sewer Reserve Fund at the written request of TOWN. The amount shall be established by TOWN and shall be included by CITY in the annual sewer service charge. CITY may decline to include reserve funds in years in which no rate changes are proposed but in the third consecutive year with no change, CITY shall include funds for reserve if so requested. Funds are to be paid to TOWN by January 31 and May 31 in tax year collected.

SUMMARY

The total annual sewer service charge per unit for TOWN properties served by CITY shall be the sum of Items 1 through 6.

TOWN OF LOS ALTOS HILLS

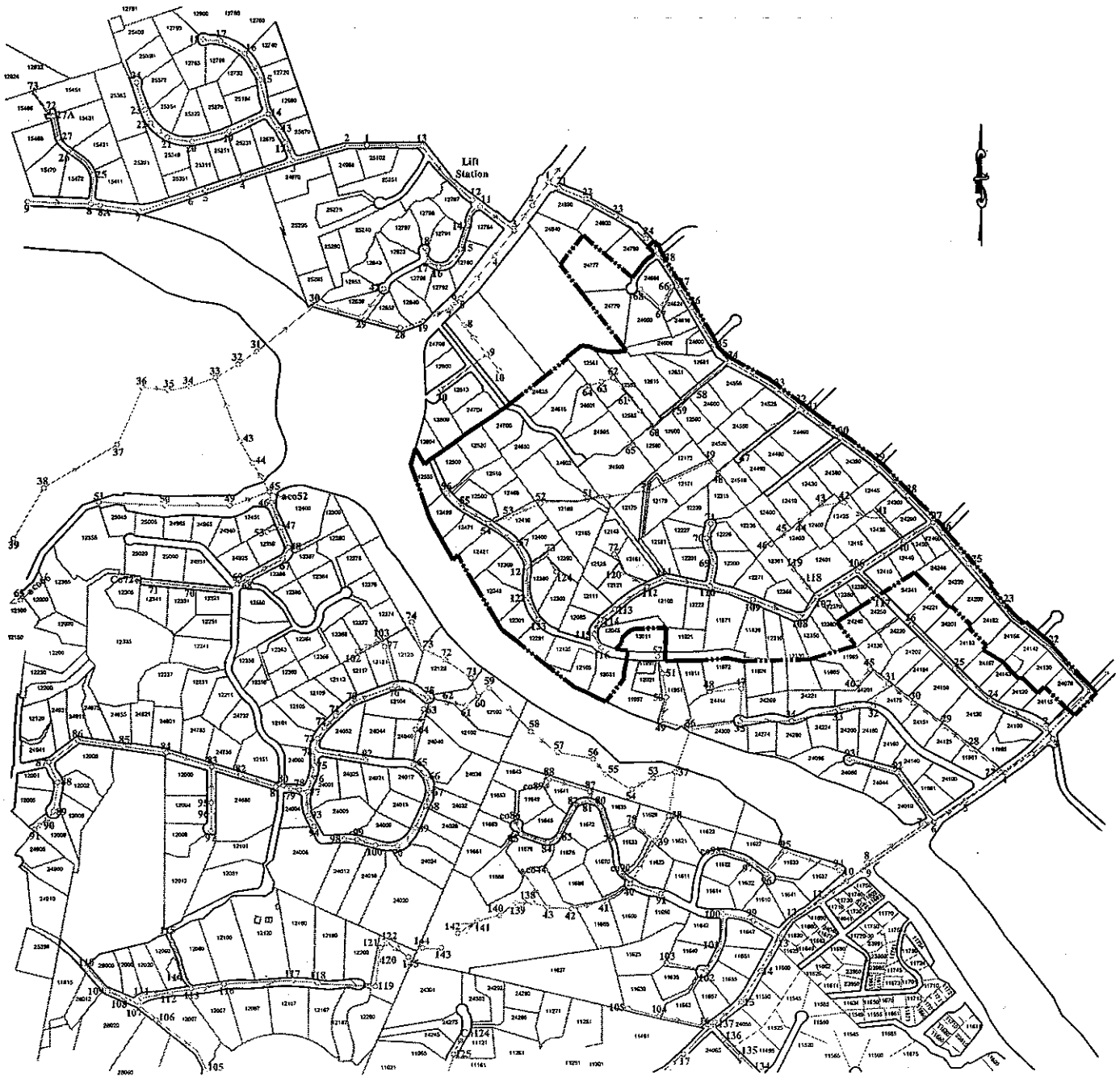


EXHIBIT "C" - TOWN AREA SERVED BY SUMMERHILL AVENUE SEWER MAIN

TOWN OF LOS ALTOS HILLS

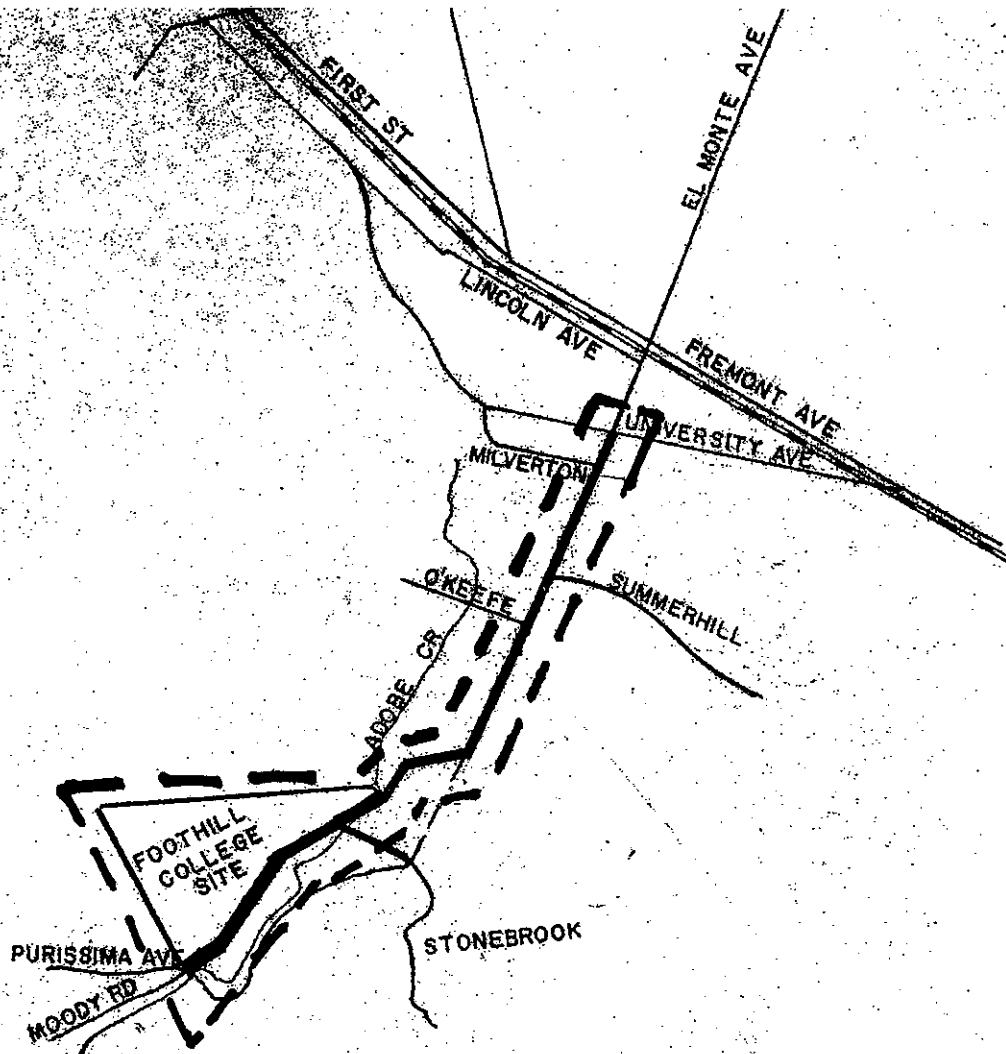


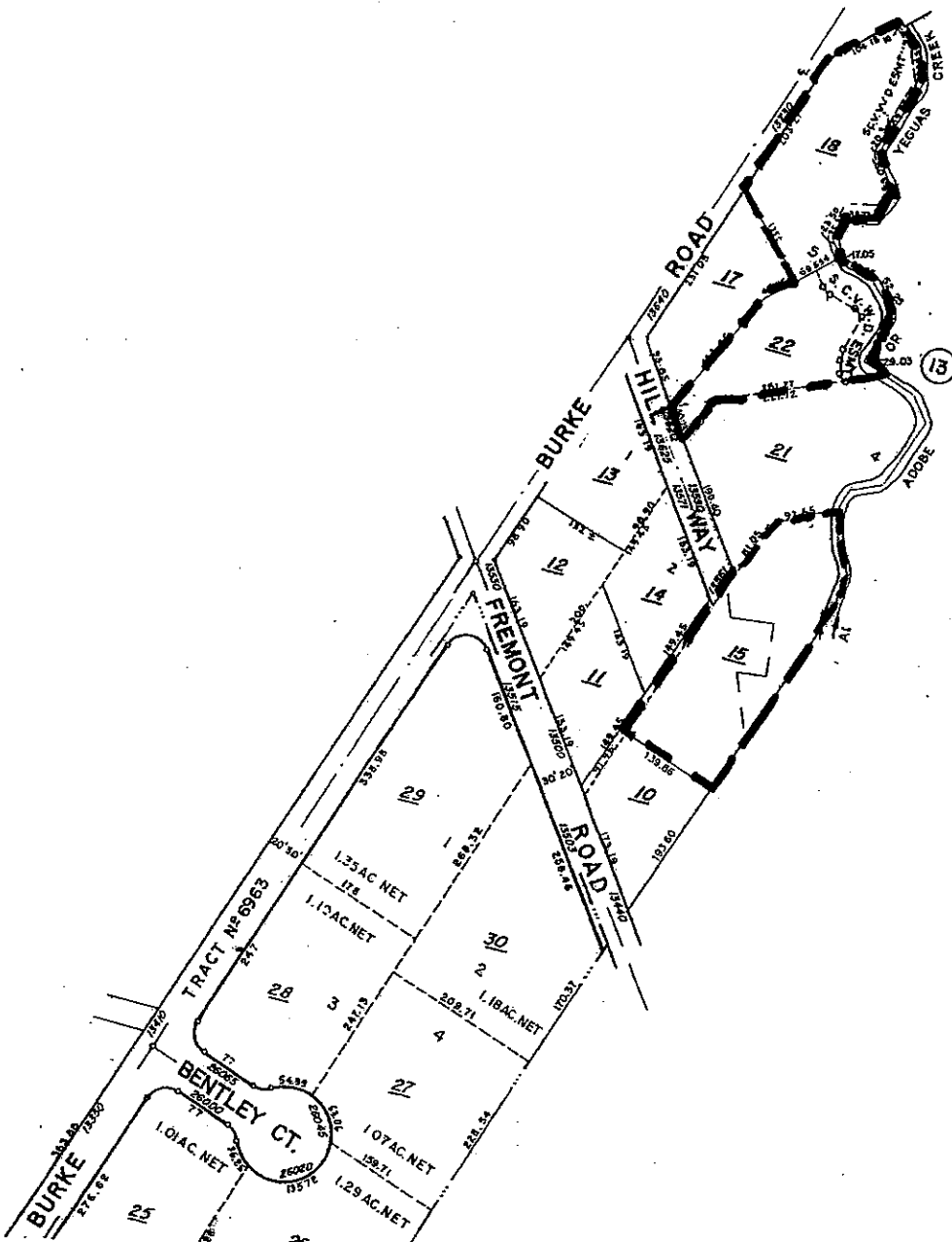
EXHIBIT "D" - TOWN AREA SERVED BY EL MONTE TRUNK SEWER

TOWN OF LOS ALTOS HILLS



**EXHIBIT "E" - TOWN AREA SERVED BY ADOBE CREEK SEWER
(SHEET 1 OF 2)**

TOWN OF LOS ALTOS HILLS



**EXHIBIT "E" - TOWN AREA SERVED BY ADOBE CREEK SEWER
(SHEET 2 OF 2)**

CITY OF LOS ALTOS



EXHIBIT "F" - CITY AREA SERVED BY O'KEEFE LANE SEWER

TOWN OF LOS ALTOS HILLS

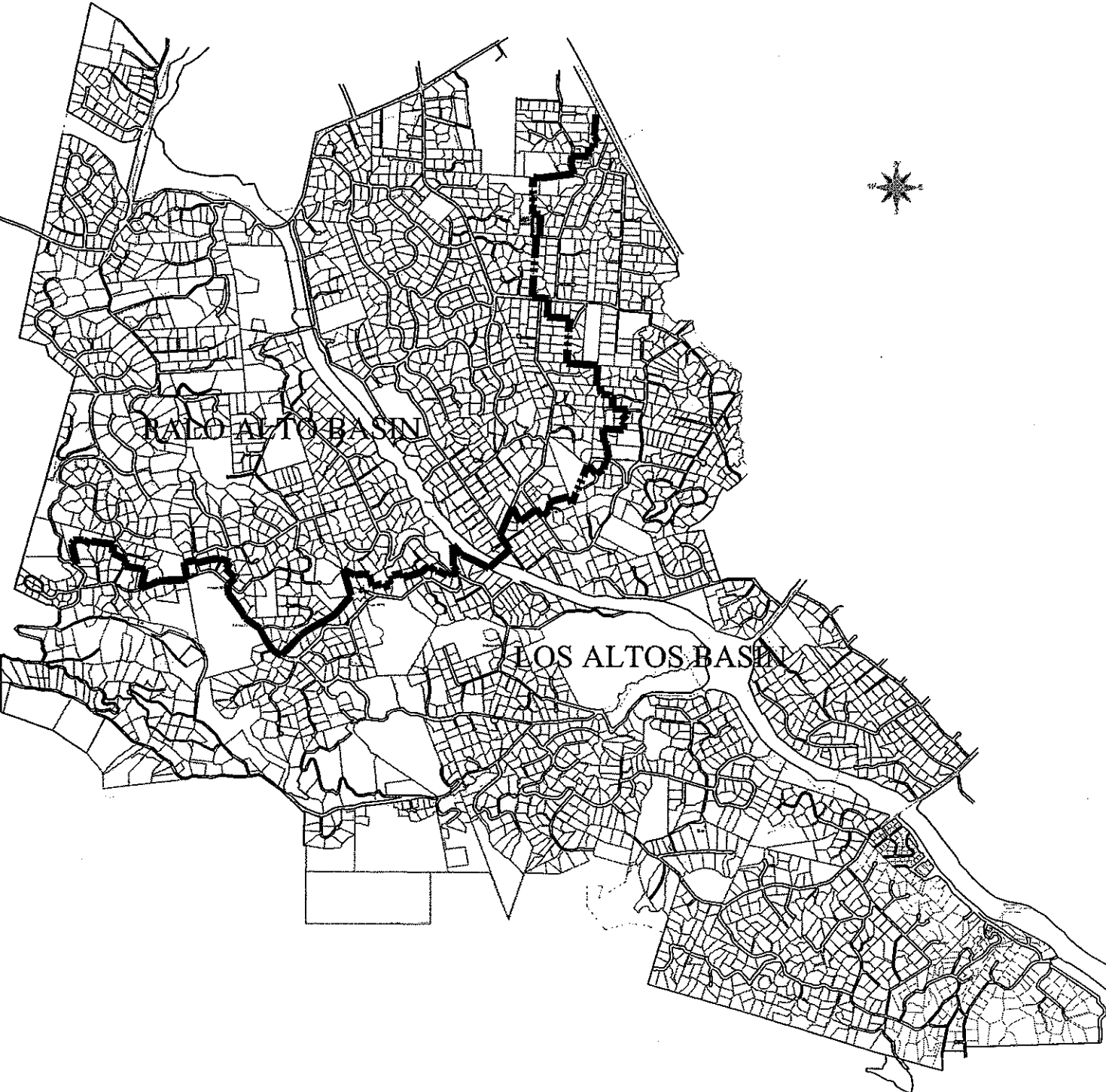


Exhibit "G" - Los Altos Basin Boundaries within the Town of Los Altos Hills and its Sphere of Influence

**AMENDMENT TO AGREEMENT BETWEEN
THE CITY OF LOS ALTOS, CALIFORNIA
AND THE TOWN OF LOS ALTOS HILLS FOR TRANSPORTATION,
TREATMENT AND DISPOSAL OF SEWAGE**

This amendment ("Amendment") by and between the City of Los Altos, California ("CITY") and the Town of Los Altos Hills, California ("TOWN") is dated for references purposes as of July 15th, 2007, with reference to the following facts:

RECITALS

WHEREAS, on January 26, 2007, CITY and TOWN entered into an agreement entitled "Agreement Between the City of Los Altos, California and The Town of Los Altos Hills for Transportation, Treatment and Disposal of Sewage", ("Agreement"); and

WHEREAS, both parties desire to amend the Agreement in order to clarify the ownership of sewer mains south of Summerhill Avenue; and

NOW THEREFORE, In consideration of the covenants, conditions and promises hereinafter contained, to be kept and performed by the parties hereto, CITY and TOWN hereby agree that the following section of the aforesaid agreement dated January 26, 2007, is amended to read as follows:

1. Revision to Section 3

Paragraph (b) (i) of Section 3, "**Ownership, Maintenance, and Regulation of Collection Systems**", shall be deleted and replaced with the following new paragraph:

"The sewer mains and appurtenances thereto, including mains serving TOWN residents and entering from the TOWN, that lie within Summerhill Avenue and that portion of Magdalena Avenue between Summerhill Avenue and Hillview Avenue shall vest in and be the property of CITY. The location and property served by these sewer mains are shown on Exhibit C.

2. General Provisions

- A. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns.
- B. Except as modified hereby, the terms and provisions of the Agreement shall remain unmodified and in full force and effect.
- C. Capitalized terms not otherwise defined herein shall have the same meaning as set forth in the Agreement.
- D. In case of any conflict between any term or provision of this Amendment and any term or provision of the Agreement, the term or provision of this Amendment shall govern.

E. This Amendment shall be deemed to be made in, and construed in accordance with, the laws of the State of California. In the event suit is brought by either party hereunder, the Parties agree that venue for such action shall be vested in the state courts of California in the County of Santa Clara or in the United States District court in the Northern District of California.

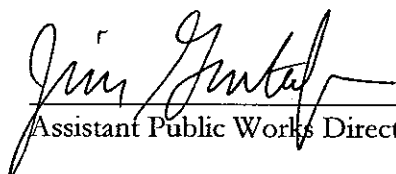
F. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one agreement.

IN WITNESS WHEREOF, this Amendment has been executed as of the date set forth above.

CITY OF LOS ALTOS
A California municipal corporation

TOWN OF LOS ALTOS HILLS
A California municipal corporation


APPROVED AS TO CONTENT:


Assistant Public Works Director


APPROVED AS TO CONTENT:


Public Works Director

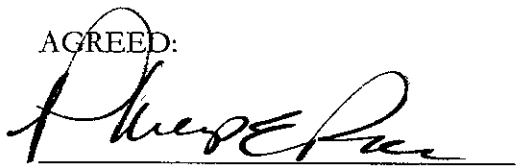
APPROVED AS TO FORM
AND LEGALITY:


City Attorney

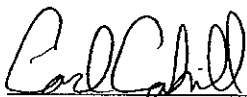
APPROVED AS TO FORM
AND LEGALITY:


City Attorney

AGREED:


City Manager

AGREED:


City Manager

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**Appendix B – Document 5
Agreement between the City of Los Altos
and Santa Clara County**

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AGREEMENT BETWEEN COUNTY OF SANTA CLARA
AND CITY OF LOS ALTOS RELATING TO
SEWAGE COLLECTION AND TREATMENT

THIS IS AN AGREEMENT between the CITY OF LOS ALTOS, a municipal corporation, hereinafter called "City," and the COUNTY OF SANTA CLARA, a political subdivision of the State of California, hereinafter called "County."

1. Declaration of Purpose. The public interest and convenience require the acquisition by County of capacity and disposal rights in sewage transmission and treatment facilities of City and the acquisition and installation by County and maintenance and operation by City of sewer mains, manholes, laterals, force mains, pumping stations and appurtenances necessary and convenient for the providing of sewer service within unincorporated territory of the County, and a portion of the City of Los Altos Hills more particularly referred to as the "Los Altos Sanitary Sowers and Capacity Acquisition District," more particularly shown on Exhibit "A" hereto attached and by reference incorporated herein. It is proposed that said capacity rights and sewage collection facilities be acquired and installed by County pursuant to special assessment proceedings under appropriate special assessment and assessment bond acts, and that after such acquisition and installation the providing of sanitary sewerage and sewage disposal service within said territories shall be under the management and control of City.

2. Plans and Specifications. Plans and specifications for said sewage collection facilities will be prepared by the County. Said plans and specifications shall be approved by City prior to calling for bids for the construction of any facilities. At least fifteen (15) working days shall be allowed City for said review. All facilities shall be installed in accordance with the plans and specifications approved by City as hereinabove provided.

3. Construction and Acquisition. County shall construct a sewerage system within the areas designated A1 through A8 and LAH1, as shown on Exhibit "A." County may add territory to or delete territory from, at its sole discretion, the areas shown on Exhibit "A" or add or delete areas. County shall acquire capacity and disposal rights and a right of service and use in the facilities of City including sewerage collection, outfall, treatment and disposal facilities presently constructed or to be constructed for that portion of the assessment district to be formed which lies within the City's master plan for sanitary sewers.

4. Assessment District. The acquisition of rights and the construction of facilities described herein shall be accomplished through an assessment district to be formed by County. [In the event the assessment district is not formed, neither County or City shall have any obligations under this agreement.] All costs, charges and expenses of County arising under the terms of this agreement shall be paid from funds raised in the assessment proceedings and from no other source.

5. City Inspector. City may maintain at all times at its own expense and at no cost to County, an inspector over the work of installation of the said facilities to be installed by County pursuant hereto to see that plans and specifications have been complied with, and County and its engineers shall co-operate with City's inspectors.

6. Sewage Treatment by City. City shall accept all sewage emanating from that portion of the assessment district to be formed which lies within City's master plan for sanitary sewers, and shall provide capacity for said sewage to flow through its system and treatment facilities including all future additions to said system and facilities, or any other facilities used by City, whether owned or constructed by City, for the purpose of transmission, treatment and disposal thereof. All properties connecting to said system and facilities shall comply with all applicable rules and regulations of the City, except as otherwise herein provided.

7. Acquisition of Rights of Way. Whenever sanitary sewerage facilities and appurtenances to be conveyed hereunder are not installed in dedicated streets or highways, County shall provide or cause to be provided the necessary rights of way and other property necessary to accommodate said work and improvements. All costs and expenses in the acquisition of the rights of way and other property shall be a cost of District.

8. Ownership and Maintenance by City. After the construction of the sewerage system described herein has been completed and the facilities have been accepted by County and City, all sanitary sewerage facilities and appurtenances so installed shall become the property of City and part of its system and thereafter City may make extensions therefrom and install laterals thereto at any point or points thereon. They shall be operated, maintained and managed by City as part of such system under the rules and regulations and subject to the rates and charges of City from time to time established, except as hereinafter provided.

9. Service Charge. The sewer service charges to be charged by City for properties in the unincorporated areas of the assessment district shall not exceed the amounts set forth in the Schedule of Charges contained in Section 5-7.701 of the Los Altos Municipal Code on July 1, 1967; provided that if said Schedule of Charges is amended to increase the charges for connections within the City limits, the charges for properties in the unincorporated area of the assessment district may be increased but in no event shall these charges exceed twice the amount of the sewer service charges of City for connections within the City limits.

10. Connection Charge. After the construction of the sewerage system described herein has been completed and the facilities have been accepted by County and City, City shall permit all properties constituting legal building sites within the areas where sanitary sewers have been provided by County pursuant to this agreement to

connect to said facilities upon payment to City of a connection charge. The connection charge to be charged by City for properties within the said areas shall not exceed the amounts set forth in section 5-6.103 of the Los Altos Municipal Code on April 21, 1966; provided that if said charges are increased for connections within the City limits, the charges for properties in the unincorporated areas may be increased but in no event shall these charges exceed twice the connection charge of City for connections within the City limits.

11. Extensions and Connections. All properties within the assessment district to be formed which lie within City's master plan for sanitary sewers shall have the right of service in City's sewer system upon construction of necessary sewage collection facilities. All facilities shall be installed in accordance with plans and specifications approved by City. Any connections or extensions of sewage collection facilities to unincorporated territory outside the boundaries of the assessment district to be formed shall be subject to such terms and conditions as are contained in future agreement between County and City; provided that should any unincorporated territory outside the boundary of said assessment district be annexed to City the connection to said facilities shall be under the sole control of City.

12. Capacity Acquisition Charge. The capacity acquisition charge of City to be assessed against all the properties within the boundaries of the assessment district to be formed is \$827,000.00 as shown in Exhibit "B" hereto. Said capacity acquisition charge includes all fees, charges, costs, or expenses for the acquisition of the rights of service for transmission, treatment and disposal of sewage emanating from that portion of the assessment district to be formed which lies within City's master plan for sanitary sewers whether said transmission, treatment, or disposal facilities

are owned or constructed by City. This capacity acquisition charge shall be the total charge, except the connection and service charge set forth herein, imposed by City for transmission, treatment or disposal facilities presently in existence or to be constructed prior to June 30, 1984 to serve City.

13. Adjustment of Charges of City. If said proposed assessment district or any portion thereof is formed with boundaries varying from those shown on Exhibit "A," the total capacity acquisition charges specified in paragraph 12 herein shall be adjusted to reflect such increase or decrease in area. Said adjustment shall be based on a factor representing the ratio that the master plan population in the revised district bears to the master plan population within said district as shown on Exhibit "A." Said master plan population shall be based on the population density shown in the City's master plan for sanitary sewers prepared by Brown and Caldwell dated October 1965.

If the boundaries of the district are varied in such a manner that the adjustment of the capacity acquisition charge specified in paragraph 12 reduces said charge for the unincorporated territory of district by five (5%) percent or more, City shall have no obligations under this agreement.

14. Time of Payment. Payment of fifty (50%) percent of the capacity acquisition charge specified in paragraph 12 shall be made within 30 days of billing by City following formation of the assessment district and receipt of funds by County from the sale of bonds of the assessment district. The remainder of the capacity acquisition charge shall be paid upon acceptance by City of fifty (50%) percent of the sewerage system constructed by County as described herein.

15. District Boundaries. District boundaries shall be as shown on Exhibit "A" or as hereafter amended pursuant to the provisions of this agreement. County will not assess or provide connections for any properties that are within the City limits of Los Altos, prior to formation of the assessment district. Inclusion of properties within

the City limits of Los Altos Hills shall be contingent upon the granting of extraterritorial jurisdiction by said City. In the event extraterritorial jurisdiction is not granted by Los Altos Hills, the area shall be deleted from the district in accordance with the terms of this agreement.

16. Existing Connections. City shall grant credit for properties presently connected to the City's sewer system. Credits shall be such that the total sewer charges to said properties by the City and the County will not exceed the charges that would have applied if they did not have existing connections.

17. Service by Gravity System. In the event any properties within district boundaries are not assessed because they cannot be served by a gravity system at a reasonable cost as determined by the County, the charges by City shall be reduced in the same manner as provided in paragraph 13.

18. Required Connections. County agrees to assess connection charges or to require the connection of all buildings within those portions of the areas designated A1 through A8 and LAH1 which are under County jurisdiction and are inhabited or used by human beings within 180 days after the construction of the sewerage system described herein has been completed and the facilities accepted by County and City, if the buildings to be served are within 100 feet of the system, in accordance with section 5009 of the Health and Safety Code. County shall pay all connection charges collected to City within 30 days of receipt.

19. Specifications for Connections. Sewer connections and facilities of individual properties from the property line to the sewage collection facilities shall be constructed and installed in accordance with standard specifications of City. City agrees that it will not charge any fees other than those specified in paragraphs 9 and 10 hereof. County agrees to issue no plumbing permits until such time as all connection charges for the building site have been paid. County further agrees that City may at its own expense and

at no cost to County inspect same and that it will co-operate with City in making said inspections.

20. Prosecution of Work. Upon execution of this contract, the County shall proceed with the necessary work for formation of an assessment district.

21. Federal Aid. In the event City receives federal aid for transmission, treatment or disposal facilities or planning thereof, the property owners within the boundaries of the assessment district shall be given pro rata credit for such aid in the form of reduced assessments, reduced service charges, reduced connection charges, direct payment or any combination thereof as determined by City. Full payment or credit to the appropriate person or firm shall be made within thirty-six (36) months from the date City receives said aid.

22. Term. This agreement shall continue indefinitely, provided, however, that it shall automatically terminate upon annexation to the City of all unincorporated areas herein affected.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of August 19, 1968

/s/ R. A. Mehrkens
Chairman of the Board of Supervisors of the
County of Santa Clara, State of California.

ATTEST:

/s/ Jean Pullan
Clerk of the Board of Supervisors
County of Santa Clara, State of
California.

City of Los Altos

By Audrey H. Fisher
Title Mayor of the City of Los Altos

RTO:lg
8/5/68

SANTA CLARA COUNTY - LOS ALTOS SANITARY SEWER AGREEMENT, AUGUST 1968

CAPACITY ACQUISITION CHARGE

	ESTIMATED 1967 VALUE	PARTICIPATION		DISTRIBUTION	
		CITY & LAH	COUNTY	CITY & LAH	COUNTY
Existing Los Altos Sewer Plant	\$ 542,940	80%	20%	\$434,350	\$108,5
Force Main & Outfall	84,660	80%	20%	67,730	16,9
San Antonio Interceptor Sewer	372,030	80%	20%	297,620	74,4
El Camino Interceptor Sewer	79,280	75%	25%	59,460	19,8
El Camino Trunk Sewer	104,970	72%	28%	75,580	29,3
Additional Primary Plant Capacity & Secondary Treatment	1,047,850	80%	20%	838,280	209,5
Oversizing Springer Trunk Sewer					<u>355,00</u>
					813,7
Reduction of 13.19% for units omitted from District					<u>107,3</u>
					706,3
Reimbursement of portion of Expressway sewer deposit					<u>24,3</u>
County share, based on 3074 units (Share per unit = 730,700 ÷ 3074 = \$237.70)					730,70
Reduced County share based on 2979 units					708,10
Los Altos Hills - 500 units					<u>118,8</u>
					\$826,95
In paragraph 12 of Agreement, rounded to					\$827,00

NOTES:

- ≡ Based on estimated future populations
- ~~≡~~ Less 95 units annexed to Los Altos

COUNTY AREAS RETAINED IN DISTRICT

A-1	}	1227
A-2		
A-3		
A-4		
A-5		71
A-6		53
A-7		174
A-8		140
E		285
C		189
D		299
E		36
F		52
G		131
H		290
I		<u>32</u>
TOTAL		2979 Units

AREAS IN LOS ALTOS HILLS

LAH - 1	158 ✓
LAH - 2	314
LAH - 3	<u>28</u>
TOTAL	500 Units

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Appendix C
Operation and Maintenance Program
Element Supporting Documents

Appendix C: Operation and Maintenance Program Element Supporting Documents

Appendix C Documents

1. Agendas and minutes from City Council meetings adopting the 2012 Sewer Master Plan Update
2. Sewer section of the City's Capital Improvement Program
3. Focused cleaning schedules
4. Equipment inventory
5. PG&E Safety Tips brochure

**Appendix C – Document 1
Agendas and minutes from City Council meetings
adopting the 2012 Sewer Master Plan Update**

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DATE: February 26, 2013

AGENDA ITEM #4

TO: City Council

FROM: Larry Lind, Senior Engineer

SUBJECT: Sanitary Sewer Master Plan Update, Project 11-17

RECOMMENDATION:

Approve the updated Sanitary Sewer Master Plan

SUMMARY:

Estimated Fiscal Impact:

Amount: None

Budgeted: Not Applicable

Public Hearing Notice: Not applicable

Previous Council Consideration: January 11, 2011; March 13, 2012; and February 12, 2013

CEQA Status: Not applicable

Attachments:

1. Final Sanitary Sewer Master Plan (w/o Appendix) dated February 2013

BACKGROUND

The Sanitary Sewer Master Plan (Plan) for the City of Los Altos sanitary sewer system was completed and adopted in 2005. The Plan provided the City a long-range comprehensive plan to guide the upgrade, expansion and rehabilitation of the City's sewer system. There have been some substantial changes and new information since completion of the original report.

DISCUSSION

On January 11, 2011, Council awarded a contract to Brown and Caldwell to prepare an update of this Plan. This effort included a thorough review of the Plan and incorporated updates as required. Council study sessions were held on March 13, 2012 and February 12, 2013 at which time the findings of the system review were presented and comments received from the Council. These comments have been incorporated into the attached final document as noted below:

Page x	Alphabetized abbreviations
Page 1-9	Corrected the date of the WDR to 2013 from 2012
Page 2-1	Clarified what was meant about “didn’t link”
Page 3-9	Table 3-4 has been revised such that the useful life matches the replacement date
Page 5-2	Added “RAWS” to the glossary
Page 5-9	Changed “El Retiro” to read “El Retiro San Inigo (Jesuit Retreat Center)”
Page 6-5	Provided the correct name for Foothill Crossing Shopping Center
Page 7-3	Updated the status of projects 10-14, 11-14 and 11-15.
Page 7-15	The headings for the second column from the right side Table 7-3 has been clarified
Appendix K	Table 4 column widths have been revised to show all the numbers

The 2005 Sanitary Sewer Master Plan and the 2013 updated Plan are references used to develop annual capital projects and budget requests. The estimated costs for capital project and operation and maintenance expenses reflect historic trends but require annual refinement as budgets and projects develop. Over time, the Sewer Enterprise Fund requires balanced revenue and expenditures while maintaining adequate reserves.

With approval of the updated Plan, the two-year budget and the five-year sewer capital improvement projects will need to be reviewed starting with FY 2013/14 and revised accordingly.

FISCAL IMPACT

None

PUBLIC CONTACT

Posting of the meeting agenda serves as notice to the general public.

FINAL

Sanitary Sewer Master Plan Update

Prepared for
City of Los Altos
Los Altos, California
February 2013



Peter Bellows

Peter Bellows, PE, Brown and Caldwell
Engineer in Responsible Charge
California, License No. C 34337



201 North Civic Drive, Suite 115
Walnut Creek, California 94596

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE
CITY OF LOS ALTOS, HELD ON TUESDAY, FEBRUARY 26, 2013, BEGINNING
AT 7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Mayor Fishpaw, Mayor Pro Tem Satterlee, Councilmembers Bruins, Carpenter and Pepper

ABSENT: None

PLEDGE OF ALLEGIANCE

Brownie Troop 61023 led the Pledge of Allegiance to the flag.

CLOSED SESSION ANNOUNCEMENT

1. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9(b) – One case
2. Public Employment: City Attorney and City Manager Performance Reviews and Labor Negotiations
Pursuant to Government Code Sections 54957 and 54957.6

Mayor Fishpaw reported that no action was taken in the closed session meeting.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

PUBLIC COMMENTS

Los Altos Hills residents Bill Almon and Gary Waldeck, and Dennis Acha of Breathe California spoke regarding the Lehigh Cement Quarry and provided an update on research done regarding the quarry.

Michael McTighe, representing GreenTown Los Altos, presented an update on GreenTown Los Altos' Walk or Wheel program.

Los Altos resident Darwin Poulos expressed concerns regarding the placement of two electric vehicle charging stations in the parking lot near the Main Library.

CONSENT CALENDAR

Action: Upon a motion by Councilmember Carpenter, seconded by Mayor Pro Tem Satterlee, the Council unanimously approved the Consent Calendar, as follows:

1. Council Minutes

Approved the minutes of the February 12, 2013 study session and regular meeting.

2. Committee reappointments

Reappointed Edward Infante to a 1st Term and Paul Nyberg to a 2nd Term expiring in February 2017 on the Los Altos-Los Altos Hills Joint Community Volunteer Service Awards Committee.

3. Annual Sewer Root Foaming, Project 13-05

Awarded a contract for the Annual Sewer Root Foaming, Project 13-05 to Duke's Root Control, Inc. in the amount of \$175,955 and authorized the City Manager to execute the contract on behalf of the City.

4. Sanitary Sewer Master Plan, Update, Project 11-17

Approved the updated Sanitary Sewer Master Plan.

5. South Sewer Main Replacement – Phase I, Project 10-14

Adopted Resolution No. 2013-03, accepting completion of the South Sewer Main Replacement – Phase I, Project 10-14 and authorized the Public Works Director to record a Notice of Completion as required by law.

6. Sanitary Sewer Service Charge

Authorized the City Manager to execute an agreement with Harris & Associates to calculate sewer service charges for parcels in the Los Altos service area and perform other actions necessary to prepare the tax roll for FY 2013/14.

7. Annual ADA Improvements (Rancho Shopping Center), Project 11-07

Awarded the base bid for the Annual ADA Improvements (Rancho Shopping Center), Project 11-07 to Golden Bay Construction in the amount of \$150,521 and authorized the City Manager to execute a contract on behalf of the City.

DISCUSSION ITEMS

8. Commission appointments

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Bruins, the Council unanimously appointed Lei Yuan to a 1st Term on the Environmental Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Bruins, the Council unanimously appointed Bob Mabe to a 1st Term on the Historical Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council unanimously appointed Carol Clarke and Enid Davis to 1st Terms on the Library Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Bruins, the Council unanimously appointed Bill James, Jamie Lucia and Jack Tooley to 1st Terms on the Parks and Recreation Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council unanimously appointed Paula Rini to a 1st Term on the Public Arts Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council unanimously appointed Ashish Mathur to a 1st Term on the Senior Commission expiring February 2017.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Bruins, the Council unanimously appointed May Chen to a 1st Term on the Joint Community Volunteer Service Awards Committee expiring February 2017.

9. Single-Use Bags and Polystyrene Food Containers

Public Works Director Gustafson presented the report and Senior Engineer Lind and San Mateo County Environmental Health Director Dean Peterson answered Council questions. Several Council members expressed concerns regarding appropriating funds for implementation of the proposed ordinances.

Public Comments:

Michael McTighe, representing GreenTown Los Altos; Nancy Dunaway, representing Los Altos Village Association; and Julie Rose, representing Los Altos Chamber of Commerce, supported the proposed Resolution and Ordinance and encouraged a later implementation date.

Michael Barnes, representing GreenTown Los Altos, supported the proposed Resolution and Ordinance

Action: Upon a motion by Councilmember Pepper, seconded by Councilmember Bruins, the Council unanimously adopted Resolution No. 2013-04, determining the program Environmental Impact Report prepared by the County of San Mateo for the reusable bag Ordinance to be found adequate for the City of Los Altos and adopting the California Environmental Quality Act findings of fact for addition of Chapter 6.40 of the Los Altos City Code regarding reusable bags.

Action: Upon a motion by Councilmember Pepper, seconded by Mayor Pro Tem Satterlee, the Council unanimously introduced and waived further reading of Ordinance No. 2013-390, adding Chapter 6.40 – Reusable Bags to the Los Altos Municipal Code, with the following changes: A)

modify section 6.40.020.E to read more clearly; B) modify section 6.40.050 – Administrative penalty; and C) set an implementation date of July 4, 2013.

At the suggestion of Councilmember Pepper, the Council directed staff to develop a plan for outreach related to the Ordinance, with the input from GreenTown Los Altos, Los Altos Village Association, Los Altos Chamber of Commerce and representatives from the business districts within the City.

At the suggestion of Mayor Pro Tem Satterlee, the Council directed staff to explore removing the exemption for nonprofit charitable reusers at a future date.

Mayor Fishpaw called for a recess at 9:00 p.m. The meeting resumed at 9:07 p.m.

10. Library Management Options Task Force

Councilmember Carpenter presented the report and expressed support for the formation of the Task Force.

Action: Upon a motion by Mayor Pro Tem Satterlee, seconded by Councilmember Bruins, the Council did not ratify the membership of the Library Management Options Task Force by a 4-1 vote, with Councilmember Carpenter dissenting.

11. Fiscal Year 2012/13 Mid-Year Operating Budget Review

Finance Director Morreale presented the report.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council accepted the Mid-Year Financial Report.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council unanimously approved the recommended fund transfers.

Action: Upon a motion by Councilmember Carpenter, seconded by Councilmember Pepper, the Council unanimously approved and appropriated the recommended budget adjustments.

12. Fiscal Year 2012/13 Mid-Year Capital Improvement Program (CIP) Status Update

Finance Director Morreale presented the report.

At the request of Mayor Pro Tem Satterlee, the Council directed the Parks and Recreation Commission to prioritize two funded, on-hold projects among their recommendations on the CIP.

INFORMATIONAL ITEM

13. Santa Clara Valley Urban Runoff Pollution Prevention Program

Public Works Director Gustafson presented the report.

COUNCIL AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Reports

Councilmember Carpenter announced that applications for the Youth Commission are due April 5, 2013 with interviews tentatively scheduled for April 16, 2013. She further announced the following meetings: the Council Personnel Committee on March 5, 2013 and the Santa Clara Valley Water Commission on March 6, 2013.

Councilmember Pepper announced she will attend the following meetings: the Lower Peninsula Flood Protection and Watershed Advisory Committee on February 27, 2013, the Santa Clara County Recycling and Waste Recovery Commission on February 27, 2013 and the Santa Clara County Library District JPA Board on February 28, 2013.

Councilmember Bruins reported that discussions continue with the Fallen Leaf neighborhood regarding the Stevens Creek Trail.

Mayor Fishpaw announced a meeting of the City/Schools Issues Standing Committee on February 27, 2013. He further reported he attended a meeting of the County Housing and Community Development Advisory Committee the week of February 18, 2013.

Direction on future agenda items

At the request of Mayor Pro Tem Satterlee, the Council requested investigating a joint meeting with the Los Altos Hills Town Council to be held during the summer.

At the request of Mayor Pro Tem Satterlee, the Council requested investigating a joint meeting with the Mountain View City Council.

Councilmember Carpenter and Mayor Fishpaw requested a future agenda item to discuss taking a position regarding the need of a Los Altos School District school within the City limits of Mountain View.

ADJOURNMENT

Mayor Fishpaw adjourned the meeting at 10:11 p.m.

Jarrett Fishpaw, MAYOR

Jon Maginot, CITY CLERK

**Appendix C – Document 2
Sewer section of the City’s Capital
Improvement Program**

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Capital Improvement Program



FY 2013/14 to 2017/18



Capital Improvement Program (CIP)

FY 2013/14 - 2017/18

Table of Contents

OVERVIEW

Guide to the five-year CIP
CIP revenue sources
Glossary of terms

SUMMARIES & PROJECTIONS

Fund balance projections
Project by category & year
Project by category
Projects by funding source
Funded Projects
Projects - all years
Unscheduled & Unfunded projects

CAPITAL PROJECTS

Civic Facilities

Buildings
Parks/Trails
Parking Lots

Community Development

General
Infrastructure
Technology

Transportation

Pedestrian/Bicycle Safety
Streets/Roadways

Wastewater Systems

Sewer
Storm

Capital Improvement Program (CIP)

Guide to the five-year CIP

Introduction

The Capital Improvement Program (CIP) projects the City's capital investments over a five-year term. It is both a fiscal and strategic device that allows for the planning, scoping, prioritization and monitoring of all capital projects. The document quantifies and defines costs, funding sources, departmental responsibilities, project phases and timing. Each year the CIP is reviewed and updated as part of the City-wide financial planning and goal-setting process. It sets a foundation for long-term planning and preparation. It is also valuable as a community outreach and communications tool as it speaks to major tax dollar investments that are placed in direct and very visible City-wide infrastructure improvements. Such projects involve larger dollar expenditures that normally have long useful life cycles.

The CIP includes five years of projected capital needs, the first year of which will be appropriated within the annual budget process. Dollars in the first year of the five-year CIP will be authorized for spending in the project planning, bidding and awarding processes. The remaining four years of the CIP serve as a proposed financial plan subject to annual review.

How this Document is Organized

The CIP is broken down into three major sections. **The first section is a high level overview** that describes projects from a variety of informational perspectives. In this section, projects are presented by year, by category and by funding source. Each project has been assigned a categorical priority designed to support the City's overall goals. In doing so, capital projects have been assigned one of the four following priority classifications:

- ❖ Health & Safety
- ❖ Asset Preservation
- ❖ Efficiencies/Cost Savings
- ❖ Quality of Life

Capital Improvement Program (CIP)

Guide to the five-year CIP

The second section provides detailed descriptions for each capital project by improvement area or category. These categories are designed to emphasize the particular infrastructure needs of Los Altos, as noted below:

Civic Facilities: Includes general upkeep, repair and replacement of parks, buildings and associated infrastructure and amenities in support of the wide variety of services the City provides to the community.



Community Development: Includes general infrastructure, civic planning, technology enhancements and facilities of a general service nature. Examples include bridges, lighting and median landscaping, technology, communications, master plan and special project studies.

Transportation: Includes roadway enhancements and improvements geared towards pedestrian and bicycle safety, and efficient traffic flow. Upgrade and maintenance is a core part of this category, as well as signal lighting, street striping, traffic calming measures and intersection improvements

Wastewater Systems: Includes improvements to maintain and improve essential sewer and storm water systems vital in the preservation of health and safety. This is a highly regulated and environmentally-sensitive area and exists in a self-sustaining fee-based model.

Capital Improvement Program (CIP)

Guide to the five-year CIP

Each of the project descriptions within the various service areas display projected costs for each of the next five years, the appropriated cost for FY 2013/14, planned costs for the following four years, a brief description of each project, the identified area of priority/benefit and a brief commentary of the status of ongoing and current expenditures. For projects where the operational cost impact is known, this information is also included in the description. Inflationary factors are also included where appropriate.

In this first year of implementation of the new format, individual project descriptions have focused on the newly proposed projects while legacy active projects are primarily presented on a summary status listing. As this document evolves, all active and proposed projects will be developed into individual five-year project formats.

Other key documents included are:

- Revenue source definitions
- A listing of Unscheduled and Unfunded Projects
- A Glossary of terms

The Capital Improvement Program is an invaluable component of the City's efforts to provide a safe, healthy and attractive community.

Health & Safety

Transportation Improvements
 Streets and Roadways
 Pedestrian Improvements
Wastewater Systems
Public Safety Communications

Ensuring Quality of Life

Community Development
 Technology & Infrastructure
 Community Planning
Civic Facilities
 Recreation/Parks/Trails
 Municipal Facilities
 Parking Lots/Building/Planning

Asset Preservation

Road Resurfacing
Slurry Seal
Facility Maintenance

Efficiency

Technology
Geographic mapping
Long-term planning

Operating & CIP Budgets

CIP Revenue Sources

How CIP projects are financed

When it comes to CIP projects, many cities like Los Altos, have had to develop a series of internal and external funding mechanisms. This is because local government resources are limited in nature. Many funding sources are restricted in use and subject to discretionary State subventions. Furthermore, local government revenues are highly sensitive to economic movement and prospects for increases are few and far between. As a result, Los Altos has funded a core percentage of general service improvements from its General Fund placing such resources in direct competition with operational needs.

Wherever possible, the City seeks out external funding sources. These sources, which are restricted to specific application areas, are defined below:

RESTRICTED REVENUE FUNDS:

Roadways and Traffic

Gas Tax – Financing is provided by the City’s share of the State tax on gasoline, which can only be used for the research, planning, construction, improvement, maintenance, and operation of public streets and highways or public mass transit corridors.

Transportation Grants – Grant funding from State and Federal sources that can only be used for transportation improvement projects in the City’s rights-of-way. Grants of this type in the Silicon Valley have originated from such agencies as the Valley Transit Authority, Federal Stimulus Funds, and the Metropolitan Transportation Commission, among others.

Operating & CIP Budgets

CIP Revenue Sources

Traffic Impact Fees - Developer fees in the form of Traffic Impact Fees (TIF) can assist in the area of traffic capacity and flow. TIF funds are generated through the increase in residential housing living units and can be applied to traffic impacts with a focus on enhancing traffic flow and calming measures. Such fees are designed to have developers contribute towards the impact of growth in the local jurisdiction.

State Traffic Development Act Funds - The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each County based on population, taxable sales and transit performance. The allocation of these funds is discretionary at the State level.

Community Facilities

Park-In-Lieu Fees - Funding for open space and parks and recreation facilities can be derived from State and Federal grants and/or mostly developer fees. Developer fees in this area, referred to as Park-in-lieu Fees (PIL), are generated based on the growth in the number housing units and can be applied to the acquisition, design, construction or repair of parks and recreation properties and facilities.

ENTERPRISE FUNDS

Wastewater - Funding from the services rendered on a user surcharge basis to residents and businesses located in Los Altos and municipal service charges to Los Altos Hills for their pass-through use of the City's system. These revenues also support operation and maintenance of utility systems. The capital portion is used for underground pipelines, diversion systems, pump stations and distribution channels. CIP project costs in this area are supported by a multi-year Master Plan for this substantial utility system.

Although the City also maintains storm water systems, those utility costs are not fee-based funded at this time and rely on General Fund transfers.

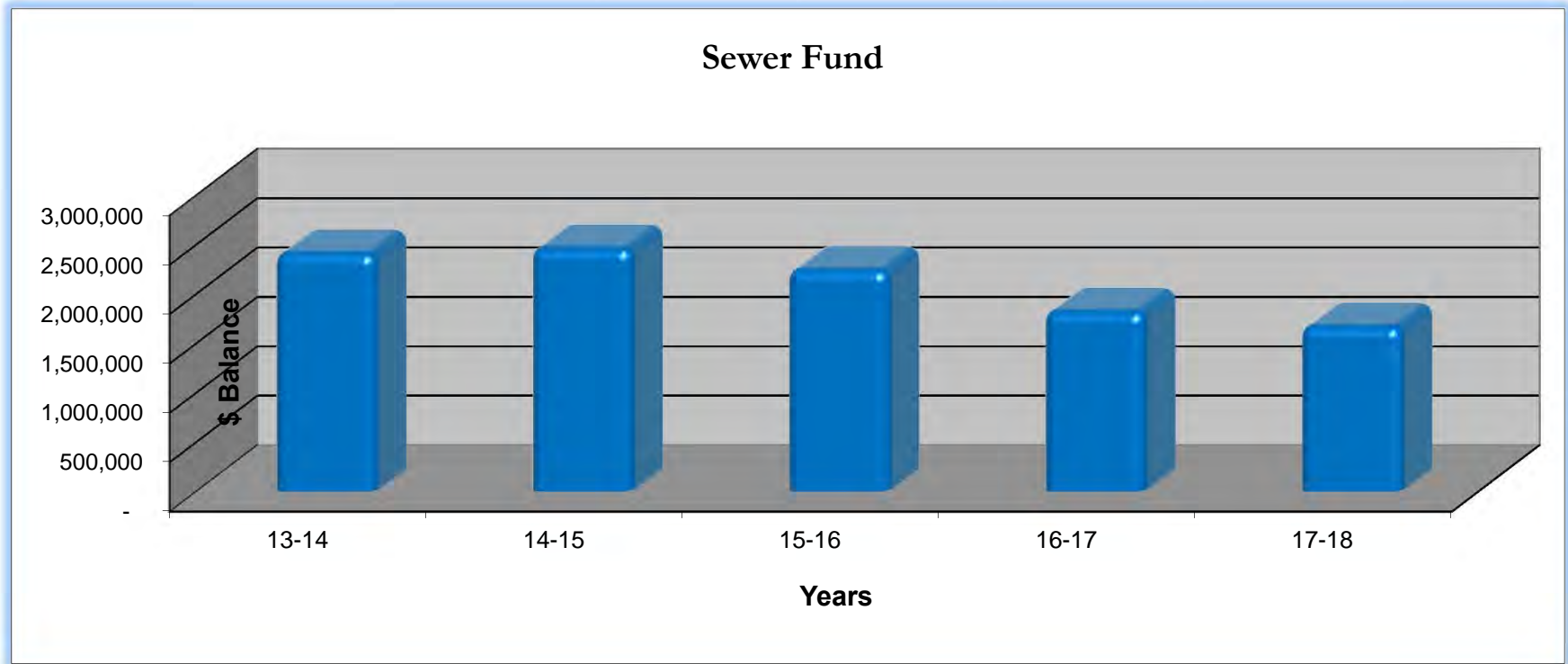
Project Summary Schedules



City of Los Altos

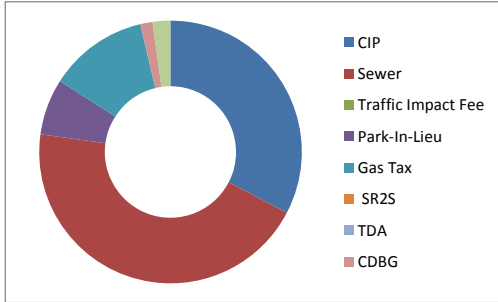
Five-Year CIP - Fund Balance Projections FY 2013/14 to 2017/18

Sewer Fund	2013/14	2014/15	2015/16	2016/17	2017/18
Projected Beginning Balance	2,200,000	2,414,543	2,466,413	2,246,369	1,825,388
Less - Prior Year Active Projects	-	-	-	-	-
Net Income (adjusted for 2013 Rate Study)	2,032,873	1,736,058	1,403,126	1,547,224	1,748,394
Sewer Fund Project Plan	(1,818,330)	(1,684,188)	(1,623,170)	(1,968,205)	(1,900,333)
Projected Ending Balance	2,414,543	2,466,413	2,246,369	1,825,388	1,673,449



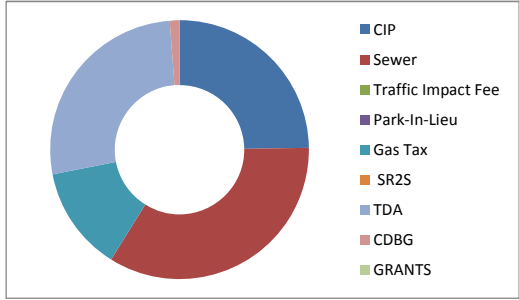
2013/14 CIP - Projects by Category and Year

Project	Proj #	CIP	Sewer	Traffic Impact Fee	Park-In-Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	OTHER	TOTAL
Civic Facilities - Parks/Trails												
Covington Class I Pathway/Design	CF-01005	75,000										75,000
Redwood Grove Bank Stabilization (subject to grant funding)	CF-01001	-			282,000					90,000		372,000
Civic Facilities - Buildings												
Civic Center Redevelopment	CF-01002	200,000										200,000
Civic Facilities Capital Recovery Projects	CF-01003	175,000										175,000
Halsey House Renovation/Replacement Study (Grant Funded)	CF-01004										25,000	25,000
Community Development - General												
Housing Element Update	CD-01001	82,500										82,500
Commercial Wayfinding Sign Program	CD-01002	165,000										165,000
Public Art Projects	CD-01003	10,000										10,000
Transportation - Streets/Roadways												
Street Resurfacing	TS-01001	50,000				425,000						475,000
First Street Resurfacing (previously part of street resurfacing)	TS-01002	300,000										300,000
Street Striping	TS-01003					75,000						75,000
First Street South Plan Line	TS-01011	50,000										50,000
Transportation - Pedestrian/Bicycle Safety												
Concrete Repair	TS-01005	200,000										200,000
Traffic Sign Replacement	TS-01006	25,000										25,000
ADA Accessibility	TS-01008								60,000			60,000
Wastewater Systems - Sewers												
Repair Maintenance Problem Areas	WW-01001		599,302									599,302
Structural Reach Replacement PCR (a)	WW-01002		540,741									540,741
Root Foaming	WW-01003		212,180									212,180
South Sewer Replacement	WW-01004		214,514									214,514
CIPP Corrosion Rehabilitation	WW-01005		145,502									145,502
Fats, Oils and Grease (FOG) Program	WW-01006		53,045									53,045
Geographic Information Systems (GIS) Update	WW-01008		53,045									53,045
TOTAL		\$1,332,500	\$1,818,330	\$0	\$282,000	\$500,000	\$0	\$0	\$60,000	\$90,000	\$25,000	\$4,107,830



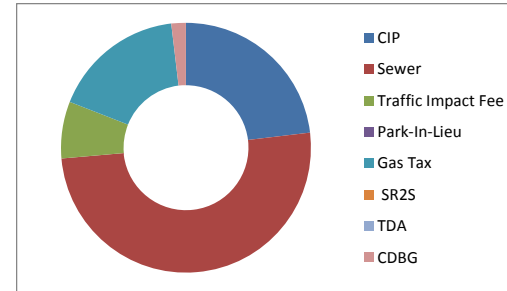
2014/15 CIP - Projects by Category and Year

Project		CIP	Sewer	Traffic Impact Fee	Park-In- Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	OTHER	TOTAL
Civic Facilities - Parks & Trails												
Miramonte Avenue Path	CF-01006	331,200						1,324,800				1,656,000
Covington Class I Pathway/Construction	CF-01005	201,000										201,000
Civic Facilities - Buildings												
Civic Facilities Capital Recovery Projects	CF-01003	100,000										100,000
Community Development - General												
Special Projects and Studies	CD-01004	50,000										50,000
Transportation - Streets/Roadways												
Street Resurfacing	TS-01001	100,000				375,000						475,000
Street Slurry Seal	TS-01004	125,000										125,000
Street Striping	TS-01003					75,000						75,000
City Alley Resurfacing	TS-01009					195,000						195,000
Transportation - Pedestrian/Bicycle Safety												
Transportation Enhancements	TS-01013	25,000										25,000
Concrete Repair	TS-01005	200,000										200,000
Traffic Sign Replacement	TS-01006	25,000										25,000
Grant Road Bicycle Lane	TS-01012	65,000										65,000
ADA Accessibility	TS-01008								60,000			60,000
Wastewater Systems - Sewers												
Repair Maintenance Problem Areas	WW-01001		417,280									417,280
Structural Reach Replacement PCR (a)	WW-01002		556,963									556,963
Root Foaming	WW-01003		227,507									227,507
South Sewer Replacement	WW-01004		333,226									333,226
CIPP Corrosion Rehabilitation	WW-01005		18,085									18,085
Fats, Oils and Grease (FOG) Program	WW-01006		54,636									54,636
Geographic Information Systems (GIS) Update	WW-01008		54,636									54,636
Sewer System Management Plan Update			21,855									21,855
TOTAL		\$1,222,200	\$1,684,188	\$0	\$0	\$645,000	\$0	\$1,324,800	\$60,000	\$0	\$0	\$4,936,188



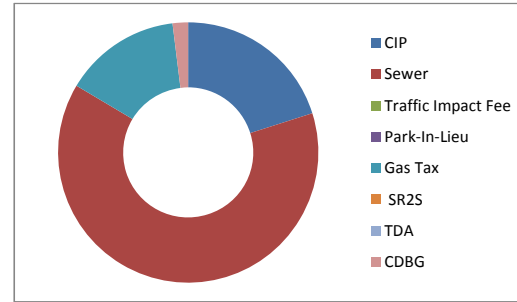
2015/16 CIP - Projects by Category and Year

Project		CIP	Sewer	Traffic Impact Fee	Park-In- Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	OTHER	TOTAL
Civic Facilities - Parks/Trails												
Carmel Terrace Class I Pathway Design & Construction	CF-01007	365,000										365,000
Civic Facilities - Buildings												
Civic Facilities Capital Recovery Projects	CF-01003	100,000										100,000
Community Development - General												
Special Projects and Studies	CD-01004	50,000										50,000
Transportation - Streets/Roadways												
Street Resurfacing	TS-01001					475,000						475,000
Street Striping	TS-01003					75,000						75,000
San Antonio Road Left Turn Lane	TS-01010			236,000								236,000
Transportation - Pedestrian/Bicycle Safety												
Concrete Repair	TS-01005	200,000										200,000
Traffic Sign Replacement	TS-01006	25,000										25,000
ADA Accessibility	TS-01008								60,000			60,000
Wastewater Systems - Sewers												
Repair Maintenance Problem Areas	WW-01001		435,800									435,800
Structural Reach Replacement PCR (a)	WW-01002		573,673									573,673
Root Foaming	WW-01003		225,102									225,102
CIPP Corrosion Rehabilitation	WW-01005		276,045									276,045
Fats, Oils and Grease (FOG) Program	WW-01006		56,275									56,275
Geographic Information Systems (GIS) Update	WW-01008		56,275									56,275
TOTAL		\$740,000	\$1,623,170	\$236,000	\$0	\$550,000	\$0	\$0	\$60,000	\$0	\$0	\$3,209,170



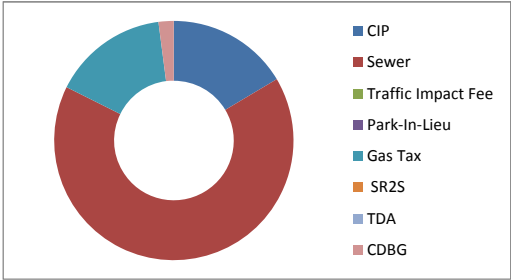
2016/17 CIP - Projects by Category and Year

Project		CIP	Sewer	Traffic Impact Fee	Park-In- Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	OTHER	TOTAL
Civic Facilities - Buildings												
Civic Facilities Capital Recovery Projects	CF-01003	100,000										100,000
Community Development - General												
Special Projects and Studies	CD-01004	50,000										50,000
Transportation - Streets/Roadways												
Street Resurfacing	TS-01001	100,000				375,000						475,000
Street Slurry Seal	TS-01004	125,000										125,000
Street Striping	TS-01003					75,000						75,000
Transportation - Pedestrian/Bicycle Safety												
Transportation Enhancements	TS-01013	25,000										25,000
Concrete Repair	TS-01005	200,000										200,000
Traffic Sign Replacement	TS-01006	25,000										25,000
ADA Accessibility	TS-01008								60,000			60,000
Wastewater Systems - Sewers												
Repair Maintenance Problem Areas	WW-01001		523,652									523,652
Structural Reach Replacement PCR (a)	WW-01002		590,882									590,882
Root Foaming	WW-01003		231,855									231,855
CIPP Corrosion Rehabilitation	WW-01005		276,045									276,045
Fats, Oils and Grease (FOG) Program	WW-01006		57,964									57,964
Structural Reach Replacement PCR (b)	WW-01007		206,658									206,658
Geographic Information Systems (GIS) Update	WW-01008		57,964									57,964
Sewer System Management Plan Update	WW-01009		23,185									23,185
TOTAL		\$625,000	\$1,968,205	\$0	\$0	\$450,000	\$0	\$0	\$60,000	\$0	\$0	\$3,103,205



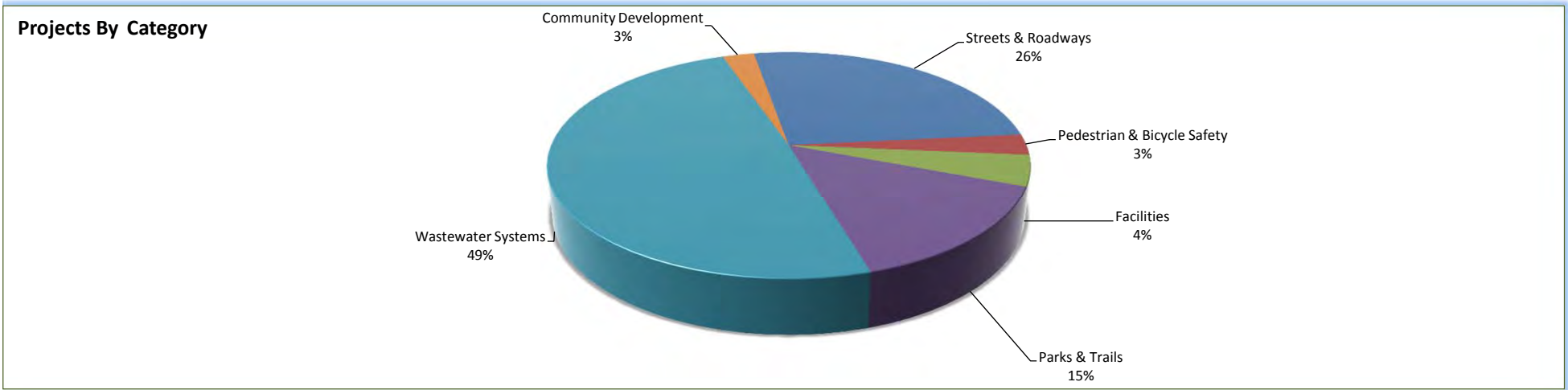
2017/18 CIP - Projects by Category and Year

Project		CIP	Sewer	Traffic Impact Fee	Park-In- Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	OTHER	TOTAL
Civic Facilities - Buildings												
Civic Facilities Capital Recovery Projects	CF-01003	100,000										100,000
Community Development - General												-
Special Projects and Studies	CD-01004	50,000										50,000
Transportation - Streets/Roadways												-
Street Resurfacing	TS-01001	100,000				375,000						475,000
Street Striping	TS-01003					75,000						75,000
Transportation - Pedestrian/Bicycle Safety												-
Concrete Repair	TS-01005	200,000										200,000
Traffic Sign Replacement	TS-01006	25,000										25,000
ADA Accessibility	TS-01008								60,000			60,000
Wastewater Systems - Sewers												-
Structural Reach Replacement PCR (a)	WW-01002		629,948									629,948
Root Foaming	WW-01003		238,810									238,810
CIPP Corrosion Rehabilitation	WW-01005		292,856									292,856
Fats, Oils and Grease (FOG) Program	WW-01006		59,703									59,703
Structural Reach Replacement PCR (b)	WW-01007		619,313									619,313
Geographic Information Systems (GIS) Update	WW-01008		59,703									59,703
TOTAL		\$475,000	\$1,900,333	\$0	\$0	\$450,000	\$0	\$0	\$60,000	\$0	\$0	\$2,885,333



Projects By Category - FY 2013/14 to 2017/18

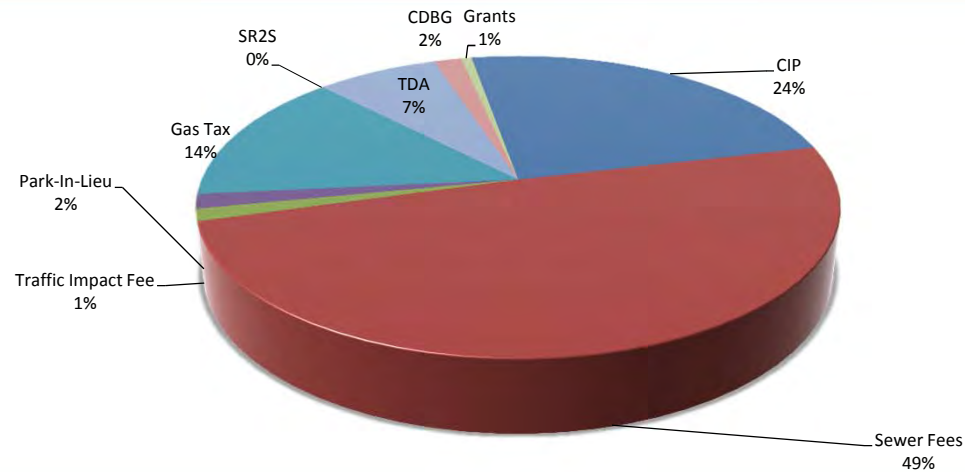
	Civic Facilities		Community Development	Transportation	Wastewater		
	Facilities	Parks	General	Streets & Roadways	Pedestrian & Bicycle Safety	Sewer	
Project Dollars by Service Area	\$800,000	\$2,669,000	\$457,500	\$4,781,000	\$540,000	\$8,994,225	\$18,241,725



Projects Funding Source - FY 2013/14 to 2017/18

Year	2013/14	2014/15	2015/16	2016/17	2017/18	Total
CIP	1,332,500	1,222,200	740,000	625,000	475,000	4,394,700
Sewer Fees	1,818,330	1,684,188	1,623,170	1,968,205	1,900,333	8,994,225
Traffic Impact Fee	-	-	236,000	-	-	236,000
Park-In-Lieu	282,000	-	-	-	-	282,000
Gas Tax	500,000	645,000	550,000	450,000	450,000	2,595,000
SR2S	-	-	-	-	-	-
TDA	-	1,324,800	-	-	-	1,324,800
CDBG	60,000	60,000	60,000	60,000	60,000	300,000
Grants	115,000	-	-	-	-	115,000
Total Dollars	\$4,107,830	\$4,936,188	\$3,209,170	\$3,103,205	\$2,885,333	\$18,241,725

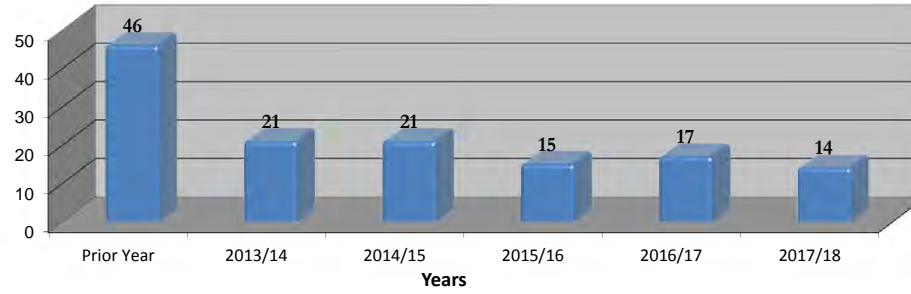
Projects By Funding Source



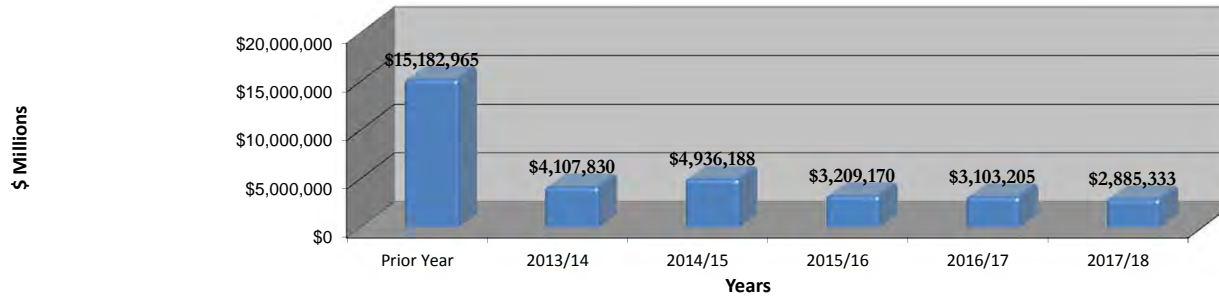
Projects all Years

Year	Prior Year	2013/14	2014/15	2015/16	2016/17	2017/18				Total
Prior Year Active Projects	15,182,965									15,182,965
Civic Facilities - Parks/Trails										
Redwood Grove Bank Stabilization		372,000								372,000
Carmel Terrace Class I Pathway Design & Construction				365,000						365,000
Covington Road Class I Pathway-Design & Construction		75,000								75,000
Covington Class I Pathway-Construction			201,000							201,000
Miramonte Avenue Pathway			1,656,000							1,656,000
Civic Facilities - Buildings										
Civic Center Redevelopment		200,000								200,000
City Facilities Capital Maintenance Projects		175,000	100,000	100,000	100,000	100,000				575,000
Halsey House Renovation/Replacement Study		25,000								25,000
Community Development - General										
Commercial Wayfinding Signage Program		165,000								165,000
Downtown Art Work		10,000								10,000
Housing Update		82,500								82,500
Special Projects and Studies Contingency			50,000	50,000	50,000	50,000				200,000
Transportation - Streets/Roadways										
Street Resurfacing		775,000	475,000	475,000	475,000	475,000				2,675,000
Slurry Seal			125,000		125,000	-				250,000
Street Striping		75,000	75,000	75,000	75,000	75,000				375,000
First Street South Plan Line		50,000								50,000
City Alley Resurfacing			195,000							195,000
Concrete Repair		200,000	200,000	200,000	200,000	200,000				1,000,000
San Antonio Road Left Turn Lane				236,000						236,000
Transportation- Pedestrian/Bicycle Safety										
Traffic Sign Replacement		25,000	25,000	25,000	25,000	25,000				125,000
ADA Accessibility		60,000	60,000	60,000	60,000	60,000				300,000
Traffic Enhancements Projects			25,000		25,000					50,000
Grant Road Bicycle Lane			65,000							65,000
Wastewater Systems - Sewers										
Repair Maintenance Problem Areas		599,302	417,280	435,800	523,652					1,976,034
Fats, Oils and Grease (FOG) Program		53,045	54,636	56,275	57,964	59,703				281,623
Geographic Information Systems (GIS) Update		53,045	54,636	56,275	57,964	59,703				281,623
Root Foaming		212,180	227,507	225,102	231,855	238,810				1,135,454
South Sewer Replacement		214,514	333,226							547,740
Structural Reach Replacement PCR (a)		540,741	556,963	573,673	590,882	629,948				2,892,207
Structural Reach Replacement PCR(b)					206,658	619,313				825,971
CIPP Corrosion Rehabilitation		145,502	18,085	276,045	276,045	292,856				1,008,534
Sewer System Management Plan Update			21,855		23,185					45,040
Total Dollars	\$15,182,965	\$4,107,830	\$4,936,188	\$3,209,170	\$3,103,205	\$2,885,333	\$0	\$0	\$0	\$33,424,690
Total Project Count	46	21	21	15	17	14				134

Number of Projects By Year



Projects Dollars By Year



Funded Projects

					Funding Sources				
					PARK IN				
Description	Lead	Budget	Expended	Balance	CIP	SEWER	LIEU	OTHER	STATUS
Civic Facilities									
00922	First Street Utility Undergrounding - Phase I	D. Brees	2,734,000	2,326,458	407,542	965		406,577	In Construction
01316	Main Library Parking Lot	M. Bocalan	84,000	-	84,000	84,000		-	In Design or Study
01311	Skate Park (Skatable Art Work)	TBA	150,000	-	150,000	-		150,000	Not Started
Community Development									
00316	Financial System Upgrade	R. Morreale	315,000	238,739	76,261	76,261			In Construction
00921	Public Works/Finance Document Archiving	Jim/Russ	67,262	21,810	45,452	45,452			In Construction
00923	Police Records Mgmt & Dispatch System	T.Younis	1,064,000	430,734	633,266	-		633,266	In Construction
01027	First Street Streetscape Construction	J. Walgren	2,255,337	2,245,234	10,103	10,103		-	In Construction
01323	First Street Phase 1B	L. Lind	1,365,750	-	1,365,750	840,750		525,000	In Construction
01319	KMVT & LASD Broadcasting Capital Pilot	R. Morreale	13,200	-	13,200	13,200			In Construction
01317	IT Initiatives	R. Morreale	102,000	34,000	68,000	68,000			In Design or Study
01211	Climate Action Plan	Z. Dahl	75,000	52,586	22,414	22,414			In Design or Study
01218	Document Management Systems	Jon/Russ	35,000	-	35,000	35,000			Not Started
01313	Parking Management Plan	K.Kleinbaum	165,000	118,832	46,168	46,168			In Design or Study
01318	KMVT Increased Public Broadcasting Capital	R. Morreale	65,000	65,000	-	-			In Construction
Transportation									
00220	Fremont Avenue Bridge Replacement	V. Chen	2,160,000	487,550	1,672,450	173,970		1,498,480	In Design or Study
00325	Rehabilitate Portland Avenue Bridge	V. Chen	1,433,825	290,861	1,142,964	124,695		1,018,269	In Design or Study
00933	Miramonte Ave & Covington Road Traffic Signal	C. Novenario	250,000	36,675	213,325	213,325			In Design or Study
01012	Collector Street Traffic Calming	C. Novenario	222,900	80,280	142,620	-		142,620	In Design or Study
01008	San Antonio Road Construction (Streetscape)	V. Chen	1,468,000	24,182	1,443,818	1,443,818			In Construction
01023	First Street Utility Undergrounding - Phase II	D. Brees	240,000	9,542	230,458	230,458			In Design or Study
01118	Pedestrian Master Plan	C. Novenario	75,000	-	75,000	75,000			In Design or Study
01119	Portola Ave Sidewalk	K. Small	51,000	11,948	39,052	-		39,052	In Design or Study
01120	Grant Rd Pathway Bryant to Altamead	K. Small	88,803	10,253	78,550	16,710		61,840	In Design or Study
01219	Homestead Road Safety Improvements	K. Small	1,562,132	178,397	1,383,735	-		1,383,735	In Construction
01315	Speed Zone Survey	C. Novenario	66,000	7,280	58,720	58,720			In Design or Study
01320	Intersection Bicycle Loops	K. Small	115,000	-	115,000	115,000			In Design or Study
01321	University Milverton Ped Improvements	K. Small	36,000	-	36,000	36,000			In Construction
01322	Los Altos Gardens II Traffic Calming	K. Small	49,000	-	49,000			49,000	Complete (6/11/13)
01314	ADA Transition Plan	D. Brees	88,000	19,980	68,020	68,020			In Design or Study
Waste Water Systems									
00612	Sewer Metering Stations	L.Lind	236,150	233,142	3,008			3,008	In Construction
00717	Storm Drain System Master Plan	V. Chen	306,000	286,014	19,986	19,986			In Design or Study
01014	South Sewer Main Replacement - Phase I	A. Fairman	1,172,500	996,346	176,154		176,154		Complete
01104	Annual Sewer Main Repair	A. Fairman	517,720	41,308	476,412		476,412		In Construction
01114	Sewer Main Replacement - Phase II	A. Fairman	1,425,120	130,815	1,294,305		1,294,305		In Construction
01115	Fallen Leaf Lane Sewer Main Replacement	A. Fairman	574,248	62,258	511,990		511,990		In Construction

Funded Projects

					Funding Sources				
					PARK IN				
Decription	Lead	Budget	Expended	Balance	CIP	SEWER	LIEU	OTHER	STATUS
01117	Sewer Master Plan Update	L.Lind	150,000	149,286	714		714		Complete
01304	Annual Sewer Main Repair	A. Fairman	369,000	6,815	362,185		362,185		In Design or Study
01310	Sewer Collection System Upgrade	A. Fairman	943,000	17,555	925,445		925,445		In Design or Study
			22,089,947	8,613,880	13,476,067	3,818,015	3,747,205	-	5,910,847

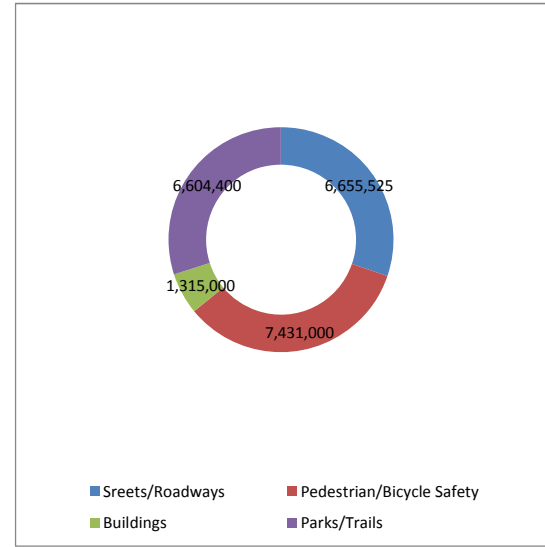
Aggregate prior appropriation for ongoing projects noted on individual 2013/14 - 2017/18 project sheets

1,706,897

15,182,965

Unscheduled & Unfunded Projects

Presented in Alphabetical Order	CIP	Sewer	Traffic Impact Fee	Park-In- Lieu	Gas Tax	SR2S	TDA	CDBG	GRANTS	TOTAL
Civic Facilities- Buildings										
City-wide Wireless	750,000									750,000
Downtown Parking Lots Slurry Seal	304,000									304,000
MSC Living Wall and Storage Sheds	190,000									190,000
Windimer Drainage Channel	71,000									71,000
Civic Facilities - Parks/Trails										
Community Plaza Renovation	3,350,000									3,350,000
McKenzie Park Renovation				430,000						430,000
San Antonio Club Park	328,000									328,000
Marymeade Park Renovation				300,000						300,000
Redwood Grove Bridge Replacement	252,000									252,000
Dog Park				227,000						227,000
Grant Park Renovation				194,000						194,000
Montclaire Park Renovation	157,000									157,000
Montclaire Tennis Court Lights	98,400									98,400
Heritage Oaks Park Renovation	64,000									64,000
Recreation Plan (newly proposed)	60,000									60,000
Springer Road Path – Berry Avenue	576,000									576,000
Portland Avenue Pathway	346,000									346,000
Neighborhood Pathways	222,000									222,000
Transportation - Streets/Roadways										
First Street Design-Phase II	268,000									268,000
First Street Construction Phase II	3,300,000									3,300,000
San Antonio Road/W. Edith Intersection	1,500,000									1,500,000
Loyola Corners Streetscape	1,265,525									1,265,525
Foothill Expressway Landscaping	590,000									590,000
Transportation- Pedestrian/Bicycle Safety										
Fremont Avenue Traffic Calming			2,650,000							2,650,000
Grant Road Traffic Calming			2,035,000							2,035,000
El Monte Avenue Traffic Calming	1,000,000									1,000,000
Springer Road Traffic Calming	100,000					450,000				550,000
Covington Road Bicycle Path	414,000									414,000
St. Joseph Avenue Traffic Calming	35,000					311,000				346,000
Springer Road Sidewalk	164,000									164,000
Traffic Signal Battery Backup	132,000									132,000
El Monte Avenue/Cuesta Drive Signal	100,000									100,000
Miramonte Avenue Sidewalk Design	40,000									40,000
Community Development- General										
Commercial Wayfinding Sign Program II	225,000									225,000
Wastewater Systems - Sewers										
Shasta Street storm water improvements	150,000									150,000
TOTAL	\$16,051,925	\$0	\$4,685,000	\$1,151,000	\$0	\$761,000	\$0	\$0	\$0	\$22,648,925



Project Detail Sheets



Wastewater Systems

Sewer

Repair Maintenance Problem Areas

PROJECT #: WW-01001

PRIORITY: Health & Safety

PROJECT LEAD: A. Fairman

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
REPAIR MAINTENANCE PROBLEM AREAS	0	599,302	417,281	435,800	523,652	0	1,976,035
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	599,302	417,281	435,800	523,652	0	1,976,035
Total	\$ -	\$ 599,302	\$ 417,281	\$ 435,800	\$ 523,652	\$ -	\$ 1,976,035

Project Description: The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes located at various locations throughout the City that are included in the 30-day focused cleaning schedule that have severe sags. Such sags can cause accumulation of debris and grease which necessitates frequent cleaning. This project includes four phases to replace all pipes that are currently receiving 30-day focused cleaning.



Project Details

Initial Funding Year	2013/14
Planned Start Date	9/30/2013
Target Completion Date	Five year plan
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	Lessen emergency repairs
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

Structural Reach Replacement, PCR (A)

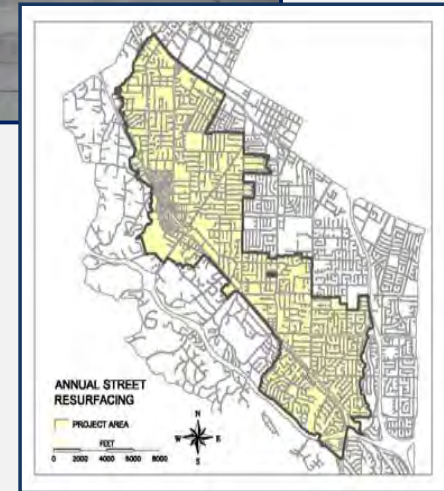
PROJECT #: WW-01002

PRIORITY: Health & Safety

PROJECT LEAD: A. Fairman

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
STRUCTURAL REACH REPLACEMENT, PCR (A)	0	540,741	556,963	573,672	590,882	629,948	2,892,206
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	540,741	556,963	573,672	590,882	629,948	2,892,206
Total	\$ -	\$ 540,741	\$ 556,963	\$ 573,672	\$ 590,882	\$ 629,948	\$ 2,892,206

Project Description: The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes at various locations throughout the City that typically have multiple moderate-to-severe structural defects (Pipe Condition Rating A). Costs are based on the open-trench method of repair because defects include sags which are difficult to correct using trenchless repair methods. The areas selected for replacement were identified in closed circuit video inspections accomplished from 2007 through 2010. This project has five phases beginning in FY 2013/14 to repair these segments.



Project Details

Initial Funding Year	2013/14
Planned Start Date	9/30/2013
Target Completion Date	Five year plan
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

Root Foaming

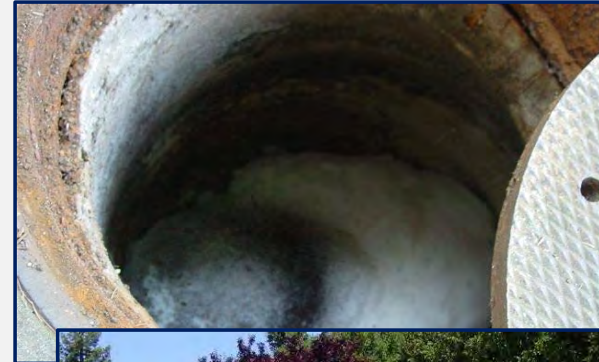
PROJECT #: WW-01003

PRIORITY: Health & Safety

PROJECT LEAD: M. Bocalan

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
ROOT FOAMING	332,000	212,180	227,507	225,102	231,855	238,810	1,467,454
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	332,000	212,180	227,507	225,102	231,855	238,810	1,467,454
Total	\$ 332,000	\$ 212,180	\$ 227,507	\$ 225,102	\$ 231,855	\$ 238,810	\$ 1,467,454

Project Description: The Sewer Master Plan Update recommends that an annual project be performed to chemically remove invasive tree roots within sewer mains. Chemical root removal products currently on the market provide protection from future root growth for two to three years following application.



Project Details

Initial Funding Year	2013/14
Planned Start Date	9/30/2013
Target Completion Date	Five year plan
Project Status	Not Started
Expended as of March 31, 2013	\$535
Expected impact on the operating budget	Lessen emergency repairs
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

South Sewer Replacement

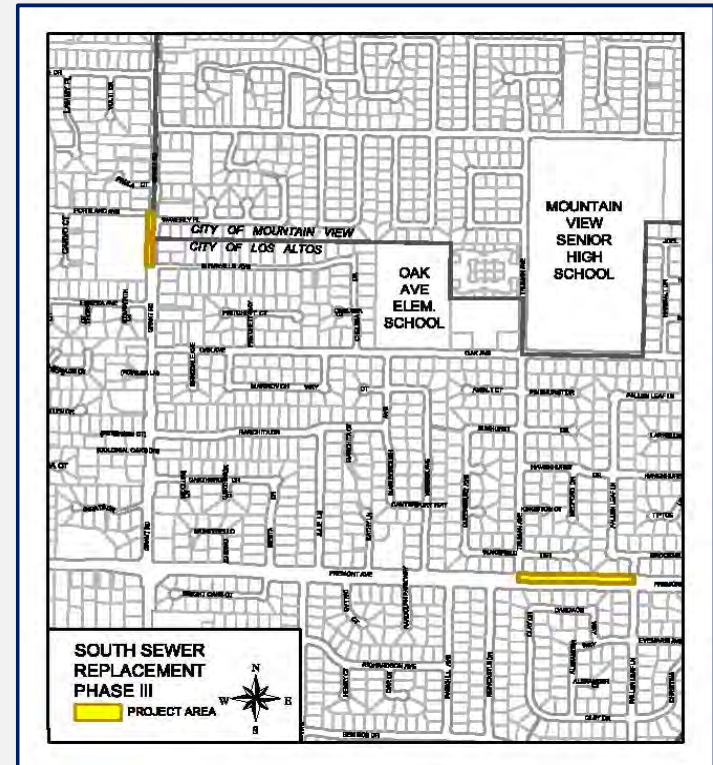
PROJECT #: WW-01004

PRIORITY: Health & Safety

PROJECT LEAD: M. Bocalan

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
SOUTH SEWER REPLACEMENT	0	214,514	333,226	0	0	0	547,740
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	214,514	333,226	0	0	0	547,740
Total	\$ -	\$ 214,514	\$ 333,226	\$ -	\$ -	\$ -	\$ 547,740

Project Description: The 2005 Sewer Master Plan identified approximately 8400 linear feet of sewer pipe in need of upsizing. During the initial construction of this project in 2012, a portion had to be deferred to a future phase due to several utility conflicts. This project completes replacement of the pipe sections identified in the 2005 Sewer Master Plan described as “South Sewer Replacement Phase 1” which is capacity-related work and South Sewer Main Replacement Phase 2 following completion of Phase 1.



Project Details

Initial Funding Year	2013/14
Planned Start Date	TBD
Target Completion Date	2014/15
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

CIPP Corrosion Rehabilitation

PROJECT #: WW-01005

PRIORITY: Health & Safety

PROJECT LEAD: A. Fairman

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
CIPP CORROSION REHABILITATION	0	145,502	18,085	276,045	276,045	292,856	1,008,533
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	145,502	18,085	276,045	276,045	292,856	1,008,533
Total	\$ -	\$ 145,502	\$ 18,085	\$ 276,045	\$ 276,045	\$ 292,856	\$ 1,008,533

Project Description: This project consists of several phases of work to repair pipe corrosion using the cured-in-place pipe (CIPP) repair method for the trunk sewer. Phases 2 and 3 are identified in this project. The total length to be rehabilitated is approximately 20,000 lineal feet and pipe sizes range from 24-inch to 42-inch. The work is in the largest pipe diameter sections in the system that deliver sewage to the Palo Alto Regional Water Quality Control Plant. The trunk sewer rehabilitation is divided into several phases to be more manageable and provide flexibility to rehabilitate the reaches that are most corroded as determined from future, more in-depth inspections of the trunk sewer pipe.



Project Details

Initial Funding Year	2013/14
Planned Start Date	10/1/2013
Target Completion Date	2017/18
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	Lessen emergency repairs
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

Fats, Oils and Grease (FOG) Program

PROJECT #: WW-01006

PRIORITY: Health & Safety

PROJECT LEAD: M. Bocalan

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
FATS,OILS and GREASE (FOG) PROGRAM	0	53,045	54,636	56,275	57,964	59,703	281,623
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	53,045	54,636	56,275	57,964	59,703	281,623
Total	\$ -	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 281,623

Project Description: A sound fats, oil and grease (FOG) program is critical to the operation of a sewer system. This project provides funding for inspections and follow-up and to educate customers on best management practices to prevent sewer back-ups resulting from FOG being deposited into drains and ultimately to the sewage collection system.



Project Details

Initial Funding Year	2013/14
Planned Start Date	2/1/2014
Target Completion Date	Ongoing
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

Structural Reach Replacement, PCR (B)

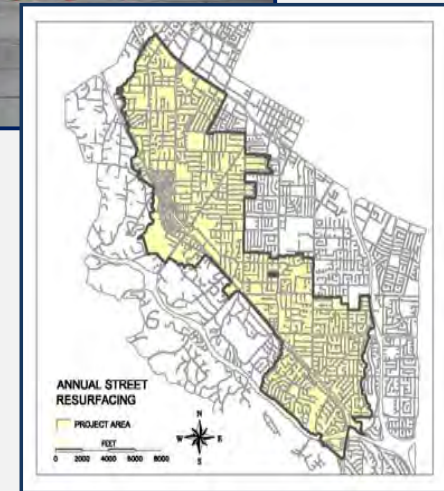
PROJECT #: WW-01007

PRIORITY: Health & Safety

PROJECT LEAD: A. Fairman

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
STRUCTURAL REACH REPLACEMENT, PCR (B)	0	0	0	0	206,658	619,313	825,971
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	0	0	0	206,658	619,313	825,971
Total	\$ -	\$ -	\$ -	\$ -	\$ 206,658	\$ 619,313	\$ 825,971

Project Description: The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes at various locations throughout the City that typically have multiple moderate to severe structural defects, but the number of defects in the pipe segments in this project were found to be more scattered than those sections identified as Pipe Condition Rating (PCR) (A). This project is planned to commence after structural reaches of PCR (A) have been completed. It entails one of several phased contracts required to repair these segments.



Project Details

Initial Funding Year	2016/17
Planned Start Date	2/1/2017
Target Completion Date	Ongoing
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

Wastewater Systems

Sewer / Stormwater

Geographic Information Systems (GIS) Update

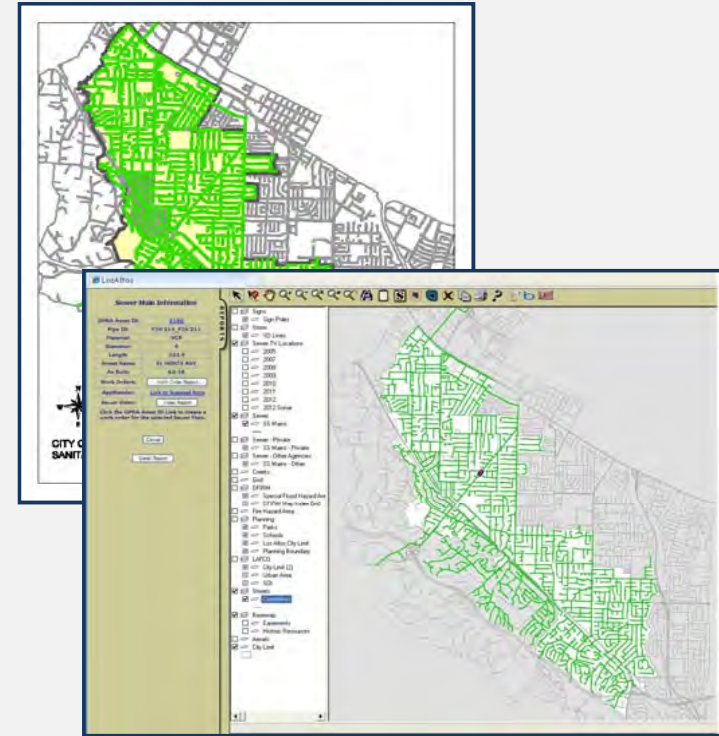
PROJECT #: WW-01008

PRIORITY: Efficiency/Cost savings

PROJECT LEAD: K. Small

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
GEOGRAPHIC INFORMATION SYSTEMS (GIS) UPDATE	0	53,045	54,636	56,275	57,964	59,703	281,623
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	53,045	54,636	56,275	57,964	59,703	281,623
Total	\$ -	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 281,623

Project Description: Current and updated maps are critical to the operation and maintenance of the collection system. The maps are used when maintenance crews respond to sewer problem calls, and by engineers designing capital projects. This project will update the City's GIS with information from new capital projects, inspection and maintenance data.



Project Details

Initial Funding Year	2013/14
Planned Start Date	10/1/2013
Target Completion Date	Ongoing
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

Wastewater Systems

Sewer

Sewer System Management Plan Update

PROJECT #: WW-01009

PRIORITY: Health and Safety

PROJECT LEAD: A. Fairman

PROJECT ESTIMATES	Prior Appropriations	2013/14 Adopted	2014/15 Planned	2015/16 Planned	2016/17 Planned	2017/18 Planned	Total
BIENNIAL SEWER SYSTEM MANAGEMENT PLAN UPDATE	0	0	21,885	0	23,185	0	45,070
FUNDING SOURCES							
CIP	0	0	0	0	0	0	0
SEWER	0	0	21,885	0	23,185	0	45,070
Total	\$ -	\$ -	\$ 21,885	\$ -	\$ 23,185	\$ -	\$ 45,070

Project Description: In accordance with State requirements, this project will update the City of Los Altos Sewer System Management Plan. The updating is typically done biennially by a sewer management consultant. Update of the SSMP will be based on State Water Resources Control Board general waste discharge requirements.



Project Details

Initial Funding Year	2014/16
Planned Start Date	3/1/2014
Target Completion Date	12/31/2014
Project Status	Not Started
Expended as of March 31, 2013	\$0
Expected impact on the operating budget	N/A
Inflationary Factor Applied	0%

**Appendix C – Document 3
Focused cleaning schedules**

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City of Los Altos Sewer Maintenance
6 Month Troublespot Flushing Schedule

Monthly Flushing
Flush all lines until clear or followup required

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments	Crews Initials	Date of Flushing	Time of Completion
F2S-210	F2S-309	SAR	198				Grenade					
A1S-608	A1S-607	Laureles Dr.	123				Grenade					
A1S-611	A1S-608	Laureles Dr.	245				Grenade					
A1S-301	A1S-611	Laureles Dr.	214				Grenade					
A1S-302	A1S-301	Laureles Dr.	112				Grenade					
C1S-610	C1S-608	LA Ave/ Hacienda	59				Grenade					
C1S-611	C1S-610	LA Ave/ Becker Ln	330				Grenade					
C1S-612	C1S-611		234				Grenade					
C1S-605	C1S-612	LA Ave/ Pine Ln	333				Grenade					
C2S-413	C1S-605	Pine Ln.	221				Grenade					
C2S-403	C2S-413	Pine Ln.	230				Grenade					
D2S-300	D2S-601	Stuart Ct	229				Grenade					
D2S-312	D2S-300	Stuart Ct	200				Grenade					
D2S-303	D2S-310	Valencia Dr	316				Grenade					
C2S-603	D2S-303	Valencia Dr	271				Grenade					
E3S-304	E3S-303	Doud Dr	240				Grenade					
D3S-611	E3S-304	Doud Dr	242				Grenade					
D3S-605	D3S-611	Almond Dr	165				Grenade					
D3S-606	D3S-605	Verano Dr	331				Grenade					
D3S-608	D3S-606	Verano Dr	325				Grenade					
D3S-301	D3S-608	Verano Dr	325				Grenade					
D3S-304	D3S-301	Verano Dr	325				Grenade					
D3S-514	D3S-510	Solana Dr	275				Grenade					
D3S-501	D3S-514	Solana Dr	315				Grenade					
D3S-201	D3S-501	Solana Dr	300				Grenade					
D3S-202	D3S-201	Solana Dr	300				Grenade					
E3S-103	E3S-102	Merrit Rd	305				Grenade					

Debris Type:
1 = Grit
2 = Grease
3 = Liquified Grease
4 = Roots
5 = Other material

Debris Severity
1 = clear
2 = Moderate
3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

City of Los Altos Sewer Maintenance
6 Month Troublespot Flushing Schedule

Monthly Flushing
Flush all lines until clear or followup required

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments	Crews Initials	Date of Flushing	Time of Completion
E3S-101	E3S-103	Merrit Rd	305				Grenade					
E3S-101	E3S-105	Gordon Way	331				Grenade					
D3S-403	E3S-101	Gordon Way	324				Grenade					
D3S-403	D3S-402	Almond Dr	325				Grenade					
D3S-404	D3S-403	Almond Dr	193				Grenade					
F3S-417	F3S-416	Marvin Drive	220				Grenade					
F2S-612	F3S-417	Easement	230				Grenade					
F2S-606	F2S-608	Marvin Drive	270				Grenade					
F2S-606	F2S-612	Eleanor Drive	50				Grenade					
F2S-304	F2S-606	Eleanor Drive	330				Grenade					
F2S-308	F2S-309	Hawthorne Ave	310				Grenade					
F2S-307	F2S-308	Hawthorne Ave	310				Grenade					
F2S-306	F2S-307	Hawthorne Ave	315				Grenade					
G2S-314	G2S-311	Giffin Rd	377				Grenade					
G3S-101	G23-314	El Monte Ave	294				Grenade					
G3S-109	G3S-101	El Monte Ave	161				Grenade					
F4S-207	F4S-206	Sunshine Dr	260				Grenade					
F4S-208	F4S-207	Sunshine Dr	167				Grenade					
F4S-209	F4S-210	Sunshine Dr	236				Grenade					
F4S-209	F4S-208	Sunshine Dr	223				Grenade					
F4S-202	F4S-209	Sunshine Dr	207				Grenade					
F4S-203	F4S-202	Sunshine Dr	185				Grenade					
F4S-201	F4S-203	Sunshine Dr	350				Grenade					
F4S-103	F4S-201	Sunshine Dr	195				Grenade					
E4S-501	E4S-504	Arroyo Rd.	288				Grenade					
E4S-502	E4S-501	Arroyo Rd.	300				Grenade					
E4S-602	E4S-503	Arroyo Rd.	298				Grenade					
E4S-603	E4S-602	Arroyo Rd.	305				Grenade					

Debris Type:
1 = Grit
2 = Grease
3 = Liquified Grease
4 = Roots
5 = Other material

Debris Severity
1 = clear
2 = Moderate
3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

City of Los Altos Sewer Maintenance
6 Month Troublespot Flushing Schedule

Monthly Flushing
Flush all lines until clear or followup required

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments	Crews Initials	Date of Flushing	Time of Completion
F3S-601	G3S-302	S. Clark	313				Grenade		8 " main use 8" proofer / skid			
F3S-601	F3S-603	San Luis	347				Grenade					
F3S-605	F3S-601	S. Clark	322				Grenade		8 " main use 8" proofer / skid			
F3S-608	F3S-605	S. Clark	339				Grenade		8 " main use 8" proofer / skid			
F3S-305	F3S-608	S. Clark	248				Grenade		8 " main use 8" proofer / skid			
F3S-307	F3S-305	S. Clark	230				Grease	FOG	8 " main use 8" proofer / skid			
F3S-311	F3S-310	S. Clark	307				Grease	FOG				
F3S-311	F3S-307	S. Clark	263				Grease	FOG	8 " main use 8" proofer / skid			
F3S-303	F3S-311	S. Clark	274				Grease	FOG	8 " main use 8" proofer / skid			
E3S-611	F3S-303	S. Clark	286				Grease	FOG	8 " main use 8" proofer / skid			
E3S-608	E3S-611	S. Clark	280				Grease	FOG	8 " main use 8" proofer / skid			
E3S-606	E3S-608	El Monte	280				Grease	FOG	8 " main use 8" proofer / skid			
G3S-210	G3S-209	Los Parajos Ct.	170				Grenade					
G3S-304	G3S-210	Los Parajos Ct.	338				Grenade					
H3S-114	H3S-209	University Ave.	296				Grenade					
I5S-607	I5S-608	Portland Ave.	184				Grease	FOG				
H3S-303	H3S-311	Campbell Ave.	345				Grenade					
K3S-203	K3S-202	Niblick Ave.	386				Grease	FOG				
		TOTAL	19530					2490				

Debris Type:
1 = Grit
2 = Grease
3 = Liquified Grease
4 = Roots
5 = Other material

Debris Severity
1 = clear
2 = Moderate
3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments	Crews Initials	Date of Flushing	Time of Completion
30-day Flushing Date Started: _____ 30-day Flushing Date Completed: _____			Supervisor Signature: _____ Date: _____				<div style="border: 1px solid black; padding: 5px;"> <p><u>Sample observed results:</u> Type of Debris - 1, 2, 3 would be grit, grease and liquefied grease Severity of Debris - 1, 2, 3 would indicate no grit, moderate grease and heavy liquefied grease</p> </div>					
<div style="border: 1px solid black; padding: 5px;"> <p>Comments or follow up needed: <i>Strikethrough on line segments that were root foamed in Summer 2006. Lines will be flushed on Quadrant Flushing program. Lines will be televised in Summer 2006 per MAR and BJM.</i> _____</p> <hr/> <hr/> <hr/> <hr/> </div>												

Debris Type:
 1 = Grit
 2 = Grease
 3 = Liquefied Grease
 4 = Roots
 5 = Other material

Debris Severity
 1 = clear
 2 = Moderate
 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
F2S-110	F2S-109	Plaza S / 1st	197				Grease	FOG	Pressure 800-1000psi.			
F2S-205	F2S-110	Plaza S / 1st	351				Grease	FOG	Use <u>LOW</u> Pressure 800-1000psi. Remove c/o cap at chicos			
F2S-206	F2S-208	Plaza S / 1st	335				Grease	FOG				
F2S-206	F2S-205	Plaza S / 1st	350				Grease	FOG	Pressure 800-1000psi.			
E2S-512	F2S-206	Plaza S / 1st	360				Grease	FOG	Use <u>LOW</u> Pressure 800-1000 psi./inform 151 Main St. before flushing Use 4" proofer.			
H3S-610	I3S-303	Fremont	298				Grease	FOG	Check upstream manhole to confirm hose went all the way.			
J4S-315	J4S-314	Fremont	138				Grenade					
J4S-313	J4S-315	Fremont	337				Grenade					
L6S-510	L6S-516	Easement	185				Grease	FOG				
L6S-511	L6S-510	Easement	26				Grease	FOG				
K6S-512	K6P-401	Austin Ave.	150				Grenade					
J5S-321	J5S-324	Payne Dr.	294				Grenade					
		TOTAL	3021					2577				

Debris Type:
1 = Grit
2 = Grease
3 = Liquified Grease
4 = Roots
5 = Other material

Debris Severity
1 = clear
2 = Moderate
3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p>30-day Flushing Date Started: _____</p> <p>30-day Flushing Date Completed: _____</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>Supervisor Signature: _____</p> <p>Date: _____</p> </div> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p><u>Sample observed results:</u></p> <p>Type of Debris - 1, 2, 3 would be grit, grease and liquefied grease</p> <p>Severity of Debris - 1, 2, 3 would indicate no grit, moderate grease and heavy liquefied grease</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Comments or follow up needed: <i>Strikethrough on line segments that were root foamed in Summer 2006. Lines will be flushed on Quadrant Flushing program. Lines will be televised in Summer 2006 per MAR and BJM.</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>												

Debris Type:
 1 = Grit
 2 = Grease
 3 = Liquefied Grease
 4 = Roots
 5 = Other material

Debris Severity
 1 = clear
 2 = Moderate
 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
F2S-514	F2S-512	First	269				Grease	FOG				
F2S-501	F2S-514	First	309				Grease	FOG				
F2S-502	F2S-501	First	319				Grease	FOG				
F2S-111	F2S-502	First	301				Grease	FOG				
F2S-109	F2S-111	First	278				Grease	FOG				
F2S-506	F2S-515	Alley 1st/2nd	305				Grease	FOG	Use LOW Pressure 800-1000psi.			
F2S-503	F2S-506	Alley 1st/2nd	324				Grease	FOG	Use LOW Pressure 800-1000psi/ Inform 338 2nd St. before flushing			
F2S-202	F2S-503	Alley 1st/2nd	331				Grease	FOG				
F2S-203	F2S-504	Alley 2nd/3rd	290				Grease	FOG				
F2S-204	F2S-203	Alley 2nd/3rd	297				Grease	FOG				
F2S-110	F2S-202	Alley 1st/2nd	352				Grease	FOG				
F2S-205	F2S-204	Plaza S / 1st	292				Grease	FOG				
E2S-510	E2S-508	SAR	370				Grease	FOG				
E2S-510	E2S-512	SAR	260				Grease	FOG				
E2S-506	E2S-508	W. Edith	237				Grease	FOG				
E2S-507	E2S-506	W. Edith	360				Grease	FOG				
K4S-301	K4S-314	Country Club	346				Grenade					
J4S-604	K4S-301	Country Club	366				Grenade					
J5S-402	J4S-604	Country Club	169				Grenade					
J5S-403	J5S-402	Frontero	213				Grenade					
J4S-602	J5S-403	Frontero	360				Grenade					
J4S-613	J4S-602	Frontero	369				Grenade					

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
J4S-316	J4S-613	Frontero	369				Grenade					
J4S-312	J4S-316	Frontero	328				Grenade					
J4S-213	J4S-312	Frontero	351				Grenade					
J4S-205	J4S-213	Frontero	347				Grenade					
J4S-203	J4S-205	Frontero	348				Grenade					
I4S-502	J4S-203	Country Club	287				Grenade					
I4S-407	I4S-502	Country Club	295				Grenade		DO NOT FLUSH SEGMENT. NEED TO TELEWISE.			
I4S-405	I4S-407	Country Club	290				Grenade					
I4S-413	I4S-405	Country Club	200				Grenade					
J4S-206	J4S-313	Fremont	350				Grenade					
J4S-204	J4S-206	Fremont	350				Grease	FOG				
I4S-503	J4S-204	Fremont	350				Grenade					
I4S-504	I4S-503	Fremont	350				Grenade					
I4S-408	I4S-504	Fremont	280				Grenade					
I4S-413	I4S-408	Fremont	282				Grenade					

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
M6S-204	M6S-305	Grant Rd.	369				Grease	FOG				
L6S-519	M6S-204	Grant Rd.	375				Grease	FOG				
L6S-518	L6S-519	Grant Rd.	17				Grease	FOG				
L6S-517	L6S-518	Easement	252				Grease	FOG				
L6S-516	L6S-517	Easement	158				Grease	FOG				
L6S-601	L6S-511	Annette Ln.	427				Grenade					
L6S-316	L6S-601	Annette Ln.	449				Grenade					
L6S-312	L6S-316	Annette Ln.	151				Grenade					
L6S-311	L6S-312	Holt Ave.	261				Grenade					
L6S-311	L6P-201	Holt Ave.	273				Grenade		connection at L6P-201. No manhole.			
L6S-221	L6S-222	Newcastle Dr.	146				Grenade					
M6S-514	M6S-511	Vineyard Ct.	136				Grenade					
M6S-511	M6S-510	Easement	80				Grenade					
M6S-510	M6S-507	Wistaria Ct.	143				Grenade					
F2S-112	F2S-115	First/Main	380				Grease	FOG				

Debris Type:

- 1 = Grit
- 2 = Grease
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- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
F2S-113	F2S-112	First	170				Grease	FOG				
E2S-412	F2S-108	First	300				Grease	FOG				
E2S-405	E2S-412	First	300				Grease	FOG				
E1S-610	E2S-405	First	314				Grease	FOG				
F2S-114	F2S-113	Plaza Central	320				Grease	FOG				
E2S-502	F2S-114	Plaza Central	363				Grease	FOG				
E2S-515	E2S-502	Plaza Central	350				Grease	FOG				
E2S-501	E2S-515	State at 4th	360				Grease	FOG				
E2S-407	E2S-406	Edith to Shasta	340				Grease	FOG				
E2S-413	F2S-101	Plaza N	130				Grease	FOG				
E2S-413A	E2S-413	Plaza N	185				Grease	FOG				
E2S-409	E2S-411	Alley @ 2nd/3rd	227				Grease	FOG				
E2S-410	E2S-409	Alley @ 2nd/3rd	200				Grease	FOG				
E2S-403	E2S-410	Plaza N	316				Grease	FOG	Remove clean out cap at 102 3rd st. Use low pressure.			
E2S-403	413A	Alley @ 3rd/4th	170				Grease	FOG				
E2S-402	E2S-403	Plaza North	156				Grease	FOG				
E2S-401	E2S-402	3rd St	47				Grease	FOG				
E2S-504	E2S-414	3rd St	383				Grease	FOG				
E2S-504	E2S-401	3rd St	176				Grease	FOG				
E2S-503	E2S-504	4th St.	178				Grease	FOG				
E2S-503	E2S-501	4th St.	140				Grease	FOG				
E2S-505	E2S-503	Plaza North	166				Grease	FOG				
E2S-506	E2S-505	Plaza North	168				Grease	FOG	Use Low Pressure 800-1000psi.			
F2S-616	F2S-611	Lyell/Gabilan	251				Grease	FOG				
F2S-615	F2S-616	E. Lyell	175				Grenade					

Debris Type:

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- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
F2S-618	F2S-615	E. Lyell	351				Grenade		Remove clean out cap at 49 Lyell.			
F2S-516	F2S-618	SAR / E Lyell	350				Grenade					
F2S-516	F2S-513	Alley @ Lyell	269				Grenade		Use LOW Pressure 800-1000psi.			
F2S-505	F2S-516	SAR	174				Grenade					
F2S-504	F2S-505	SAR	243				Grenade					
F2S-201	F2S-504	SAR	379				Grenade					
F2S-208	F2S-201	SAR	284				Grenade					
F2S-207	F2S-208	SAR	257				Grenade					
F2S-207	F2S-210	SAR	251				Grenade		Added 4/9/04.			
E2S-512	F2S-207	SAR	338				Grenade					
J5S-406	J5S-404	B St.	233				Grease	FOG				
J5S-406	J5S-405	B St.	177				Grease	FOG				
J5S-407	J5S-406	Carob Ln.	230				Grease	FOG				
I7S-503A	I7S-503	Bryant Ave. in	300				Grenade		Easement main from Harwalt			
I7S-503	I7S-504	School	300				Grenade					

Debris Type:

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- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Initial Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
I7S-504	I7S-505	Corp. Yard	30				Grenade					
		FOOTAGE	25589					7055				

60-day flushing date started: _____	Supervisor Signature: _____
60-day flushing date Completed: _____	Date: _____

Sample observed results:
Type of Debris - 1, 2, 3 would be grit, grease and liquified grease
Severity of Debris - 1, 2, 3

Comments or follow up needed: *Strikethrough on line segments that were root foamed in Summer 2006. Lines will be flushed on Quadrant Flushing program. Lines will be televised in Summer 2006 per MAR and BJM.*

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
E3S-411	E3S-410	Hillview	270				Grenade		Use LOW Pressure 800-1000 psi./remove cleanout cap at			
E2S-610	E3S-411	Hillview	270				Grenade					
E2S-605	E2S-610	Eleanor	315				Grenade					
E2S-607	E2S-605	Eleanor	302				Grenade					
D3S-203	D3S-206	Jardin Dr.	303				Grenade					
C2S-208	C2S-207	May Ln.	346				Grenade					
G4S-412	G4S-405	Parma Way	269				Grease	FOG				
J5S-613	J5S-615	Lisa Ct.	203				Grenade					
D1S-613	D1S-614	Mariposa Ave.	395				Grenade					
C3S-412	C3S-410	Panchita Way	291				Grenade					
C3S-410	C3S-411	Panchita Way	235				Grenade					
D1S-605	D1S-606	Toyon Ave	149				Grenade					
D1S-604	D1S-605	Toyon Ave	281				Grenade					
D1S-311	D1S-604	Toyon/LA Ave.	298				Grenade					

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
D1S-310	D1S-311	Buena	80				Grenade					
D1S-310	D2S-107	Yerba Buena Ct.	260				Grenade					
D1S-309	D1S-310	Ave.	280				Grenade					
D2S-111	D1S-309	Yerba Santa Ave	326				Grenade					
D2S-106	D2S-111	Yerba Santa Ave	317				Grenade					
D2S-105	D2S-106	Cherry	331				Grenade					
A2S-102	A1S-305	ECR	175				Grenade					
A2S-103	A2S-102	ECR	173				Grenade					
A2S-104	A2S-103	ECR	123				Grenade					
A2S-101	A2S-104	ECR	200				Grenade					
A2S-106	A2S-105	ECR/Los Altos Ave.	248				Grenade					
A2S-106	A2S-101	Ave.	354				Grenade					
A2S-107	A2S-106	Ave.	281				Grenade					
A2S-408	A2S-107	Ave.	264				Grenade					
B3S-504	B3S-501	ECR/E. DISTEL	324				Grease	FOG	8 " main use 8" proofer / skid			
B3S-506	B3S-504	ECR/W. DISTEL	237				Grease	FOG	8 " main use 8" proofer / skid			
B3S-506	B3S-511	ECR/W. DISTEL	295				Grease	FOG	8 " main use 8" proofer / skid			
B3S-507	B3S-506	ECR/W. DISTEL	97				Grease	FOG	8 " main use 8" proofer / skid			
B3S-510	B3S-507	ECR/W. DISTEL	332				Grease	FOG	8 " main use 8" proofer / skid			
B3S-403	B3S-510	ECR/W. DISTEL	334				Grease	FOG	8 " main use 8" proofer / skid			
B3S-405	B3S-403	ECR/W. DISTEL	322				Grease	FOG	8 " main use 8" proofer / skid			

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
B3S-301	B3S-405	ECR/W. DISTEL	330				Grease	FOG	8 " main use 8" proofer / skid			
B2S-304	B2S-301	ECR/SHOWERS	335				Grease	FOG	proofer / skid Use LOW Pressure 800-			
B2S-303	B2S-304	ECR/SHOWERS	387				Grease	FOG	proofer / skid, take a picture of			
B2S-310	B2S-303	ECR	50				Grease	FOG	8 " main use 8" proofer / skid			
B2S-319	B2S-310	Sherwood/ECR	103				Grease	FOG	8 " main use 8" proofer / skid			
B2S-308	B2S-319	Acacia Alley	218				Grease	FOG	8 " main use 8" proofer / skid			
B2S-216	B2S-217	Acacia Alley	190				Grease	FOG	8 " main use 8" proofer / skid			
B2S-213	B2S-216	Acacia Alley	190				Grease	FOG	8 " main use 8" proofer / skid			
B2S-220	B2S-213	Acacia Alley	94				Grease	FOG	8 " main use 8" proofer / skid			
B2S-307	B2S-220	Acacia Alley	52				Grease	FOG	8 " main use 8" proofer / skid			
B2S-307	B2S-308	Acacia Alley	106				Grease	FOG	8 " main use 8" proofer / skid			
B2S-212	B2S-307	Acacia	139				Grease	FOG	8 " main use 8" proofer / skid			
B2S-210	B2S-215	SAR/Loucks	215				Grease	FOG	8 " main use 8" proofer / skid			
B2S-211	B2S-210	Market/SAR	199				Grease	FOG	8 " main use 8" proofer / skid			
B2S-212	B2S-211	Market	149				Grease	FOG	8 " main use 8" proofer / skid			
B2S-313	B2S-212	Market	121				Grease	FOG	8 " main use 8" proofer / skid			
E4S-503	E4S-502	Arroyo Rd.	300				Grease	FOG				
H5S-607	H5S-606	Damian Way	250				Grenade					
H5S-605	H5S-607	Damian Way	265				Grenade					

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
I5S-111	I5S-110	Suffolk Ct	176				Grease	FOG				
I5S-111	I5S-201	Suffolk Way	485				Grease	FOG				
I5S-112	I5S-111	Suffolk Way	140				Grease	FOG				
I5S-112	I5S-114	Suffolk Way	145				Grease	FOG				
I5S-101	I5S-112	Eastwood Ct	130				Grease	FOG				
I5S-107	I5S-101	Eastwood Ct	197				Grease	FOG				
H2S-213	H2S-214	Bay Tree	142				Grease	FOG	#6415			
H2S-103	H2S-213	Bay Tree	350				Grease	FOG				
H2S-104	H2S-103	Bay Tree	222				Grease	FOG				
H2S-106	H2S-102	Bay Tree	196				Grease	FOG				
H2S-104	H2S-106	Bay Tree	226				Grease	FOG				
H2S-105	H2S-104	Deep Well	127				Grease	FOG				
G2S-403	G2S-510	Morningside	108				Grease	FOG				
G2S-401	G2S-403	Morningside	201				Grease	FOG				
G2S-401	G2S-407	Morningside	75				Grease	FOG				
G2S-401	G2S-402	Morningside	200				Grease	FOG				
G2S-406	H2S-105	Morningside	208				Grease	FOG				
G2S-406	G2S-407	Morningside	10				Grease	FOG				
G2S-405	G2S-406	Morningside	75				Grease	FOG				
G2S-512	G2S-405	Morningside	375				Grease	FOG				
G2S-501	G2S-512	Milverton	128				Grenade					
G2S-514	G2S-501	Milverton	224				Grenade					
G2S-515	G2S-513	Milverton	222				Grenade					
G2S-515	G2S-514	University	10				Grenade					
K6S-107	K6S-106	Bright Oaks	340				Grease	FOG				
K6S-108	K6S-107	Bright Oaks	307				Grease	FOG				
K6S-105	K6S-108	Bright Oaks	189				Grease	FOG				
J6S-412	K6S-105	Siesta Dr.	356				Grease	FOG				

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
J6S-413	J6S-412	Siesta Dr.	350				Grease	FOG				
J6S-413	J6S-507	Siesta Dr.	175				Grease	FOG				
J6S-504	K6S-201	Fremont/Julie	322				Grease	FOG				
J6S-510	J6S-504	Fremont/Julie	278				Grease	FOG				
J6S-509	J6S-510	Julie Lane	150				Grease	FOG				
J6S-509	J6S-508	Julie Lane	139				Grease	FOG				
J6S-508	J6S-507	Julie Lane	58				Grease	FOG				
J6S-204	J6S-509	Ranchita/Julie	400				Grease	FOG				
J6S-203	J6S-204	Ranchita Dr.	189				Grenade					
J6S-214	J6S-203	Ranchita Dr.	267				Grenade					
J6S-215	J6S-214	Marlborough Ave.	287				Grenade					
J6S-209	J6S-215	Marlborough Ave.	275				Grenade					
E2S-108	E2S-106	Mt. Hamilton Ave.	226				Grease	FOG				
L5S-105	L5S-106	Nottingham Way	52				Grenade		extension.			
L5S-102	L5S-105	Nottingham Way	165				Grenade					
L5S-101	L5S-102	Nottingham Way	25				Grenade					
L5S-101	L5S-118	Crooked Creek Dr.	144				Grease	FOG				
K5S-418	L5S-101	Montclair Way	82				Grenade					
K5S-417	K5S-418	Montclair Way	34				Grenade					
K5S-416	K5S-416	Montclair Way	201				Grenade					
M5S-202	M5S-206	Kent Dr.	230				Grease	FOG				
M5S-201	M5S-202	Kent Dr.	138				Grease	FOG				
L5S-512	M5S-201	Kent Dr.	132				Grease	FOG				
L5S-509	L5S-512	Scott Ln.	438				Grease	FOG				
I4S-613	J4S-311	Manor Way	213				Grease	FOG				
I4S-612	I4S-613	Clinton Rd.	133				Grease	FOG				
I4S-601	I4S-612	Altos Oaks Dr.	295				Grease	FOG				
I4S-607	I4S-601	Altos Oaks Dr.	21				Grease	FOG				

Debris Type:

- 1 = Grit
- 2 = Grease
- 3 = Liquified Grease
- 4 = Roots
- 5 = Other material

Debris Severity

- 1 = clear
- 2 = Moderate
- 3 = Heavy

MH	MH	Location	Length between M/H's	Amount of H2O used	Debris Type	Debris Severity	Nozzle	FOG Segments	Comments :	Crews Initials	Date of Flushing	Time of Completion
I4S-608	I4S-607	Golden Way	354				Grease	FOG				
I4S-307	I4S-608	Golden Way	333				Grease	FOG				
I4S-308	I4S-307	Golden Way	103				Grease	FOG				
TOTAL FOOTAGE			25801					4282				

90-day flushing date started: _____
90-day flushing date completed: _____

Supervisor Signature: _____
Date: _____

Sample observed results:
Type of Debris - 1, 2, 3 would be grit, grease and liquified grease
Severity of Debris - 1, 2, 3 would indicate no grit, moderate grease and heavy liquified grease

Comments or follow up needed: *Strikethrough on line segments that were root-foamed in Summer 2006. Lines will be televised in Summer 2006 per MAR and BJM.*

Debris Type:
1 = Grit
2 = Grease
3 = Liquified Grease
4 = Roots
5 = Other material

Debris Severity
1 = clear
2 = Moderate
3 = Heavy

Reference CWEA Section 7 - Standard Measures of Observed Results

**Appendix C – Document 4
Equipment Inventory**

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Equipment and Spare Parts Inventory – critical parts marked with an *

Equipment and Vehicles

Description	Year	Use	Typical Useful Life (years)	Estimated Replacement Year
Tractor/Backhoe	2000	Sewer repairs	15	FY14-15
*Vac-Con Sewer Cleaner (Combination Jet/Vacuum)	2016	Sewer flushing/vacuuming	10	FY26-27
*Vac-Con Sewer Cleaner (Combination Jet/Vacuum)	2011	Sewer flushing/vacuuming	10	FY20-21
Dump Truck (2-Yard)	2006	Haul sewer debris	10	FY16-17
Sewer Supervisor Truck	2011	Supervisor vehicle	10	FY20-21
Portable Jetter	2015	Sewer flushing of easements	10	FY25-26
Pickup Truck	2004	Sewer service truck	10	FY14-15
Portable Arrow Board	2015	Traffic control	10	FY25-26
Gas Generator	2016	Portable power for hand tools and lighting	5	FY21-22
Sectional Rodder	2007	Root removal from sewer lines	10	FY17-18
Lateral Rodder (2)	2016	Sewer lateral and easement rodding	5	FY21-22
Root Cutters (2)	2015	Sewer pipe cleaning	5	FY20-21
CCTV Lateral Camera	2011	Televising sewer laterals	5	FY16-17
*Portable Trash Pumps (2)	2002	Sewer bypass pump	10	FY12-13
Mobile Radios (12)	2009	Field vehicle communication	5	FY14-15
Gas Detection Monitor (4)	2010	Confined space entry	10	FY17-18
Safety Tripod	2011	Equipment repair at pump stations	10	FY21-22
Spare Pump	2014	Spare pump for pump stations	10	FY24-25

Spare Parts

- 1+ manhole lids
- *2-inch Lay flat piping, 600 feet
- *Hose, valves, and heads for maintenance and emergency response equipment

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**Appendix C – Document 5
PG&E Safety Tips brochure**

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En una emergencia de gas natural, llame al 911 y a PG&E al 1-800-743-5000 de inmediato.

Consejos de seguridad para cuando se limpia una tubería de drenaje secundaria

En la actualidad, la práctica en áreas urbanas es instalar nuevas líneas de servicios públicos (gas, electricidad, teléfono y televisión) por medio de perforaciones direccionales. Esto evita causar daños a las aceras, patios y áreas verdes. Las líneas secundarias de drenaje dentro de las propiedades privadas en general no son marcadas por Underground Service Alert (USA) y es posible que no se detecten durante las perforaciones. La consecuencia no intencionada es que una línea del servicio público puede perforar o atravesar directamente una línea secundaria de drenaje en lo que se conoce como "perforación cruzada." (Ver fotografía.)

Una perforación cruzada en una tubería de drenaje secundaria impedirá el flujo y puede eventualmente llegar a bloquearse. Un trabajador que intenta desbloquearla puede dañar una línea de servicio público accidentalmente. Para tuberías de gas natural, la pérdida de servicio puede no ser evidente de inmediato y el gas podría migrar a través de la tubería secundaria y concentrarse en las tuberías de drenaje y estructuras aledañas.

Para prevenir esta situación potencialmente peligrosa, tome en cuenta los siguientes consejos:

- **Antes de limpiar.** Fíjese si hay árboles o plantas que pudieran estar causando la obstrucción. Si no hay ninguno, pregunte al dueño si se han hecho obras de servicios públicos recientemente en el área que pudieran haber afectado las tuberías de drenaje. En caso afirmativo, usted debe:
 - Estar consciente que una perforación cruzada puede ser la causa del bloqueo.
 - Si tiene acceso a herramientas de localización de líneas de servicios públicos, úselas para encontrar las tuberías del servicio de gas y las tuberías secundarias.
 - Si cuenta con un dispositivo de inspección por video para el interior de tuberías, o tiene acceso a uno, úselo para evaluar el bloqueo.
- **Durante la limpieza.** Use primero el equipo menos invasivo (serpiente de plomería) y conforme se vaya adentrando fíjese si la resistencia que siente en la obstrucción se asemeja a una raíz de árbol u otra obstrucción común.
- **Después de la limpieza.** Las tuberías de gas natural por lo general son de plástico. Si usa una herramienta para cortar, fíjese si la serra tiene pedazos de plástico color amarillo o anaranjado cuando la retira. Fíjese si salen burbujas del punto donde entró con el equipo para cortar o en el inodoro y/o utilice un medidor de gas combustible (CGI por sus siglas en inglés) u otro equipo de detección de gas, si tiene uno disponible.

Si sospecha que hay una fuga de gas, advierta de inmediato a todos los habitantes y evacúe el área. No use una flama o un dispositivo eléctrico, ya que una chispa puede incendiar el gas. Desde un lugar seguro, llame al 911 y a PGE de inmediato al 1-800-743-5000.



104 Bridge Road
Salisbury, MA 01952

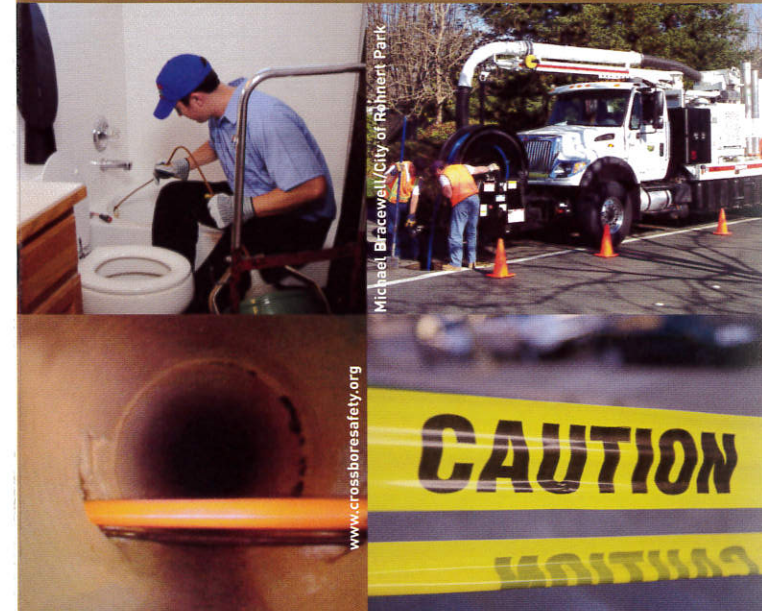
Beware of Natural Gas Lines Intersecting Sewer Lines

Safety Tips for Drain Cleaners, Sewer Cleaners, and Plumbers



When Natural Gas Lines Intersect Sewer Lines

Safety Tips for Drain Cleaners, Sewer Cleaners, and Plumbers



Cuando las tuberías de gas natural se intersectan con las tuberías de drenaje

Consejos de seguridad para plomeros, limpiadores de drenajes y limpiadores de alcantarillados

In a natural gas emergency call 911 and PG&E at 1-800-743-5000 immediately.

En una emergencia de gas natural, llame al 911 y a PGE al 1-800-743-5000 de inmediato.

In a natural gas emergency call 911 and PG&E at 1-800-743-5000 immediately.

Safety Tips for Cleaning Out a Sewer Lateral



The current practice in urban areas is to directional-bore new utility lines (gas, electric, telephone, and cable TV). This avoids damage to sidewalks, patios, and landscapes. Sewer laterals on private property are not typically marked by Underground Service Alert (USA) and can go undetected during boring. The unintentional result is that

a utility line can be bored or pierced directly through a sewer lateral in what is known as a "cross bore." (See photo.)

A cross bore in a sewer lateral will impede flow and lead to eventual blockage. A worker who attempts to remove the blockage can accidentally cut the utility line. For natural gas lines, the loss of service may not be immediately apparent, and gas can migrate through the lateral and concentrate in sewer lines and nearby structures.

To prevent this potentially hazardous situation, consider the following tips:

- **Before Cleaning.** Look for trees or landscaping that could be causing the obstruction. If there are none, ask the owner if there has been any recent utility work in the area that could have affected sewer lines; if so, you should:
 - Be aware that a cross bore may be causing the blockage.
 - If you have access to utility line locating tools, use them to find laterals and gas service lines.
 - If you own or can obtain access to an inline video inspection device, use it to assess the blockage.
- **During Cleaning.** Use the least invasive equipment (snake) first, and as you go, feel for resistance that does not resemble a tree root or other common obstruction.
- **After Cleaning.** Natural gas utility lines are typically plastic. If you use a cutting tool, look for yellow or orange plastic on the blades when you withdraw it. Watch for bubbles escaping from the entry point of the cutting equipment or toilet and/or use a combustible gas indicator (CGI) or other gas detection equipment, if available.

If you suspect a gas leak, immediately warn all inhabitants and evacuate the area. Do not use a flame or anything electrical, as a spark could ignite the gas. From a safe location call 911 and PG&E immediately at 1-800-743-5000.

If you suspect a cross bore, call PG&E at 1-800-743-5000.

If you suspect a natural gas leak, call 911 and PG&E at 1-800-743-5000 immediately.

Si sospecha que hay una perforación cruzada, llame a PG&E al 1-800-743-5000.

Si sospecha que hay una fuga de gas natural, llame al 911 y a PG&E al 1-800-743-5000 de inmediato.

Please review this safety brochure carefully and share it with your employees or coworkers. Consider posting it in common areas such as your meeting room, break room, garage, or work trailer.

Por favor repase este folleto de seguridad con cuidado y compártalo con sus empleados o los compañeros de trabajo. Considere colocarlo en áreas comunes como en su salón de reuniones, la sala de descanso, el taller o el tráiler de trabajo.

Don't Rely Solely on Your Nose to Detect a Natural Gas Leak

PG&E adds a distinctive, sulfur-like odor to natural gas to assist in the detection of natural gas leaks. **However, in some instances you may not be able to detect the odorant, or the gas can be "stripped" of its odor.**

You may not be able to use your sense of smell to detect the presence of gas if you have a diminished sense of smell, have been exposed to the same odor for too long, or the odor is being masked by other odors. You also may not be able to use your sense of smell to detect the presence of gas due to chemical and physical processes that have stripped some or all of the odorant from the gas. This is known as "odor fade." Be sure to rely on your eyes and ears (not just your nose) to detect the warning signs of a gas leak.

If you suspect a gas leak, call 911 and PG&E at 800-743-5000 immediately.

Natural Gas Leak Warning Signs

Do NOT rely on your sense of smell alone to detect the presence of natural gas.

Be alert for any of these gas leak warning signs:

- The distinctive odor of natural gas
- A hissing, whistling, or roaring sound
- Dead or dying vegetation in an otherwise moist area over or near a gas pipeline
- Dirt being blown into the air
- Continual bubbling in water
- A damaged connection to a gas appliance
- A fire or explosion nearby
- Exposed pipeline after an earthquake, fire, flood, or other disaster

Other Gas Safety Tips for Plumbers and HVAC Workers

- When installing gas appliances or equipment, follow the manufacturer's instructions in accordance with the local code authority.
- Do NOT purge the contents of a gas line into an enclosed space. Any purging of a gas line should only be done in a well-ventilated area or by venting the contents to the outside atmosphere.
- Always use a combustible gas indicator (CGI) or other gas detection equipment during purging operations or when otherwise working on or around gas piping systems.

If you suspect a gas leak, call 911 and PG&E at 800-743-5000 immediately.



**Know what's below.
Call before you dig.**

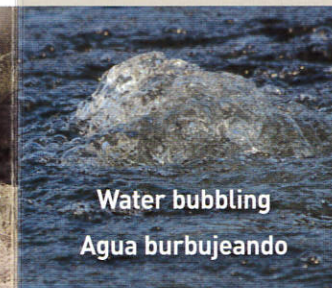
Some Gas Leak Warning Signs



Dead or dying vegetation
Vegetación muerta o muriendo



Dirt being blown into the air
Tierra que se levanta en el aire



Water bubbling
Agua burbujeando



Exposed pipeline
Tubería expuesta

No confíe solamente de su olfato para detectar una fuga de gas natural

PG&E agrega al gas natural un olor inconfundible similar al azufre para ayudarle a detectar una fuga de gas natural. **Sin embargo, en algunas situaciones es posible que no pueda detectar este olor o que el gas haya perdido su olor.**

Es posible que no pueda usar su sentido del olfato para detectar la presencia de gas si usted tiene un sentido del olor disminuido, ha sido expuesto al olor durante demasiado tiempo o si el olor es ocultado por otros olores. También es posible que no pueda usar su sentido del olfato para detectar la presencia del gas si algún proceso químico o físico haya eliminado el olor del gas. A esto se le conoce como "pérdida del olor." Asegúrese de usar también sus ojos y sus oídos (no sólo su nariz) para detectar las señales de advertencia de una fuga de gas.

Si sospecha que hay una fuga de gas, llame al 911 y a PG&E al 800-743-5000 de inmediato.



**Determina lo que está bajo tierra.
Llama antes de excavar.**

Indicaciones de una fuga de gas

Señales de advertencia de una fuga de gas

NO confíe solamente en su sentido del olfato para detectar la presencia de gas natural.

Esté atento a cualquiera de estas señales de advertencia de una fuga de gas:

- El olor inconfundible del gas natural
- Un sonido de siseo, silbido o rugido
- Vegetación muerta o que se esté muriendo en un área que generalmente está húmeda, sobre o cerca de una línea de gas
- Tierra que se levanta en el aire
- Burbujeo continuo en el agua
- Una conexión dañada de un aparato electrodoméstico de gas
- Un fuego o una explosión cercana
- Tubería expuesta después de un terremoto, incendio, inundación u otro desastre

Otros consejos de seguridad sobre el gas para plomeros y trabajadores de HVAC

- Cuando se instalen aparatos o equipos electrodomésticos de gas, siga las instrucciones del fabricante de acuerdo con los códigos locales.
- NO purgue el contenido de una tubería de gas en un espacio confinado. Cualquier purga de una tubería de gas debe llevarse a cabo en una área bien ventilada o liberando el contenido a la atmósfera exterior.
- Siempre utilice un medidor de gas combustible (CGI) por sus siglas en inglés) u otro equipo de detección de gas durante las operaciones de purga o cuando se esté trabajando con o alrededor de sistemas de tuberías de gas.

Si sospecha que hay una fuga de gas, llame al 911 y a PG&E al 1-800-743-5000 de inmediato.

To order additional FREE copies of this brochure, go to www.pge.com/myhome/edusafety/gaselectricsafety/sewercleaningsafety.

Para ordenar copias adicionales GRATUITAS de este folleto, vaya a www.pge.com/myhome/edusafety/gaselectricsafety/sewercleaningsafety.

Appendix D
Design and Performance Provisions
Element Supporting Documents

Appendix D: Design and Performance Provisions Element Supporting Documents

Appendix D Documents

1. Table of Contents of the City's Standard Specifications and Plans (March 2016 Edition)
2. List of Drawings in the City's Standard Plans (May 2010 Edition)

CITY OF LOS ALTOS

STANDARD GUIDANCE SPECIFICATIONS

March 17, 2016 Edition



PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

One North San Antonio Road
Los Altos, CA 94022
Phone: 650-947-2780
Fax: 650-947-2732

**CITY OF LOS ALTOS
STANDARD GUIDANCE SPECIFICATIONS
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MARCH 17, 2016**

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(To be included with all construction contracts.)

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STANDARD DETAILS

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Appendix E
Overflow Emergency Response Plan
Element Supporting Documents

Appendix E: Overflow Emergency Response Plan Element Supporting Documents

Appendix E Documents

1. Public Works Department Sanitary Sewer Overflow Response Plan
2. Maintenance Division Sanitary Sewer Overflow Response Operational Guidelines
3. Maintenance Division Standard Operating Procedures for Sewer Pump Station Failure

**Appendix E – Document 1
Public Works Department Sanitary Sewer
Overflow Response Plan**

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Maintenance Services Department

SANITARY SEWER OVERFLOW RESPONSE PLAN

EFFECTIVE DATE: February 12, 2015

Kishor Prasad
Maintenance Services Manager

I. AUTHORITY

The purpose of this Sanitary Sewer Overflow Response Plan is to ensure that the City of Los Altos Maintenance Services Department personnel follow established guidelines in containing, cleaning up, decontaminating and reporting sanitary sewer spills which occur within the City of Los Altos service area. The City of Los Altos will follow reporting procedures in regards to sewer spills as set forth by Proposition 65 and California Code of Regulations Title 19.

II. GENERAL

The Sewer Overflow Response Plan (SORP) is designed to ensure that every report of a confirmed sewage overflow is immediately dispatched to the appropriate crews so that the effects of the overflow can be minimized with respect to impacts to public health and adverse effects on beneficial uses and water quality of surface waters and customer service. The SORP further includes provisions to ensure safety pursuant to the directions provided by the San Francisco Bay Regional Water Quality Control Board and that notification and reporting is made to the appropriate local, state and federal authorities. For purposes of this SORP, "confirmed sewage spill" is also sometimes referred to as "sewer overflow," "overflow," or "SSO." The effective date of this plan is February 12, 2015.

A. Objectives

The primary objectives of the SORP are to protect public health and the environment, satisfy regulatory agencies and waste discharge permit conditions that address procedures for managing sewer overflows, and minimize risk of enforcement actions against the City of Los Altos.

Additional objectives of the SORP are as follows:

- ❑ Provide appropriate customer service;
- ❑ Protect wastewater treatment plant and collection system personnel;
- ❑ Protect the collection system, wastewater treatment facilities, and all appurtenances;
- ❑ Protect private and public property beyond the collection and treatment facilities.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by City of Los Altos Maintenance Services Manager.

B. Organization of Plan

The key elements of the SORP are addressed individually as follows:

Section III	Overflow Response Procedure
Section IV	Public Advisory Procedure
Section V	Regulatory Agency Notification Plan
Section VI	SSO Reporting (CIWQS)
Section VII	Water Quality Monitoring Requirements
Section VIII	Record Keeping
Section IX	Media Notification Procedure
Section X	Distribution and Maintenance of SORP

C. SSO Tracking

The procedure to track the frequency and location of SSOs shall comply with current Federal, State and local regulations.

III. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for City of Los Altos to mobilize labor, materials, tools and equipment to correct or repair any condition that may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land or buildings.

A. Receipt of Information Regarding an SSO

An overflow may be detected by system employees or by others. The Maintenance Services Department at the Municipal Service Center (MSC) (650/947-2785) is primarily responsible for receiving phone calls from the public of possible sewer overflows from the wastewater collection system, and for forwarding work orders to the sewer personnel.

Generally, telephone calls from the public reporting possible sewer overflows are received by an office assistant at the MSC (650/947-2785) Monday through Friday from 8:00 am to 5:00 pm. The Los Altos Police Department Dispatch Center (650/947-2770) receives after-hours emergency sewer calls and notifies our sewer standby personnel for immediate response. The emergency phone line is staffed 24 hours per day, every day of the year. The Police Department will notify sewer standby personnel at (650) 399-5480.

1. The office assistant, communications dispatcher or whoever receives the sewer call should obtain all relevant information available regarding the overflow including:
 - a. Time and date call was received
 - b. Specific location
 - c. Description of problem
 - d. Time possible overflow was noticed by the caller
 - e. Caller's name and phone number
 - f. Observations of the caller (e.g., odor, duration, back or front of property)
 - g. Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.
 - h. The telephone operator then records the overflow information and creates a work order for assignment to sewer personnel.
2. Pump station failures are monitored and received by Communication Center at the Los Altos Police Department. The dispatcher on duty shall immediately convey all information regarding alarms to the Municipal Service Center during regular hours and to the sewer on-call personnel during after-hours to initiate the investigation.
3. Sewer overflows detected by any personnel in the course of their normal duties shall be reported immediately to the MSC. Dispatching personnel should record all relevant overflow information and dispatch additional response crews, as needed.
4. Sewer personnel shall confirm the overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow."
5. Sewer personnel should complete an Overflow Report form within 24 hours of the sewer investigator's confirmation. Maintenance Services Manager is responsible for reviewing, updating and signing the final Overflow Report.

B. Dispatch of Appropriate Crews to Site of Sanitary Sewer Overflow

Crews and equipment shall be available to respond immediately to any SSO locations. Crews will be dispatched to any site of a reported SSO immediately. Also, additional maintenance personnel shall be "on call" should extra crews be needed.

1. Dispatching Crews

- ❑ Dispatchers should receive notification of sewer overflows as outlined in Section A "Receipt of Information Regarding an SSO" and dispatch a sewer investigator and/or the appropriate crews and resources as required.
- ❑ Dispatchers shall notify the appropriate manager or supervisor by cell phone or public works radio regarding sewer overflows and field crew locations.

2. Crew Instructions and Work Orders

- ❑ Responding crews should be dispatched by cell phone or public works radio. Sewer personnel should receive instructions from the initial responder or their supervisors regarding appropriate crews, materials, supplies, and equipment needed.
- ❑ Dispatchers shall ensure that the entire message has been received and acknowledged by the crews who were dispatched. All standard communications procedures should be followed. All employees being dispatched to the site of an SSO shall proceed immediately to the site of the overflow. Any delays or conflicts in assignments must be immediately reported to the supervisor for resolution.
- ❑ Response crews should in all cases report their findings, including possible damage to private and public property, to Sewer Supervisor immediately upon making their investigation. If Maintenance Services Manager has not received findings from the field crew within one hour, Maintenance Services Manager shall contact the response crew to determine the status of the investigation.

3. Additional Resources

- ❑ Sewer Maintenance Services Manager should receive and shall convey to appropriate parties requests for additional personnel, material, supplies, and equipment from crews working at the site of a sewer overflow.

4. Preliminary Assessment of Damage to Private and Public Property

- ❑ The focus is to resolve the problem. The response crews should use discretion in assisting the property owner/occupant as reasonably as they can to avoid inflicting further damage to private property. Be aware that the Maintenance Services Department could face increased liability for any further damages inflicted to private property during such assistance. With property owner's permission, the response crew shall enter private property for purposes of assessing damage. Appropriate still photographs and video footage, if possible, should be taken of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts. Available photographs are to be forwarded to Maintenance Services Manager for filing with the Overflow Report.

5. Field Supervision and Inspection

- ❑ The supervisor of the sewer division personnel, who confirmed the sewer overflow, should visit the site of the overflow, if possible, to ensure that provisions of this overflow response plan and other directives are met.
- ❑ The supervisor is responsible for confirming that the Overflow Report was provided to Maintenance Services Manager within the specified time.

6. Coordination with Hazardous Material Response

- ❑ Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the sewer investigator or response crew should immediately contact the supervisor for guidance before taking further action.
- ❑ Should the supervisor determine the need to alert the hazardous material response team, the sewer investigator or crew shall await the arrival of the Fire Department to take over the scene. **Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire should flammable fluids or vapors are present. Keep a safe distance and observe caution until assistance arrives.**
- ❑ Only when that authority determines it is safe and appropriate for the sewer investigator and crew to proceed can they then proceed under the SORP with the containment, clean-up activities and correction.

C. Overflow Correction, Containment, and Clean-Up

Sanitary Sewer Overflows (SSO) of various volumes occur from time to time in spite of concerted prevention efforts. Spills may result from blocked sewers, pipe failures, or mechanical malfunctions among other natural or man-made causes. City of Los Altos is constantly on alert and should be ready to respond upon notification and confirmation of an overflow.

This section describes specific actions to be performed by the crews during an SSO.

The objectives of these actions are:

- ❑ To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;

- ❑ To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- ❑ To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts;
- ❑ To contain and remove the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters; and
- ❑ To minimize the City of Los Altos exposure to any regulatory agency penalties and fines.

Under most circumstances, City of Los Altos will handle all response actions with its own maintenance forces. They have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system. For example, repair of a force main could require the temporary shutdown of the pump station and diversion of the flow at an upstream location. If the closure is not handled properly, sewage system back-ups may create other overflows.

Circumstances may arise when the City of Los Altos could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring shoring and dewatering should excavation be required. The City of Los Altos may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of Response Crew Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of City of Los Altos but there is imminent danger to public health, public or private property, or to the quality of waters of the United States, then prudent emergency action should be taken until the responsible party assumes responsibility and provide actions. Upon arrival at an SSO, the response crew should do the following:

- ❑ Determine the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- ❑ Identify and request, if necessary, assistance or additional resources to correct the overflow or to assist in the determine of its cause;
- ❑ Determine if private property is impacted. If yes, the dispatcher should be informed and shall notify the

Santa Clara County Department of Environmental Health at
(408) 918-3400.

- ❑ Take immediate steps to stop the overflow, e.g. relieve pipeline blockage, manually operate pump station controls, repair pipe, etc.
- ❑ Request additional personnel, materials, supplies, or equipment, if necessary that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Sewer personnel shall initiate these measures to contain the overflowing sewage and recover where possible sewage which has already been discharged, minimizing impact to public health or the environment.

- ❑ Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed, etc.;
- ❑ Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
- ❑ Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

3. Sampling and Lab Tests

Samples should be collected as soon as possible. Call the City's approved water quality testing laboratory and request that samples are taken at the spill location.

- ❑ Samples should be taken 500 feet upstream of the spill and 500 and 1000 feet downstream.
- ❑ Ask the lab to test for total coliform.
- ❑ If unacceptable levels are observed, continue composite sampling until coliform/BOD levels are within permitted limits.

4. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, a determination should be made to set up a portable by-pass pumping operation around the obstruction.

- ❑ Appropriate measures shall be taken to determine the proper size and number of pumps required to effectively handle the sewage flow.

- ❑ Continuous or periodic monitoring of the by-pass pumping operation shall be implemented as required.
- ❑ Regulatory agency issues shall be addressed in conjunction with emergency repairs.

5. Cleanup

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.

- ❑ Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- ❑ The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned. Posting if required should be undertaken pursuant to Section IV.
- ❑ Where appropriate, the overflow site is to be disinfected and deodorized.
- ❑ Where sewage has resulted in ponding, the pond should be pumped dry and the residue disposed in accordance with applicable regulations and policies.
- ❑ If a ponded area contains sewage that cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other appropriate disinfectant should not be applied and the California Department of Fish and Wildlife should be contacted for specific instructions.
- ❑ Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

D. Overflow Report

For City of Los Altos and Los Altos service area in Santa Clara County, the Sewer Supervisor or sewer staff shall complete an overflow report. Information regarding the sewer overflow should include the following:

- ❑ Indication that the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters; and

- Indication that the sewage overflow had not reached surface waters. Guidance in characterizing these overflows to include:
 - a. Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete clean-up occurs leaving no residue.
 - b. Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete clean-up occurs leaving no residue (Any preplanned bypass under these circumstances will not be considered an overflow.); and
 - c. Overflows where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.

- Determination of the start time of the sewer overflow by one of the following methods:
 - a. Date and time information received and/or reported to have begun and later substantiated by a sewer investigator or response crew;
 - b. Visual observation; or
 - c. Pump station and lift station flow charts and other recorded data.

- Determination of the stop time of the sewer overflow by one of the following methods:
 - a. When the blockage is cleared or flow is controlled or contained; or
 - b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.

□ Visual observations

An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

- a. Direct observations of the overflow; or
 - b. Measurement of actual overflow from the sewer main.
- Determination of the volume of the sewer overflow:

- a. When the rate of overflow is known, multiply the duration of the overflow by the overflow rate; or
 - b. When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.
- Photographs of the event, when possible.
 - Assessment of any damage to the exterior areas of public/private property. Personnel should only enter private property when requested by the property owner for purposes of estimating damage to structures, floor and wall coverings, and personal property.

IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions the City of Los Altos should take, in cooperation with the Palo Alto Regional Water Quality Control Plant, to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

A. Temporary Signage

The City of Los Altos has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

Sewer Supervisor shall determine if posting of a confirmed overflow is undertaken or that there is reasonable potential for an overflow to occur thus the need to post in advance. If posting is deemed necessary, the Santa Clara County Health Department shall be notified.

B. Other Public Notification

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by the Sewer Supervisor, he/she shall also determine the need for further public notification through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g., front door hangers).

V. REGULATORY AGENCY NOTIFICATION PLAN

A. Primary Notification

Per the State Water Resources Control Board (SWRCB) Monitoring and Reporting Program (MRP) No. 2006-0003-DWQ (as revised by Order No. WQ 2008-0002-EXEC and Order No. WQ 2013-0058-EXEC), for any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of drainage channel or Municipal Separate Storm Sewer System (MS4),

the Sewer Supervisor shall as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the **California Office of Emergency Services (Cal OES) (800/852-7550)** and obtain a notification control number, the **Santa Clara County Department of Environmental Health (408/918-3400)** and the **San Francisco Bay Region 2 Water Quality Control Board (510/622-2300)**.

Following initial notification to Cal OES and until such time that Public Works Engineering staff certify the SSO report in the California Integrated Water Quality System (CIWQS) Online SSO Database, the Sewer Supervisor shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impacts.

Private Lateral Sewer Discharges (PLSDs): Sewer Supervisor is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer assets if the City becomes aware of the PLSD.

As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or surface water, the Sewer Supervisor or designee shall submit to the San Francisco Bay Area Region 2 Water Quality Control Board a certification that the State OES and SCC Department of Environmental Health has been notified of the discharge.

B. Secondary Notification

After primary notification to Cal OES, if required, the Sewer Supervisor shall contact other agencies as necessary, as well as other interested and possibly impacted parties:

- City of Palo Alto Department of Public Works
Phone: (650) 329-2151
- City of Palo Alto Regional Water Quality Control Plant
Phone: (650) 329-2598
Fax: (650) 494-3531
- City of Mtn. View Department of Public Works
Phone: (650) 903-6311

VI. SANITARY SEWER OVERFLOW REPORTING

For reporting purposes under this program, there are three categories for Sanitary Sewer Overflows plus an additional category for Private Lateral Sewage Discharges (PLSD):

1. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached

surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g. infiltration pit, percolation pond).

2. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach a surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
3. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
4. **PLSDs** – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the City’s sanitary sewer system or from other private sewer assets. PLSDs that the City becomes aware of may be voluntarily reported to the CIWQS Online SSO Database.

A. SSO Reporting to CIWQS - Timeframe

1. **Category 1 and Category 2 SSOs** — All SSOs that meet the above criteria for Category 1 and Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. **Draft reports** for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the City becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in paragraph 1 of the **Mandatory Information to be Included in CIWQS Online SSO Reporting** section below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in paragraph 3 of the same section below.
 - b. **Final reports** for Category 1 or Category 2 SSOs shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in paragraph 2 of the **Mandatory Information to be Included in CIWQS Online SSO Reporting** section below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in paragraph 4 of the same section below.
2. **Category 3 SSOs** — All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in paragraph 5 of the **Mandatory Information to be Included in CIWQS Online SSO Reporting** section below.
3. **“No Spill” Certification** — If there are no SSOs during a calendar month, the City shall either 1) certify, within 30 calendar days after the end of each calendar month,

a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the City reported a PLSD, the City shall still certify a “No Spill” certification statement for that month.

4. **Amended SSO Reports** — The City may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

B. SSO Technical Report

The City shall submit a SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

1. Causes and Circumstances of the SSO:
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to
 - d. calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - e. Detailed description of the cause(s) of the SSO.
 - f. Copies of original field crew records used to document the SSO.
 - g. Historical maintenance records for the failure location.
2. City Response to SSO:
 - a. Chronological narrative description of all actions taken by the City to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
 - c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.
3. Water Quality Monitoring:
 - a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
 - b. Detailed location map illustrating all water quality sampling points.

C. Private Lateral Sewage Discharges

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the City's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

1. The City is also encouraged to provide notification to Cal OES per the **Primary Notification** section above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the City is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
2. If a PLSD is recorded in the CIWQS Online SSO Database, the City must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the City), if known. Certification of PLSD reports is not required.

D. CIWQS Online SSO Database Unavailability

In the event that the CIWQS Online SSO Database is not available, the Sewer Supervisor or designee must fax or e-mail all required information to the San Francisco Region 2 Water Quality Control Board office in accordance with the time schedules identified herein. In such event, the Sewer Supervisor or designee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

E. Mandatory Information to be Included in CIWQS Online SSO Reporting

The City has a CIWQS Online SSO Database account, with username and password, at <https://ciwqs.waterboards.ca.gov/>. The City filed a Collection System Questionnaire with CIWQS, as required, and must updated the Questionnaire at least once every 12 months.

SSO Reports — At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

1. **Draft Category I SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
 - a. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 - b. SSO Location Name.
 - c. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 - d. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 - e. Whether or not the SSO reached a municipal separate storm drain system.
 - f. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.

- g. Estimate of the SSO volume, inclusive of all discharge point(s).
 - h. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 - i. Estimate of the SSO volume recovered (if applicable).
 - j. Number of SSO appearance point(s).
 - k. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 - l. SSO start date and time.
 - m. Date and time the enrollee was notified of, or self-discovered, the SSO.
 - n. Estimated operator arrival time.
 - o. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 - p. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
2. **Certified Category I SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in paragraph 1 above:
- a. Description of SSO destination(s).
 - b. SSO end date and time.
 - c. SSO causes (mainline blockage, roots, etc.).
 - d. SSO failure point (main, lateral, etc.).
 - e. Whether or not the spill was associated with a storm event.
 - f. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 - g. Description of spill response activities.
 - h. Spill response completion date.
 - i. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
 - j. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 - k. Whether or not health warnings were posted as a result of the SSO.
 - l. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 - m. Name of surface water(s) impacted.
 - n. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 - o. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 - p. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 - q. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
3. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
- a. Items A through N in paragraph 1 above for Draft Category 1 SSO.

4. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
 - a. Items A through N in paragraph 1 above for Draft Category 1 SSO and Items A through I, and Q in paragraph 2 above for Certified Category 1 SSO.

5. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
 - a. Items A through N in paragraph 1 above for Draft Category 1 SSO and Items A through E, and Q in paragraph 2 above for Certified Category 1 SSO.

F. Reporting to Other Regulatory Agencies

These reporting requirements do not preclude the City of Los Altos from reporting SSOs to other regulatory agencies pursuant to state law.

TABLE I - NOTIFICATION AND REPORTING REQUIREMENTS THAT APPLY TO SANITARY SEWER OVERFLOWS IN THE CITY OF LOS ALTOS JURISDICTION

Communication (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
1. Notification	City of Los Altos Maintenance Services Department	Category 1 SSO - As soon as possible, but not later than ½ hour after becoming aware of the SSO. Category 2 or 3 SSO – As soon as possible	Sewer Supervisor: (650) 947-2873 Maintenance Services Manager: (650) 947-2871
	State of California Office of Emergency Services	Category 1 SSO - As soon as possible, but not later than 2 hours after becoming aware of the SSO if surface waters are imminently threatened.	Telephone: (800) 852-7550 (obtain a control number from Cal OES)
	County of Santa Clara Department of Environmental Health	Category 1 SSO - As soon as possible, but not later than 2 hours after becoming aware of the SSO.	Phone: (408) 918-3400 (8-5 pm) After hrs.: (408) 299-2501 SCC Communications: Email: dehweb@deh.sccgov.org
	San Francisco Bay Regional Water Quality Control Board	Category 1 SSO - As soon as possible, but not later than 2 hours after becoming aware of the SSO.	Phone: (510) 622-2300 Fax: (510) 622-2460

Communication (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
2. Reporting State Water Board (CIWQS)		Category 1 SSO: Initial draft report within 3 business days , final certified report within 15 calendar days after response activities have been completed.	Electronic (only): to CIWQS http://ciwqs.waterboards.ca.gov/
		Category 2 SSO: Initial draft report within 3 business days , final certified report within 15 calendar days after response activities have been completed.	
		Category 3 SSO: Certified report within 30 calendar days of the end of the month in which the SSO occurs.	
		SSO Technical report: Within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.	
		“No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.	
		Collection System Questionnaire: Update and certify every 12 months .	

VII. WATER QUALITY MONITORING REQUIREMENTS

To comply with subsection D.7(v) of the Sanitary Sewer System (SSS) Waste Discharge Requirements (WDR), the City shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - a. Ammonia
 - b. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

VIII. RECORD KEEPING

The following records shall be maintained by the City of Los Altos Maintenance Services Department for a minimum of five (5) years and shall be made available for review by the RWQCB and SWRCB during an onsite inspection or through an information request:

1. **General Records:** The Maintenance Services Department shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for its sanitary sewer system , including any required records generated by any City sanitary sewer system contractor(s).
2. **SSO Records:** The Maintenance Services Department shall maintain records for each SSO event, including but not limited to:
 - a. Complaint records documenting how the City responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - i. Date, time, and method of notification.
 - ii. Date and time the complainant or informant first noticed the SSO
 - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - v. Final resolution of the complaint.

- b. Records documenting steps and/or remedial actions undertaken by the City, using all available information, to comply with section D.7 of the SSS WDRs.
 - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. **SSMP Change Records:** Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
4. **Monitoring Records:** Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
- a. Supervisory Control and Data Acquisition (SCADA) systems
 - b. Alarm system(s)
 - c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

IX. MEDIA NOTIFICATION PROCEDURE

When an overflow has been confirmed and is a threat to public health, the following actions should be taken, if necessary, to notify the media:

- A. Sewer Supervisor (SS) or response crew verifies overflow and reports back to the Maintenance Services Manager.
- B. The Maintenance Services Manager (MSM) shall be the "first-line" of response to the media for any overflow. Table II provides the DPW contact names and numbers.
- C. After hours and weekend sewer overflows are reported to the Sewer Supervisor at the number(s) listed on Table II.
- D. Calls received by the dispatcher from the media at any time are referred to the Maintenance Services Manager.

Table II - Public Information Office, CITY OF LOS ALTOS

Contact Name	Office	Mobile	Home
SS	650/947-2873	408/981-7689	408/978-7415
MSM	650/947-2871	408/768-6487	408/929-7571

X. DISTRIBUTION AND MAINTENANCE OF SORP

Annual updates to the SORP should be made to reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Submittal and Availability of SORP

Copies of the SORP and any amendments should be distributed to the following departments and functional positions:

1. Maintenance Services Department
2. City Managers Office
3. Engineering Services Division
4. Police Department
5. Fire Department
6. Risk Manager

All other personnel who may become incidentally involved in responding to overflows should be familiar with the SORP.

B. Review and Update of SORP

The SORP should be reviewed annually and amended as appropriate. City of Los Altos should:

- i. Update the SORP with the issuance of a revised or new NPDES permit or state waste discharge permit;
- ii. Conduct annual training sessions with appropriate personnel; and
- iii. Review and update, as needed, the various contact person lists included in the SORP.

Attachments:

State Water Resources Control Board Order #2006-0003-DWQ

State Water Resources Control Board Order #WQ 2008-0002-EXEC

State Water Resources Control Board Order #WQ 2013-0058-EXEC

**Appendix E – Document 2
Maintenance Division Sanitary Sewer Overflow
Response Operational Guidelines**

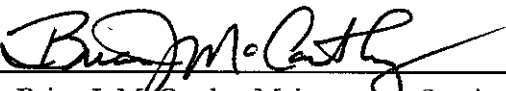
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MAINTENANCE SERVICES DEPARTMENT

SANITARY SEWER OVERFLOW RESPONSE OPERATIONAL GUIDELINES

EFFECTIVE DATE: JUNE 1, 2008


Brian J. McCarthy, Maintenance Services Manager

Operational Guidelines for Sanitary Sewer Overflows

The purpose of this Sanitary Sewer Overflow guidelines is to insure that the City of Los Altos Personnel follow established procedures in receiving sewer overflow reports, responding appropriately and providing our customers with the proper information on sewer overflows which occur within the City of Los Altos service area. The City of Los Altos will follow reporting procedures in regards to sewer spills as set forth by Proposition 65 and California Code of Regulations Title 19.

DEFINITIONS AS USED IN THIS SEWER OVERFLOW RESPONSE PLAN

MINOR OVERFLOW: A sanitary sewer overflow that does not contaminate the homeowner's property inside of the home or is small enough outside that it can be effectively cleaned-up by the City of Los Altos personnel and does not require regulatory notification.

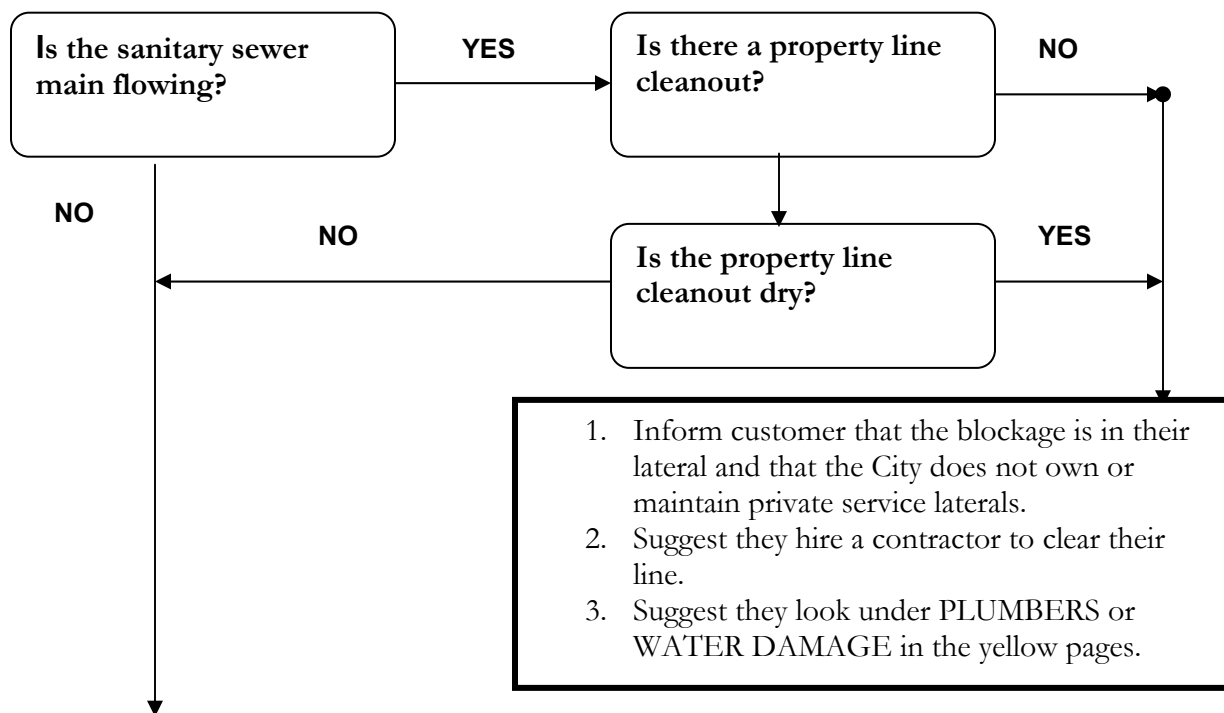
A minor **INSIDE** sanitary sewer overflow is one that:

- Is confined to the affected drain area and does not enter other rooms
- Does not contaminate carpet, walls, furniture or other homeowner belongings that require specialized cleaning and/or disinfection
- Does not pose a threat to public health

A minor **OUTSIDE** sanitary overflow is one that is less than 100 gallons.

IN THE EVENT OF A SEWER BACKUP INTO A HOME OR BUSINESS FIRST RESPONDER READ ME FIRST

START HERE



1. Inform customer that the blockage is in their lateral and that the City does not own or maintain private service laterals.
2. Suggest they hire a contractor to clear their line.
3. Suggest they look under PLUMBERS or WATER DAMAGE in the yellow pages.

This Packet Contains All the Forms You Must Complete

1st Make sure the blockage has been cleared

2nd Open this packet and :

- Review with the customer the CUSTOMER INFORMATION LETTER – Customer Information Regarding Sewer Backup Claims (4B)
 - Have them sign the form and give them a copy
- GIVE the customer the CLAIM FORM
- COMPLETE the FIRST RESPONDER FORM (form 4C)

3rd Look for a backflow prevention device on the building service lateral. If you can't locate one, call for the sewer lateral camera to TV the service lateral and COMPLETE the LATERAL TV REPORT (form 4F)

4th PLACE THE FOLLOWING IN THIS ENVELOPE AND FORWARD TO YOUR SUPERVISOR

- Signed off copies:
 - Customer Information Letter
 - First Responder form
- Lateral TV Report, if applicable
- All photos (place digital or disposable camera in this envelope)

SUPERVISOR INSTRUCTIONS

Notify the ABAG Plan Claims Manager, Bruce Carey, Claims Manager (510/464-7946) of the incident

Complete the BUILDING HISTORY FORM (form 4E)

Gather everything listed on the CLAIMS SUBMITTAL CHECKLIST (form 4G) and forward to ABAG Plan Claims Examiner, Bruce Carey.

CUSTOMER RELATIONS PRACTICES

CUSTOMER RELATIONS

It is important for employees to communicate effectively with the City of Los Altos customers, especially in the sewage backup situations. How we communicate – on the phone, in writing, or in person – is how we are perceived.

As a representative of City of Los Altos, you will occasionally have to deal with an irate homeowner. A backup is a stressful event and even a reasonable homeowner can become irate should he/she perceive us as being indifferent, uncaring, unresponsive, or incompetent.

Although sometimes difficult, effective management of a sewer backup situation is critical. If it is not managed well, the situation can end up in a costly prolonged process with the homeowner. We want the homeowner to feel assured that we are responsive and the homeowner's best interest is a top priority.

A Few Communication Tips

1. Give the homeowner ample time to explain the situation or to vent. Show interest in what the homeowner has to say, no matter how many times you have heard it before, or how well you understand the problem.
2. As soon as possible, let the customer know that you will determine if the source of the sewer backup is in the sewer main and, if it is, will have it corrected as quickly as you can.
3. Acknowledge the homeowner's concerns. For example, if the homeowner seems angry or worried about property damage, say something like, "I understand you're concerned about the possible damage to your property, but a professional cleanup crew can restore the area, and if it is determined that the City of Los Altos is at fault, the property owner has the right to file a claim for any reasonable repairs or losses resulting in this incident."
4. Express regret for any inconveniences caused by the incident, but do not admit fault.
5. As much as possible, keep the homeowner informed on what is being done and will be done to correct the problem.
6. Keep focused on getting the job done in a professional manner. Don't wander from the problem with too much unnecessary small talk with the homeowner.
7. Don't find fault or lay blame on anyone.
8. Before you leave, make sure the homeowner has the name and telephone number of someone at the City of Los Altos to call if he/she has questions and wants information. The Customer Information Letter contains this information and you should take the necessary time to review this with the homeowner.
9. Make sure someone follows up with a phone call to ensure everything is being handled as it should be.

Receiving A Sanitary Sewer Overflow/Backup Report

Point Person Responsibilities
(This person takes the initial report & or is the person talking to the ABAG Plan Claims Examiner)

Scene Supervisor Responsibilities
(this person will be in charge of the response at teh actual scene of the overflow)

SEWER OVERFLOW BACKUP INCIDENT

BUSINESS HOURS

REPORT TO: Sewer Supervisor 650/947-2878 wk. 650/743-1442 cell

IF UNAVAILABLE
REPORT TO: Public Works Superintendent 650/947-2879

This is the point person until relieved.

NON-BUSINESS HOURS

REPORT TO: CITY OF LOS ALTOS POLICE DEPARTMENT 650/947-2770

POLICE DEPARTMENT WILL NOTIFY STANDBY OR SUPERVISOR CALL BACK PERSONNEL

COMPLETE THE FOLLOWING:

Date: _____ Time Call Received: _____ Received by: _____

OBTAIN THE FOLLOWING INFORMATION FROM THE CALLER

CALLER'S NAME: _____ **PHONE #:** _____

ADDRESS: _____

LOCATION OF OVERFLOW/BACKUP: _____

CROSS STREET: _____



No

1. Provide Customer with the contact information for the responsible City or Agency.
2. Point person notifies the responsible City or Agency.

Yes

GO TO Tab 4A

SANITARY SEWER BACKUPS

TOPIC	LOCATION
PROCEDURE FOR RESPONDING TO A SANITARY SEWER BACKUP INSIDE A BUILDING	4A
CUSTOMER INFORMATION LETTER	4B
FIRST RESPONDER FORM	4C
CITY CLAIM FORM	4D
BUILDING HISTORY FORM	4E
LATERAL TV REPORT	4F
CLAIMS SUBMITTAL CHECKLIST <i>*THESE ITEMS ARE REQUIRED TO BE SUBMITTED!</i>	4G
FIELD FORMS PACKET ASSEMBLY INSTRUCTIONS	4H

SEWER LINE BLOCKAGE CLEARING PROCEDURE

POINT PERSON RESPONSIBILITIES

SCENE SUPERVISOR RESPONSIBILITIES

POINT PERSON – DISPATCH CREWS & APPROPRIATE EQUIPMENT

SCENE SUPERVISOR – START HERE

PERFORM INITIAL EVALUATION OF THE SPILL & CAUSE

IDENTIFY CORRECT SEWER MAIN AND IS THE SEWER MAIN FLOWING?

YES

IS THERE A PROPERTY LINE CLEANOUT?

NO

NOTIFY CUSTOMER THAT THEY NEED TO HIRE A CONTRACTOR TO CLEAR THEIR LINE. SUGGEST THEY LOOK IN THE YELLOW PAGES UNDER PLUMBERS OR WATER DAMAGE RESTORATION

NO

1. SEND FOR THE EQUIPMENT NECESSARY TO CLEAR THE BLOCKAGE (JETTER, RODDER, ETC.)
2. CLEAR BLOCKAGE (SEE TAB 6 FOR INSTRUCTIONS)
3. SEE TAB 5A FOR INSTRUCTIONS ON ADDRESSING SPILLS TO THE STREET

YES

IS THE PROPERTY LINE CLEANOUT DRY?

YES

CUSTOMER INFORMATION REGARDING SANITARY SEWER BACKUP CLAIMS

We recognize sewer back flow incidents can be stressful. The City of Los Altos has prepared this brief set of instructions to help you minimize the impact of the loss by responding promptly to the situation.

The City of Los Altos is not responsible for clean up charges or damages caused by blockages in the property owner's sewer line or caused by code violations. At this time, the City is investigating the cause of the loss and does not assume liability for damages. However, if our investigation determines the City is responsible for this incident, the costs you incur for reasonable and necessary clean up will be included in the settlement of your claim. Regardless of whether you or the City is responsible for the loss, it is up to you to arrange for the repair of your property and to present a claim for consideration.

You or the property owner should immediately contact a firm for clean-up of the affected areas. If you do not know of a company to call for service, the following 24-hour emergency restoration companies are available to respond in your area: *

Small Spills: (1-2 rooms or areas)

- ❑ Paul Davis Restoration: (800) 685-5320
- ❑ Service Master Disaster Restoration: (650) 299-9080

Larger Spills: (2+ rooms or areas)

- ❑ EV Link: (800) 413-2999
- ❑ Ideal Restoration: (800) 379-6881

What you need to do now:

- ✓ Contact a restoration company for clean up and removal of affected surfaces.
- ✓ Do not attempt to clean the area yourself, let the company you hire handle this.
- ✓ Avoid walking through the affected area into other areas of the residence. This will help prevent contamination
- ✓ Keep people and pets away from the affected area(s).
- ✓ Prevent flow from entering floor vents or unaffected areas.
- ✓ Turn off your heating or air conditioning system to prevent contamination.
- ✓ Do not remove items or furniture from the area – the restoration company will handle the contents.
- ✓ Contact your homeowner's insurance carrier to report a claim
- ✓ If you had recent plumbing work, contact your plumber or contractor
- ✓ File your claim with the City Clerk as soon as practical – see attached claim form. The Government Code requires filing a written claim.
- ✓ Call the City's Risk Manager and provide a number where you can be reached.

Risk Manager for City of Los Altos: 650/947-2700
 Association of Bay Area Governments (ABAG)
 Bruce Carey, Claims Examiner
 510-464-7946

*This list is provided as a resource only. The City does not require or endorse the use of any of these firms. This list is not to be construed as exclusive, comprehensive or limiting in any way. Qualified contractors can be found in the Yellow Pages under "Water Damage Restoration" or "Fire & Water Damage Restoration". However, be sure you hire a firm with experience in sewer backups and enough resources to get the job done quickly.

DATE: _____ Resident Signature: _____

DATE: _____ Employee Signature: _____

First Responder Form

Instructions: Please fill this form out as completely as possible and provide to City of Los Altos

TIME STAFF ARRIVED ON-SITE: _____

DID CUSTOMER CALL CLEANING CONTRACTOR?: Yes No

IF YES, WHO & WHEN?: _____

SECTION A	
DATE: _____ TIME: _____	EMPLOYEE NAME: _____
RESIDENT _____	PROPERTY MANAGER _____
STREET ADDRESS _____	STREET ADDRESS _____
CITY, STATE AND ZIP _____	CITY, STATE AND ZIP _____
PHONE NUMBER: _____	PHONE NUMBER: _____
CAUSE OF FLOODING: _____	
LOCATION/SEWER _____	
DAMAGE _____	
IS NEAREST SEWER MANHOLE VISIBLY HIGHER THAN THE DRAIN THAT OVERFLOWED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
# OF PEOPLE LIVING AT RESIDENCE: _____	
COMMENTS: _____	
SECTION B DAMAGE ASSESSMENT	
APPROXIMATE AGE OF HOME _____ NUMBER OF ROOMS AFFECTED: _____	NUMBER OF BATHROOMS: _____
APPROXIMATE AMOUNT OF SPILL: _____ GALLONS	APPROXIMATE TIME SEWAGE HAS BEEN SITTING: _____ MINUTES
NUMBER OF PICTURES TAKEN: _____	DIGITAL OR FILM? _____
DOES THE CUSTOMER HAVE A BACKFLOW PREVENTION DEVICE (BFD)? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, WAS THE BFD OPERATIONAL AT THE TIME OF THE OVERFLOW? <input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE THERE EVER BEEN ANY PREVIOUS SPILLS AT THIS LOCATION? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UNKNOWN	
TYPE OF FLOORING AFFECTED: _____	
<input type="checkbox"/> TILE CONDITION OF TILE AND SEAMS (CRACKING, VISIBLE OPEN SPACES, ETC.): _____	
<input type="checkbox"/> CARPET CONDITION OF TILE AND SEAMS (CRACKING, VISIBLE OPEN SPACES, ETC.): _____	
<input type="checkbox"/> WOOD CONDITION OF TILE AND SEAMS (CRACKING, VISIBLE OPEN SPACES, ETC.): _____	
<input type="checkbox"/> OTHER PLEASE IDENTIFY: _____	
HAS THE CUSTOMER HAD ANY PLUMBING WORK DONE RECENTLY OR HAS THE AREA BEEN REMODELED?: <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE DESCRIBE: _____	
ARE THERE ANY BASEBOARDS? <input type="checkbox"/> Yes <input type="checkbox"/> No	BASEBOARD MATERIAL: _____
CONDITIONS OF BASEBOARDS: <input type="checkbox"/> BASEBOARD BOTTOM HAS TIGHT SEAL WITH FLOOR <input type="checkbox"/> BASEBOARD HAS SPACE BETWEEN BOTTOM AND FLOOR <input type="checkbox"/> BASEBOARD TOP HAS TIGHT SEAL WITH WALL <input type="checkbox"/> BASEBOARD HAS SPACE BETWEEN BASEBOARD & WALL	

AFFECTED AREA(S) DIAGRAM

PLEASE DIAGRAM THE ROOMS AFFECTED (SHADE THE AREAS MOST HEAVILY AFFECTED)

A large grid for diagramming affected areas. The grid consists of 20 columns and 30 rows of small squares. The grid is currently empty, intended for the user to shade areas representing affected rooms.



CLAIM REPORT

CITY OF LOS ALTOS
One North San Antonio Road
Los Altos, California 94022-3087
WEB/EMAIL WWW.CI.LOS-ALTOS.CA.US

PHONE (650) 947-2740
FAX (650) 941-7419

PLEASE RETURN TO: RISK MANAGER

COMPLETE THE FOLLOWING, ADDING ADDITIONAL SHEETS AS NECESSARY:

- 1. CLAIMANT'S NAME (Print): _____
- 2. CLAIMANT'S ADDRESS: _____
(Street or P.O. Box Number – City –State – Zip Code)

- 3. AMOUNT OF CLAIM \$ _____ HOME PHONE: _____
(Attach Copies of bills/estimates) WORK PHONE: _____

IF AMOUNT CLAIMED IS MORE THAN \$10,000 INDICATE WHERE JURISDICTION RESTS:

Municipal Court _____
Superior Court _____

- 4. ADDRESS TO WHICH NOTICES ARE TO BE SENT,
IF DIFFERENT FROM LINES 1 AND 2 (PRINT): _____
(Name)

(Street or P.O. Box Number - City - State - Zip Code)

- 5. DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

- 6. DESCRIBE THE INCIDENT OR ACCIDENT INCLUDING YOUR REASON FOR BELIEVING THAT THE CITY IS LIABLE FOR YOUR DAMAGES (attach additional sheets if necessary).
- 7. DESCRIBE ALL DAMAGES WHICH YOU BELIEVE YOU HAVE INCURRED AS RESULT OF THE INCIDENT (attach additional sheets if necessary):
- 8. NAME(S) OF PUBLIC EMPLOYEE(S) CAUSING THE DAMAGES YOU ARE CLAIMING:

Signature of Claimant

Date

Any person who, with intent to defraud, presents any false or fraudulent claim may be punished by imprisonment or fine or both.

(Note Claims must be filed within 180 days of incident. See Government Code Section 900 et seq.)

BUILDING HISTORY FORM

PLEASE COMPLETE AS THOROUGHLY AS POSSIBLE

PERSON COMPLETING THIS FORM: PHONE NUMBER:	DATE:
RESIDENT NAME:	# OF RESIDENTS AT THIS ADDRESS: APPROXIMATE AGES:
DATE OF OVERFLOW:	APPROXIMATE GALLONS SPILLED:
IS RESIDENT THE OWNER? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, PROVIDE FOLLOWING FOR PROPERTY OWNER: STREET ADDRESS: CITY, STATE AND ZIP PHONE NUMBER:	AFFECTED PROPERTY STREET ADDRESS: CITY, STATE AND ZIP PHONE NUMBER:
NAME OF EMPLOYEE(S) RESPONDING TO SPILL: NAME OF CLEANING CONTRACTOR:	YEAR HOME BUILT: # OF BATHROOMS # OF ROOMS AFFECTED: APPROXIMATE TIME SEWAGE WAS SITTING:
IS PROPERTY BELOW NEAREST UPSTREAM SEWER MANHOLE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, BY HOW MUCH? _____ FEET	ANY PLUMBING PERMITS W/IN LAST THREE YEARS? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE DESCRIBE:
WAS A BPD INSTALLED ON THE PROPERTY? <input type="checkbox"/> Yes <input type="checkbox"/> No	ANY ACTIVE PLUMBING PROJECTS OBSERVED: <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE DESCRIBE:
WAS THE BPD FUNCTIONING? <input type="checkbox"/> Yes <input type="checkbox"/> No	ANY INDICATION THE BATHROOM OR GARAGE HAS BEEN REMODELED? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE DESCRIBE:
WAS LATERAL TV'ed? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE INCLUDE COPY OF TV REPORT	WHEN WAS THIS LINE SEGMENT LAST CLEANED?
WHICH SEWER USE ORDINANCE APPLIES TO THIS PROPERTY? (PLEASE ENCLOSE COPY)	HAS THIS LINE SEGMENT BEEN REPAIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PROVIDE DATE AND DESCRIPTION OF REPAIRS:
IS THIS PROPERTY REQUIRED TO HAVE A BPD INSTALLED BY ORDINANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No	

LATERAL TV REPORT

PLEASE COMPLETE AS THOROUGHLY AS POSSIBLE

PERSON COMPLETING THIS FORM:	DATE:	
PHONE NUMBER:	LOCATION OF CAMERA ENTRY:	
CAMERA TYPE:		
AFFECTED PROPERTY STREET ADDRESS:	LOCATION OF CAMERA STOP:	
CITY, STATE, ZIP:	DESCRIBE AREA TV'D:	
PHONE:		
PLEASE CHECK ALL THAT WERE DISCOVERED: DESCRIBE EXTENT AND LOCATION USING CAMERA ENTRY POINT AS REFERENCE:	TIME OF OVERFLOW:	
<input type="checkbox"/> BROKEN LATERAL- DESCRIBE <input type="checkbox"/> ROOTS: DESCRIBE <input type="checkbox"/> GREASE – DESCRIBE <input type="checkbox"/> SAG – DESCRIBE <input type="checkbox"/> BPD – DESCRIBE <input type="checkbox"/> CLEANOUT – DESCRIBE <input type="checkbox"/> JOINT/JUNCTION – DESCRIBE <input type="checkbox"/> GRADE – DESCRIBE <input type="checkbox"/> GRIT – DESCRIBE <input type="checkbox"/> OTHER – DESCRIBE	TIME BLOCKAGE RELIEVED:	
	TIME LATERAL TV'D:	
	NOTES OR COMMENTS:	
	SIGNATURE OF EMPLOYEE PROVIDING TV WORK:	DATE:

CLAIMS SUBMITTAL CHECKLIST

<p>PLEASE ASSEMBLE THE ITEMS BELOW AND SEND AS SOON AS POSSIBLE TO:</p> <p>CITY OF LOS ALTOS RISK MANAGER</p>
<p><input type="checkbox"/> FORM 4B - CUSTOMER INFORMATION LETTER</p>
<p><input type="checkbox"/> FORM 4C - FIRST RESPONDER REPORT</p>
<p><input type="checkbox"/> FORM 4E - BUILDING HISTORY FORM</p>
<p><input type="checkbox"/> FORM 4F - LATERAL TV REPORT (IF APPLICABLE)</p>
<p><input type="checkbox"/> ALL PHOTOS TAKEN (HARD COPY OR ELECTRONIC)</p>
<p><input type="checkbox"/> BPD/SEWER USE ORDINANCE GOVERNING AFFECTED PROPERTY</p>
<p><input type="checkbox"/> ANY INFORMATION YOU FEEL IS IMPORTANT TO THIS CLAIM</p>
<p> </p>

FIELD FORMS PACKET ASSEMBLY INSTRUCTIONS

IN ORDER TO PROPERLY GATHER AND DISTRIBUTE ALL THE NECESSARY INFORMATION AT THE SCENE OF A SEWER BACKUP, IT IS RECOMMENDED THE FIELD FORMS PACKETS BE CREATED AND PLACED IN ALL FIELD VEHICLES THAT MAY BE USED TO RESPOND TO THE SEWER BACKUP. THE FOLLOWING INSTRUCTIONS WILL GUIDE YOU THROUGH THE ASSEMBLY OF THE FILLED FORMS PACKET USING THE FORMS CONTAINED IN SECTION 4 – SEWER BACKUPS

STEP	
1	DETERMINE HOW MANY PACKETS YOU WISH TO ASSEMBLE
2	OBTAIN THE SAME NUMBER OF TYVEK (WATER & TEAR RESISTANT) ENVELOPES
3	<input type="checkbox"/> FORM 4B - CUSTOMER INFORMATION LETTER <input type="checkbox"/> FORM 4C - FIRST RESPONDER REPORT <input type="checkbox"/> FORM 4E - BUILDING HISTORY FORM <input type="checkbox"/> CITY CLAIM FORM <input type="checkbox"/> FORM 4E - BUILDING HISTORY FORM <input type="checkbox"/> FORM 4F - LATERAL TV REPORT (IF APPLICABLE) <input type="checkbox"/> FORM 4G – CLAIMS SUBMITTAL CHECKLIST
4	TAPE OR OTHERWISE SECURE TO THE FRONT OF EACH ENVELOPE A COPY OF THE FIELD FORMS PACKET INSTRUCTIONS (MASTER IS LOCATED BEHIND THIS PAGE)
5	PLACE AT LEAST ONE COMPLETE FIELD FORMS PACKET IN EACH FIELD VEHICLE THAT MAY BE USED TO RESPOND TO A SEWER BACKUP

SANITARY SEWER OVERFLOWS

TOPIC	LOCATION
Procedure of Responding to a Sanitary Sewer Overflow in the Street	5A
(This page intentionally left blank)	5B
Procedure for Calculating Spill Volume	5C
Procedure for Calculating Spill Volume – Estimating Flow out of a Manhole	5D
Procedure for Calculating Spill Volume – Estimating Flow out of a Pick Hole	5E
Procedure for Calculating Spill Volume – Estimating Flow by Counting Service Connections	5F
Guide to Reporting to Regulatory Authorities	5G
Sewer Overflow Report Form	5H

The Responder's Role

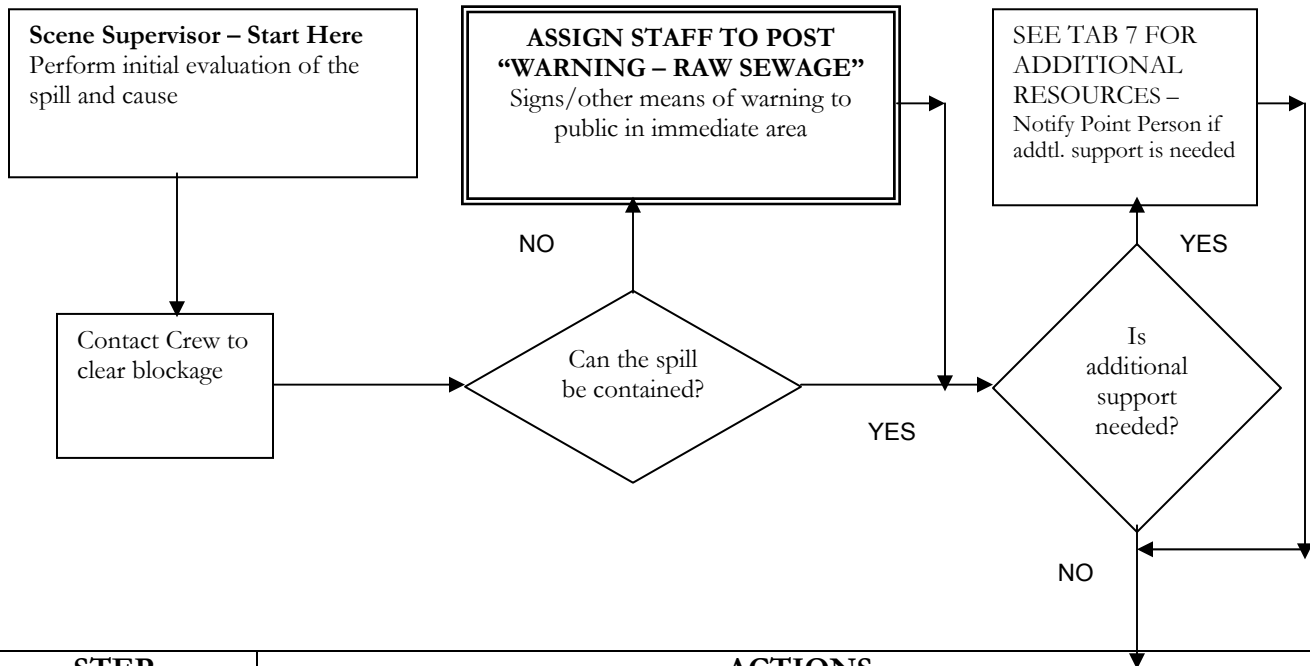
- ❑ To protect public health, environment and property from sewage spill events and restore affected areas to normal as possible.
- ❑ To establish perimeters and control zones with cones, barricades, vehicles or terrain.
- ❑ To contain sewage discharged to the maximum extent possible.

Every effort must be made to prevent the discharge of sewage to surface waters.

Procedure of Responding to a Sanitary Sewer Overflow in the Street

Point Person Responsibilities

Scene Supervisor Responsibilities



STEP	ACTIONS
<p>1ST -</p> <p>DIVERSION & CONTAINMENT</p>	<p>1. DIVERT AWAY FROM SENSITIVE AREAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unplugged storm drains, schools, daycares, playgrounds, intersections, etc. – Cover unplugged storm drains with mats or use dirt or other diking material to divert away from sensitive areas. <input type="checkbox"/> Ensure public contact does not occur. Use cones/barricades for lane closures until spill can be completely removed. <p>2. CONTAIN SPILL & RETURN TO SYSTEM, IF POSSIBLE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Techniques: <input type="checkbox"/> Install air plugs in storm drain catch basins & divert flow to catch basin <input type="checkbox"/> Build berm to channel flow to downstream manhole (barricade if you leave it open) Use bypass pumps to pump around blockage until it can be removed <input type="checkbox"/> Divert to low area of ground where it can be collected later
<p>2nd</p> <p>BLOCKAGE CLEARING</p>	<p>1. <u>Make sure all maintenance personnel wear the proper safety gear:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Eye protection, coveralls, hardhat, steel-toed work boots and rubber gloves or work gloves. <input type="checkbox"/> Personnel must follow the rules of traffic routing and be aware of manhole hazards. <input type="checkbox"/> A manhole is a confined space, and maintenance personnel must follow all OSHA rules if they ever need to enter. <p>2. <u>Locate the mainline blockage:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The first step to clearing the main is to locate the blockage. That starts with determining the direction of flow in the system. We know wastewater flows downhill in a gravity-based sewer, but it's not always obvious which direction is downhill. <input type="checkbox"/> If you have a sewer map or if you have worked the area before, you can easily identify the direction of flow. If not or if you are unsure, then you must remove a manhole lid (with the proper tools, sewer gas detector, manhole lifter and traffic control) at some distance from the apparent location of the blockage and look into the trough. <input type="checkbox"/> Then, by moving closer and closer to the blockage area, you can pinpoint the stoppage by inspecting manholes to identify if wastewater is passing through or is standing in the manhole. A manhole filled with wastewater or with a flow line above the sewer itself is

typically the problem area. **A full manhole means water and debris have entered the manhole but because of a blockage downstream cannot drain away.** The blockage is normally between the first empty manhole (downstream) and the first full manhole (upstream).

3. Setting up:

- ❑ Use the sewer gas detector to determine the levels of sewer gas in the manhole. The sensor should be inserted into the sewer manhole cover access hole. If within tolerances, remove manhole cover utilizing the manhole cover puller and check sewer main to verify that it is clear. **If not within tolerances crews are to ventilate air into the manhole every 15 minutes.**
- ❑ **Retest on a 15-minute interval.**
- ❑ The next step is to position the water jet over the first empty manhole (below the stoppage) on the side nearer the blockage. Install a nozzle extension between the end of the hose and the nozzle to prevent the nozzle and hose from turning up a service lateral and causing property damage. Lower the hose, nozzle extension and nozzle (sand, grease or cleaning nozzle for day to day flushing or a penetrating nozzle for stoppages) to the bottom of the pipe (the invert).
- ❑ If you use a lower roller guide, insert it into the manhole and lock it in place. If you use a “tiger tail,” then you must insert the jet hose through that device and tie the device in place to stabilize it. **Operators shall use one of the above devices to protect the hose from being damaged while flushing the main.** Remember to insert the water jet hose as far into the pipe as possible before you use the lower roller guide and engage the water pressure. **Three feet is the minimum; five feet is ideal.**
- ❑ Always use to use a leader hose – a hose section of a different color, We currently use 25 foot black leader hoses, which is attached to the end of the regular hose. The leader hose serves as a benchmark for inserting and retrieving. **It helps sewer workers avoid having the hose enter or exit the pipe prematurely, thus causing injury.**

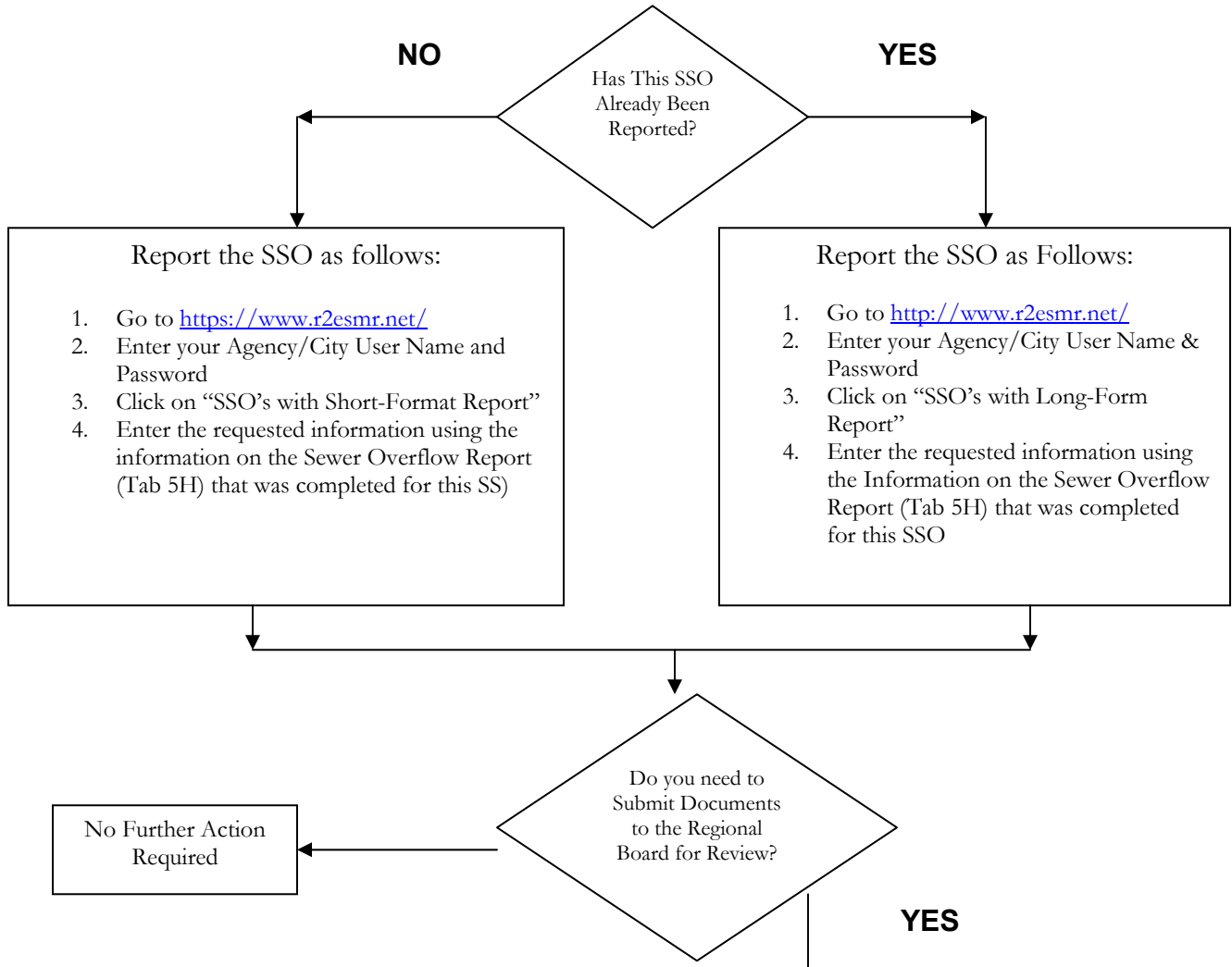
4. Starting the jetter and flushing the main:

- ❑ Once the hose, the correct size nozzle extension and nozzle are inserted into the pipe completely and the hose is protected by a one of the above hose guide devices are in place, hydro flushing begins. Adjust the water pressure as needed: 2000 to 2500 p.s.i. for normal blockages, 2500 p.s.i. and higher for stubborn blockages. Water pressure breaks down the obstruction; water flow carries the debris out of the pipe. In sewer lines where property owner toilets have bubbled or overflowed due to high-pressure back flushing, a lower pressure must be used. This information is in the sewer flushing list and schedule.
- ❑ It is much more effective to clean a sewer from the lower end to the higher end of the flow. When the hose is retrieved, it works with the downward grade of the pipe and allows for more efficient cleaning. Operators are to pull the hose back in a slow continuous speed to ensure that the line is being cleaned sufficiently.
- ❑ **Bringing the hose back too fast will leave the pipe with areas not cleaned and this is not the quality of work we do and will be unacceptable.**
- ❑ The debris is pulled to the manhole by the water flow and the returning hose and nozzle. **Experienced maintenance personnel allow the hose to enter slowly on the initial pass and pulls the hose and nozzle back occasionally to prevent them from exiting a defective pipe or becoming buried in debris.**
- ❑ **Caution:** Always jet a sewer or storm mains a few feet at a time, returning the debris to the manhole. Pulling heavy debris is time consuming and laborious. If not done properly it can cause the hose and nozzle to be buried and stuck. Then you may need to dig up the sewer. Sanitary sewers usually contain lighter debris, less likely to cause hose entanglement (But this can and has happened before. Use care when flushing). Thus you can use longer pulls in a sanitary sewer but as carefully as possible.
- ❑ Always look into the bottom of the manhole for the amount and type of debris being pulled from the pipe to determine the number of passes and the length of the passes needed to clean the sewer effectively. Transfer this to the daily flushing report along with the amount of passes and severity and debris codes for every pass. **It is our policy to leave the main as clean as possible with debris codes as close to zero as we can achieve.** Remove the debris using the vacuum portion of the combination truck, or a debris removal hand tool.
- ❑ If you jet a sewer without using a vacuum system, you put the debris into solution, and it runs downstream. **This is called opening the sewer – not cleaning the sewer.** Anytime you hydro flush a sewer, completely **remove** the debris with a long handled spoon or fork or other debris catching devices to avoid future stoppages. If this cannot be done then the crew is to drag the debris into a high flow trunk main to prevent the stoppage from reoccurring downstream

	<p><u>5. Choosing the nozzle:</u></p> <ul style="list-style-type: none"> ❑ Always choose the correct nozzle for the application. Nozzle selection is often the key to opening and cleaning the pipe effectively. There are too many nozzles to cover in detail here, but there are key design features to consider. ❑ Most common are 15-degree, 35-degree, and 45-degree nozzles. A 15-degree nozzle gives more thrust and pulling power than a 35- or 45-degree nozzle, but a 45-degree nozzle gives more cleaning power than a 15-degree nozzle. ❑ Often, a 15-degree nozzle is used to open a blocked pipe (mainline stoppage), and the 45-degree nozzle is used to clean effectively. Some nozzles have a penetrating orifice in the front designed to cut into the blockage and break it down while the rear holes provide thrust to drive the hose into the pipe. <p>There are other tricks to reach the upstream manhole, such as repositioning the jet and jet hose at a slightly different angle so that the hose and nozzle enter the pipe in a slightly different manner than before.</p> <p>Always rewind the jet hose with the water pressure on to avoid flattening the hose, causing damage to the hose or reel. Once you see the leader hose, turn off the water—it is dangerous to pull a hose out of a pipe under pressure.</p> <p>Sewer flushing should be started and completed from one manhole to the next manhole. Typical sewer flushing shots should be 250' to 400' long. Only in emergency conditions should flushing go beyond the second manhole. This would typically happen in areas that are difficult to access. The efficiency of the flushing is reduced on the longer shots and the second manhole does not get inspected since it does not get opened.</p>
<p style="text-align: center;">3rd AREA CLEANUP</p>	<p>ASSIGN STAFF TO BEGIN CLEANUP IN STREET</p> <ul style="list-style-type: none"> ❑ Remove all signs of gross pollution (toilet paper, solids, grease, etc.) ❑ Flush area w/metered water – unless raining (3 times the amount of the spill, if possible) ❑ Set up a berm or other means to contain all chlorinated flush water so that it can be delivered to the sewer or removed by the vacator. ❑ DO NOT USE ANY OTHER DISINFECTANT THAT MAY ENTER THE STORM DRAIN OR OTHER WATER SUPPLY!
<p style="text-align: center;">4th REPORTING</p>	<ol style="list-style-type: none"> 1. Photograph the spill location and the area affected 2. Complete the Sewage Overflow Report (TAB 5H) 3. Go to Side 2 and follow instructions

SANITARY SEWER OVERFLOWS

Procedures for Determining Flow Volume and for Reporting to Regulatory Agencies



GUIDE FOR SUMITTING ELECTRONIC DOCUMENTS
SAN FRANCISCO BAY REGIONAL WATER QUALITY CONTROL BOARD

- Submit all documents to the Board both as a paper copy for staff review and as an electronic file copy via Internet for archiving (electronic reporting is voluntary)
- Submit electronic documents as Portable Document Format (PDF) files
- The PDF files shall include images of signed, dated and letterhead pages as appropriate. Submit each document as a single PDF document. For example, signed cover letters accompanying reports should be included as the first page (s) of the PDF file. Each report should be submitted as a single PDF file, not separate chapters, figures, etc.
- The file name should be representative of the document or project. Example: Use "ParkRoadLosAltosRptSept03.pdf" instead of "4365.00 final"
- Submit files to the appropriate Board staff person's folder in the Board's File Transfer Protocol (FTP) site (see below)

Document Submittal Procedure

 1. Access our FTP site via your Internet Browser <ftp://rbnetn@rb2net.net/> User Name: rbnetn Password: sfbayrb2
 2. Click on "Incoming" folder
 3. Open the appropriate "LASTNAMEFIRSTNAME" folder for Board staff person and copy the file into that folder or the appropriate sub-folder.
 4. Send a confirming e-mail to the Board staff person

SANITARY SEWER OVERFLOW REPORT

FILL OUT ALL STARRED (*) ITEMS AS COMPLETELY AS POSSIBLE

SIDE 2

NAME OF PERSON COMPLETING THIS REPORT:

DATE*:

MAP ATTACHED SHOWING LOCATION?*

YES NO

INCIDENT STREET ADDRESS/SITE*:

CITY:

COUNTY:

ZIP CODE:

CAUSE OF SSO OCCURRED IN:
LATERAL MAIN LINE WEATHER AT TIME OF
SSO: DRY RAIN

LINE SEGMENT STRUCTURE ID: TO

SSO DETAILS*

DATE OF SSO*:

TIME REPORTED*:

CREW ARRIVAL TIME*:

DATE SSO STOPPED*:

TIME SSO STOPPED*:

SSO DURATION*:

SSO RATE (GAL/MIN) *

ESTIMATED SSO VOLUME
RECOVERED (GAL) *:

ESTIMATED SSO VOLUME (GAL) *:

HOW WAS VOLUME CALCULATED? *

CLEANUP METHODS USED*:

AMOUNT FLUSHED(GAL) *:
AMOUNT FLUSH WATER RECOVERED
(GAL) *:

FINAL SSO DESTINATION*:

RECEIVING WATERS AFFECTED*: YES NO EVIDENCE OF FISH KILL: YES NO
VISUAL OBSERVATIONS:ESTIMATED VOLUME DISCHARGED TO RECEIVING WATERS
(GAL): *
LOCATION: *AREA BARRICADED/CLOSED: YES NO

DESCRIBE:SIGNS POSTED: YES NO NEIGHBORS NOTIFIED: YES NO PICTURE /VIDEO TAKEN: YES NO

DESCRIBE

SAMPLE(S) COLLECTED: * YES
NO

BY WHO?: *

WHEN?: *

SAMPLE LOCATION(S): FT UPSTREAM FT DOWNSTREAM AT DISCHARGE POINT
CONDITIONS THAT MAY INFLUENCE SAMPLE RESULTS: STORM DRAIN DISCHARGES STREAM
DISCHARGES
 RUNOFF CONTAINING ANIMAL WASTE OTHER

SAMPLE(S) RESULTS: * FECAL COLIFORM: DO: AMMONIA/NITROGEN:

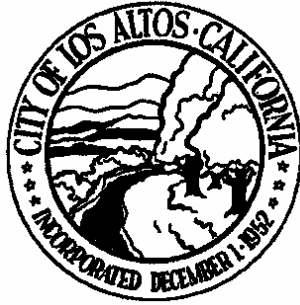
SUSPECTED CAUSE OF SSO: * BLOCKAGE INFRASTRUCTURE FAILURE
 DESCRIBE SOURCE & CAUSE OF SSO

RECOMMENDED FOLLOWUP ACTIONS*

CURRENT PM FREQUENCY: <input type="checkbox"/> 30-DAY <input type="checkbox"/> 60-DAY <input type="checkbox"/> 90-DAY <input type="checkbox"/> ZONE	DATE OF LAST PM:
RECOMMENDED ACTIONS: <input type="checkbox"/> TV <input type="checkbox"/> RE-RUN <input type="checkbox"/> CHANGE CLEANING SCHEDULE <input type="checkbox"/> REPAIR LINE SEGMENT <input type="checkbox"/> REPLACE LINE SEGMENT	

NOTIFICATIONS TO BE COMPLETED ELECTRONICALLY FOR SPILLS OVER 100 GALLONS

OFFICE OF EMERGENCY SERVICES (1-800-825-7550):		DATE AND TIME:
PERSON CONTACTING:		SPOKE TO:
CONTROL NUMBER:		
REGIONAL WATER QUALITY CONTROL BOARD - STEVE MOORE 800-852-7550		DATE AND TIME:
PERSON CONTACTING:		SPOKE TO:
FISH & GAME: 707-944-5500		DATE AND TIME
PERSON CONTACTING:		SPOKE TO:
OTHERS:		
CITY OF LOS ALTOS POLICE DEPARTMENT: 650-947-2770		DATE AND TIME:
PERSON CONTACTING:		SPOKE TO:
TOWN OF LOS ALTOS HILLS 650-941-7222		DATE AND TIME
PERSON CONTACTING:		SPOKE TO:
OTHERS?		DATE & TIME
PERSON CONTACTING:		
SERVICE CALL CUSTOMER NOTIFIED RE: STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?:		
MANAGER INFORMED: <input type="checkbox"/> YES <input type="checkbox"/> NO		SERVICE REQUEST NUMBER:



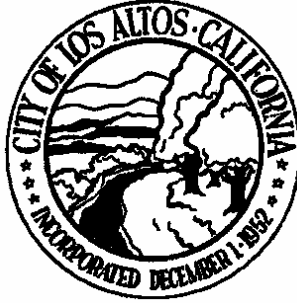
WARNING!

RAW SEWAGE SPILL

AREA CLOSED

**KEEP CHILDREN AND PETS
OUT OF AREA**

**MAINTENANCE DIVISION
650/947-2785**



PELIGRO!

**DRENAGE DERRAMADO
EN EL PISO**

AREA CERRADO

**MANTENGAN NINOS Y
MASCOTAS FUERA DEL AREA**

**MAINTENANCE DIVISION
650/947-2785**

ATTACHMENTS

- ❑ Ordinance 67-13 Sewer Repair Responsibility Drawing
- ❑ California Regional Water Quality Control Board Letter
- ❑ RWQCB Reporting Requirements
- ❑ Possible Methods of Estimating Spill Volume
- ❑ Sanitary Sewer Overflow Report Form for Immediate Reporting by FAX
- ❑ Guide for Submitting Electronic Documents to SFBRWCQB
- ❑ City of Los Altos Guide to Preventing Sewer Backups

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**Appendix E – Document 3
Maintenance Division Standard Operating
Procedures for Sewer Pump Station Failure**

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MAINTENANCE DIVISION

STANDARD OPERATING PROCEDURES

FOR

SEWER PUMP STATION

FAILURE

**EFFECTIVE DATE:
FEBRUARY 12, 2015**

PINE LANE PUMP STATION

The Pine Lane pump station is owned by the City and is located within the City limits at 510 Pine Lane. The original pump station was constructed around 1962, but was abandoned and replaced by a new pump station at the new location in 2011. The pump station serves 27 properties within the City. Flow is pumped into a 30-foot long, 2-inch diameter force main that discharges into manhole C1S-506.

In the event of multiple pump failure or loss of power:

1. Respond with Vac-Con (VE61-26)
2. Contain overflow and direct flow away from storm drains.
3. Empty wet well with Vac-Con.
4. Notify residents and ask them to reduce water usage.
5. Retrieve all overflows and return sewage to the sanitary sewer system.
6. Estimate required pump down intervals and empty wet well as required or at high level alarm.
7. Notify Sewer Supervisor (650/947-2873), Public Works Maintenance Services Manager (650/947-2871), Oak Alarm (408/629-4414) and Los Altos Police Department (650/947-2770) of the station's status.
8. Resolve the cause of malfunction ASAP.

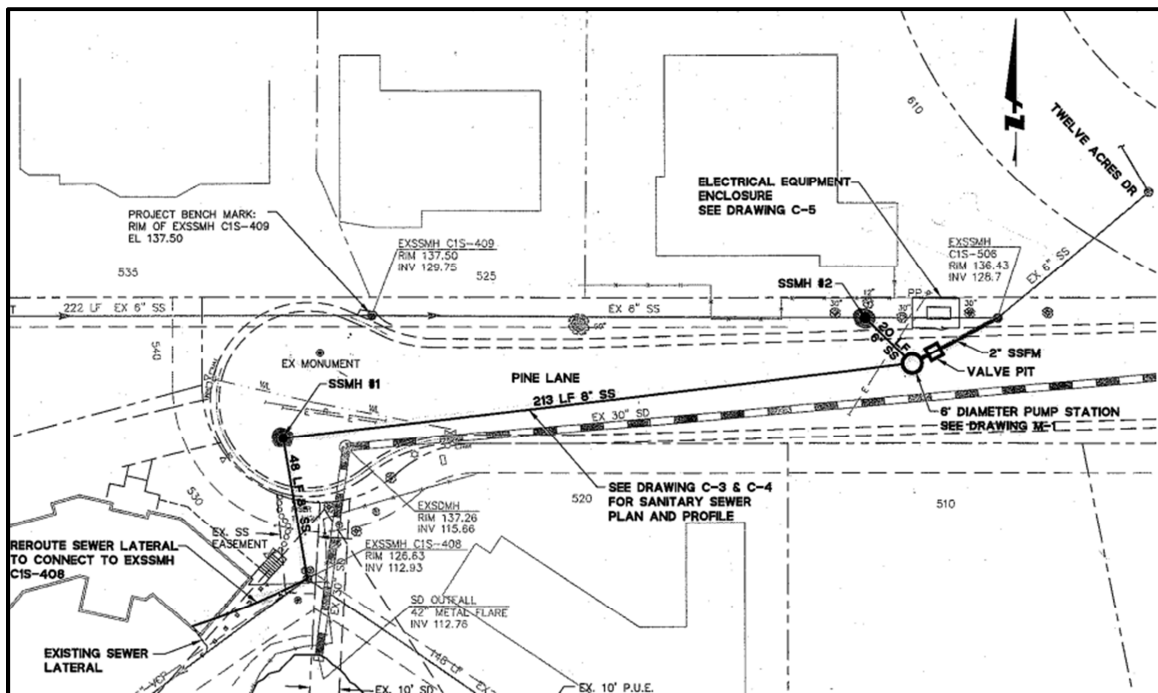


Figure 1. Pine Lane Pump Station Plan

VAN BUREN AVENUE PUMP STATION

The Van Buren pump station is located in the City limits at the end of Van Buren Avenue, west of Dixon Way. It was constructed in the 1960s and rebuilt in 2009. The pump station serves four homes in the City. It is a submersible pump station.

In the event of pump or power failure:

1. Respond with Vac-Con (VE61-26)
2. Contain overflow and direct flow away from storm drains.
3. Empty wet well with Vac-Con.
4. Notify residents and ask them to reduce water usage.
5. Retrieve all overflows and return sewage to the sanitary sewer system.
6. Estimate required pump down intervals and empty wet well as required or at high level alarm.
7. Notify Sewer Supervisor (650/947-2873), Public Works Maintenance Services Manager (650/947-2871), Oak Alarm (408/629-4414) and Los Altos Police Department (650/947-2770) of the station's status.
8. Resolve the cause of malfunction ASAP.

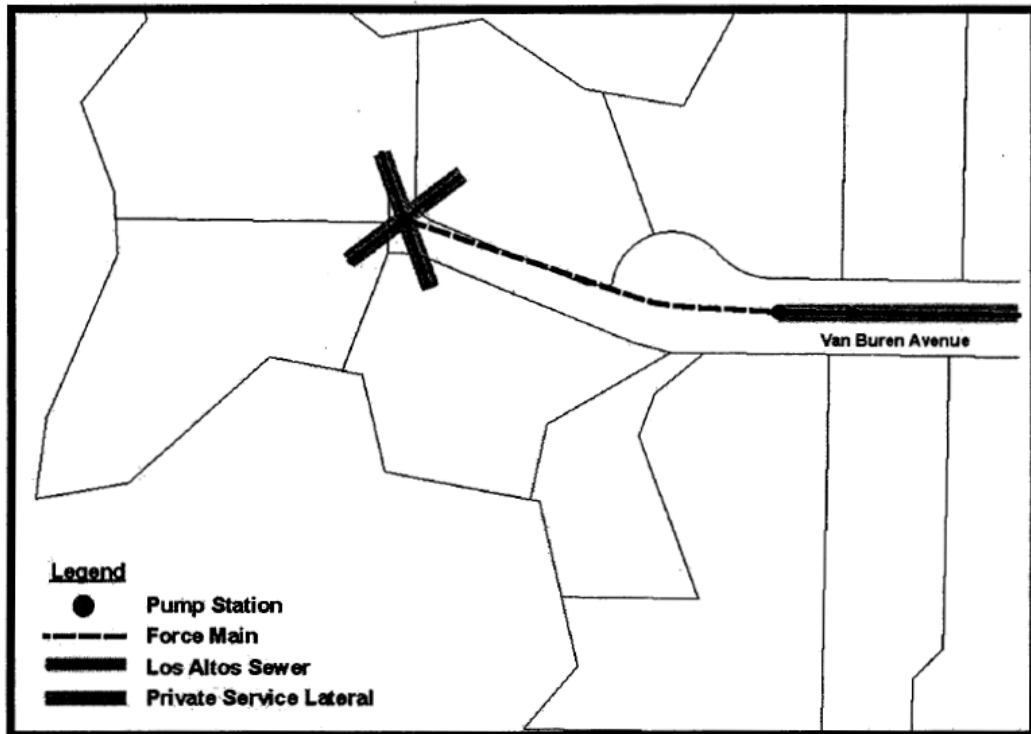
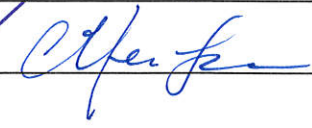


Figure 2-6. Van Buren Pump Station Schematic

Reviewed by:

Grant Gabler, Sewer Supervisor 

Kishor Prasad, Maintenance Services Manager 

Chris Lamm, Engineering Services Manager/City Engineer 

Date: 2/12/15

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Appendix F
FOG Control
Element Supporting Documents

Appendix F Documents

1. List of food facilities in Los Altos
2. Blank restaurant inspection form
3. Sample FOG inspection follow-up letter
4. “Preventing Sewer Backups” public outreach brochure
5. ABAG “sewersmart.org” FOG brochure
6. “Watershed Watch” brochure

Name	Address	Identified as high risk	Low Risk	Contact Name	Phone
A G FERRARI FOODS (Out of Business)	295 MAIN STREET	N	N	HUBBARD, BILL	650-947-7930
A GOOD MORNING	4546 EL CAMINO REAL, A-13	Y	N	CHOW, LING	650-235-5566
AFC SUSHI AT DRAEGER'S #2	342 FIRST STREET	N	N	Robert Thenston	650-948-4425
AKANE JAPANESE RESTAURANT	250 THIRD STREET	N	N	Shih Kaneoya	650-941-8150
ALDO LOS ALTOS	388 MAIN STREET	Y	N	Larry Otani	650-949-2300
ALOTTA'S DELICATESSEN	2249 GRANT ROAD	N	N	Mike	650-967-0299
AMBIENCE RESTAURANT	132 STATE STREET	N	N	Morgan	510-316-9254
ANDRONICO'S COMMUNITY MARKET (RANCHO SHOPPING CENTER)	690 FREMONT AVENUE	Y	N	STIGGE, MERLIN	510-524-2696
ARCO AM/PM #83187	988 NORTH SAN ANTONIO ROAD	N	Y	SHAHEENUR RAHMAN	925-980-9638
ARMADILLO WILLY'S	1031 NORTH SAN ANTONIO ROAD	Y	N	Frank	650-941-2922
BADRY'S CATERING	982 DOLORES STREET	N	N	Aio	650-941-5970
BASKIN-ROBBINS ICE CREAM STORE #143	264 STATE STREET	N	Y	TRINA MORROW	510-205-0901
BELLA VITA	376 FIRST STREET	Y	N	John Uhlu	650-917-0300
BOARDWALK RESTAURANT, THE	4940 EL CAMINO REAL	Y	N		650-964-7500
BRIAN'S RESTAURANT (RANCHO SHOPPING CENTER)	680 FREMONT AVENUE	Y	N	Brian	650-941-0680
BUMBLE	145 FIRST STREET	N	N		650-383-5340
BURGER TOWN	448 SAN ANTONIO ROAD SOUTH	Y	N	Mike Kim	650-948-7294
CAFE NUR	280 MAIN STREET	N	N	Yousuf	650-917-2313
CAFE VITALE	987 FREMONT AVENUE	Y	N	Francisco	650-559-1500
CARL'S JR RESTAURANT #7033	5000 EL CAMINO REAL	N	N		650-965-9002
CARVEL ICE CREAM STORE #3147	2310 HOMESTEAD ROAD	N	N	CHANG, JUDY	408-737-7702
CASA LUPE	185 MAIN STREET	Y	N		650-941-7390
CHEF CHU'S	1067 SAN ANTONIO ROAD NORTH	Y	N	Larry	650-948-2696
COURTYARD AT MARRIOTT	4320 EL CAMINO REAL	N	N	CARRENO, SHERRIE	650-941-9900
DE MARTINI ORCHARD	66 SAN ANTONIO ROAD NORTH	N	Y		650-948-0881
DIETMER'S GOURMET MEATS	4540 EL CAMINO REAL	N	N	Petra	650-941-3800
DONUT DU JOUR (Out of Business)	108 STATE STREET	N	N	PIZZO, HEIDI	408-941-0258
DRAEGER'S DELI	342 FIRST STREET	Y	N		650-948-4425
EL CAMINO UNOCAL	4350 EL CAMINO REAL	N	Y	GREG	415-941-0244
ESTHER'S GERMAN BAKERY	987 SAN ANTONIO ROAD NORTH	N	N	Claudia	650-941-4463
ESTRELLITA RESTAURANT	971 SAN ANTONIO ROAD NORTH	Y	N	RUSSELL F. CLARK	650-948-9865
FIESTA VALLARTA	301 STATE STREET	Y	N	Edgar	650-559-5871
FIRST & MAIN SPORTS LOUNGE	397 MAIN STREET	Y	N		650-949-1380
FOOTHILL PRODUCE/FELIPE'S MARKET	2310 HOMESTEAD ROAD SUITE D	N	Y	DIAZ, SAIRA	650-279-3794
GO GO GYRO	4546 EL CAMINO REAL A-11	N	N	George	650-949-4976
HILLVIEW SENIOR LUNCH PROGRAM	97 HILLVIEW AVENUE	N	N	Greg, Milano	650-047-2848
HUNAN HOME'S RESTAURANT	4880 EL CAMINO REAL	Y	N	YUAN, CARSON	650-965-8888
ITALIAN DELICATESSEN	139 MAIN ST	N	Y	TAMAR SLOAN	650-948-6745
J P LIQUORS	996 LORRAINE AVENUE	N	N	Robert	650-941-7650
JACK IN THE BOX #421	4896 EL CAMIINO REAL	Y	N	Rodrigo	650-964-3166
JESUIT RETREAT HOUSE	300 MANRESA WAY	N	N	Joshua Brandon	650-917-4000

Name	Address	Identified as high risk	Low Risk	Contact Name	Phone
KJ'S CAFE A LA CARTE	12345 EL MONTE ROAD	N	N	Lenny	650-853-0886
KIKKA SUSHI AT WHOLE FOODS MARKET	4800 EL CAMINO REAL	N	N	Gaetano	650-559-0300
LE BOULANGER	305 MAIN STREET	N	N	Arthuro Diaz	650-949-3429
LISA'S TEA TREASURES	167 MAIN STREET	N	N	Melissa	650-322-5544
LOS ALTOS BAKERY AND CAFE (RANCHO SHOPPING CENTER)	692 FREMONT AVENUE	N	N	Kevin	650-559-0382
LOS ALTOS CHEVRON	2300 HOMESTEAD ROAD	N	Y	FEULNER, BILL	408-736-1135
LOS ALTOS CHRISTIAN SCHOOLS	625 MAGDALENA AVEUNE	N	Y	SMITH, DEAN	650-948-5698
LOS ALTOS CULINARY ACADEMY	201 ALMOND AVENUE ROOM 604	N	N	Mike	650-968-6571
LOS ALTOS GOLF & COUNTRY CLUB	1560 COUNTRY CLUB DRIVE	Y	N	ROTH, GARY	650-947-3100
LOS ALTOS GOLF & COUNTRY CLUB-MOBILE KITCHEN (Out of Business)	1560 COUNTRY CLUB DRIVE	N	N	Gary	650-947-3100
LOS ALTOS GOLF & COUNTRY CLUB-SNACK	1560 COUNTRY CLUB DRIVE	N	N	Gar	650-947-3100
LOS ALTOS GRILL	233 THIRD STREET	N	N	Keith	650-948-3524
LOS ALTOS HIGH SCHOOL	201 Almond	N	Y	Mike	
LOS ALTOS LIBRARY	13 SAN ANTONIO ROAD SOUTH	N	N	DAUBER, ELAYNE	650-948-7683
LOS ALTOS SUB-ACUTE AND REHABILITATION CENTER	809 FREMONT AVENUE	N	N	Donald	650-941-5255
LOS ALTOS UNITED METHODIST CHURCH	655 MAGDALENA AVENUE	N	N		650-948-1083
LOYOLA LIQUORS (Out of Business)	979 FREMONT AVENUE	N	Y	DEAN, DIBAH	650-948-5450
LUCKY #723-DEL/BAKERY	2175 GRANT ROAD	Y	N	GARCIA, AIDE	650-969-1326
LULU'S ON MAIN STREET	163 MAIN STREET	N	N	Joel	650-559-8226
MAIN STREET BAGELS	666 FREMONT AVENUE	N	N	TRINH, SAN	408-226-5389
MAIN STREET CAFE & BOOKS	134 MAIN STREET	N	Y	TOMASELLI, JAMIE	650-948-8040
MALTBY'S RESTAURANT, INC.	101 PLAZA NORTH	Y	N	MALTBY, JAMES	650-917-8777
MIKADO	161 MAIN STREET	Y	N	KIM, OCK JA	650-917-8388
MIYO YOGURT	270 MAIN STREET	N	Y	MATSUMOTO, DOUG	408-497-2136
MORE FLAVOR!	991 SAN ANTONIO ROAD NORTH	N	Y	COLE, SEAN	650-949-2739
MURACCI'S JAPANESE RESTAURANT #2	244 STATE STREET	Y	N	TAMIKO FUKUDA	650-917-1101
OPA! LOS ALTOS	325 MAIN STREET	Y	N	Sammy	650-209-5340
OREGANO'S WOOD-FIRED PIZZA	4546 EL CAMINO REAL A-6	N	N	KEYVAN NABAVIZADEH	650-941-3600
ORIGINAL PANCAKE HOUSE, THE	420 SAN ANTONIO ROAD SOUTH	Y	N	MOURAD, SAM	650-559-9197
PASTA MARKET, THE	4546 EL CAMINO REAL	N	N	Ignacio Acosta	650-949-1235
PEET'S COFFEE & TEA (367 STATE STREET)	367 STATE STREET	Y	N	GLASGOW, SHELLY	408-653-7876
PEET'S COFFEE & TEA (4598 EL CAMINO REAL)	4598 EL CAMINO REAL	N	Y	james	650-469-0035
PHO VI HOA RESTAURANT	4546 EL CAMINO REAL A-12	Y	N	NGUYEN, DANNY	650-947-1290
PINEAPPLE GRILL AND BAR (Out of Business)	4926 EL CAMINO REAL	N	N		650-898-0784
POMPEI	100 STATE STREET	Y	N	Felipe Gutierrez	650-949-2400
POSH BAGEL, THE	310 MAIN STREET	N	N	LAO, LEN	650-941-7516
RANCHO PIZZA	630 FREMONT AVE A	N	N		650-949-5208
Red Berry Coffee Bar	145 Main Street	N	Y	Jeff Hampton	
RED PEPPER GRILL	2310 HOMESTEAD ROAD J	Y	N	GURROLA, RAFAEL	408-737-8588
RESIDENCE INN BY MARIOTT	4460 EL CAMINO REAL	N	N	ALVAREZ, RAMA	650-559-7890
RICK'S CAFE	205 STATE STREET	N	N	Sylvia	650-559-1941

Name	Address	Identified as high risk	Low Risk	Contact Name	Phone
RITE AID #5886	2310 HOMESTEAD ROAD	N	Y	ANDRADE, CARLOS	408-774-0131
ROUND TABLE PIZZA #2	399 FIRST STREET	N	N	LEVENS, PAMELA	408-446-0426
SATURA CAKES	200 MAIN STREET	N	N	John	650-948-3300
SEE'S CANDIES #64	4844 EL CAMINO REAL	N	Y		650-961-4500
SHELL GAS STATION	929 FREMONT AVENUE	N	Y	Tess	650-949-3746
SKIP'S PLACE PIZZA, ETC.	299 FIRST STREET	N	N	HA, DAVID	650-949-1170
SPOT A PIZZA PLACE	133 MAIN STREET	N	N	MARIK, KELLY	650-947-7768
STANDARD LIQUOR	303 FIRST STREET	N	Y	SINGH, JASPAL	650-949-2100
STARBUCK'S COFFEE # 571	296 MAIN STREET	N	Y	ANTHONY, JOHN	415-917-1359
STARBUCK'S COFFEE #5280	654 FREMONT AVEUNE	N	Y	MATTAUSON, DAVID	408-949-3565
SUDAM KOREAN CUISINE	4546 EL CAMINO REAL A-5	N	N	Daitong Suh	650-949-1200
SUMIKA	236 PLAZA CENTRAL	N	N	OZAWA, KUNIKO	650-941-5592
SUMO JAPANESE RESTAURANT	355 STATE STREET	N	N	CHEN, TONY	650-941-9898
SUSHIKO	4546 EL CAMINO REAL A-4	Y	N	Heesui Kim	650-559-9218
SWEET SHOP	994 LOS ALTOS AVENUE	N	Y	Sandy	650-941-7467
TERRACES AT LOS ALTOS, THE	373 PINE LANE	N	N	Martin Neiman	650-948-8291
TOM'S DEPOT ICE CREAM & GRILL	991 FREMONT AVENUE	Y	N	GONZALEZ, MARIA I	650-948-8515
TOUR EIFFEL VIETNAMESE RESTAURANT	200 STATE STREET	Y	N	LAM, TAI	650-917-1328
TRADER JOE'S #127	2310 HOMESTEAD ROAD	N	Y	Kevin	408-245-1917
UNION 76	330 SOUTH SAN ANTONIO ROAD	N	Y		650-948-4771
VILLAGE KEBAB	233 STATE STREET	N	N	Aziz Dogan	650-397-5620
VILLAGE PANTRY	184 SECOND STREET	Y	N	DAVID OGILVIE	408-315-9528
VITAMIN SHOPPE, THE	4756 EL CAMINO REAL	N	Y	ALAN SEIM	650-559-7780
WALGREENS DRUG STORE	303 SECOND STREET	N	Y	KO, BEN	650-949-8150
WEST FRESH CATERING	4546 EL CAMINO REAL B-12	N	N	Arnuled morales	650-941-9888
WHOLE FOODS MARKET - BAKERY	4800 EL CAMINO REAL	N	N	BECK, KIM	650-559-0300
WHOLE FOODS MARKET RESTAURANT	4800 EL CAMINO REAL	Y	N	Gaetano	650-559-0300
WILDBERRY YOGURT	656 FREMONT AVENUE A	N	Y		650-917-6188

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City of Los Altos FSE FOG Inspection Report

Name of Facility: _____
Address: _____

Inspection Date: _____
Inspector: _____

Name and Title of Facility Contact: _____
Interceptor/Trap Location: _____
Estimated Interceptor/Trap Size (Gallons): _____
Interceptor/Trap Liquid Depth: _____ inches

FACILITY INSPECTION: Grease Removal Equipment (GRE)

1. Floating Fats, Oils, and Grease (FOG) Layer -(FF) Thickness: _____ inches
2. Settable Solids (SS) Thickness: _____ inches
3. Total FF and SS Thickness: _____ inches % Accumulated FOG and SS: _____ %
4. Mechanical Condition: See Results for Deficiencies
5. Last cleaning/pump-out date: _____

INTERCEPTOR/TRAP INSPECTION RESULTS

Facility is in **COMPLIANCE**. No corrective action is required at this time

Noncompliance

- Interceptor/Trap is inaccessible for inspection
- Interceptor/Trap FOG and settable solids capacity exceeded
- Excessive FOG in the sample box
- Discharge (Effluent Line) restricted
- Baffle tubes plugged, submerged, damaged or missing
- Pumping Frequency not within required interval
- Insufficient GRE record keeping

Corrective Actions

- Promptly remove obstructions
- Pump out Interceptor/Trap completely
- Pump out sample box completely when GRE is serviced
- Clean effluent line (Hydro-jet)
- Repair or replace baffle tubes
- Pump interceptor/trap within required frequency interval
- Maintain GRE Log Sheet

KITCHEN BMP INSPECTION RESULTS

Facility is in **COMPLIANCE**. No corrective action is required at this time

Noncompliance

- Food grinder (garbage disposal) installed
- Drain screens missing/damaged/clogged
- Employees observed not following scraping practices
- Missing/inadequate or inaccessible absorbing materials
- Employee Training Log missing or not current

Corrective Actions

- Remove food grinder (garbage disposal)
- Install/repair/clean drain screen(s)
- Train employees on scraping practices
- Make available/accessible grease adsorbent grease material for spills
- Train employees on all BMPs & update Training Log

STORM WATER NPDES INSPECTION RESULTS

Facility is in **COMPLIANCE**. No corrective action is required at this time

Noncompliance

- Dumpsters messy/leaking/damaged
- Dumpster lids open
- Evidence of non-irrigation outdoor water usage
- Employees observed cleaning mats outside
- Grease container leaking/spilled, not present, or improperly labeled
- Grease Collection Log missing or not current

Corrective Actions

- Ensure dumpster area is well maintained
- Ensure dumpster lids are kept closed and secured
- Limit outdoor water usage to irrigation only
- Clean mats inside or in designated cleaning area
- Provide, properly label, & maintain waste grease container
- Make available/accessible and Grease Collection Log

The above checked item(s) must be corrected within _____ days of receipt of this Notice of Noncompliance.

Comments: _____



Department of Public Works
Engineering Division
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2780
Fax (650) 947-2732

May 28, 2014

[FSE Manager]
[FSE Name]
[Street Address]
Los Altos, CA [Zip]

SUBJECT: WATER QUALITY PROTECTION INSPECTION SUMMARY REPORT – STATUS OF FINDINGS AND ACTION ITEMS

Dear [FSE Manager]

The City's Sewer Use Ordinance (SUO) Chapter 10.08 of the City of Los Altos Municipal Code (LAMC) is designed to protect the City's waste water and stormwater collection systems. The SUO requires food service facilities to have a properly sized Grease control Device (GCD) and to remove the contents of the GCD periodically to prevent fats, oils and grease (FOG) from entering the sanitary sewer.

On [Original date and Follow-up date], the City of Los Altos conducted inspections of your restaurant located at [Street Address]. You were notified after each inspection of deficiencies. Attached is a table that summarizes the findings of this inspection. This table indicates that there are remaining issues noted during previous inspections that are still unresolved.

By **June 9, 2014** the deficiencies identified in the attached table must be corrected in the manner indicated in the table. Continued violations of Chapter 10 of the LAMC may be subject to criminal penalties. If the required actions included in the attached table have not been addressed by a compliance date of **June 9, 2014**, the City has the authority to cite and fine your restaurant.

These action items will help the City minimize FOG in our sewer system and prevent pollution of our local water bodies. Please contact Aida Fairman with the City of Los Altos at (650) 947-2603 if you have any questions.

Sincerely,

Aida Fairman, P.E.
Associate Civil Engineer

Cc: Kyle Wagner, EEC

Attachment

Finding	Action	Finding Date(s)	Compliance Date
Maintenance Log not Properly Maintained	<p>A maintenance log is required and shall document all grease removal device cleaning events, including the date of cleaning and the amount of contents removed. Grease removal device maintenance records shall be retained for a minimum of three years and made available to City inspectors upon request (Los Altos Municipal Code (LAMC) §10.08.280.D). All records were not available during the inspection. The facility shall properly document all future maintenance activities.</p> <p>Please use the Grease Trap Maintenance Activity Log provided to you during the 3/20/2014 inspection to document future grease removal device cleaning events. By June 9, 2014, please fax a copy of the updated log sheet to the City FOG Inspection Representative (Attn. Kyle Wagner 714-667-2310).</p>	3/20/2014 4/21/2014	Ongoing
Yellow Grease (Tallow) Bin Maintenance Log not Updated	<p>Yellow grease (tallow) bin maintenance logs were provided to your facility during the 3/20/2014 inspection conducted by the City of Los Altos representative. The City of Los Altos requires that all food service establishments track and maintain records for maintenance activities conducted for the yellow grease bin. Records shall be retained for a minimum of three years. By June 9, 2014, please fax a copy of the updated log sheet to the City FOG Inspection Representative (Attn. Kyle Wagner 714-667-2310).</p>	3/20/2014 4/21/2014	Ongoing
Employee Training Logs not Updated	<p>Employee training material and employee training logs were provided to your facility during the 3/20/2014 inspection conducted by the City of Los Altos representative. The City of Los Altos requires that all food service establishments train their employees on how to properly manage fats, oils and grease (FOG) to prevent FOG discharge to the sewer system. Each employee should sign the Employee Training Log Sheet to indicate that training has been conducted.</p>	3/20/2014 4/21/2014	Compliant as of 4/21/2014
Insufficient Grease Removal Device Maintenance: Over-Accumulation of FOG	<p>LAMC §10.08.280.D requires that the contents of grease removal devices be removed periodically as necessary in order to prevent the discharge of grease into the sewer system.</p> <p>A standard rule of thumb is that grease removal devices do not operate properly if the accumulation of FOG and settled solids is allowed to exceed 25% of the capacity of the unit. During the recent inspection, the FOG content of the grease removal device was observed and estimated to exceed 25% of the unit's capacity.</p> <p>The City Los Altos, or EEC as authorized by the City of Los Altos, will conduct unscheduled follow-up inspections to ensure compliance.</p>	3/20/2014 4/21/2014	Compliant as of 4/21/2014

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How to prevent a Sewer Backup or Backflow?

Tips for Homeowners and Renters

Sanitary sewer systems are designed to handle three types of waste products: used water, human body waste, and toilet paper.

To Prevent Backups:

- **DO NOT** pour grease, fats, and oils from cooking down the drain.
- **DO NOT** use the sewer to dispose of food scraps.
- **DO NOT** use the toilet as a wastebasket for garbage and chemicals.
- **DO NOT** put “flushable wipe” products down the drain.
- **DO NOT** flush feminine hygiene products down the drain.

Do the following to Prevent Backups:

- ✓ **DO:** Collect grease in a container and dispose of it in the garbage.
- ✓ **DO:** Place food scraps in the garbage and dispose of it in the garbage.
- ✓ **DO:** Place a wastebasket in the bathroom to dispose of solid waste, feminine products and “flushable wipes.”

Special Tips:

Avoid planting trees with shallow, spreading root systems near your sewer lateral. The roots seek water sources.

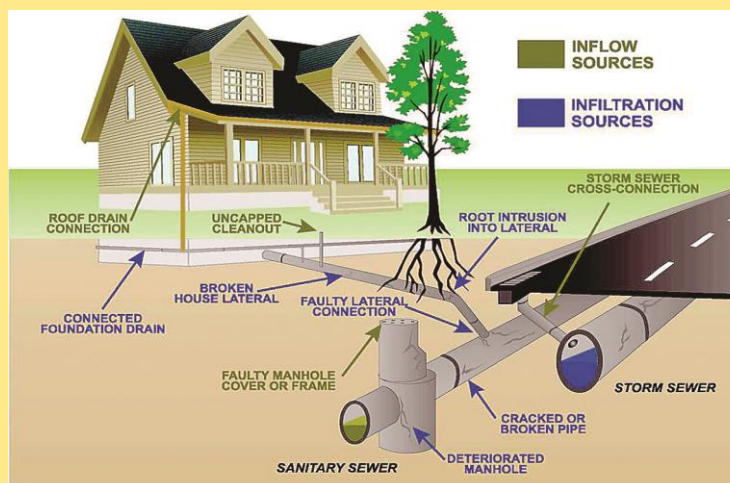
Install and maintain a backflow device and a cleanout.

If a backup or backflow causes flooding in your home

- ✓ Turn off central heat and air-conditioning systems and prevent flow from reaching floor vents by using towels or blankets as a berm.
- ✓ Do not attempt to clean it yourself.
- ✓ Leave items in the affected area for the experts to handle.
- ✓ Call an experienced restoration company for cleanup and removal of affected surfaces.
- ✓ Keep people and pets away from the affected area(s).
- ✓ Report a claim to your homeowner's insurance carrier.
- ✓ If you had recent plumbing work, contact your plumber or contractor.
- ✓ If you have a claim against your city or local sewer district, file your claim as soon as possible.

Potential Sewer Problems

A **backup** typically occurs in a home's plumbing system or lateral and will not cause damage if you discontinue using the plumbing fixtures until the system is cleared. Most slow-moving drains, toilets, or backups can be remedied with drain cleaners or a plunger. If your own methods fail, call a plumber. If the plumber establishes that the problem is not in your line, call your City's claim liaison.



A **backflow** may mean that the city main is blocked and wastewater is backing up into your lateral line and home. If you experience a backflow, call your local sewer or sanitation district *immediately*.

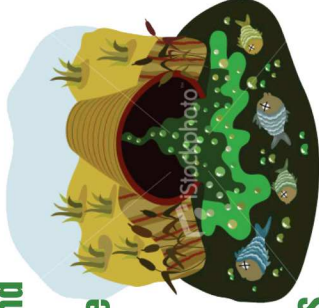
When you submit a Sewer Claim

- Appropriate personnel will be dispatched to investigate and remedy any problem in the city or sewer district main or lateral maintained by the city or district.
- The homeowner is responsible for clearing any blockage in the home's plumbing system or maintained lateral and for any resulting flooding damage to the structure.
- The homeowner is also responsible for damage occurring due to an improperly constructed lateral, including a lack of required backflow prevention devices or illegal hookups.
- City or sewer district personnel will provide advice and assistance if a backflow occurs due to an obstruction originating from the city/town.

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THE BAD NEWS

Fats, Oils and Grease (FOG) will clog your pipes and may cause a sewage backup into your home or a sewer spill in the street that goes down the storm drain and into the Bay or other waterways. FOG CLOGS.



THE GOOD NEWS

Sewer backups and sanitary sewer overflows are preventable. Just follow these Sewer Smart Tips from Backup Buster:



1. Do not pour fats, oils and grease down the drain. Dispose of them properly.
2. Put a backflow device on your sewer cleanout if you are at risk of a sewer backflow.
3. Plant appropriate trees - but don't plant them over your sewer lateral.
4. Don't let your toilet turn on you! Be prepared for disaster.
5. Have a plan to maintain your sewer system annually.

FOG CLOGS

SEWER SMART FACTS

1. US EPA shows that 65% of all sewer spills are FOG-related.
2. The majority of FOG-related sewer backups and spills originate in residential areas.
3. Clogged sewer pipes can cost you lots of money and inconvenience if your sewer system backs up on your property.

Grease Drop-off Centers

Please check with your local sewer service provider, sanitary district or public works department for proper disposal techniques. Drop off locations in the greater Bay Area are listed on the Sewer Smart website.

Visit sewersmart.org for a step-by-step guide to sewer maintenance in your home.

DON'T LET YOUR SEWER TURN ON YOU OR YOUR NEIGHBORS



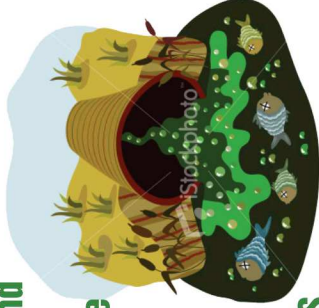
BACKUP BUSTER SAYS:

“DO NOT Pour Fats, Oils or Grease (FOG) down the drain.”



FOG CLOGS

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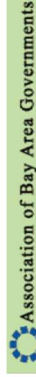
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4. Don't let your toilet turn on you! Be prepared for disaster.
5. Have a plan to maintain your sewer system annually.

FOG CLOGS





Q. What is FOG?

A. Fats, oils and grease from food preparation, packaged foods and food scraps.

Q. Where does it come from?

A. Meat fats and juices, lard, cooking oil, shortening, butter, margarine, food scraps, baking goods, olive oil, dressing, sauces and dairy products.

Q. Why shouldn't fats, oils and grease go down the drain?

A. Fats, oils and grease stick to the insides of sewer pipes when washed down the kitchen plumbing system. This solidifies and can block pipes. Clogged pipes cause sewer backups and sewage spills on residential property and on the street.

Q. How does it affect me?

A. Improper FOG disposal leads to costly sewer backups and overflows, increased sewer rates, public health and environmental hazards as it washes down storm drains and into bays, water ways and creeks.

i Residents make the biggest difference when it comes to reducing sewer backups and spills by adhering to Sewer Smart tips.

FOG = FATS, OILS & GREASE

Q. What can I do?

A. Here are some quick **Dos & Don'ts** to keep fats, oils and grease out of our sewer system.

✓ Wipe down greasy pots and pans with a dry paper towel and dispose of it in your kitchen scrap recycling or garbage.

✗ Do not pour FOG down the garbage disposal or sink drain.

✗ Do not use hot water to wash the grease down the drain.

✓ Pour cooled oil, fats and grease into a can or other container with a tight lid (coffee can, glass jar or plastic container) and dispose of it in the garbage.

✓ If your city's green waste program allows disposal of food scraps – include FOG. It will be recycled into rich compost. ♻️

✓ Use baskets or strainers in sink drains to catch food scraps and other solids – and dispose of them in the trash.

✓ Drop off large amounts of FOG at your local recycling center, especially if you use a turkey fryer this holiday season and have a large amount of oil leftover. Once cooled, pour the oil into a container and dispose of it at your local collection center.

Q. What are businesses doing?

A. FOG is discharged not only by residents but also by businesses. Food handling establishments are required to install and maintain grease traps or interceptors and have a management plan in place to prevent FOG discharge. Other industrial businesses are regulated and inspected regularly to ensure minimal FOG discharge. Working together we can all help prevent sewer clogging and sanitary sewer overflows (SSOs) and protect our environment.

Q. Isn't throwing grease into the landfill just creating a different problem?

A. FOG effectively breaks down under landfill conditions over time. Fats, oils and grease cause greater environmental problems when they enter the wastewater system and end up in our waterways, the bay or ocean, impacting marine life.





Watershed Watch

The Watershed Watch Campaign is a public education initiative of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), a coalition of local government agencies. Members include the cities of Campbell, Cupertino, Los Altos, Milpitas, Monte Sereno, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, Sunnyvale, the County of Santa Clara, the Santa Clara Valley Water District and the towns of Los Gatos and Los Altos Hills. For more information about SCVURPPP, please visit www.scvurppp.org

The Watershed Watch Campaign is dedicated to raising awareness about water pollution in our creeks and the Bay, and encouraging actions that prevent urban runoff pollution and protect our watershed.

Visit the Watershed Watch website at www.myWatershedWatch.org or call 1(866) WATERSHED for more information such as:

- ◆ **Pollution prevention tips**
- ◆ **How to find a Green Gardener**
- ◆ **Less toxic methods of pest control**
- ◆ **Volunteer opportunities**
- ◆ **Automotive care tips**
- ◆ **Discount offers from local businesses**
- ◆ **Programs for educators**
- ◆ **Fun for kids**



Call to report:

Illegal dumping in or near storm drains

Campbell, Los Gatos, (408) 354-5385
 Monte Sereno, Saratoga (408) 777-3354
 Cupertino (650) 947-2770
 Los Altos (650) 941-7222
 Los Altos Hills 911
 Milpitas (650) 903-6378
 Mountain View (650) 329-2413
 Palo Alto (24 hour support) (408) 945-3000
 San Jose (24 hour support) (408) 615-5580
 Santa Clara (24 hour support) (408) 730-7270
 Sunnyvale (408) 918-3400
 Unincorporated Santa Clara County

In case of emergencies or after business hours, please call 911 to report the incident

Illegal dumping in creeks

Santa Clara Valley Water District Pollution Prevention Hot Line (24 hour support) | (888) 510-5151
www.valleywater.org

Polluting vehicles'

license numbers | (800) EXHAUST
www.baaqmd.gov/exhaust/exhaust.htm

Litterbugs

in Santa Clara County (408) 277-4111
email: stopvehiclelittering@sanjoseca.gov

For more information:

Disposal of hazardous household products

Santa Clara County Household Hazardous Waste Program (408) 299-7300
www.HHW.org

City of Palo Alto's Household

Hazardous Waste Program (650) 496-6980
www.cleanbay.org

Recycling

Santa Clara County Recycling Hotline | (800) 533-8414
www.recyclestuff.org

Carpooling

Rides for Bay Area Commuters 511
www.511.org

Storm water pollution prevention

Watershed Watch Hotline: | (866) WATERSHED (928-3774)
www.myWatershedWatch.org

You are the Solution to Water Pollution



You live in a watershed

A watershed is a land area that drains rain and other water into a creek, river, lake, wetland, bay or groundwater aquifer. Rain and irrigation from lawns and gardens wash pollutants off surfaces like streets, sidewalks, roofs, driveways and parking lots, into storm drains and creeks, and out to the Bay.

You may live miles away from the Bay and still be polluting its waters

Water from your neighborhood enters the storm drain system and flows directly to local creeks and the Bay **without any treatment**. It often is contaminated by pollutants that can be toxic to fish, wildlife, and people.

Residents and small businesses are the leading causes of local storm water pollution, and have become the primary threats to the Bay. Pollutants that get into storm water because of our daily choices and activities can end up in our creeks and the Bay. You may be polluting the Bay without realizing it.

Storm drains carry water and pollutants directly to our local creeks and the Bay.

Never put anything into the gutter, street or storm drain. Help prevent pollutants from entering local storm drains.

Storm water pollutants like these come from our everyday activities:

- Motor oil and auto fluids which leak from our vehicles
- Antifreeze, oil, paint or household cleaners dumped or rinsed into the gutter
- Soap and dirt from washing cars in the driveway or street
- Litter and grime that collects on parking lots and sidewalks
- Weed killers, fertilizers and pesticides that are washed off lawns
- Pet waste left on lawns, streets, in the gutter or on sidewalks
- Dirt, leaves and lawn clippings that clog storm drains and choke creeks with too much organic material, depriving them of vital oxygen
- Soil from construction or landscaping that erodes or blows into the street, often containing pesticides or other pollutants
- Pollutants in the air carried by rain through storm drains into our creeks



Preventing pollution is an everyday activity



Prevent storm water pollution in the Santa Clara Valley by making small changes to your daily routine.

Chores

- Keep garbage and recycling cans tightly covered to prevent litter from being blown away or scattered by foraging animals.
- Clean leaves and trash out of your rain and street gutters.
- When using a cleaning company (e.g. carpet cleaners, window washers, power washers), be sure they dispose of wastewater in a utility sink, toilet, sanitary sewer cleanout, or a vegetated area.
- Dispose of pet waste in the garbage.



Lawn and Garden

- Use “green” gardening methods such as conserving water, planting native plants, protecting the soil and reducing the use of toxic pesticides.
- Adjust your sprinklers or irrigation systems to prevent over-watering, and prevent water from draining onto paved surfaces such as driveways and sidewalks.
- Use a broom, not a hose, to clean up outside.
- Compost leaves and yard clippings, or recycle them through your yard waste recycling program.
- Sweep dirt into landscaping to prevent it from entering storm drains.
- When using a gardening service, be sure they follow the guidelines listed above.



www.myWatershedWatch.org

Home Improvement Projects

- Rinse latex paint tools in a sink, not outdoors.
- Drain your pool or spa into a sanitary sewer cleanout or drain to a vegetated area, not into a street or storm drain.
- Keep concrete, cement, dirt or mortar from blowing or flowing into the street or storm drain. Don't wash tools or dispose of excess materials in the gutter or storm drain.
- Provide landscaping next to sidewalks and driveways to collect runoff from paved surfaces.
- Use “green building” materials and practices, such as pervious paving, for your next project.



Household Hazardous Waste Disposal

- To clean up toxic spills like motor oil, paint and antifreeze, use an absorbent material. Clean up spills and dispose of soiled absorbent promptly.
- Contact your waste hauler or go to www.hhw.org to learn about the proper disposal of these and other common household products requiring special care:
 - Fluorescent light bulbs
 - Medicines
 - Pesticides
 - Motor oil and filters
 - Cleaning chemicals and solvents
 - Toxic spills and clean ups greater than one gallon
 - Batteries
 - Electronics
 - Paints and paint thinners



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Automotive

- Regularly maintain your vehicle to prevent air-polluting exhaust and leaks of auto fluids. Fix leaks promptly.
- If you change your own oil, recycle it and the filter with your local curbside recycling pickup, or through a household hazardous waste collection program.
- Use a commercial car wash, or wash cars on a lawn or dirt surface. Empty your bucket of soapy water into a sink or toilet.
- Keep a trash bag in the car. Collect all trash and dispose of it properly.
- When hauling by truck, enclose your loads or cover with a tarp.



Protect and Enjoy Your Watershed

- If you see litter, pick it up and put it in a trash can.
- Buy fewer harsh or toxic cleaning chemicals. Store and dispose of them properly.
- Cars pollute air and water, so drive less.
- Ride a bike or walk along a creek. For trail information, visit www.parkhere.org
- Take a walk along the wetlands with a naturalist. Call the Don Edwards San Francisco Bay National Wildlife Refuge at Alviso at (408) 262-5513 for more details.
- Adopt your local creek or park. For these and other volunteer opportunities visit www.myWatershedWatch.org
- Create a legacy of pollution prevention. Teach your children about the importance of protecting the watershed for the health and survival of all living things. Show them how to prevent storm water pollution.



Appendix G
System Evaluation and Capacity Management
Element Supporting Documents

**Appendix G: System Evaluation and Capacity Management
Element Supporting Documents**

Appendix G Documents

1. Schedule of Proposed Sewer Capital Improvement Projects through FY 26/27

City of Los Altos 2011 Master Plan Update
Proposed CIP Expenditures

MP Code	CIP Project Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TOTAL
		FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	
(1)	Annual Sewer Main Repair	369,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(1)	Sewer Collection System Upgrade	942,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CRT	Annual Sewer Root Foaming	332,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	3,332,000
GIS	Annual GIS Updates	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	750,000
FOG	FOG Program	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	750,000
H1	South Sewer Replacement, Ph. 2 (City Proj. 11-14)	-	323,500	202,200	-	-	-	-	-	-	-	-	-	-	-	-	-	525,700
S1	Structural Reach Replacement, PCR A	-	611,600	509,700	509,700	509,700	509,700	-	-	-	-	-	-	-	-	-	-	2,650,400
M1	Maintenance problem areas, 30-day locations	-	508,400	564,900	564,900	564,900	-	-	-	-	-	-	-	-	-	-	-	2,203,100
C2 (2)	CIPP corrosion rehabilitation, phase 2	-	-	137,150	16,550	-	-	-	-	-	-	-	-	-	-	-	-	153,700
C3	CIPP corrosion rehabilitation, phase 3	-	-	-	313,150	245,263	245,263	245,263	245,263	313,150	245,263	245,263	245,263	245,263	-	-	-	2,588,400
C4	CIPP corrosion rehabilitation, phase 4	-	-	-	-	-	-	-	-	-	-	-	445,100	278,200	-	-	-	723,300
S2	Structural Reach Replacement, PCR B	-	-	-	-	-	795,350	883,733	883,733	883,733	795,350	883,733	883,733	883,733	-	-	-	6,893,100
M2	Maintenance problem areas, 60-day locations	-	-	-	-	-	-	-	-	-	-	-	-	909,033	478,433	-	-	1,865,900
M3	Maintenance problem areas, 90-day locations	-	-	-	-	-	-	-	-	-	-	-	-	740,600	1,234,300	-	-	3,209,200
MP	Sewer Master Plan Update	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300,000
SSMP	Biannual SSMP Update	-	-	-	20,000	-	-	-	-	-	20,000	-	-	-	-	-	-	300,000
CCTV	Sewer Main CCTV	379,000	-	-	-	-	20,000	-	20,000	240,000	240,000	240,000	240,000	20,000	-	-	-	1,579,000
CADB	CCTV Condition Assessment/Mapguide Updates	-	-	-	-	-	-	90,000	90,000	90,000	90,000	90,000	-	-	-	-	-	450,000
	Subtotal	2,022,000	1,743,500	1,713,950	1,724,300	1,619,863	1,870,313	1,758,996	1,778,996	1,826,883	1,690,613	2,058,996	1,894,096	1,707,196	1,969,633	2,012,733	2,032,733	29,424,800

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Appendix H
Monitoring, Measurement, & Program Modifications
Element Supporting Documents

**Appendix H: Monitoring, Measurement, & Program Modifications
Element Supporting Documents**

Appendix H Documents

1. SSMP Monitoring Tracking Sheet
2. SSOs - Rates, Causes, Volumes

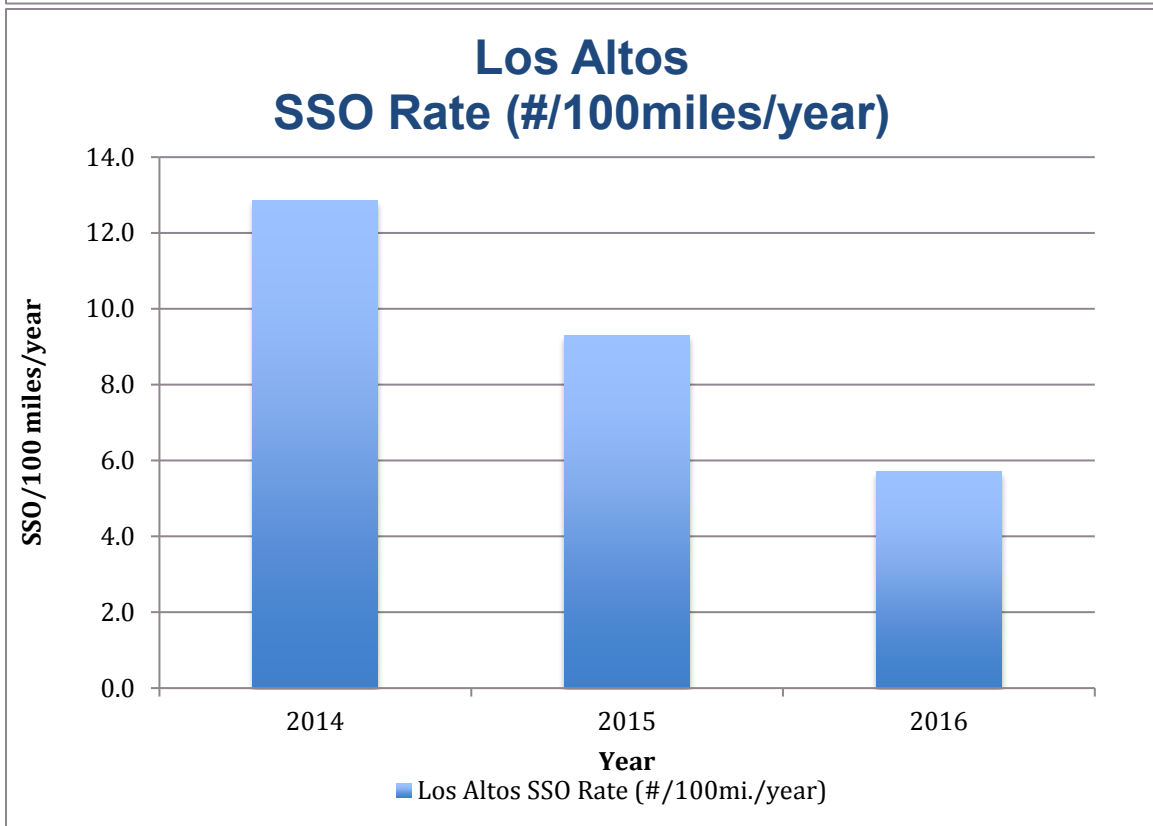
APPENDIX H, Element 9: SSMP Monitoring Tracking Sheet

*** Includes data from Nov. 2012 thru Dec 2013**

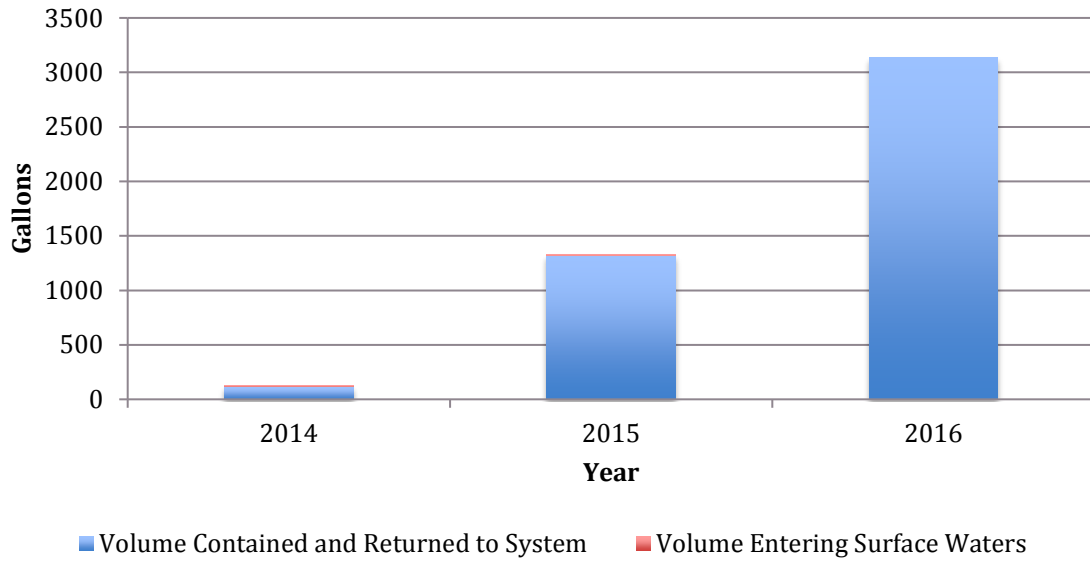
Parameter	SWRCB WDR Element No.	Year				
		2012	2013*	2014	2015	2016
1. Total Number of SSOs	4	2	7	17	13	8
2. SSOs/100 miles/year	4				9.3	5.7
3. Total Volume of SSOs	4	35	6,445	3,009	1,462	3,141
4. Number of repeat SSOs	4	0	0	0	1	2
5. Number of SSOs due to FOG	7	0	5	5	3	1
6. Number of SSOs due to roots	4				7	5
7. Number of SSOs due to debris	4				3	2
8. Number of SSOs due to wet weather or capacity	8	0	0	0	0	0
9. Number of mainline blockages	4		4	10	8	3
10. Number of pump station failures	6	0	0	0	0	0
11. Number of pipe failures	6	0	0	0	0	0
12. Number of FOG facility inspections	7			117 @ 108 FSE's	0	126 @ 108 FSE's
13. Average emergency response time	6		15	23	92*	22
14. Maximum emergency response time	6		30	60	90	45
15. % of SSO volume contained and/or returned to sewer	6	100%	8%	68%	90%	46%
15. % of SSO volume reaching waters	6				10%	0%
16. Length of pipe Cleaned (lineal feet)	30-day		233,643	246,259	136,306	33,203
	60-day		117,657	107,601	131,618	136,184
	90-day	4	110,817	119,135	108,722	94,812
	6 Month				20,734	40,123
	Zone flushing			441,530	355,763	452,904
17. Length of pipe CCTV'd	4	9,239	16,369	13,246	15,508	7,133
18. Length of pipe root foamed	4		482,600		249,381	134,331
19. Completion date of most recent capacity assessment	8	2012	2012	2012	2012	2012
20. Completion date of annual SSMP audit	10	11/2012 Update	3/12/2015		3/30/2017	

* Average response time was 27 minutes if one unusual event is not counted.

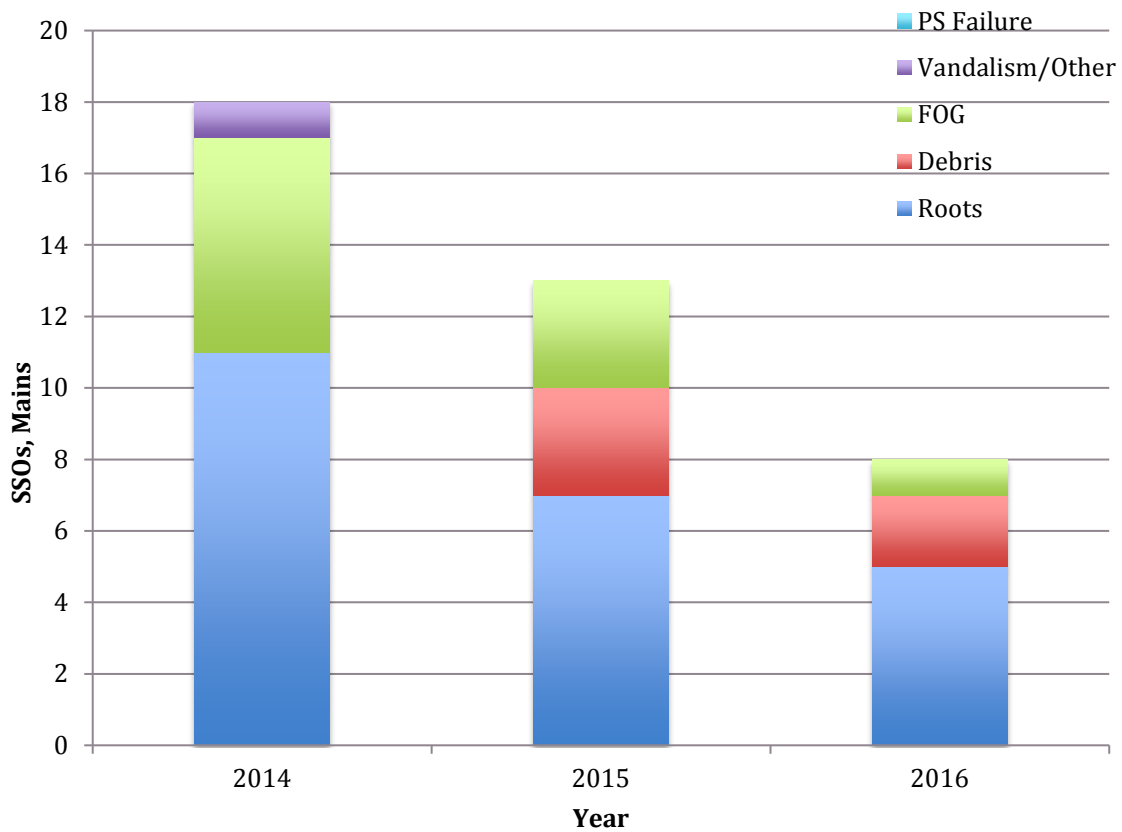
SSOs - RATES, CAUSES, & VOLUMES



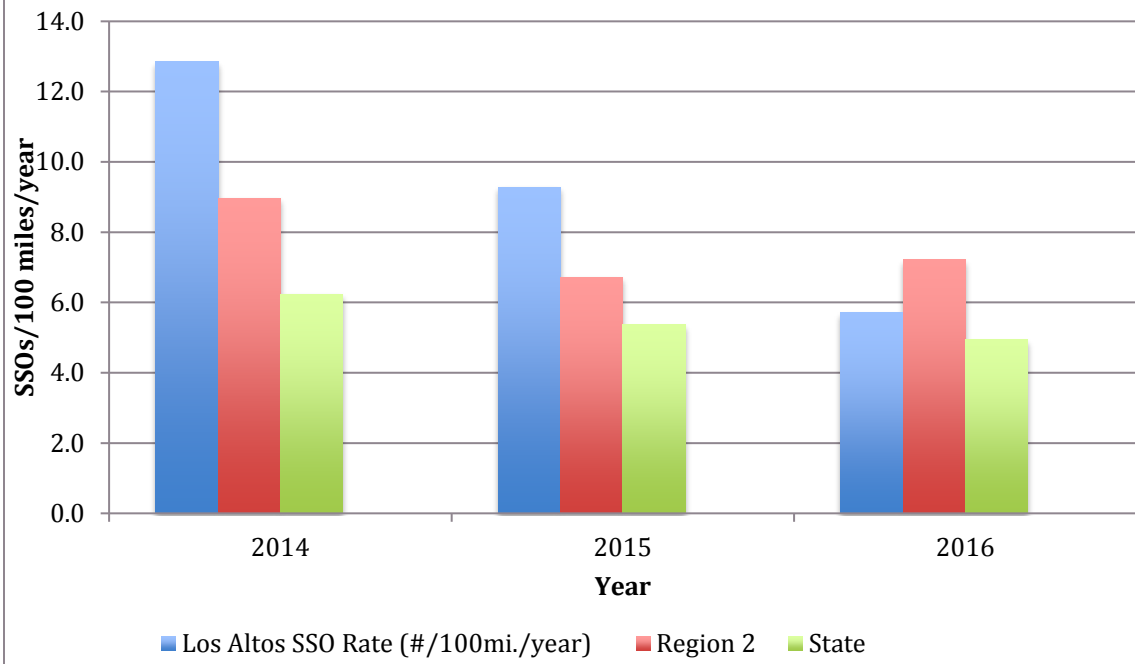
Los Altos - SSO Volumes Returned to System, Entering Surface Waters



Los Altos - SSO Causes



Los Altos SSO Rate Comparison to Region & State



Appendix I
SSMP Program Audits
Element Supporting Documents

Appendix I Documents

1. 2015-2016 SSMP audit
2. 2014 SSMP audit
3. 2011 SSMP audit
4. SSMP Change Log - March 2017
5. SSMP Change Log

City of Los Altos

Sewer System Management Plan (SSMP) - Audit 2015 & 2016

SSMP Audit

This audit reviews the City of Los Altos' (City) SSMP documentation and implementation for the period of calendar years 2015 and 2016. The audit is intended to meet State Water Resources Control Board (SWRCB) 2006 waste discharge requirements (WDR), State Water Board Order No. 2006-0003-DWQ, for agencies that own or operate wastewater collection systems. Consequently, this audit assesses the current state of compliance with WDR provisions, identifies "deficiencies" found in the SSMP and recommends corrective actions to remedy those deficiencies.

Humphrey Consulting (HC) performed this third party audit on behalf of the City through evaluation of SSMP documentation provided by the City, publically available data sources such as the City website and California Integrated Water Quality System (CIWQS), and meetings and conversations with City staff involved in the implementation of the City SSMP. The following table lists the audit participants:

Table 1 - Audit Participants

Participant	Role	Agency
Doug Humphrey	Lead Auditor	Humphrey Consulting
Chris Lamm	Engineering Services Manager	City of Los Altos
Aida Fairman	Associate Civil Engineer	City of Los Altos
Grant Gabler	Maintenance Supervisor	City of Los Altos

All participants attended an initial project kickoff meeting on February 6, 2017. City audit participants provided Humphrey with SSMP information throughout the audit in response to requests from Humphrey.

Audit Schedule

The City's SSMP includes both SWRCB and Regional Water Quality Control Board (RWQCB) Element language and requirements. One of the recommendations of this audit is that language related to RWQCB requirements for SSMPs should be deleted, since it is no longer required or applicable as indicated in the RWQCB's letter dated October 3, 2012. That correspondence notified agencies that own or operate sanitary sewer systems that they no longer needed to submit annual SSO or audit reports to the RWQCB, that the previous RWQCB requirements regarding SSMPs (except for SSO enforcement) were rescinded, and that the WDR requirement of audits every two years

was in effect. Consequently, audits reports are due for completion by June 24 (based on the original SSMP adoption date), every other year, and no submittal to the RWQCB or SWRCB is required.

SSMP Effectiveness

The evaluation of effectiveness of each SSMP Element, including a brief narrative of audit findings, is provided on the attached SSMP Elements Audit Report for 2015-2016. Any deficiencies and subsequent corrective actions are noted in the narratives for each element. It is also anticipated that the SSMP will be updated essentially at this time, as a result of this audit and its findings.

SSO Rate and Volumes

The rate of SSOs, SSO volume, and SSO volume that reaches waters are the most common measurements of SSMP effectiveness and success. The following is a summary of these parameters for Los Altos for the audit period of calendar years 2015 and 2016.

- The SSO rate dropped in the second year of the audit period (2016), and was lower than the Region rate reported in CIWQS. Los Altos' rates were 5.7/100 miles/year (2016) and 9.3/100 miles/year (2015). That compares to Region (Region 2, San Francisco Bay Region) rates of 7.25 in 2016 and 6.63 in 2015. The trend of the rate is decreasing, from 12.1 in 2014 to 5.7 in 2016. This is a positive sign and a good indication that the SSMP is effective in reducing the rate and occurrence of SSOs.

SSO Rate (SSOs/100 miles/year)

Year	SSOs	City SSOs/100mi./year	Region 2 (SSOs/100 mi./year)	State (SSOs/100 mi./year)
2016	8	5.7	7.22	4.94
2015	13	9.3	6.72	5.38

- The SSO volumes for the period are also lower than both State and Regional figures. The total volume of City SSOs in 2016 was 3141 gallons and in 2015 was 1462 gallons. That is 2242 gallons/100 miles/year in 2016 and 1044 gallons/100 miles/year in 2015. Regional figures were 37,302 and 4354 for 2016 and 2015 respectively. The following table shows the City, region, and State values for SSO in gallons per year, and gallons per 1000 miles per year. The City's record of SSO volumes continues to be very low and well under those of the Region and State.

This is an excellent measure of SSMP effectiveness, since SSO volumes are very low.

SSO Volume (Gallons & Gallons/100 miles/year)

Year	SSO Volume (Gals.)	City Gals./100mi./year	Region 2 (Gals./100 mi./year)	State (Gals./100 mi./year)
2016	3141	2242	37,302	27,913
2015	1462	1044	4354	21,550

- The SSO volume that reached surface water was 0 gallons or 0% and 100 gallons or 10% in 2016 and 2015 respectively. In comparison, the Region and State values were 73% and 51% and 68% and 17% for these same years, as shown in the table below. Clearly, the City figures are much lower and again, a good indicator that SSMP is effective in keeping SSO volume that reaches surface water at a minimum. This is a very important indicator, since the primary goal of the SSMP is to operate and maintain the collection system so that water quality is maintained and impacts from SSOs are minimized.

**SSO Volume Reaching Surface Water
(Gallons & SSO % Reaching Surface Waters)**

Year	City SSO Volume (Gals.)	City SSO Volume (% reaching water)	Region SSOs (% reaching water)	State SSOs (% reaching water)
2016	0	0	73	68
2015	100	10	51	17

Strengths

The following is a summary of the strengths of the City SSMP:

- The SSO rate is reasonable, and the trend is decreasing and lower than in 2014.
- The SSO volume is very low and the volume to surface water is also extremely low, actually 0 in 2016. This results from a low SSO rate and demonstrates that City staff implement the overflow emergency response plan effectively and provide efficient SSO responses.

- The time to respond (in person) to SSO events or "response time" is excellent - 33 minutes in 2016 and 27 minutes in 2015. This helps to minimize volumes and volumes to surface water.
- SSO reporting is timely and in accordance with requirements.
- The FOG control program is very active and effective, and inspections were conducted on 126 FSEs in 2016.
- The City has a thoughtful, comprehensive, planned preventive maintenance program. Implementation of the program is thorough and effective is accomplishing proper system operations and maintenance (O&M). The City employs condition assessment (CCTV work) in addition to preventive (regular cleaning) and reactive maintenance activities, and that assessment is an important diagnostic tool and resource that assists capital planning and can help to minimize catastrophic asset failures and minimize SSOs. It appears that staff has completed planned maintenance activities almost as planned.
- The City's record of no lift station failures continued throughout this audit period and there were no significant problems or issues with lift stations or force mains.
- The City has an extensive library of standard operating procedures (SOP) for important activities.
- The City's Municipal Code (MC) provides adequate legal authority to meet the requirements of the WDR.
- The record keeping of collection system activities is good, is of good quality, and is very comprehensive and accessible. Information for this audit was easy to obtain and was readily available upon request.
- This audit and update are performed within the timelines required by the WDR and MRP. The previous audit and SSMP updates were approved on March 24, 2015.

Deficiencies & Corrective Actions

Previous audit deficiencies for the audit completed in March 2015 included eight (8) deficiencies; 5 in the "major" category, two (2) that were "moderate", and one (1) "minor" deficiency.

All five major deficiencies have been corrected - the SORP incorporated required notification and monitoring changes, sampling and lab protocols have been defined, the SSMP Monitoring and Tracking Sheet has been modified, and the last SSMP update was submitted to and approved by the City Council. The fifth deficiency, conducting annual

audits and submitting to the RWQCB, was not done since it has been two years since the last audit. However, as noted in the "Audit Schedule" section above, the corrective action for this "deficiency" is actually incorrect because there is no longer a RWQCB requirement of annual audits and submittal to the RWQCB. The SWRCB requirement, per the 2013 MRP, is that audits must be done every two years and this audit is performed within that timeframe, so in essence this deficiency has been corrected.

The moderate deficiencies identified in March 2015 were all corrected. The SSMP Update was posted on the City website.

The minor deficiency was partially addressed, as two previous audits were added to the SSMP appendices, but the most recent 2015 audit has not yet been added, and this should still be done.

Deficiencies identified in this Audit:

- There are no longer RWQCB requirements separate from SWRCB ones, so the references to the RWQCB are superfluous and should be removed.
Corrective Action: Remove all references to RWQCB throughout the SSMP.
- The City currently has designated only one legally responsible official (LRO) that can certify SSO reports in the State CIWQS system. The City should designate at least two LROs to ensure that there is 24 hour coverage for SSO certification.
Corrective Action: Designate one position in addition to the Associate Civil Engineer to be an LRO, and take the necessary steps through CIWQS to implement such addition.
- The SSMP Monitoring Tracking Sheet contains much good information needed to adequately assess SSMP performance, but the figures regarding causes of SSOs could be added. Also, there are no illustrations or graphs of trends and performance included or added as an attachment to the tracking sheet. Some suggested graphics are attached to this audit report.
Corrective Action: Add the SSO cause data to the tracking sheet, and add some graphs to illustrate some of the tracked data. The sheet and associated graphs should be posted on the City website each year.
- Annual audits are no longer needed and the audit section needs to be revised accordingly.
Corrective Action: Revise the audit element in the SSMP as suggested, and post the completed audits on the City website after accepted by the Council.
- There presently is no annual SSMP training for staff that implements the SSMP.
Corrective Action: Initiate annual SSMP refresher training for relevant staff.

- The SSMP Change Log, or "List of Revisions" as it was previously called, has not been kept up to date with significant SSMP revisions since the last SSMP update.
Corrective Action: Maintain the change log in the future by adding any significant changes to the SSMP as they occur.
- Numerous SSO starting times were determined to be the exact time that the City was notified about the SSO - 11 of the 13 in 2015 and 7 of the 8 in 2016. State enforcement staff has indicated they prefer that agencies develop and implement a system to determine start times that precede the time of notification, since in most cases it is extremely unlikely an SSO starts at exactly the time someone first notices it.
Corrective Action: Develop and implement a system, or assumed timing, for SSO start times so start times precede the notification (by public) time, and modify section III.D of the SORP accordingly.
- In section III.C3 of the SORP it states that sampling will occur for SSOs, without any qualification regarding the SSO size, location, or whether it reaches or impacts waters.
Corrective Action: Revise this section to indicate that sampling is to be performed only in SSO events when waters are impacted and SSOs exceed a certain magnitude (e.g., 10,000 gallons or if waters may be significantly impacted).
- Section VII of the SORP regarding a water quality monitoring plan (WQMP) is a statement of the State MRP requirements, not a plan. The sampling and lab testing that would be used as part of the WQMP and included in any required Technical report for SSOs in excess of 50,000 gallons is not detailed in the SORP.
Corrective Action: The City should identify a qualified laboratory and develop defined protocols and procedures to be included in the emergency response plan for the implementation, when required, of the sampling and water quality management plan. Section VII of the SORP should be revised, or a separate WQMP developed, to include this information and what bacteriological levels must be in order to cease sampling.
- Information regarding main line mileage in the CIWQS system differs from the figures in the SSMP.
Corrective Action: Change the main mileage figure in the CIWQS system to be correct and consistent with SSMP figure (or vice versa, use correct figure whatever they are).

Compliance

This audit finds the City to be in general compliance with the WDR.

City of Los Altos Sewer System Management Plan (SSMP) Audit 2015 & 2016

The purpose of the SSMP Audit is to evaluate the effectiveness of the City of Los Altos' (City's) SSMP and to identify any needed for improvement.

Directions: Please check YES or NO for each question. If NO is answered for any question, describe the updates/changes needed and the timeline to complete those changes.

		YES	NO
INTRODUCTION			
A.	Is the current system description complete and up-to-date? Are infrastructure statistics current and complete?		X
Discussion/Deficiencies/Corrective Actions: Some infrastructure statistics were previously not included and the introduction will be updated as a result of this audit.			
		YES	NO
ELEMENT 1 - GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate?	X	
Discussion/Deficiencies/Corrective Actions: Goals are appropriate and the City monitors results relevant to their goals. There is no need to revise goals, unless the City chooses to do so in the future.			
ELEMENT 2 - ORGANIZATION			
A.	Is the List of City Staff Responsible for SSMP current?		X
B.	Is the Sewer Staff Contact List current?	X	
C.	Is the City Organization Chart included and current?		X
D.	Are the position descriptions an accurate portrayal of staff responsibilities?	X	
E.	Is the Table regarding the SSO Reporting and Response Chain of Communication accurate and up-to-date?	X	
Discussion/Deficiencies/Corrective Actions: Both responsible staff and the City organization chart were revised. The Associate Civil Engineer will be added in the authorized representative section of this element since that position is an LRO. The organization chart has been revised to reflect the current City organization and will be included in an updated SSMP appendix. City staff is well aware of their SSMP responsibilities and the staff is very capable in regards to carrying out these responsibilities.			

		YES	NO
ELEMENT 3 – LEGAL AUTHORITY			
Does the SSMP contain current references to the Los Altos Municipal Code documenting the City’s legal authority to:			
A.	Prevent illicit discharges?	X	
B.	Require proper design and construction of sewers and connections	X	
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained b the City?	X	
D.	Limit discharges of fats, oils and grease?	X	
E.	Enforce any violation of its sewer ordinances?	X	
F.	Were any changes or modifications made in the past two years (this audit period) to City Sewer Ordinances, Regulations or standards?	X	
Discussion/Deficiencies/Corrective Actions:			
No changes were made to the Los Altos Code that affects any of the legal authority aspects of the SSMP. Changes have been made to agreements with other agencies, specifically Los Altos Hills, and these will be reflected in the updated SSMP.			
ELEMENT 4 – OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the City’s wastewater collection system maps?	X	
B.	Are the City’s wastewater collection system maps complete, current and sufficiently detailed?	X	
C.	Are storm drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	X	
Prioritized Preventive Maintenance			
C.	Does the SSMO describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	X	
D.	Based upon information in the Annual SSO Report, are the City’s preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	
Scheduled Inspections and Condition Assessments			
E.	Is there an ongoing condition assessment plan sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? ? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?	X	
Contingency Equipment and Replacement Inventory			
F.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?	X	

		YES	NO
G.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	X	
Training			
H.	Does the SSMP document current training expectations and programs?	X	
I.	Are training records current?	X	
<p>Discussion/Deficiencies/Corrective Actions:</p> <p>O&M details will be revised in the SSMP update to reflect current operational practices. System maps are updated regularly. The SSMP and appendices document the O&M practices, and the current preventive maintenance footages for 30,60,90 day and 6 months scheduled cleaning will be revised in the SSMP update. Condition assessment is used in prioritizing rehabilitation and there's a CIP plan that addresses rehabilitation needs. Training is conducted on a regular basis - the City should implement a regular, annual SSMP training though. There is a revised critical equipment inventory list, and that will be revised in the SSMP update.</p>			
ELEMENT 5 - DESIGN AND PERFORMANCE STADARDS			
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	X	
B.	Does the SSMP reference current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	X	
<p>Discussion/Deficiencies/Corrective Actions:</p> <p>No changes were needed as the City's design and performance standards are all current, are appropriate, and accurately reflected in the existing SSMP.</p>			
ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the City's Sanitary Sewer Overflow Emergency Response Plan (OERP) contain proper notification procedures so that primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?	X	
B.	Does the OERP have a program to ensure an appropriate response to all overflows?	X	

		YES	NO
C.	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?	X	
D.	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?	X	
E.	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?	X	
F.	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?	X	
G.	Was required training on SSMP and OERP completed and documented?		X
H.	Does the OERP contain a water quality monitoring plan that is current? Have employees been trained on this plan and what is needed for an SSO with a large volume?		X
I.	If applicable, was sampling performed within 48 hours for all SSOs greater than 50,000 gallons and was a Technical Report prepared and filed on the CIWQS website?	X	
<p>Discussion/Deficiencies/Corrective Actions:</p> <p>The SORP is still current and reflects the City's emergency response plan. Revisions were needed to the sections III.C3 regarding SSO sampling, III.D regarding SSO start times, and section VII regarding the water quality monitoring plan, and will be made as part of the SSMP update. All other sections are proper and address WDR requirements for emergency response.</p>			
<p>ELEMENT 7 – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM</p>			
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?	X	
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	X	
C.	Are requirements for grease removal devices, best management practices (BMPs), record keeping and reporting established in the City's FOG Control Program?	X	

		YES	NO
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program, including prohibition of discharges, measure to prevent SSOs and blockages caused by FOG?	X	
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	X	
F.	Is there a plan and schedule for the disposal of FOG generated within the City?		X
G.	Does the FOG Control Program include development and implementation of source control measures for all sources of FOG discharged to the system for each sewer system subject to FOG blockages?	X	
H.	Does the FOG Control Program include the authority to inspect grease producing facilities, enforce when necessary, and does the City have sufficient staff to inspect and enforce its FOG ordinance	X	
Discussion/Deficiencies/Corrective Actions:			
The City has a comprehensive FOG control program that addresses all required items, with the possible exception of a FOG disposal plan. A total of 126 inspections of FSEs occurred in 2016 and there was only one FOG-caused SSO in 2016, a significant reduction from 2013-2015 results and indicative of the effectiveness of the City's efforts in FOG control.			
ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the City of Los Altos Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with condition similar to those causing overflow events, if applicable?	X	
B.	Does the City's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long- term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	X	
Discussion/Deficiencies/Corrective Actions:			
No changes were needed as the City's system evaluation and capacity assurance plan is current and accurately reflected in the existing SSMP. There have been no capacity issues experienced and the City has effectively managed collection system capacity.			
ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the City maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?	X	

		YES	NO
B.	Does the City monitor implementation and, where appropriate, measure the effectiveness of each element of the SSMP?	X	
C.	Does the City assess the success of the preventive maintenance program?	X	
D.	Does the City update program elements, as appropriate, based on monitoring or performance evaluations	X	
E.	Does the City identify and illustrate SSO trends?		X
<p>Discussion/Deficiencies/Corrective Actions:</p> <p>Important SSO data has been accumulated and reported historically by the City, and staff uses the data to assess its preventive maintenance program success and update its pm program. However, some additional information shown visually through graphs and illustrations is recommended. The number of SSOs by cause, volumes and volumes recovered should also be tracked and illustrated.</p> <p>SSO Rates, Volumes, & Causes Discussion:</p> <p>The trend of SSO occurrences for the audit period is decreasing, as there were 13 in 2015 and 8 in 2016, and 17 in the year prior to this period. SSOs and the corresponding SSO rates of 12.9, 9.3, and 5.7 SSOs/100 miles/year for 2014-2016 are compared to the Regional and State rates for the same period in the graphs included in Appendix H. The City's rate in 2016 (5.7) is now lower than the Region's rate (7.22) and close to the State's rate (4.94).</p> <p>The causes of the City's SSOs are indicated in a chart in Appendix H. Roots continue to be the cause of the majority of SSOs, while SSOs caused by FOG problems have decreased to only one in calendar year 2016. This is reflective of the emphasis and work the City has placed on determining the cause of SSOs and focusing efforts on those causes to successfully reduce SSOs.</p> <p>The volume of City SSOs is very low, slightly over 3000 gallons in 2016 and 1462 gallons in 2015. The majority of SSO volume is recovered and returned to the sewer system; 90% in 2015 and 99% in 2016, and only 6% of total SSO volume reached waters in 2015 and none reached waters in 2016. These results are also shown in graphs in Appendix H. These are excellent indicators that reflect the aggressive efforts the City has made to minimize SSOs and their impacts if and when they occur. There are minimal to no water quality impacts if SSO volumes do not reach waters, so a special effort is made to recover as much SSO volume as possible and practical and the City has been very successful in this regard.</p> <p>The City cleaned and videoed lines generally as scheduled during the period and average emergency response times were excellent, 27 (excluding one unusual incident) and 22 minutes for 2015 and 2016 respectively.</p>			
ELEMENT 10 – SSMP AUDITS			
A.	Does the audit focus on evaluating the effectiveness of the SSMP?	X	
B.	Was the audit completed on time, every two years, and kept on file (preferably as an appendix to the SSMP)?	X	

Discussion/Deficiencies/Corrective Actions:			
The previous SSMP and City practice was to complete an annual audit and submit that audit to the Regional Board office in Oakland. The SSMP has been revised to implement the biennial audit, as required by the SWRCB, in line with the 2012 direction from the Regional Board in Oakland. Future audits will be performed every two years as a result, and the last three audit reports will be retained as appendices to the SSMP.			
ELEMENT 11 – COMMUNICATION PROGRAM			
A.	Does the City communicate with the public on a regular basis about the implementation and performance of the SSMP, and provide the public and opportunity for input? feedback?	X	
B.	Did City staff communicate with satellite collection systems? Are all agreements with satellite systems current or are changes necessary to these agreements?	X	
Discussion/Deficiencies/Corrective Actions:			
The current SSMP and appendices are posted on the City website and the Public Works section has a page dedicated to collection system items. The updated SSMP should be posted on this page once completed and approved by Council, and staff should consider posting SSO data and graphs here as well. The City seems to have open communications with its satellite systems and has worked with them to revise their agreements as needed.			
		YES	NO
Change Log			
A.	Is the SSMP Change Log, current and up to date?		X
Discussion/Deficiencies/Corrective Actions:			
The Change Log or "Revisions List" as it was previously termed was not current at the time of the audit. However, a new Change Log was completed and prepared that notes the major changes made in the SSMP update subsequent to the audit, and is now current. This Log should be kept current and used anytime there are significant changes made to SSMP items prior to the next audit and SSMP update.			

Prepared By: Douglas Humphrey, Humphrey Consulting

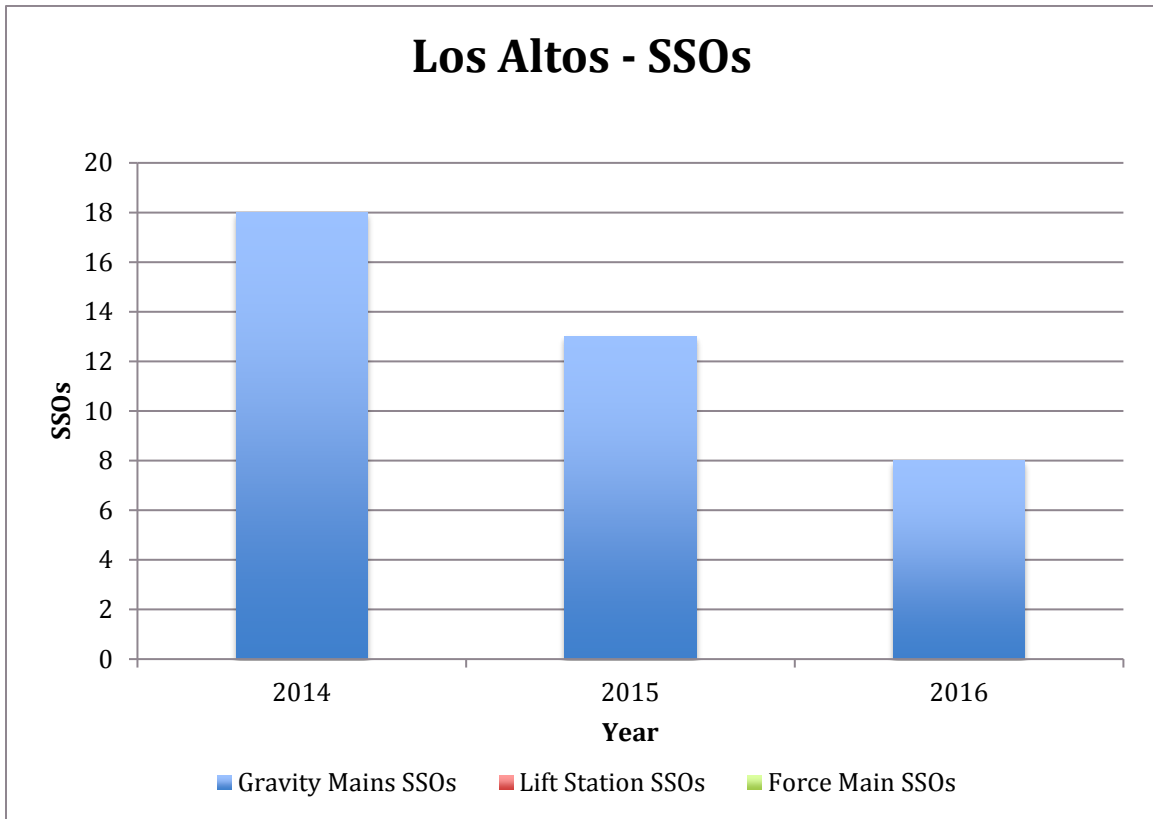
Reviewed By: Aida Fairman, City of Los Altos

Grant Gabler, City of Los Altos

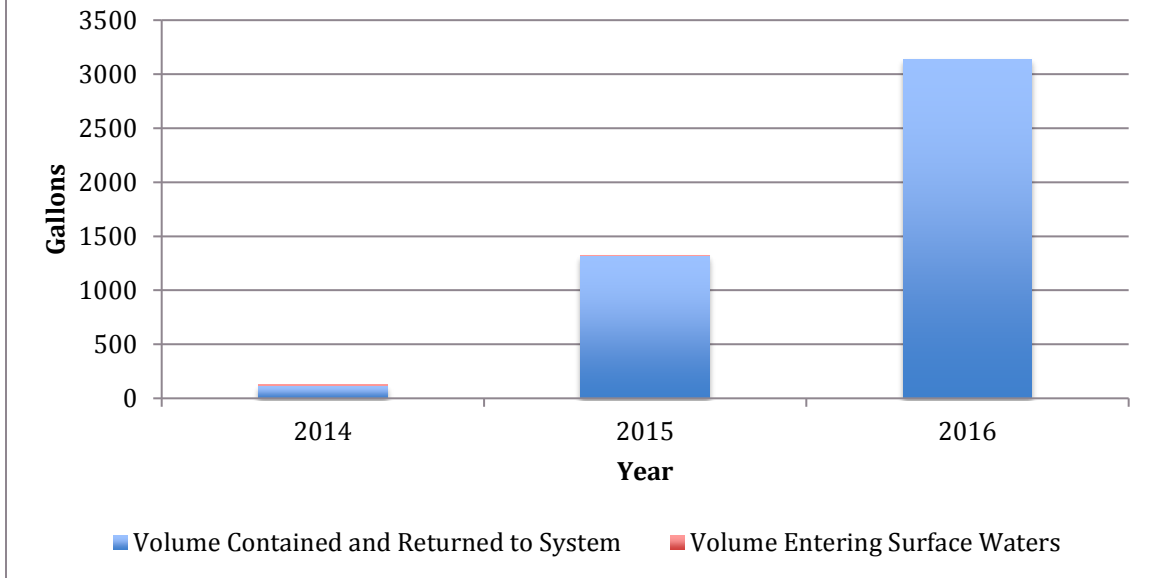
Approved for Filing on: April 14, 2017

ATTACHMENT - SSO PERFORMANCE

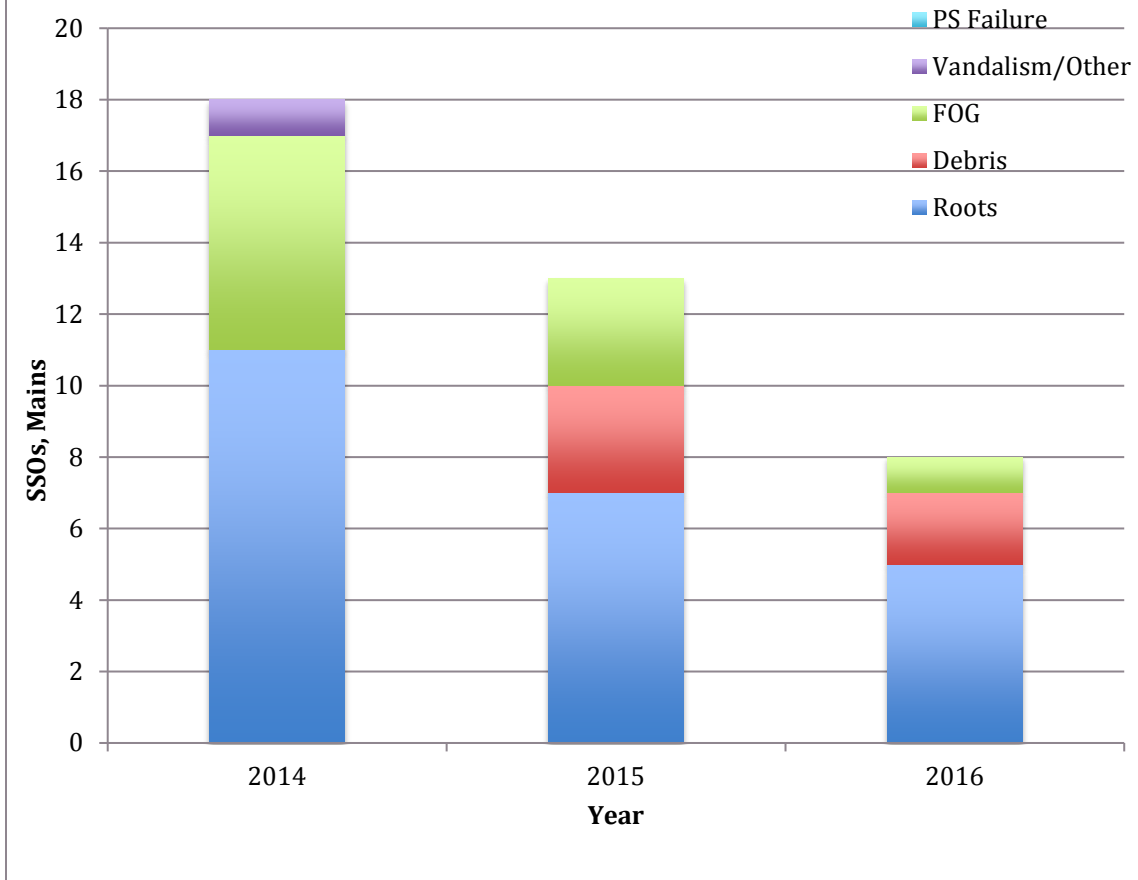
SSO RATES, CAUSES, & VOLUMES TO WATERS



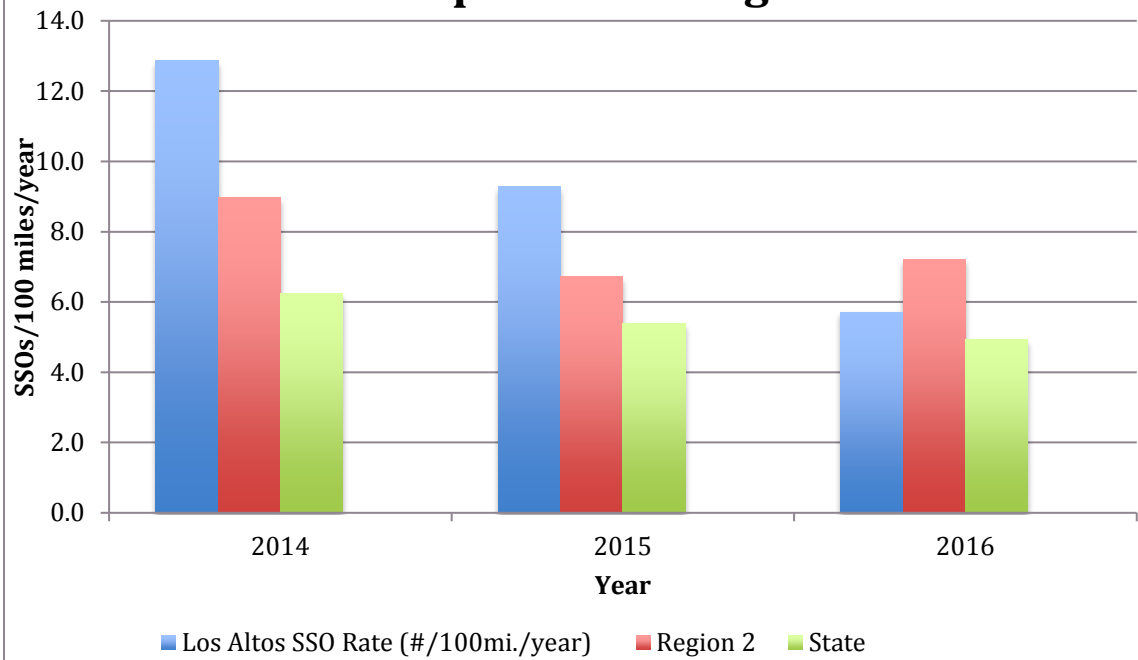
Los Altos - SSO Volumes Returned to System, Entering Surface Waters

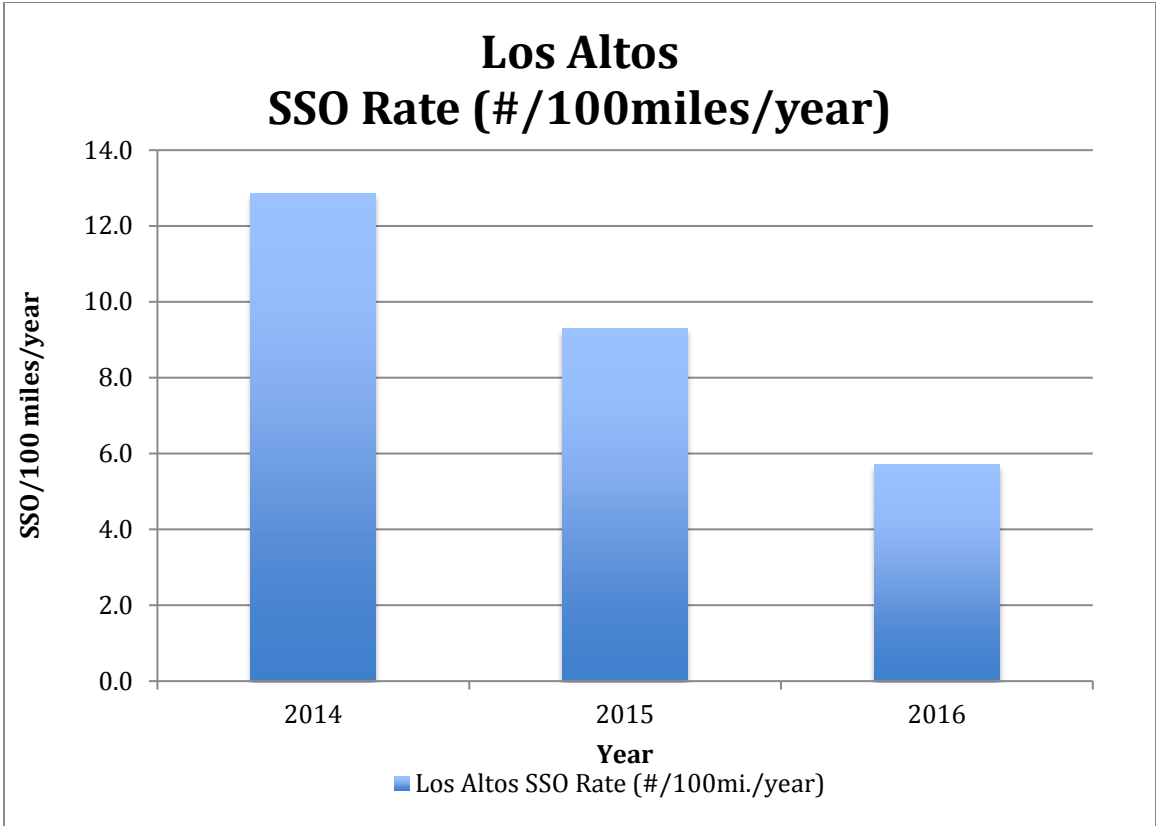


Los Altos - SSO Causes



Los Altos SSO Rate Comparison to Region & State







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March 12, 2015

Claudia Villacorta
REGIONAL WATER QUALITY CONTROL BOARD
San Francisco Bay Region
1515 Clay St., Suite 1400
Oakland, CA 94612

**SUBJECT: CITY OF LOS ALTOS –
SANITARY SEWER MANAGEMENT PLAN (SSMP)
2014 AUDIT ANNUAL REPORT**

Dear Mrs. Villacorta:

This letter is submitted by the City of Los Altos, in conjunction with the Sanitary Sewer Management Plan (SSMP) Audit Report for the Year 2014.

The audit report summarizes activities performed during 2014 in accordance with the City of Los Altos' SSMP dated September of 2012. The SSMP was prepared in compliance with the requirements of the San Francisco Bay Regional Water Quality Control Board (RWQCB) pursuant to Section 13267 of the California Water Code. Also, the State Water Resources Control Board (SWRCB) requires all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (GWDR). Therefore, City of Los Altos' SSMP is intending to meet the requirements of both the RWQCB and the Statewide GWDR.

Contents of the Annual Audit Report

The goals of this Annual Audit Report are to: 1) document implementation of our SSMP and the year 2014 work plan; 2) evaluate program results for continuous improvements; and

3) share this information with other co-permittees, municipal decision-makers, and the public.

Program Highlights and Accomplishments

The City of Los Altos continued to implement our Sanitary Sewer Management Plan (SSMP) to the maximum extent practicable during the year 2014. Some brief program highlights of our many accomplishments during the year 2014 are described below.

Some highlights of our sewer capital improvement projects include:

- The construction for the South Sewer Main Replacement Phase I, Project 10-14 was completed in 2013.
- The construction of the South Sewer Main Replacement Phase II, Project 11-14, Fallen Leaf Lane Sewer Main, Project 11-15 and the Annual Sewer Main Repair 2010/2011, Project 11-04, was completed in 2014.
- The construction of the Sewer Collection System Upgrade, project 13-10 and the Annual Sewer Repair, Project 13-04 was completed in June 2014.
- The City performed root foaming in approximately 270,700 feet of various sanitary sewer pipes ranging in size from 6 inches up to 15 inches in 2013 and 211,900 feet in 2014. The intent of the root foaming project was to kill the root growth present in the lines and to inhibit root re-growth and sewer line intrusion without permanently damaging the vegetation producing the roots and without disrupting water treatment plant processes.
- The Sanitary Sewer Master Plan was updated by Brown and Caldwell and adopted by City Council in February 2013. The same consulting firm updated the Sewer System Management Plan (SSMP) for the City of Los Altos in February 2015. This document will be adopted by City Council in March 2015.
- The Fats, Oils, and Grease (FOG) Program, Project WW-01006 (14-19) was completed in 2014.
- The construction of the South Sewer Main Replacement (Grant Rd.), Project WW-01004 (14-19) was completed in 2014.

In addition, the City's Sewer Maintenance Division maintained cleaning schedules of problem sewer lines on 30, 60 and 90-day periods. Also, they continued cleaning of the remaining sanitary sewer system (up to 15" lines) in the past 18-month period.

Sewer Maintenance Division Highlights

- Sewer Main Line Cleaning
 - 30 day cleaning schedule : 247,185 linear feet flushed
 - 60 day cleaning schedule: 107,601 linear feet flushed
 - 90 day cleaning schedule: 119,135 linear feet flushing
 - Quadrant flushing program: 102,569 linear feet

- California Water Environment Association Certificate holders and levels: Grant Gabler - Grade IV, Matt Estrella - Grade IV, Martin Herrera - Grade III, Emerio Esquiviz - Grade III, Rangel Reynoso - Grade III, Ross Stanley - Grade II, Juan Ocegueda - Grade I, Thien Quach - Grade I, Mary Isola - Grade I, Darin Smith - Grade I

2014 Sanitary Sewer Overflows

Date	Location	Overflow Amount (Gal.)	Overflow Recovered (Gal.)	Mainline SSO	City Lateral SSO	Event ID#
1/12/14	534 Torwood Ct.	8	0	X		802678
2/5/14	44 Pepper Dr.	25	25	X		803795
3/4/14	596 Joandra Ct.	100	0	X		804419
4/14/14	871 Manor Way	15	0	X		805447
4/14/14	1551 Vineyard Ct.	375	375	X		805446
5/25/14	400 University Ave.	5	5	X		806496
6/9/14	12390 Barley Hill Rd.	10	0	X		806935
6/27/14	Arbor Ave.	15	15	X		807331
7/22/14	365 N. Clark Ave.	375	375	X		807881
8/1/14	1521 Queensbury Ave.	200	200	X		808241
8/31/14	1701 Joel Way	5	0	X		808940
9/12/14	794 Altos Oaks Dr.	75	75	X		809174
9/20/14	1290 St. Mark Ct.	35	0	X		809371
9/30/14	1232 Via Huerta	125	125	X		809652
10/2/14	10905 Beechwood Ln.	800	0	X		809993
10/3/14	Highlands Cir.	125	125	X		809991
10/19/14	2300 Homestead Rd.	711	711	X		810078
12/26/14	912 Lundy Ln.	10	0	X		811999

Continuous Improvement Activities

The City continues to address challenges encountered in implementation of improvements to its SSMP operations with the existing staff.

The City's Maintenance Services Department maintains appropriate flushing schedules for sewer lines servicing commercial and restaurant areas and is able to quickly respond to blockage due to the FOG causes. After sewer maintenance personnel respond to a sewer call a follow up letter is sent advising them to begin a preventative maintenance program for their lateral. Included in the mailer is a plastic pan scraper that was developed by the Palo Alto Regional Water Quality Control Plant.

Our municipal code requires that any commercial facility that has a kitchen and where food is served shall have a grease trap. In 2014, the City hired a contractor who conducted 117 FOG inspections (initial and/or follow-up) at all of the 108 food service establishments in the City. The Contractor explained to the FSE managers and staff that FOG in the sanitary sewer system increases the City's maintenance costs, reduces capacity, and causes backups and discharges that endanger public health and environment.

I welcome your review of this Annual Audit Report and any comments that you might have to offer that would help the City improve the managing of the program. If you have any questions, please contact me at (650) 947-2873.

Sincerely,



Grant Gabler
Public Works Supervisor

Attachment 1 - 2014 SSMP Audit
Attachment 2 - Enterprise Fund Budget



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2014 SSMP Audit Report FINAL

Prepared for: City of Los Altos

Project Title: Sewer System Management Plan Update and Audit, Project WW-01009 (15-20)

Project No.: 140673.007

Date: February 12, 2015

To: Aida Fairman, Senior Engineer

From: Erik Zalkin, PE, Project Manager

Copy to: Grant Gabler, Sewer Supervisor
Chris Lamm, Engineering Services Manager

Prepared by:

Erik Zalkin, P.E., CA License C75392
Engineer in Responsible Charge



Reviewed by:

Christopher Peters, P.E., CA License C69669

This document was prepared solely for City of Los Altos in accordance with professional standards at the time the services were performed and in accordance with the contract between City of Los Altos and Brown and Caldwell dated January 25, 2011 and amended on October 17, 2014. This document is governed by the specific scope of work authorized by City of Los Altos; it is not intended to be relied upon by any other party except for regulatory authorities contemplated by the scope of work. We have relied on information or instructions provided by City of Los Altos and other parties and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

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Section 1: Introduction

1.1 Purpose

The purpose of this document is to report the results of the Sewer System Management Plan (SSMP) Audit conducted for the City of Los Altos (City), which covers the 26 months from November 2012 through December 2014. Brown and Caldwell (BC) prepared this report pursuant to the requirements included in State and Regional Water Board orders, as follows:

- State Water Resources Control Board (SWRCB) Order No. 2006-0003—Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR).

“As part of the Sewer System Management Plan (SSMP), the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.”

- San Francisco Bay Regional Water Quality Control Board (RWQCB) audit requirements:

“The City shall conduct an annual audit of their SSMP that includes any deficiencies and steps to correct them that are appropriate to the size of the City’s system and the number of overflows. The City must submit a report of the audit to the RWQCB by March 15 of the year following the calendar year for which the analysis applies.”

The RWQCB requirements are more stringent (i.e., annual audits and submittal requirement) than the SWRCB requirements, and therefore govern the frequency with which the City must conduct SSMP audits.

1.2 Background

The City of Los Altos operates approximately 125 miles of gravity sewer pipelines, less than one mile of pressurized sewer pipelines, three lift stations, and over 3,200 access structures (manholes and cleanouts). The City is not legally responsible for maintaining over 12,000 private sewer laterals, defined as the portion of the sewer between a building connection and the connection to the City’s sewer mainline, within the service area. The City updated its Master Plan (MP) and SSMP in 2012, and the City Council approved the updated Master Plan on February 26, 2013; Council approval of the updated SSMP is still pending.

The City performed previous SSMP audits for calendar years (CY) 2008 through 2011, in compliance with the requirements of the RWQCB, pursuant to Section 13267 of the California Water Code. The City submitted a copy of each audit report to the RWQCB prior to the March 15 deadline in the year following the year audited, as required. In 2012, the City updated its SSMP; the updated SSMP went into effect around the beginning of November 2012. The City has not performed a formal SSMP audit or submitted an audit report since the 2011 audit. This current audit assesses SSMP activities and results between November 2012 through December 2014, which is the period that the updated SSMP has been in effect. It does not assess collection system management prior to November 2012.

1.3 SSMP Audit

This audit reviews SSMP documentation and implementation for the period between November 1, 2012 and December 31, 2014, and is the fifth SSMP audit performed by the City. This audit is intended to meet RWQCB and SWRCB waste discharge requirements (WDR). This audit assesses the current state of WDR compliance with the provisions included in the WDR, including Provision D.13, identifies any deficiencies found in the SSMP, and recommends corrective actions. In addition, the audit provides an evaluation of SSMP effectiveness. The City intends to use the audit results to maintain SSMP compliance and performance in reducing sanitary sewer overflows (SSO).

Brown and Caldwell (BC) conducted this third party audit on behalf of the City through evaluation of SSMP documentation provided by the City, publically available data sources, and meetings with City staff involved with implementation of activities required by provisions in the WDR. Table 1-1 lists the audit participants.

Table 1-1. Audit Team Members		
Team Member	Role	Agency
Erik Zalkin	Lead Auditor	Brown and Caldwell
Elizabeth Velasco	Audit Documentation Support	Brown and Caldwell
Chris Peters	Client Support, QA/QC	Brown and Caldwell
Chris Lamm	Engineer Services Manager/City Engineer	City of Los Altos
Aida Fairman	Associate Civil Engineer	City of Los Altos
Grant Gabler	Sewer Supervisor	City of Los Altos
Matthew Estrella	Sewer Leadworker	City of Los Altos

BC reviewed the SSMP Program Elements and appendices with City audit team members present at the City offices during the project kickoff meeting on December 4, 2014. At that time, the City provided a markup of the current SSMP, its appendices, and other supporting documents. City audit team members provided additional information to BC throughout the audit process in response to subsequent requests for information.

Section 2: Evaluation of SSMP Effectiveness

Overall, based on analysis of sanitary sewer overflow (SSO) trends over the past eight years and the results of the SSMP audit, the City’s program for managing its sewer system is operating at an acceptable level of performance. The program has been effective at proactively addressing factors that cause SSOs and reacting to SSOs that have occurred. Although the dry weather SSO rate has recently shown an upwards trend—mostly due to root intrusion—the rapid and effective response by City staff has largely prevented surface water contamination due to reported spills.

2.1 Sewer Overflow Performance

The principal metric used to evaluate the effectiveness of the City’s SSMP is an analysis of SSO trends based on sewer overflow data reported to the SWRCBs California Integrated Water Quality System (CIWQS) SSO database. Available data include the number, type (Category 1, 2 and 3) and volume of each SSO, as well as the SSO volume recovered and the volume reaching surface waters of the United States. SSOs reported to



CIWQS typically include both dry- and wet-weather SSOs, although the City did not experience any wet weather SSOs during the audit period.

2.1.1 Sewer Overflow Categories

The SWRCB defines three categories for sewer overflows, plus private lateral overflows, as shown in Table 2-1. Category 1 is the most severe.

Table 2-1. Spill Categories and Definitions	
Categories	Definitions
Category 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
Category 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
Category 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
Private lateral sewage discharge (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the CIWQSS Online SSO database.

2.1.2 Overall Sanitary Sewer Overflow Rate

During the current audit period, the City reported 25 sanitary sewer overflows. This is a three-fold increase over the eight SSOs reported in the prior 26-month period.

The City operates within the State's San Francisco Bay Region, known as Region 2. In the CIWQS database, the City reports owning 125 miles of gravity collection system mains. There are currently 15 other wastewater collection system agencies in Region 2 of comparable size to the City, i.e., having between approximately 90 and 160 miles of sewer pipelines ($\pm 30\%$ of the City's total length). Between 2007 and mid-2014, the City consistently operated with an SSO rate below the average rate of the other comparable agencies; only recently has the uptick in SSOs caused Los Altos to exceed the comparable agency average.

Figure 1 presents the City's prior 12-month rolling average of SSOs per 100 miles of pipe, from CY 2008 through CY 2014 (eight years of SSO data). The chart includes SSOs of any volume due to any cause in all three SSO Categories (see the next section for category definitions). For comparison, the chart also presents the yearly average (not the rolling average) over the same period for other comparably-sized agencies in District 2. Note that the number of comparable agencies in the database varied slightly from year to year, with an average of about 15 agencies.

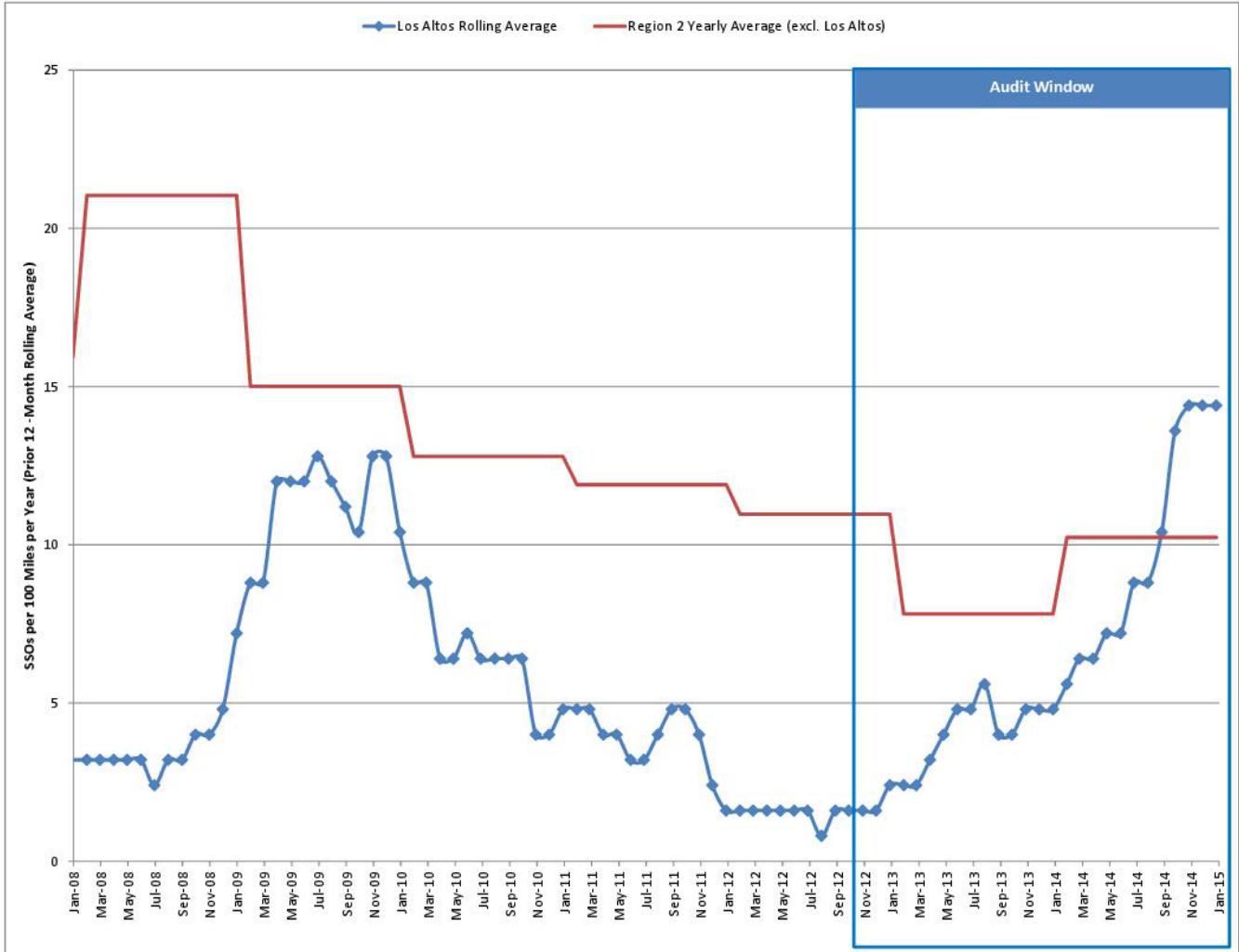


Figure 2-1. SSOs per 100 Miles of Pipelines (12-Month Rolling Average)



2.1.3 Sewer Overflows by Category

The severity of sewer overflow events, shown in Table 2-2, increased somewhat during the past 26 months versus the previous 26 month period. The City experienced two Category 1 SSOs and one Category 2 SSO in the current period versus a single Category 1 SSO in all previous reported years. The likely cause of one of the two recent Category 1 SSOs was “vandalism” (sticks shoved through pick-hole in manhole cover), and does not necessarily reflect on the effectiveness of SSMP implementation in preventing SSOs. Furthermore, only 10 gallons reportedly reached a dry drainage channel, and City crews recovered five gallons. In the past eight years, the City has only had four Category 1 and 2 SSOs (less than seven percent of total SSOs), which makes them anomalous when compared to Category 3 SSOs.

SSO Category	CY2007	CY2008	CY2009	CY2010	CY2011	CY2012	CY2013	CY2014	TOTAL
Category 1	-	-	-	1	-	-	-	2	3
Category 2	-	-	-	-	-	1	-	-	1
Category 3	4	9	13	5	2	2	6	16	57
Total	4	9	13	6	2	3	6	18	61

2.1.4 Sewer Overflows by Size

Most SSOs in the City’s system have historically been in the 10 to 99 gallon range, as shown in Table 2-3, but the number and size of SSOs does not otherwise appear to exhibit a trend. SSOs that occurred during the audit period are shaded. During the period, 10 of the 24 SSOs (42 percent) were in the 100 to 999 gallon range, and most of those occurred during 2014. Compared to other years, these mid-sized SSOs occurred at a much higher frequency in 2014 than in any other year. The single large SSO in 2012 was on a 12-inch-diameter main, whereas all but one SSO since 2007 have been on 8-inch-diameter or smaller pipes.

SSO Volume, gallons	CY2007	CY2008	CY2009	CY2010	CY2011	CY2012	CY2013	CY2014	TOTAL
Greater than 10,000	-	-	-	-	-	-	-	-	-
From 1,000 to 9,999	-	-	-	-	-	1	-	-	1
From 100 to 999	1	-	2	2	-	-	2	8	15
From 10 to 99	3	4	6	4	1	2	4	8	32
From 1 to 9	-	5	5	-	1	-	-	2	13
Total	4	9	13	6	2	3	6	18	61

2.1.5 Sewer Overflows by Cause

SSOs caused by roots (24), grease (15) and debris (13) accounted for approximately 85 percent of SSOs in the City’s sewer system between 2007 and 2014, as shown in Table 2-4. Vandalism and structural and construction related issues caused the remaining nine SSOs. SSOs reported during the audit period (shaded) indicate that roots are currently the foremost cause of SSOs. Debris-related SSOs have shown a downward trend since 2008, and only accounted for one SSO during the audit period. There was a dramatic resurgence in SSOs caused by roots in 2014, reversing a downward trend that began in 2009. Similarly, FOG-related SSOs increased during the audit period compared to all previous years. No other trends are evident.



SSO Volume, gallons	CY2007	CY 2008	CY 2009	CY 2010	CY2011	CY2012	CY2013	CY2014	TOTAL
Debris	2	4	3	2	1	-	1	-	13
Grease (FOG)	-	1	1	2	-	-	5	6	15
Root intrusion	2	2	5	2	1	1	-	11	24
Structural related	-	1	1	-	-	-	-	-	2
Vandalism	-	1	1	-	-	2	-	1	5
Other	-	-	2	-	-	-	-	-	2
Total	4	9	13	6	2	3	6	18	61

2.2 Review of Effectiveness of SSMP and Audit Narrative

The following sections focus on evaluating the effectiveness of each chapter of the SSMP and provide a narrative of audit findings. The City’s current SSMP was produced to conform with both RWQCB and SWRCB (WDR) requirements. It contains the 11 mandatory elements (Elements) stipulated by both agencies; however, not all Elements are in the same order and not all titles have the exact same wording. This section presents a review of each Element in the order presented in the City’s current SSMP (i.e., RWQCB Element order), but shows the WDR Element number and title (where different) in brackets beside each section title. The audit evaluates Elements with respect to the most stringent requirements where differences exist.

2.2.1 Element 1 – Goal [WDR Same]

WDR Requirement: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Audit Finding: The City acknowledges the goal for the SSMP from the WDR. The City also references goals adopted by the City’s Maintenance Services Department in the annual Operations and Maintenance program, which includes the sewer system. This indicates that the City organization is aware of sewer program objectives, has allocated budget to accomplish these goals, and is tracking progress throughout the year.

2.2.2 Element 2 – Organization [WDR Same]

WDR Requirement: The SSMP must identify:

- a. *The name of the responsible or authorized representative as described in Section J of this Order.*
- b. *The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and*
- c. *The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).*

Audit Finding: Based on interviews, City staff are well aware of SSMP responsibilities within the organization and of the chain of communication in the event of an SSO. The current SSMP documentation requires



updating to reflect changes in staff positions, current personnel, contact numbers and the SSO chain of command diagram. Overall, the City has a well-defined and effective SSMP organization in place.

2.2.3 Element 3 – Overflow Emergency Response Plan [WDR Element 6]

WDR Requirement: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- a. *Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;*
- b. *A program to ensure an appropriate response to all overflows;*
- c. *Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;*
- d. *Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;*
- e. *Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and*
- f. *A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

Audit Finding: City staff is aware of the City’s current plans for responding to SSOs (including operational guidelines) and lift station failures. The audit identified several updates to the Sewer System Overflow Response Plan (SORP) that are required to comply with recently amended Monitoring and Reporting Requirements. Some SORP appendices also require updating. Analysis of SSO frequency, severity, Category and response times indicates that City staff respond rapidly and efficiently to reported SSOs and are effective at containing them before they reach surface waters. Overall, the City has the procedures, processes, equipment, and trained staff necessary to accomplish SSO response activities and to respond to pump station failures.

2.2.4 Element 4 – Fats, Oils, and Grease (FOG) Control Program [WDR Element 7]

WDR Requirement: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- a. *An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;*
- b. *A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
- c. *The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;*

- d. *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
- e. *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
- f. *An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and*
- g. *Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.*

Audit Finding: The City recently evaluated its FOG control program and implemented a set of initiatives to improve its effectiveness. The City hired a contractor (EEC Environmental) in 2013 to further develop and implement the FOG inspection program. City staff told BC that they are highly satisfied with the results. In 2014, EEC conducted 117 FOG inspections (initial and/or follow-up) at all of the 108 food service establishments (FSE) identified by the City. The inspection forms and follow-up letters are appropriate for the program and allow the City to enforce compliance findings where required. City sewer maintenance staff perform cleaning in lines selected for 30-60-90 day focused cleaning due to FOG.

Despite such heightened monitoring and control efforts and continued focused cleaning, FOG-blockage SSOs have increased notably in the last two years compared with prior years. City staff speculate that this is most likely related to a vacant sewer maintenance worker position that prevents crews from keeping up with appropriate cleaning and flushing frequencies in certain areas.

2.2.5 Element 5 – Legal Authority [WDR Element 3]

WDR Requirement: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- a. *Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);*
- b. *Require that sewers and connections be properly designed and constructed;*
- c. *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*
- d. *Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and*
- e. *Enforce any violation of its sewer ordinances.*

Audit Finding: Based on review of the SSMP and the City of Los Altos Municipal Code (MC), the City has demonstrated it possesses the necessary legal authorities required by the WDR. The current SSMP includes proposed modifications to the MC that City staff developed to improve sections related to FOG control; however these modifications have not yet been adopted by the City Council. City staff continue to advocate for modifications, but these are not required to be listed in the SSMP and should be removed in the next SSMP update.

2.2.6 Element 6 – Measures and Activities [WDR Element 4 – Operation and Maintenance Program]

WDR Requirement: The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- a. *Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;*

- b. *Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;*
- c. *Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;*
- d. *Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and*
- e. *Provide equipment and replacement part inventories, including identification of critical replacement parts.*

Audit Finding: The City is in compliance with all Operations and Maintenance Program requirements of the WDR.

- The City has up-to-date GIS mapping of sewer and stormwater conveyance facilities. In 2012, it initiated an annual program to continuously update GIS mapping, which includes a process to identify and update GIS mapping as discrepancies are identified by operations and engineering staff.
- The SSMP contains appendices documenting the City's sewer operation and maintenance activities. The City utilizes GIS mapping to track assets and the Computerized Maintenance Management System (CMMS) software "OPRA" to manage work orders. The City is continually updating its sewer maintenance program to address known problem areas using work orders.
- The City has adopted the National Association of Sewer Service Companies (NASSCO) "Pipeline Assessment Certification Program®" (PACP) system for use with its CCTV inspection activities. In 2012, the City completed a comprehensive CCTV inspection program of the entire sewer system. Based on the results, it developed a capital improvement program (CIP) and prioritized projects to address all of the deficiencies encountered. All NASSCO PACP Structural Grade 4 and 5 pipes will be addressed through rehabilitation or replacement in the short term (less than five years), Grade 3 structural defects will be addressed in the medium term (five to 10 years), high maintenance areas (sags and flat pipes) will be corrected in the short to medium term (less than 15 years), and all small-diameter assets (6-inch-diameter or smaller) are programmed for systematic replacement with 8-inch-diameter pipes in the long term (beyond 15 years). The CIP includes required budgeting and a plan to finance improvements. The City is implementing the CIP on schedule.
- The City sends sewer operations and maintenance staff to California Water Environment Association training events and other internal and external training. All maintenance personnel are currently certified between CWEA Grades 1 and 4; three staff members obtained their current Grade certification during the audit period. The City trains staff from other departments in sewer maintenance activities so that they are available to assist sewer staff during emergencies or when sewer staffing is thin.
- The City compiled a list of equipment and replacement part inventories and has identified critical equipment and replacement parts. The list should be updated with each SSMP update.

2.2.7 Element 7 – Design & Construction Standards [WDR Element 5 – Design and Performance Provisions]

WDR Requirement:

- a. *Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- b. *Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

Audit Finding: The City has adequate design and construction standards and specifications in place for new and/or rehabilitated sewers. The City’s standard sewer details and specifications are readily available on the City’s website. The City also uses the latest edition of the California Department of Transportation Standard Specifications and the American Public Works Association Standard Specifications for Public works for construction (Green Book), which are appropriate.

2.2.8 Element 8 – Capacity Management [WDR Element 8 – System Evaluation and Capacity Assurance Plan]

WDR Requirement: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- a. *Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*
- b. *Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and*
- c. *Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*
- d. *Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14.*

Audit Finding: The City updated its Wastewater Collection System Master Plan (MP) in 2012. The MP update included updates to the collection system hydraulic model, which did not identify any new short- or long-term capacity deficiencies. The City’s current CIP includes projects in the next two FYs that will address all previously identified capacity deficiencies. Furthermore, data from the CIWQS database demonstrate that the City did not experience any capacity related SSOs from CY 2007 through 2014. The City appears to be effectively managing collection system capacity.

2.2.9 Element 9 – Monitoring, Measurement, and Program Modifications [WDR same]

WDR Requirement: The Enrollee shall:

- a. *Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- b. *Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- c. *Assess the success of the preventative maintenance program;*
- d. *Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- e. *Identify and illustrate SSO trends, including: frequency, location, and volume.*

Audit Finding: Maintenance staff are knowledgeable about SSMP performance, SSO locations and trends, and system trouble spots, and they modify maintenance activities accordingly. Other City staff also know where to find measurement data and how it reflects on implementation of the SSMP. City staff keep good records on relevant SSMP metrics, and staff are able to easily extract requested information from the OPRA system. The City has not been compiling information annually on the Element 9 SSMP Monitoring Tracking Sheet (Appendix H), which would be a good way to readily present SSMP performance metrics to auditors and the general public. Analysis of available records provided by the City allowed the audit team to evaluate the required items in (a) through (e) above.

2.2.10 Element 10 – SSMP Program Audits [WDR same]

WDR Requirement: As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

SWRCB Requirement: Similar in scope, but requires annual audits and submittal of audit report to the RWQCB, therefore governs the City’s required audit frequency and reporting.

Audit Finding: The City performed its last SSMP audit for CY2011 and submitted documentation to the RWQCB in March of 2012. In 2012, the City met internally and with Brown and Caldwell (BC) to review the SSMP and identify deficiencies requiring update, but did not document those deficiencies in a formal SSMP audit document. The City did update the SSMP in November 2012 as a result of this review process, which is documented in the 2012 Master Plan update. Although the City did not produce a SSMP audit document for CY2012, the Master Plan update, adopted in February 2013, does stand as evidence of program changes and improvements when the 2012 SSMP version is compared to the previous version used from 2008 through 2012. In completing this current audit, the City is documenting a comprehensive external SSMP audit that meets all of the requirements of this element of the WDR. Technically, however, the City was out of compliance with RWQCB audit requirements for CYs 2012 and 2013.

2.2.11 Element 11 – Communication Program [WDR same]

WDR Requirement: The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system.

Audit Finding: The City posted the updated Sewer System Master Plan (February 2013) on its website--Public Works/Sanitary Sewer page--but it has not posted the 2012 SSMP. The site does, however, have a dedicated webpage for the wastewater collection system to provide information to the public, including links to public outreach sites that discuss FOG control and other sanitary sewer issues. The City should post the 2015 SSMP update on its website, and should refresh the link in the future each time the City Council adopts an updated version.

The City maintains open channels of communication with numerous other entities, including the Town of Los Altos Hills and the City of Mountain View, which discharge into the City’s collection system, and the City of Palo Alto Regional Water Quality Control Plant (RWQCP). Auditors witnessed that the City is currently addressing proposed development within Mountain View that would change flows into a portion of the City’s system. The City does not have a formal “plan of communication” however, that would provide regular opportunities for communication with its satellite entities.

Section 3: Strengths and Implementation Accomplishments

Documenting the strengths and implementation accomplishments of the SSMP is as important as determining the deficiencies and corrective actions. The City should recognize the areas of strength in sewer system management as well as continue building upon success in these areas. Table 3-1 presents strengths and implementation accomplishments identified during the audit. Attachment A presents a summary of SSMP metrics on the SSMP Monitoring Tracking Sheet for the years 2010 through 2014. Some data for years 2010 to 2012 were not compiled during the current audit.

Table 3-1. SSMP Strengths and Implementation Highlights

SSMP Element (WDR Provision)	Description
Overall	Although SSOs have increased over the past two years as shown in Section 4 of this audit, there have been no instances of a significant amount of sewage entering any surface water body; all spills are reported to have been effectively contained and cleaned. To reduce the risk of SSOs in the future, the City should assure that it continuously staffs all vacant sewer maintenance worker positions so that effective PM and cleaning activities can be accomplished on the required schedules.
Element 1 (D.13.i)	The WDR requirement for Goal is focused on the goal of the SSMP document in providing a plan and schedule “to properly manage, operate and maintain all parts of the sanitary sewer system to help reduce and prevent SSOs, as well as mitigate any SSOs that do occur”. The City has included goals in the SSMP adopted by the City’s Maintenance Services Department in the annual Operations and Maintenance program, which includes the sewer system.
Element 3 (D.13.vi)	SORP: The current sewer overflow emergency response plan has resulted in essentially zero surface water contamination in spite of an elevated number of SSOs. During the audit period, only two spills (10 and 125 gallons) were reported to have reached surface water bodies. Crews recovered all but 5 gallons of sewage, which percolated into the ground in a dry creek bed. Staff are knowledgeable in the provisions of the emergency response plan, which is demonstrated by efficient responses to SSOs. Response times during the audit period ranged from 4 minutes to 60 minutes, with an average of about 21 minutes. City staff continue to comply with all CIWQS and other SSO reporting requirements in a timely manner.
Element 4 (D.13.vii.e)	FOG Inspections: The City was able to fully implement its FOG inspection program during the audit period. In 2013, the City contracted with an outside consultant to perform inspections of grease traps and educate food service establishments (FSE) with regard to FOG best management practices. The Consultant performed 117 FOG inspections in 2014, including about 30 follow-up inspections to verify whether FSEs implemented corrective actions. Inspectors visited all known food service establishments within the City service area, and plan to visit additional FSEs in early 2015 that were identified during program implementation. All inspected facilities were in compliance by the end of 2014.



Table 3-1. SSMP Strengths and Implementation Highlights

SSMP Element (WDR Provision)	Description
Element 5 (D.13.iii)	Legal Authority: In general, the City’s Municipal code (MC) provides sufficient legal authority to meet the requirements of the WDR. Even though the improvements have not yet been adopted, the City has been able to work within its existing legal authority to perform inspections and encourage compliance with FOG control program elements, as evidenced by the results of the 2014 FOG inspection program.
Element 6 (D.13.iv.a)	GIS Mapping: The City has substantially complete GIS mapping for sewer and stormwater conveyance systems, and in 2013 began implementing an annual program to proactively update mapping as discrepancies are identified and as CIP projects are completed.
Element 6 (D.13.iv.b)	Focused Cleaning: The City uses its CMMS system to manage work orders for system maintenance and cleaning. During the audit period, crews cleaned a total of 935,112 lineal feet (lf) of sewer pipes on the 30-60-90 day cleaning schedule. 479,902 lf were on the 30-day cleaning schedule, 225,258 lf on the 60-day schedule, and 229,952 lf on the 90-day schedule. This averages to about 432,000 lf per year, which is very close to the planned annual schedule (467,000 lf). The shortcoming confirms staff speculation that additional staffing is needed to keep up with the programmed schedule.
Element 6 (D.13.iv.b)	Other Cleaning: During the audited period, crews performed 441,530 lf of quadrant flushing on pipes not on the 30-60-90 schedule, mostly sewer mains and a small number of laterals. This equates to about 305,000 lf (58 miles) per 18-month period. Adding sewers on the focused cleaning schedule (67,000 lf) brings the 18-month total to about 70 miles. This is a significant amount of cleaning, but it is less than required to meet the City’s aggressive practice of cleaning the entire system (125 miles) every 18 months. Following a blockage or SSO, crews monitor offending pipes and place them on the focused cleaning schedule if appropriate.
Element 6 (D.13.iv.b)	Root Foaming: The City currently implements a root foaming program, and the CIP shows that it is scheduled to continue through FY 2026/27. Root related SSOs recently increased dramatically due to unknown causes, although some sources speculate that root intrusion may increase during a drought. Root foaming is a best practice to address this issue, but the frequency may require adjustment during drought years. During the audit period, contractors performed root foaming in 482,600 lf (91 miles) of sewers, which aligns with the City’s goal of treating the entire system (125 miles) every three years.
Element 6 (D.13.iv.b)	Repairs: During the audit period, City crews scheduled work orders with on-call contractors to repair 10 sewer laterals and 5 sewer mains.
Element 6 (D.13.iv.b)	CCTV and other activities: During the audit period, City crews performed CCTV on 29,615 lf of sewer mains and 446 laterals, and performed 18,315 utility marking tickets (USA).
Element 6 (D.13.iv.b)	Pump Stations: City crews visit each pump station a minimum of once a week to monitor operation and conduct preventative maintenance (PM) activities. The City has on-call contractors that perform comprehensive PM and repairs on pumping equipment. The City has not experienced a lift station failure since before the FY 2009 SSMP audit, and perhaps longer.
Element 6 (D.13.iv.c)	Capital Improvement Program: The City performed CCTV inspection in all of its sewer pipelines over about six years beginning in 2007. The City also adopted NASSCOs PACP system for ranking pipeline conditions, and has used it to prioritize pipeline renewal and replacement (R&R) that will result in repair of defective sewer pipes in the short term and replacement of all small diameter pipes (6-inch or smaller) in the long term. The 2012 Master Plan update, available on the City’s website, presents a detailed 15-year CIP and financial plan to address required improvements. In the CIP, the next 5-year cyclic CCTV inspection program is scheduled to begin in FY 2017/18. The City may wish to consider moving this up a year to investigate the uptick in root-related SSOs.
Element 6 (D.13.iv.d)	The City has developed standard procedures for key sewer operations & maintenance activities and has an update process in place.
Element 9 (D.13.ix)	The City maintains good records from which staff can easily extract SSMP monitoring data. For example, CIWQS SSO reports are complete and detailed; work orders are documented in OPRA; maintenance staff record SSO response times, track blockages and causes, record length of pipe cleaned, etc. Information was readily available to the audit team.
D.14	The City completed an update to the SSMP in November 2012, which was within the timeframe required for a 5-year update. The City is concurrently updating the SSMP based on the results of this current audit.



Section 4: Compliance, Deficiencies and Corrective Actions

This section presents a discussion of the few deficiencies identified during the audit, along with recommended corrective actions. SSMP deficiencies are divided into three priorities as defined in Table 4-1.

Table 4-1. Deficiency Prioritization	
Priority	Definition
A	Major deficiency in SSMP content or implementation that results in the current SSMP being out of compliance with RWQCB and/or WDR SSMP requirements. Should be addressed immediately by amending the SSMP document and/or modifying programmatic activities.
B	Moderate deficiency in SSMP content or implementation that poses a moderate risk to the successful implementation of the SSMP. Should be addressed as soon as practical by modifying programmatic activities and/or at the next SSMP update by amending the SSMP document.
C	Minor deficiency in SSMP content or implementation that poses a low risk to the successful implementation of the SSMP. Should be addressed at the City's convenience by modifying programmatic activities and/or at the next SSMP update by amending the SSMP document.

4.1 WDR Compliance

This audit finds the City to be in general compliance with the Provisions of the WDR, including most elements of WDR Provision D.13, and the analogous RWQCB provisions. Auditors identified five Priority A deficiencies related to SSO reporting and water quality monitoring program (SORP), audits, program monitoring and City Council approval, which are discussed in the following section.

4.2 SSMP Deficiencies and Corrective Actions

This section documents SSMP deficiencies identified as a result of the audit, along with recommended corrective actions.

Table 4-2. SSMP Deficiencies and Corrective Actions			
SSMP Element (WRD Provision)	Audit Finding	Recommended Corrective Action	Priority
Element 3 (D.13.6.c)	The SORP is out of date; SWRCB order No. WQ 2013.0058-EXEC significantly changed SSO reporting requirements.	Update the SSMP's SORP to incorporate mandated notification and reporting changes. Educate staff on appropriate reporting requirements and circulate a copy of the order internally.	A
Element 3 (D.13.6.c)	SWRCB order No. WQ 2013-0058-EXEC requires a water quality monitoring program for Category 1 SSOs where ≥ 50,000 gallons are spilled to surface waters. The City's SORP has a basic plan for sampling and lab tests (Section III.C.3), but it should be updated to include additional details.	Update the City's sampling and lab tests plan to address, at a minimum, the requirements of the cited SWRCB Order (Section D). The City should identify and contact a qualified laboratory and develop well-defined protocols in the SORP so that staff can quickly and efficiently implement the sampling plan when required.	A
Element 9 (D.13.ix)	The City keeps good records on SSMP metrics, but does not compile the information annually on the Element 9 SSMP Monitoring Tracking Sheet (Appendix H).	Update the SSMP Monitoring Tracking Sheet. Reference SWRCB WDR Element Nos. rather than RWQCB Element Nos.; Add items to track cleaning footage (focused and other) and root foaming footage; Fill out the form annually in early January so that all CY metrics are included. Compile backup documentation in electronic format in a location that facilitates review by the City or third parties.	A
Element 10 (D.13.x)	The RWQCB calls for annual audits, but the City last conducted and documented an audit for CY2011. The City updated it's SSMP in 2012 based on recommendations in the 2012 Master Plan Update but did not document this with the RWQCB. The current audit covers the two-year+ period from the 2012 SSMP update through CY2014.	Conduct annual audits to meet RWQCB requirements. If the Master Plan and SSMP are updated concurrently in the future, the City should document this as a de-facto audit and send documentation to the RWQCB.	A
Certification (D.14)	The 2012 SSMP was not presented to the City Council for approval at a public meeting.	Submit the SSMP to City Council for approval after completing the current update effort (expected in February 2015).	A
Element 11 (D.13.xi)	The SSMP is not publicly available on the City website, nor is there any information readily available whereby the public can gauge SSMP performance.	Post the final 2015 SSMP Update on the website once approved by City Council. Post the SSMP Monitoring Tracking Sheet on the website each year, and post the current audit report after submittal to the RWQCB.	B
Availability (E.1)	The SSMP is available in hard copy at the City offices and an electronic copy could likely be obtained through a request directed to City staff; however, it is not posted on the City's website, which potentially limits availability to the wider public.	Post the most recent SSMP on the City website after City Council approval.	B
Element 10 (D.13.x)	The only audit documentation included in Appendix I is for CY2009. The City also performed SSMP audits for CY2010, and CY2011 but documentation is not available in the current SSMP.	Add all available audit documentation to Appendix. In the future, maintain documentation for the five most recent audits and remove earlier audit documentation.	C

Section 5: Other Findings and Opportunities

This section includes other findings and opportunities for improvements not linked directly to issues of compliance or conformance with the WDR. These are ideas which resulted from the audit and are presented for the City's consideration.

Table 5-1. Other Findings and Opportunities		
SSMP Element (WRD Provision)	Finding	Opportunity
All elements (D.13)	The City's SSMP Elements are not presented in the same order and with the exact titles of the State WDRs Elements. This could be because the SSMP was originally written to comply with RWQCB requirements and then modified to include the equivalent State Board requirements.	Reorganize the SSMP and appendices so that it presents the Elements in the same order and with the same titles as presented in section D.13 of the SWRCB WDR. The City should thoroughly orient staff on the changes.
Element 6 (D.13.iv.a, c)	The City completed system-wide CCTV in 2013, and has programmed follow-up CCTV for five years beginning in FY2017/18. By that time, a number of CIP projects are expected to have been completed.	Document GIS updates and CIP implementation in interim SSMP updates to assist in prioritization for the future CCTV inspection program.
Element 6 (D.13.iv.1 and 4)	The City's sewer maintenance staff has had a vacant position for several years. This has limited the ability of maintenance crews to clean root- and grease- prone locations with the required frequency, as evidenced by the significant uptick in the number of root and grease SSOs that occurred in 2014.	Actively recruit to fill the position and strive to maintain a complete maintenance staff into the future. Alternately, compile a list of on-call sewer cleaning contractors who could assist in implementing the cleaning program as needed, with direct City staff supervision.
Element 6 (D.13.iv.b)	Root-related SSOs increased dramatically in the collection system despite the ongoing root foaming program. The root causes are unknown, but it has been postulated that this could be due in some part to the recent drought.	Examine SSO, blockage and other data and attempt to identify root trouble spots. Fine tune the system-wide root foaming program to target specific problem areas more frequently. Keep an eye on whether root intrusion becomes less severe in future wetter years.

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Attachment A: SSMP Monitoring Tracking Sheet

Completed for CY2010 through CY2014



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Element 9: SSMP Monitoring Tracking Sheet

* Includes data from Nov. 2012 thru Dec 2013

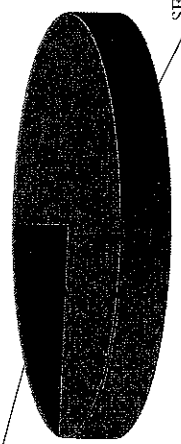
Parameter	SWRCB WDR Element No.	Year				
		2010	2011	2012	2013*	2014
1. Total Number of SSOs	6	6	2	2	7	18
2. Total Volume of SSOs	6	1,060	62	35	6,445	3,019
3. Number of repeat SSOs	6	0	0	0	0	0
4. Number of SSOs due to FOG	4	2	0	0	5	6
5. Number of SSOs due to wet weather or capacity	8	0	0	0	0	0
6. Number of mainline blockages	6	4			4	10
7. Number of mainline blockages due to FOG	4	0			2	2
8. Number of pump station failures	6	0	0	0	0	0
9. Number of pipe failures	6	0	0	0	0	0
10. Number of FOG facility inspections	4	15	16			117 @ 108 FSE's
11. Average emergency response time	3	15			15	23
12. Maximum emergency response time	3	45			30	60
13. % of SSO volume contained and/or returned to sewer	3	98%	19%	100%	8%	68%
14. Length of pipe Cleaned (lineal feet)	30-day	150,180	236,772		233,643	246,259
	60-day	103,805	120,492		117,657	107,601
	90-day	78,916	109,040		110,817	119,135
	Zone flushing	257,747	264,034		441,530	
15. Length of pipe CCTV'd	6	152,000	113,250	9,239	16,369	13,246
16. Length of pipe root foamed	6	280,000	203,400			482,600
17. 3-year backlog for rehabilitation and/or repair projects	6				Yes	Yes
18. 3-yr backlog for capacity improvement projects	8				Not req'd	Not req'd
19. Completion date of most recent capacity assessment	8	Jul-05	Jul-05	2012	2012	2012
20. Completion date of annual SSMP audit	10	3/11/2011	3/13/2012	11/2012 Update	By 3/15/2015	

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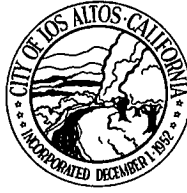
CITY OF LOS ALTOS Expenditure Budget Worksheets		10-11	11-12	12-13	12-13	12-13	12-13	13-14	13-14	14-15	14-15	13-14	Change %
FUND	PROG	ACTUAL	ACTUAL	ADOPTED	MID YEAR	ESTIMATE	UPDATE	UPDATE	UPDATE	UPDATE	UPDATE	Change \$	Change %
#	#	09-10	08-09	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10	09-10
SEWER SYSTEM ADMINISTRATION	30	2,853,315	3,819,353	2,901,687	2,868,545	1,439,420	2,796,851	2,790,254	2,845,982	2,845,982	2,845,982	(78,291)	-3%
SEWER SYSTEM MAINTENANCE	30	680,178	0	743,084	741,410	346,100	815,736	832,051	876,263	876,263	876,263	90,641	12%
SEWER SERVICES		3,533,493	3,819,353	3,644,771	3,609,955	1,785,520	3,612,587	3,622,305	3,722,245	3,722,245	3,722,245	12,350	0%

Sewer Services
FY 2013/14

SEWER SYSTEM MAINTENANCE
23%



SEWER SYSTEM ADMINISTRATION
77%



**Maintenance Services Department
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March 13, 2012

Claudia Villacorta
REGIONAL WATER QUALITY CONTROL BOARD
San Francisco Bay Region
1515 Clay St., Suite 1400
Oakland, CA 94612

**SUBJECT: CITY OF LOS ALTOS –
SANITARY SEWER MANAGEMENT PLAN (SSMP)
2011 AUDIT ANNUAL REPORT**

Dear Mrs. Villacorta:

This letter is submitted by the City of Los Altos, in conjunction with the Sanitary Sewer Management Plan (SSMP) Audit Report for the Year 2011.

The audit report summarizes activities performed during 2011 in accordance with the City of Los Altos' SSMP dated June of 2008. The SSMP was prepared in compliance with the requirements of the San Francisco Bay Regional Water Quality Control Board (RWQCB) pursuant to Section 13267 of the California Water Code. Also, the State Water Resources Control Board (SWRCB) requires all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (GWDR). Therefore, City of Los Altos' SSMP is intending to meet the requirements of both the RWQCB and the Statewide GWDR.

Contents of the Annual Audit Report

The goals of this Annual Audit Report are to: 1) document implementation of our SSMP and the year 2011 work plan; 2) evaluate program results for continuous improvements; and

3) share this information with other co-permittees, municipal decision-makers, and the public.

Program Highlights and Accomplishments

The City of Los Altos continued to implement our Sanitary Sewer Management Plan (SSMP) to the maximum extent practicable during the year 2011. Some brief program highlights of our many accomplishments during the year 2011 are described below.

The Sanitary Sewer Master Plan dated 2004 and the CCTV Video Review and Manhole Condition Assessment done by V&A on August 2009 identified the different locations where existing sanitary sewer lines needed to be spot repaired, rehabilitated or replaced. The Sanitary Sewer Master Plan is currently being updated by Brown and Caldwell. This is the same consulting firm that prepared the 2004 Sanitary Sewer Master plan.

Some highlights of our sewer capital improvement projects include:

- The construction of three projects called “the Annual Sewer Spot Repairs, Sewer Main Corrosion Rehabilitation and the Sewer Main Replacements S1 PCR-Phase 2 Projects” was completed and accepted by City Council at the end of August 2011.
- The construction of the Pine Lane Sewage Lift Station was completed and accepted by City Council in June 2011.
- The construction for the South Sewer Main Replacement Phase I, Project 10-14 is almost completed.
- The final design for the South Sewer Main Replacement Phase II, Project 11-14, Fallen Leaf Lane Sewer Main, Project 11-15 and the Annual Sewer Main Repair 2010/2011, Project 11-04, was completed in March 2012 and these projects are currently being advertised for bids.
- The sewer design contract for two sewer projects called Sewer Collection System Upgrade, project 12-10 and the Annual Sewer Repair, Project 12-04 was awarded at the December 13, 2011 City Council meeting and the consultant is currently preparing the 100% Plans and Specifications.
- In 2011, as part of our sewer pipeline condition assessment program, the City conducted televising inspections of approximately 113,250 feet of various sanitary sewer lines. The sewer lines ranged in size from 4 inches up to 15 inches and were in various locations throughout the City of Los Altos.
- The City performed root foaming in approximately 203,400 feet of various sanitary sewer pipes ranging in size from 6 inches up to 15 inches. The intent of the root foaming project was to kill the root growth present in the lines and to inhibit root re-growth and sewer line intrusion without permanently damaging the vegetation producing the roots and without disrupting water treatment plant processes.

- As mentioned above, the Sanitary Sewer Master Plan is being updated by Brown and Caldwell and our goal is to have the final version of this master plan to be completed in 2012. The same consulting firm is also updating the Sewer System Management Plan (SSMP) for the City of Los Altos.

In addition, the City's Sewer Maintenance Division maintained cleaning schedules of problem sewer lines on 30, 60 and 90-day periods. Also, they continued cleaning of the remaining sanitary sewer system (up to 15" lines) in the past 18-month period. In FY10-11 budget, authorization was made to replace our 10 year old sewer combination flushing and vacuum truck with a new 2011 Combination vacuum/flushing truck at the cost of \$308,000.

Sewer Maintenance Division Highlights

- Sewer Main Line Cleaning
 - 30 day cleaning schedule : 236,772 linear feet flushed
 - 60 day cleaning schedule: 120,492 linear feet flushed
 - 90 day cleaning schedule: 109,040 linear feet flushing
 - Quadrant flushing program: 264,034 linear feet
- California Water Environment Association Certificate holders and levels: Grant Gabler –Grade IV, Michael Ramon - Grade IV, Martin Herrera - Grade III, Emerio Esquiviz - Grade III, Rangel Reynoso - Grade III, Matt Estrella - Grade II, Ross Stanley – Grade I

2011 Sanitary Sewer Overflows

Date	Location	Overflow Amount (Gallons)	Overflow Recovered (Gallons)	Mainline SSO	City Lateral SSO	Event ID#
7/26/11	12500 Barley Hill Rd.	60	10	X		769030
8/29/11	1817 Juarez Ave.	2	2	X		770465

Continuous Improvement Activities

The City continues to address challenges encountered in implementation of improvements to its SSMP operations with the existing staff. Overall, the program is being implemented consistently throughout the City and is effective in reducing SSO's.

The City's Maintenance Services Department maintains appropriate flushing schedules for sewer lines servicing commercial and restaurant areas and is able to quickly respond to blockage due to the FOG causes. After sewer maintenance personnel respond to a sewer call a follow up letter is sent advising them to begin a preventative maintenance program for their lateral. Included in the mailer is a plastic pan scraper that was developed by the Palo Alto Regional Water Quality Control Plant.

Our municipal code requires that any commercial facility that has a kitchen and where food is served shall have a grease trap. In 2011, the City conducted 16 grease trap inspections at


various restaurants throughout the City. Staff explained to the FSE managers and staff that FOG in the sanitary sewer system increases the City's maintenance costs, reduces capacity, and causes backups and discharges that endanger public health and environment.

During the inspections, staff stressed the importance of disposing all food waste into the trash or food scrap container prior to rinsing any plates, containers, pots, pans, etc. This practice decreases the amount of solids and FOG that accumulates in the grease removal device, improves grease removal device performance, and helps prevent backups.

The FSE that were inspected were asked by staff to address the findings that developed during the inspection. The incorporation of the inspection team's recommendations will help the City to minimize FOG in our sewer system.

I welcome your review of this Annual Audit Report and any comments that you might have to offer that would help the City improve the managing of the program. If you have any questions, please contact me at (650) 947-2873.

Sincerely,



Grant Gabler
Public Works Supervisor

Attachment 1 – 2011 SSMP Audit

Attachment 2 – 2011 SSO's

Attachment 3 – FY11-13 Enterprise Fund Budget

Attachment 4 – FY10-11 Capital Improvement Status Report Summary

Attachment 1

**CITY OF LOS ALTOS
Sewer System Management Plan (SSMP)
2011 Annual Audit Report**

The purpose of the Annual SSMP Audit is to evaluate the effectiveness of the City of Los Altos SSMP and to identify deficiencies, if any, and steps to correct them. The audit is submitted pursuant to the San Francisco Bay Regional Water Quality Control Board's Sewer System Management Plan Development Guide, July 2005.

Directions: Please check **YES** or **NI (needs improvement)** for each question. If **NI** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the "Description of Scheduled Updates/Changes to the SSMP" section on Page 5 of this form.

		YES	NI
ELEMENT 1 – GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 2 -- ORGANIZATION			
A.	Is the Engineering and Maintenance Services Key Staff Telephone List current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Is the Sanitary Sewer Overflow Responder Telephone List current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Is Figure 1 of the SSMP, entitled "City Organization Chart," current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Are the position descriptions and accurate portrayal of staff responsibilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Is Table 2 of the SSMP, titled "Chain of Communication for Reporting and Responding to SSOs," accurate and up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 3 – OVERFLOW EMERGENCY RESPONSE PLAN			
A.	Does the City's Sanitary Sewer Overflow and Backup Response Plan establish procedures for the emergency response, notification, and reporting of sanitary sewer overflows (SSOs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Are Sewer Maintenance Division staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow and Backup Response Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Considering performance indicator data in the Annual SSO Report, is the Sanitary Sewer Overflow and Backup Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment 1

**CITY OF LOS ALTOS
Sewer System Management Plan (SSMP)
2011 Annual Audit Report**

ELEMENT 4 – FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM			
A.	Does the Fats, Oils, and Grease (FOG) Control Program include efforts to educate the public on the proper handling and disposal of FOG?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Does the City's FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the City's FOG Control Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 5 – LEGAL AUTHORITY			
Does the SSMP contain excerpts from the current City of Los Altos Municipal Code documenting the City's legal authority to:			
A.	Prevent illicit discharges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Limit discharges of fats, oil and grease?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Enforce any violation of its sewer ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 6 – MEASURES AND ACTIVITIES			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the City's sewer collection system maps?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Are the City's sewer collection system maps complete, current, and sufficiently detailed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources and Budget			
C.	Does the City allocate sufficient funds for the effective operation, maintenance and repair of the wastewater collection system and is the current budget structure documented in the SSMP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritized Preventive Maintenance			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Based upon information in the Annual SSO Report, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment 1

**CITY OF LOS ALTOS
Sewer System Management Plan (SSMP)
2011 Annual Audit Report**

Scheduled Inspections and Condition Assessments			
F.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures of inventory management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training			
I.	Is the training calendar current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J.	Does the SSMP document current training expectations and programs within the City's Sewer Maintenance Division?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outreach to Plumbers and Building Contractors			
K.	Does the SSMP document current outreach efforts to plumbers and building contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment 1

**CITY OF LOS ALTOS
Sewer System Management Plan (SSMP)
2011 Annual Audit Report**

		YES	NI
ELEMENT 7 – DESIGN AND PERFORMANCE STANDARDS			
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 8 – CAPACITY MANAGEMENT			
A.	Does the City of Los Altos Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Does the City's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment 1

**CITY OF LOS ALTOS
Sewer System Management Plan (SSMP)
2011 Annual Audit Report**

		YES	NI
ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Is the City able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 10 – SSMP AUDITS			
A.	Will the SSMP Audit be submitted to the Regional Water Board by March 15 th of the year following the end of the calendar year being audited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENT 11 – COMMUNICATION PROGRAM			
A.	Does the City effectively communicate with the public and other agencies about the development and implementation of the SSMP and continue to address any feedback?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Maintenance Services Department
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2785
Fax (650) 947-2739**

March 13, 2012

Claudia Villacorta
California Regional Water Quality Control Board, San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
ATTN.: Michael Chee

**SUBJECT: ANNUAL REPORT OF SANITARY SEWER OVERFLOWS FOR
CALENDAR YEAR 2011**

Dear Mrs. Villacorta,

The purpose of this letter is to report the Sanitary Sewer Overflows (SSOs) that occurred in the City of Los Altos sanitary sewer system during the period January 1, 2011 through December 31, 2011. This report is submitted pursuant to the requirements included in the San Francisco Bay Regional Water Quality Control Board letter, New Requirements for Reporting Sanitary Sewer Overflows dated November 15, 2004.

Number and Size of SSOs

The total number of SSOs for the reporting period was two. All of the SSOs were associated with gravity sewers. All SSOs were associated with dry weather conditions and none were associated with wet weather conditions. The sizes of SSOs are summarized as shown on Table 1.

Table 1

Size of SSO (gallons)	Number	Percent of Total by Number
Greater than or equal to 1,000	0	0%
From 100 to 999	0	0%
From 10 to 99	1	50%
Less than 10	1	50%
Total	2	100%

The volume of spills contained and returned to the sewer system, as well as the volume reaching waters of the State is shown in Table 2.

Table 2. Volume of SSOs

	Volume (gallons)	
Total volume contained and returned to sewer system for treatment	12	19%
Total volume reaching waters of the State	0	0%
Total volume not contained but not reaching waters of the State (everything else)	50	81%

This table does not include SSOs that occurred from private sewer laterals within the Los Altos jurisdiction that were caused by conditions in privately owned laterals or on private property. The property owners are responsible for the operation and maintenance of those sewer service laterals.

Cause of SSOs

The predominant cause of SSOs during the period of this report was roots and debris. The distribution of SSOs by cause is shown in Table 3.

Table 3. Causes of SSOs

Cause of SSO	Number	Percent of Total
Blockage:		
Roots	1	50%
Grease		
Debris	1	50%
Debris from Laterals		
Vandalism		

Animal Carcass		
Construction Debris		
Multiple Causes		
Subtotal for Blockage	2	100%
Infrastructure Failure (Pump Failure)		
Inflow and Infiltration		
Electrical Power Failure		
Flow Capacity Deficiency		
Natural Disaster		
Bypass		
Cause Unknown		
Total	2	

Location of SSOs

The two SSOs in Los Altos occurred in the southern half our seven square miles of responsibility. Both of the blockages were in the 6" vitrified clay pipe in residential collector mainlines with the probable cause being roots or debris (see table).

Status of Development of Sewer System Management Plan (SSMP)

All elements of the SSMP have been completed and approved by the City Council. We've also completed a system wide Sewer Master Plan that address the hydraulic aspects of the system and provides a 20 year capital program for sewer system improvements and maintenance.

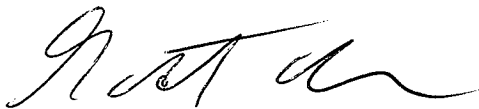
Other Information

The City's Engineering Division again conducted an aggressive chemical root control program and is continuing to systematically televise the entire system to aid in our ongoing maintenance efforts. The Engineering Division and Maintenance Services Department have worked cooperatively to reduce the number of SSOs this past year. We have experienced fewer SSOs this year as a result of our preventative maintenance program of cleaning, inspecting and root-foaming sewer lines.

Certification

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Grant Gabler', written in a cursive style.

Grant Gabler
Public Works Supervisor

Enterprise & Other Funds

PROGRAM EXPENDITURES	FUND	08-09		09-10		10-11		11-12		12-13		10-11 to 11-12	
		ACTUAL	BUDGET	ACTUAL	BUDGET	ADOPTED	ADOPTED	ADOPTED	ADOPTED	CHANGE \$	CHANGE %	CHANGE \$	CHANGE %
GENERAL CAPITAL PROJECTS	CIP	3,069,701	4,383,254	1,780,000	890,000	1,330,000	(890,000)	25,000	40.98%				
EQUIPMENT	Equip	0	61,000	86,000	0								
CAPITAL		3,069,701	4,383,254	1,841,000	976,000	1,330,000	(865,000)	-46.99%					
SEWER SERVICES	Ent	3,819,353	3,533,493	4,274,627	4,029,819	4,065,989	(244,808)	-5.73%					
SEWER CAPITAL PROJECTS	Ent	854,635	768,302	2,775,500	2,022,000	2,023,000	(753,500)	-27.15%					
SOLID WASTE	Ent	1,573,347	1,825,616	792,330	463,911	440,311	(328,419)	-41.45%					
STORM DRAIN	Ent	148,532	199,139	237,295	250,785	257,475	13,490	5.68%					
ENTERPRISE OPERATIONS		6,395,866	6,326,551	8,079,752	6,766,515	6,786,775	(1,313,237)	-16.25%					
SPECIAL REVENUE	Spec Rev	49,244	104,899	718,000	665,500	1,074,000	(52,500)	-7.31%					
INTERNAL SERVICE	Int	1,104,712	1,793,725	1,104,000	1,129,000	1,129,000	25,000	2.26%					
DEBT SERVICE	Debt	203,699	303,359	248,500	249,775	252,500	1,275	0.51%					
TOTAL OTHER FUNDS		1,357,655	2,201,982	2,070,500	2,044,275	2,455,500	(26,225)	-1.27%					
TOTAL		10,823,222	12,911,787	11,991,252	9,786,790	10,572,275	(2,204,462)	-18.38%					

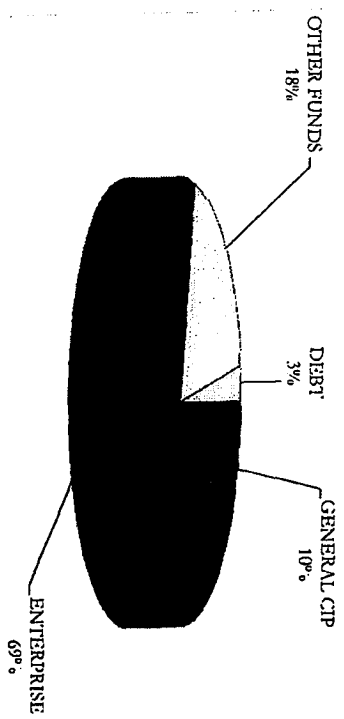
Snapshot
 Capital Project changes are variable based upon their allotment with the five-year CIP plan

Sewer service costs are lower given the prior year approval and purchase of a new Sewer Vacuum Truck

Solid waste total costs are lower now that they are aligned with the new Waste Contract model

Storm Drain funds remain fairly level in the short term and are fully dependent on General Fund transfers as indicated in the Issues & Options Policy Papers

No new debt issued in the biennial term



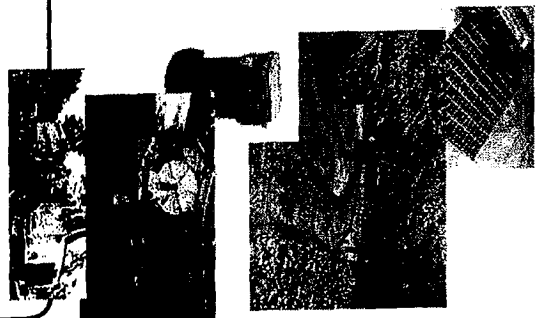
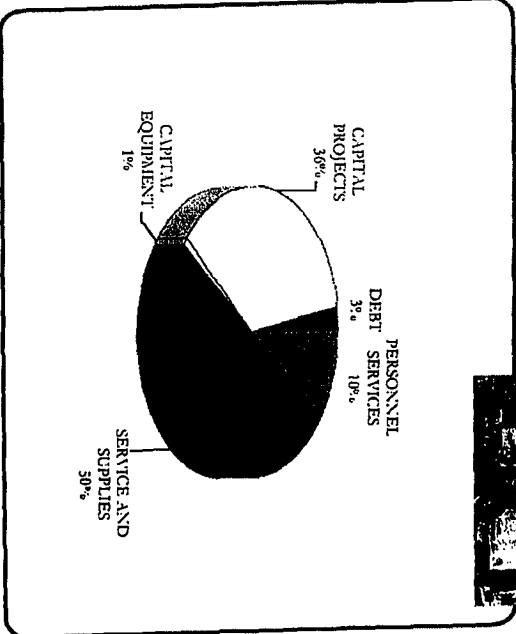
Resources

COST CATEGORY	08-09	09-10	10-11	11-12	12-13	10-11 to 11-12
	ACTUAL	ACTUAL	BUDGET	ADOPTED	ADOPTED	CHANGE \$ CHANGE %
PERSONNEL SERVICES	739,030	847,443	978,633	994,703	1,041,363	16,070 1.64%
SERVICE AND SUPPLIES	5,956,157	6,609,109	5,139,619	4,928,812	4,901,412	(210,807) -4.10%
CAPITAL EQUIPMENT	0	320	369,000	86,000	0	(283,000) -76.69%
CAPITAL PROJECTS	3,924,336	5,151,556	5,255,500	3,527,500	4,377,000	(1,728,000) -32.88%
DEBT	203,699	303,359	248,500	249,775	252,500	1,275 0.51%
ENTERPRISE COMBO	10,823,222	12,911,787	11,991,252	9,786,790	10,572,275	(2,204,462) -18.38%
POSITIONS	08-09	09-10	10-11	11-12	12-13	CHANGE \$ CHANGE %
SEWER	6.75	6.25	6.25	6.25	6.25	0.00 0.00%
SOLID WASTE	0.25	0.25	0.25	0.25	0.25	0.00 0.00%
STORM WATER	1.00	1.00	1.00	1.00	1.00	0.00 0.00%
	8.00	7.50	7.50	7.50	7.50	0.00 0.00%

This fund group is made up of several separate funds including the Capital Projects Fund, the Equipment Replacement Fund, the newly formed Community Facility Renewal Fund, Enterprise, Internal Service and Debt Service Funds.

The Capital Projects Fund holds long-term capital funding reserves and accounts for all revenue and costs associated in managing the construction of new and replacement infrastructure for the City's governmental activity. This fund targets the maintenance and replacement of all City facilities, roadways, parks, and general public right-of-way improvements. Funding funding sources for infrastructure remains a challenge for most cities which have limited ability to increase the level of revenue streams necessary for these material project costs.

Enterprise Funds include Sewer, Solid Waste and Storm Drain. Internal Service Funds include all Gas Tax, grant, State provided funds, special revenue proceeds and debt funds.





AGENDA REPORT

MEETING DATE: February 28, 2012

TO: City Council

FROM: Russell J. Morreale, Finance Director

SUBJECT: Fiscal Year 2011-2012 Mid-Year CIP Status Update

RECOMMENDATION:

- A. Receive the CIP Project Status Report as of December 31, 2011;
- B. Accept the Project savings subject to reallocation and return to fund balance;
- C. Affirm and appropriate the recommended CIP Project reallocations;
- D. Approve new Project 12-17 "Citywide Document Management Systems;" and
- E. Approve recommendation to not solicit new CIP Projects for FY2012-2013.

SUMMARY:

Estimated Fiscal Impact:

Amount: \$432,371 of CIP Fund and \$543,134 of Sewer Fund Savings/Defunding

Budgeted: Yes - See projects proposed for fund reallocations

Previous Council Consideration: Prior mid-year report February 8, 2011

CEQA Status (If Required): N/A

Attachments:

- 1. Capital Improvement Status Report - December 31, 2011 – Mid-Year Review
- 2. Proposed Project Reallocations
- 3. Project Description 12-17 "Citywide Document Management Systems"
- 4. Schmitz Memo of February 28, 2012

Russell J. Morreale, Finance Director

Date

Douglas J. Schmitz, City Manager

Date

DISCUSSION:

Mid-Year CIP Status Report

This report provides a CIP status report update through December 31, 2011 and an update on the progress made on approved and active capital projects. It also is the time of year to assess the fiscal impact of project completions and make necessary adjustments as needed.

The "Capital Improvement Project Status Report," included as **Attachment 1**, presents a graphical display of the total inventory of active projects with a count of how many have been completed. At this point 139 of the total 197 projects have achieved a completed status with six others on hold. Status highlights at mid-year follow:

- Fifty three (53) projects remain open and active. This amount includes 15 new projects adopted and added as part of the FY2011-2012 CIP. The total balance of all outstanding active projects equals \$17.5 million - 31% CIP funded - 25% Sewer funded - and 43% subject to external funding.
- Fifty percent (50%) of active projects fall within a 24-month start date range, an additional 30% within the four-year range and the remainder in earlier years.
- This report is noteworthy as it indicates that 16 projects have been rendered a status of "completed" over the past six months. This is consistent with the trend noted in the prior year audit report presented at the last regular meeting.
- This report presents a return of over \$400,000 in project savings and/or defunding to the benefit of the CIP Fund. Some of these funds are recommended for re-allocation as part of this report.
- Although not listed on this report to maintain brevity of presentation, staff is tracking historical detail for those projects completed, closed and/or deferred projects for all periods captured from the time of this report's creation. This information is available upon request and used internally.

The following sections of this report will address proposed actions which include the affirmation of project savings, approval of resulting reallocations and, finally, the approval of one new project, Project 12-17 "Citywide Document Management Systems" using a reallocation of existing project dollars.

Project Savings and Defunding Through Mid-Year

In the process of compiling the CIP status report, sixteen (16) projects were completed or defunded within the past six-month term and moved from the status of "Active" to "Closed." These are listed below along with the estimated dollar savings – an amount that totals \$432,371 for the CIP Fund and \$543,134 for the Sewer Fund. The sum total of the Sewer Fund dollars will return to reserve while a portion of the CIP Fund savings are subject to reallocation within this report.

CIP Fund				
01113	Safe Routes To School Project	Defunded	Grant Not Awarded	43,500
00718	Traffic Signal Controller & Cabinet Replacement	Savings	Completed under budget	44,795
01007	Annual Special Projects and Studies	Savings	Completed under budget	4,866
01009	El Monte Avenue Bicycle Lane	Savings	Completed under budget	50,418
01015	Collector Traffic Calming Master Plan	Savings	Completed under budget	3,031
01102	Annual Street Striping	Savings	Completed under budget	6,664
01103	Annual Concrete Repair	Savings	Completed under budget	57,664
01108	Annual NTMP Projects	Savings	Completed under budget	67,980
01109	Annual Special Projects and Studies	Savings	Reallocated Per Attachment 2	78,558
01110	Biennial Street Slurry Seal	Savings	Completed under budget	74,894
01112	San Antonio Road Resurfacing	Savings	Completed under budget	-
01121	Historic Resources Rating System - Phase III	Savings	Completed under budget	1
12				432,371
Sewer Fund				
00926	Annual Sewer Main Repair	Savings	Completed under budget	57,009
00928	Sewer Main Corrosion Rehabilitation Project A	Savings	Completed under budget	401,319
00929	Sewer Main Replacements - Sewer Master Plan	Savings	Completed under budget	43,244
00937	Pine Lane Sewer Pump Station	Savings	Completed under budget	41,562
4				543,134
16				975,505

Project Reallocations

As part of the mid-year CIP update, staff evaluates project costs to date and assesses the need to re-allocate dollars between projects, and/or update project budget and descriptions for Council consideration and approval. Much like the operating budget process, mid-year is an opportunity to refine estimates and adjust appropriations. In this regard the following is proposed:

This report proposes the reallocation of project savings and partial balances as listed on **Attachment 2** and described further below:

Facility Repairs & Master Plan Bond Consulting: Project 11-09 is noted as completed with savings of \$78,558 in the chart above. Staff is proposing reallocating these dollars for the following purposes:

\$38,200 to fund a variety of facility improvements including additional fire code and hazardous material testing dollars expended in the completion of San Antonio Club as part of Project 10-22. These reallocated dollars will be reassigned to the San Antonio Club Project budget to be subsequently closed.

\$40,000 to fund bond consulting services for Project 08-14 "Community Center Project Master Plan." At the June 19, 2008 City Council meeting, Council appropriated dollars as part of this project to fund legal counsel, and financial and survey professional services to assist in developing a finance plan for the development of the Community Center Master Plan. The consultant team of Charles Heath/TBWB, Godbe Research, Northcross, Hill, and Ach, and Jones Hall were recommended by the management team following a

competitive evaluation process with several consultant teams. These funds were allocated to the General Master Plan account and the proposed \$40,000 reallocation requested herein is necessary to complete this assignment.

Document Management Systems: A portion of Project 09-21, \$35,000 out of a balance of \$90,000, is proposed for reassignment towards a citywide document management initiative with a focus on developing an efficient and easy-to-use electronic search engine for core legislative and public records documents. This action will allow the City Clerk to develop a Request for Proposal and bring the results back to Council for contract approval. A new project description for this project, Project 12-17 "Citywide Document Management Systems," is included for approval as **Attachment 3**.

Annual Special Projects: An additional \$250,000 is reallocated from project savings to be used for project contingencies and other CIP project uses that may arise. Four 2010 and 2011 CIP projects with resulting savings have been identified as the source for these reallocated funds.

FISCAL IMPACT:

The fiscal impact of this CIP update is to replenish nearly \$1 million in fund balances, \$432,371 to the CIP Fund and \$543,134 to the Sewer Fund as a result of completed project savings and defunding actions. CIP Fund savings of \$329,156 is proposed for reallocation per **Attachment 2** and no Sewer Fund reallocations have been proposed.

ALTERNATIVES:

Council can accept, deny or modify staff's CIP recommendations and/or request further information.

Attachment 1
Capital Improvement Project Status Report
December 31, 2011 - Mid-Year Review

Distribution By Year

Fiscal Year	Count	% Count	Project Budget	Balance Remaining	Expended %
11-12	15	28%	3,527,500	3,519,894	0%
10-11	11	21%	2,869,611	2,556,520	11%
09-10	6	11%	6,763,062	3,256,252	52%
08-09	8	15%	5,781,566	4,760,581	18%
07-08	5	9%	1,866,230	122,388	93%
06-07	2	4%	2,796,000	280,501	90%
05-06	2	4%	247,150	9,460	96%
04-05	0	0%	-	-	0%
03-04	0	0%	-	-	0%
02-03	3	6%	1,848,825	1,268,789	31%
Prior	1	2%	2,160,000	1,690,141	22%
Total	53	100%	27,859,944	17,464,526	37%

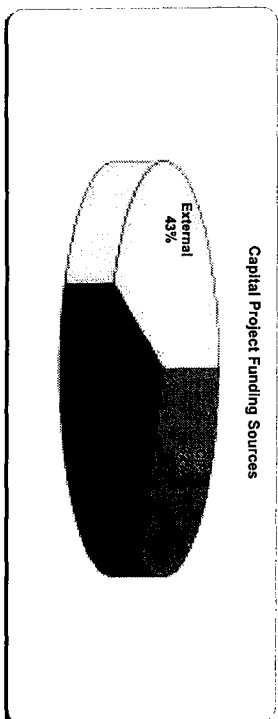
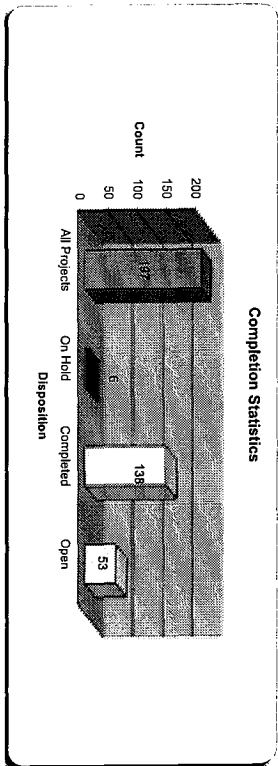
Distribution By Type

Annual	8	15%	1,424,111	1,416,226	1%
Streets	17	32%	13,408,931	8,352,131	36%
Facilities	2	4%	1,695,125	1,347,341	21%
Parks	5	9%	2,773,000	451,042	84%
Sewer	10	19%	5,541,150	4,438,020	20%
Other	11	21%	3,017,627	1,459,766	52%
Total	53	100%	\$27,859,944	\$17,464,526	37%

Active Projects Balance - Funding Sources

CIP	Sewer	External	Total
883,397	2,020,997	615,500	3,519,894
196,500	1,870,340	489,680	2,556,520
2,712,577	543,675	-	3,256,252
680,952	-	4,079,629	4,760,581
122,388	-	-	122,388
280,501	-	0	280,501
6,452	-	3,008	9,460
-	-	-	0
311,800	-	956,989	1,268,789
289,600	-	1,400,541	1,690,141
5,484,166	4,435,012	7,545,348	17,464,526
31%	25%	43%	100%

Number of Projects Completed Per Period	Total
Past Quarter	9
Past Six Months	17
Past Year	33
Eighteen Months	52
Twenty Four Months	58
Average Per Month	2



Funding Sources
 CIP - Project is to be funded using the City's available Capital Improvement Fund balance in line with adopted Capital projects
 Sewer - Project is to be funded using the City's rate driven Sewer enterprise operations
 Restricted - Project is funded through special revenue funds, state or federal restricted funding, grants, donations and/or contributions
 Scope - This Schedule reports on active and Capital projects that have been adopted and/or completed in a current or prior budget year

Attachment 1 Capital Improvement Project Status Detail Report December 2011 - Mid-Year Report

SERVICE CATEGORY	CIP #	PROJECT TITLE	PROJECT ADOPTION YEAR	PRIMARY STAFF	ASSIGNED ENGINEER	BUDGET	EXPENDITURE DATE	BALANCE	START DATE (MM/YY)	ESTIMATED DATE	% SPENT	% PROJECT	STATUS	COMMENTS	CIP	SEWER	EXTERNAL	
																		YEAR
OPEN & ACTIVE PROJECTS																		
Traffic & Streets	00320	Frontier Avenue Bridge Rehabilitation	2002	Jim	Adam	2,180,000	468,850	1,681,144	Spring 2011		22%	28%	AD	In Design & Environmental Studies	289,600	0	1,400,541	
	00325	Robbinston Portland Avenue Bridge	2005	Jim	Adam	1,433,925	283,263	1,150,662	Summer 2011		20%	25%	AD	In Design & Environmental Studies	200,000	0	1,400,541	
	00817	First Street Streetscape Design	2008	Dave	Dave	607,950	580,925	27,025	Summer 2010		95%	95%	AD	Phase B construction documents under development	73,648	0	530,339	
	00933	Lyolla Corners Streetscape Design	2009	Dave	Dave	230,790	156,942	73,848	Summer 2010		68%	80%	AD	On-Hold pending SCC Bridge Design	0	0	0	
	00934	Miramonte Ave & Covington Road Traffic Signal	2009	Jim	Kelley	250,000	0	250,000	Winter 2011		-	3%	AD	In Design	250,000	0	0	
	00936	Homesstead Road Safety Improvements	2009	Jim	Adam	417,844	89,728	328,078	Spring 2011		21%	80%	AD	In Design	0	0	328,078	
	00936	Annual Safe Routes to School	2009	Jim	Kelley	638,000	395,491	242,509	Spring 2010		62%	80%	AD	In Design	63,600	0	176,908	
	00922	Annual Safe Routes to School	2009	Dave	Dave	2,892,000	141,045	2,750,955	Summer 2010		5%	95%	AD	Restoration work in coordination with streetscape work	218,955	0	2,592,200	
	01011	Project Transportation Plan Update - Phase II	2010	Jim	Kelley	72,900	72,900	0	Summer 2010		100%	100%	AD	In Design (Study)	2,009	0	0	
	01026	Downtown Intersections Construction (Formerly First Street)	2010	Dave	Dave	1,894,222	1,575,136	319,086	Summer 2011		83%	95%	AD	Construction	2,124	0	0	
	01027	First Street Streetscape Construction (Formerly First Street)	2010	Dave	Dave	2,231,337	1,219,001	1,012,336	Summer 2011		55%	80%	AD	Under Construction	1,012,336	0	216,000	
	01118	Homesstead Road Medians & Palms	2011	Jim	Adam	216,000	0	216,000	Fall 2010		-	28%	AD	On Hold	75,000	0	0	
	01118	Pedestrian Master Plan	2011	Jim	Larry	51,000	0	51,000	Winter 2011		-	50%	AD	In Design	0	0	39,652	
	01118	Portland Ave Sidewalk	2011	Jim	Larry	88,000	0	88,000	Winter 2011		-	18%	AD	In Design	50,000	0	33,402	
	01120	Grant Rd Parkway Bryant to Alameda	2011	Jim	Larry	80,000	48,500	31,500	Fall 2010		61%	99%	AD	In Design	1,500	0	0	
	01122	Traffic Signs Replacement	2011	Jim	Larry	13,406,931	5,036,900	8,381,131	Fall 2011		37%	52%	AD	In Design	2,609,180	0	5,742,971	
	Infrastructure	00918	San Antonio Rd Streetscape Design	2009	James	Jim	1,350,000	382,282	967,718	Spring 2012		28%	55%	AD	In Design	1,347,341	0	0
00908		San Antonio Road Construction (Streetscape)	2010	Jim	Jim	1,658,125	342,742	1,315,383	Spring 2012		21%	0%	AD	In Design	0	0	0	
Parks	00611	San Antonio Club Playground Renovation	2006	Beverly	Brian	11,000	4,548	6,452	Fall 2010		41%	75%	AC	Under Construction-Near Complete	6,452	0	0	
	00920	Parks Master Plan	2007	Brian	Brian	2,480,000	2,246,331	233,669	Summer 2011		90%	97%	AC	In Construction	243,669	0	0	
	01214	Shipcoe Reservoir Grove	2009	Jim	Adam	71,500	71,500	0	Fall 2010		99%	85%	CP	Presented At Council Study Session on Feb 14, 2012	0	0	421	
	01214	Shipcoe Reservoir Grove	2012	Jim	Adam	103,500	0	103,500	Spring 2012		0%	0%	NS	Not Started	0	0	103,500	
	01215	Rockie Park Playground	2012	Jim	Adam	97,000	0	97,000	Fall 2011		0%	25%	AD	In Design	0	0	97,000	
Sewer	00612	Sewer Metering Stations	2008	Jim	Larry	2,283,150	2,283,152	481,082	Under Const.		99%	97%	AC	In Construction	280,121	0	3,008	
	01104	South Sewer Main Replacement - Phase I	2011	Jim	Adam	1,358,000	648,428	709,572	Summer 2010		48%	82%	AD	In Design	0	0	543,672	
	01114	Sewer Main Replacement - Phase II	2011	Jim	Adam	1,172,500	53,256	1,119,244	Summer 2010		45%	95%	AD	In Design	0	0	308,572	
	01115	Fallen Leaf Lane Sewer Main Replacement	2011	Jim	Ada	430,000	40,849	389,151	Summer 2010		95%	33%	AD	In Design	0	0	1,189,244	
	01117	Sewer Master Plan Update	2011	Jim	Larry	150,000	117,627	32,373	Fall 2010		78%	90%	AD	In Design (Study)	0	0	328,151	
	01204	Annual Sewer Main Repair	2012	Jim	Larry	369,000	571	368,429	Fall 2011		0%	2%	AD	In Design	0	0	328,151	
	01205	Annual Sewer Main Repair	2012	Jim	Larry	379,000	571	378,429	Fall 2011		0%	2%	AD	In Design	0	0	369,000	
	01206	Annual Sewer Road Tearing	2012	Jim	Larry	532,000	432	531,568	Fall 2011		0%	1%	AD	In Design	0	0	378,429	
	01210	Sewer Collector System Upgrade	2012	Jim	Larry	5,242,500	432	5,242,068	Fall 2011		0%	2%	AD	In Design	0	0	331,568	
	Other Projects	00315	Emergency Operations Center Upgrade	2003	Tuck	Tuck	100,000	1,183,130	1,083,130	In Process		20%	1%	XX	Closed and pending funds to be transferred to 00923	0	0	3,008
		00316	Financial System Upgrade	2003	Tuck	Tuck	100,000	73,251	26,749	In Process		73%	75%	AC	Business Licensing Inactive - Grant Teaching Underway	76,749	0	0
		00717	Storm Drain System Master Plan	2007	Jim	Adam	306,000	223,823	82,177	In Process		71%	71%	AC	Study Only	81,477	0	0
00813		Regional Public Safety Interoperability & Emergency Communications	2008	Jim	Adam	10,000	7,848	2,152	In Process		88%	65%	XX	Closed and remaining funds to be transferred to 00923	36,832	0	0	
00814		Community Center Project Master Plan	2009	James	James	672,365	654,024	18,341	Completed		97%	100%	CP	Closed pending final invoicing	2,351	0	0	
00921		Public Works/Finance Document Archiving	2009	Jim	Ada	102,262	12,210	90,052	In Process		12%	82%	AD	In Design	18,341	0	0	
00923		Police Records Mgmt & Dispatch System	2009	Tuck	Michelle	1,064,000	81,776	982,222	In Process		8%	0%	AD	Vendor Agreement In progress	90,052	0	982,222	
00920		Demolition of 400 Main Street	2009	Dave	Michelle	288,000	229,655	58,344	Summer 2010		80%	90%	AD	Building Removed Site Improvements Underway	58,344	0	0	
01116		MPDCS Compliance Design	2011	Jim	Larry	75,000	0	75,000	Winter 2012		-	0%	AD	In Design	75,000	0	0	
01213		MPDCS Compliance Design	2012	James	James	15,000	6,604	8,397	Winter 2012		44%	40%	AD	Project Underway	8,397	0	0	
Annual Projects	01107	Annual ADA Accessibility	2011	Jim	Jim	3,017,627	1,557,857	1,459,770	Fall 2011		52%	40%	AD	In Design, Const In Spring 2012	417,544	0	881,232	
	01201	Annual Street Resurfacing	2012	Jim	Ada	209,111	7,885	650,000	Fall 2010		4%	50%	AD	In Design	201,226	0	201,226	
	01202	Annual Street Resurfacing	2012	Jim	Ada	650,000	0	650,000	Fall 2011		0%	85%	AD	In Design	0	0	425,000	
	01203	Annual Concrete Repair	2012	Jim	Ada	75,000	0	75,000	Winter 2012		0%	2%	AD	In Design	0	0	225,000	
	01207	Annual ADA Accessibility	2012	Jim	Ada	200,000	0	200,000	Fall 2011		0%	32%	AD	In Design	0	0	75,000	
	01208	Annual ADA Accessibility	2012	Jim	Ada	15,000	0	15,000	Winter 2012		0%	0%	NS	Vendor IT/ITP Issues	0	0	115,000	
	01209	Annual ADA Accessibility	2012	Jim	Ada	50,000	0	50,000	Summer 2011		0%	0%	NS	Vendor IT/ITP Issues	0	0	75,000	
	01210	Annual ADA Accessibility	2012	Jim	Ada	50,000	0	50,000	Summer 2012		0%	0%	NS	Project Underway	0	0	50,000	
	01212	Annual ADA Accessibility	2012	Jim	Ada	50,000	0	50,000	Summer 2012		0%	0%	NS	Project Underway	0	0	50,000	
	01212	Traffic Sign Replacement	2012	Jim	Ada	50,000	0	50,000	Summer 2012		0%	0%	NS	Not Started	0	0	0	
	01212	Traffic Sign Replacement	2012	Jim	Ada	1,424,111	7,885	1,416,226	Summer 2012		1%	0%	NS	Not Started	880,000	0	618,236	

**Attachment 1
Capital Improvement Project Status Detail Report
December 2011 - Mid-Year Report**

SERVICE CATEGORY	CIP #	PROJECT TITLE	PROJECT ADOPTION YEAR		PRIMARY STAFF	ASSIGNED ENGINEER	BUDGET	EXPENSES INCEPTION TO DATE		ESTIMATED STAFF DATE		% SPENT	% PHASE	% PROJECT	STATUS	COMMENTS	CIP	SEWER	EXTERNAL
			YEAR	YEAR				DATE	DATE	(MM/YY)	(MM/YY)								
							27,859,344	10,385,418	17,464,558			37%					5,484,166	4,435,012	7,545,348

Scope - This schedule presents those capital projects that have been adopted in a current or prior budget year

Status Codes
 NS-Not Started
 AD-Active - In Design
 AC-Active - In Construction
 OH-On Hold funding preserved
 CP-Completed - Pending Final Review
 CL-Closed- Return dollars to fund balance
 XX-Cancelled - Return dollars to fund balance

Funding Sources
 CIP - Project is to be funded using the City's available Capital Improvement Fund balance in line with adopted Capital projects
 Sewer - Project is to be funded using the City's rate driven Sewer enterprise operations
 Resurfaced - Project is funded through state or federal resurfaced funding, grants, donations and/or contributors

FUNDED - ON HOLD

CIP #	Project Title	Adoption Year	Staff	Assigned Engineer	Budget	Expenses Inception to Date	Estimated Staff Date	% Spent	% Phase	% Project	Status	Comments	CIP	Sewer	External
00008	City Hall HVAC System	2004	Jm		128,891	51,945	77,946	Funded On Hold	40%	100%	OH	On Hold Pending Civic Center Improvements	177,946	0	0
00836	Redwood Sewer/Water Center	2009	Dave		192,000	53,941	138,059	Funded On Hold	0%	0%	OH	Pending Final Review	177,946	0	0
00005	Parkway Shopping Center	2008	Jm		282,000	14,897	267,103	Funded On Hold	5%	0%	OH	Pending Final Review	15,000	0	0
00915	Dog Park (Demanded to 12-13 CIP)	2009	Beverly		227,000	0	227,000	Funded On Hold	0%	0%	OH	Pending Amendment of Agreement with Los Altos Hills	0	267,393	0
					1,155,881	125,382	725,593		13%				237,656	267,393	227,000

ATTACHMENT 3

CITYWIDE DOCUMENT MANAGEMENT PROJECT

DESCRIPTION:

This project continues the work initiated under the prior named P Works/Finance Document Archiving Project that dealt primarily with an imaging and archival process for the Building and Planning Department maps. This newly created project will focus on the assessment, selection and implementation of a citywide document management system with a focus on key legislative and public record documents and the installation of a citywide search engine tool that is scalable, easily distributed and web enabled.

COST SUMMARY:

Consulting and Software	\$35,000
Total Estimate	\$35,000

POTENTIAL FUNDING SOURCES:

Capital Improvement Fund*	\$35,000
Total Potential Funding Sources:	\$35,000

* Transfers from CIP's 09-21

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Minimal and to be built into the annual operating budget.

ALTERNATIVES:

An alternative is to not proceed and seek other solutions.

ATTACHMENT 4

TO: Valorie Cook Carpenter, Mayor
Members of the City Council

FR: Douglas J. Schmitz, City Manager

DATE: 28 February 2012

RE: CIP: 2012-13

RECOMMENDATION

Instruct staff to not solicit during the spring from the Commissions or the community additional new CIP projects.

BACKGROUND

The City currently has 52 active CIP projects totaling \$27,187,579. If the 16 listed projects in the CIP for 2012-13 remain unchanged and are activated as of 1 July, there will be approximately 68 active projects, give or take a few that could be completed during the balance of the existing fiscal year.

Our past practice has been for the staff to solicit from the Commissions in March-April of each spring projects the Commissions would like included in the five-year CIP for Council's consideration in June when it receives and reviews the proposed capital projects.

I am recommending that the Council instruct staff to not solicit from Commissions during the coming spring additional new CIP projects. In addition to the 68 probable active projects as of the commencement of the new fiscal year in July, the CIP has a listing of 30 unscheduled/unfunded projects identified on page 77 of the CIP.

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City of Los Altos SSMP Change Log

Date	SSMP Element	Description of Change/Revision	Change Authorized By:
3/17	All	Removed all RWQCB Requirements. no longer are applicable	A. Fairman
"	Cover	Add WDID Number	"
"	Introduction	Added items to system description	"
"	2	Revised Authorized Representative section, revised org, chart and added table into Appendix A	"
"	3	Revised language in Los Altos Hills Agreement section to reflect recent changes	"
"	4	Revised prioritized maintenance discussion section. Deleted Outreach to Plumbers and Contractors section, old RWQCB requirement. Updated cleaning schedules and equipment inventory list in Appendix C	"
"	6	Added details regarding the water quality monitoring plan in that section	"
"	7	Updated focused cleaning figures, Table 7-1, and inspection data to match current program	"
"	9	Added a section on SSO Discussion that discusses SSO results of audit period. Also added graphs displaying SSO results in Appendix H	"
"	10	Added language regarding the use of an SSMP Change Log, required by the MRP, and a Change Log Form in Appendix I	"

Appendix J
Communication Program
Element Supporting Documents

Appendix J Documents

1. Partners Contact List

PARTNERS CONTACT LIST 03.13.2017

Partner Agency	Name	Title	Address	Tel. No.	Fax No.
Mountain View Public Works Department 903-6311 Public Services Division 903-6329 Finance Department 903-6317	Michael A. Fuller	Public Works Director Email: michael.fuller@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6077	962-8503
	Gregg Hosfeldt	Assistant Public Works Director Email: gregg.hosfeldt@mountainview.gov	City of Mountain View 231 N Whisman Road Mountain View, CA 94043	903-6329	903-6323
	Alison Turner	Utilities Services Manager Public Services Division Email: alison.turner@mountainview.gov	City of Mountain View 231 N Whisman Road Mountain View, CA 94043	903-6081	963-3036
	Suzy Niederhofer	Assistant Finance & Administrative Services Director Email: suzy.niederhofer@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6024	968-1786
	Patty Kong	Finance & Administrative Services Director Email: patty.kong@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6006	968-1786
	Eric Anderson	Environmental Safety Coordinator eric.anderson@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6225	903-6576
	Jaymae Wentker	Fire Marshall Fire Department Email: jaymae.wentker@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6821	903-6122
	Carrie Sandah	Water Environmental Specialist Fire and Environmental Protection Division Fire Department Email: carrie.sandahl@mountainview.gov	City of Mountain View 500 Castro Street P.O. Box 7540 Mountain View, CA 94039	903-6224	903-1430

PARTNERS CONTACT LIST 03.13.2017

Partner Agency	Name	Title	Address	Tel. No.	Fax No.
City of Los Altos Main Tel 947-2700 Main Fax 947-2701	Susanna Chan	Public Works Director Email: schan@losaltosca.gov Maggie De La Torre Temporary Executive Assistant, Engineering Email: mdelatorre@losaltosca.gov	City of Los Altos 1 N. San Antonio Road Los Altos, Ca 94022-3087	947-2621 947-2642	947-2732
	Christopher Lamm	Engineering Services Manager Email: clammm@losaltosca.gov	City of Los Altos 1 N. San Antonio Road Los Altos, Ca 94022	947-2624	947-2732
	Sharif Etman	Admin. Services Director Email: setman@losaltosca.gov	City of Los Altos 1 N. San Antonio Road Los Altos, Ca 94022	947-2836	947-2731
	Aida Fairman	Associate Civil Engineer Email: afairman@losaltosca.gov	City of Los Altos 1 N. San Antonio Road Los Altos, Ca 94022	947-2603	947-2732
Stanford	Julia Nussbaum	Manager of the Water Quality, Efficiently, and Stewardship Email: juliann@stanford.edu Cell Phone 650-223-9930	Stanford University 327 Bonair Siding, 2 nd Floor Stanford, CA 94305	723-9747	723-3191
	Tom W. Zigterman, P.E., D.WRE	Director - Water Resources & Civil Infrastructure Email: twz@stanford.edu	Stanford University 327 Bonair Siding, 2 nd Floor Stanford, CA 94305	725-3400	723-3191

PARTNERS CONTACT LIST 03.13.2017

Partner Agency	Name	Title	Address	Tel. No.	Fax No.
Town of Los Altos Hills Main Tel. 941-7222	Allen Chen	Interim Public Works Director/City Engineer Email: achen@losaltoshills.ca.gov	Town of Los Altos Hills 26379 Fremont Road Los Altos Hills, Ca 94022	941-7222	941-3160
	Pak Lin	Finance & Admin.Services Director Email: plin@losaltoshills.ca.gov	Town of Los Altos Hills 26379 Fremont Road Los Altos Hills, Ca 94022	947-2515	941-3160
	Suzanne Avila, AICP	Planning Director Email: savila@losaltoshills.ca.gov	Town of Los Altos Hills 26379 Fremont Road Los Altos Hills, Ca 94022	947-2507	941-3160
East Palo Alto Sanitary District Main Tel. 325-9021	Karen Maxey	Interim General Manager Email: kmaxey@epasd.com	East Palo Alto Sanitary Dist 901 Weeks Street East Palo Alto, Ca 94303	325-9021	325-5173
	Rich Laureta	District Engineer - EPASD Email: laureta@freyerlaureta.com	Rich Laureta, P.E. President – Freyer & Laureta, Inc. 144 North San Mateo Drive San Mateo, CA 94401	344-9901	344-9920
	Maintenance Supervisor Jackey Wilson	Email: jwilson@epasd.com Cell phone: 650-714-3705	East Palo Alto Sanitary Dist 901 Weeks Street East Palo Alto, Ca 94303	325-9021	325-5173
	Operations Manager Naptina White	Email: nwhite@epasd.com	East Palo Alto Sanitary Dist 901 Weeks Street East Palo Alto, Ca 94303	325-9021	325-5173

PARTNERS CONTACT LIST 03.13.2017

Partner Agency	Name	Title	Address	Tel. No.	Fax No.
Palo Alto	Jamie Allen	Plant Manager Regional Water Quality Control Plant	City of Palo Alto 2501 Embarcadero Way Palo Alto, Ca 94303	329-2243	494-3531
	Karin North	Watershed Protection Manager	City of Palo Alto 2501 Embarcadero Way Palo Alto, Ca 94303	329-2104	494-3531
	Phil Bobel	Assistant Director, Environmental Service	City of Palo Alto 250 Hamilton Ave, Sixth Flr P.O. Box 10250 Palo Alto, Ca 94301	496-6951	494-3531
	Mike Sartor	Director of Public Works/City Engineering	City of Palo Alto 250 Hamilton Ave, Sixth Flr P.O. Box 10250 Palo Alto, Ca 94301	329-2270	329-2299
	Jackie Agustin	Senior Accountant Administrative Services Department	City of Palo Alto 250 Hamilton Ave, Fourth Flr P.O. Box 10250 Palo Alto, Ca 94301	329-2583	323-8356
	Larry Hartmann	Accountant Administrative Services Department	City of Palo Alto 250 Hamilton Ave, Fourth Flr P.O. Box 10250 Palo Alto, Ca 94301	329-2132	323-8356